APPSTATE

BEAVER COLLEGE OF HEALTH SCIENCES

Social Work

BSW
Student Handbook

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The Appalachian State University *BSW Student Handbook* is intended for information purposes only and does not constitute a contract between the University and the student. While this handbook presents policies and programs as accurately as possible at the time of publication, the department reserves the right to revise any section or part without notice or obligation. Changes in degree requirements do not affect students already enrolled in a degree program, although adaptations may be needed. Degree requirements can be found in the Graduate Bulletin and Program of Study for the student's year of admission to the university. Changes in departmental and academic policies become effective for all students on the date approved for implementation; therefore, all Social Work students are subject to those policies as posted herein. **Last revised August 2025.**

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Welcome!

Welcome to the Bachelor of Social Work (BSW) Program from the faculty and staff of the Department of Social Work at Appalachian State University (AppState). We are delighted that you have selected social work for your undergraduate degree.

Please refer to the Department of Social Work's website for information regarding the Department's mission and vision, faculty, departmental policies that apply to all students, information related to the profession, and resources for students.

BSW Curriculum

The Appalachian State University BSW Program curriculum is competency based and accredited by the Council on Social Work Education (CSWE). CSWE's 2022 Educational Policy and Accreditation Standards (EPAS) prepare students to demonstrate social work skills in preparation for professional social work. These educational standards can be found in their entirety on the CSWE website. The competencies are listed in Appendix A.

In order to prepare students for generalist practice, ASU's social work program has developed a curriculum design that builds on the liberal education and cognate courses. Specific requirements for students are identified in their enrollment year *Program of Study* (some will require substitution approvals from the BSW Program Director).

General Education and Required Cognate Courses

General Education (University Liberal Education) Requirements: Students at ASU, regardless of major, take 41 credit hours of General Education coursework. ASU must also meet these foundation requirements.

BSW Program Required Cognates: The BSW program has explicit course requirements that provide specific knowledge from other disciplines, which enhances the professional curriculum. The cognate courses are chosen in order to increase student knowledge in several areas including human biology, anthropology, sociology, political science, and psychology. The required cognate courses are listed on the *Program of Study*. All required cognates must be completed with an earned grade of "C" or higher to progress in the BSW from the Professional Sequence to Practicum Education. Course descriptions for all of the cognate courses can be found in the *Undergraduate Bulletin*.

Foundation Level Courses

Students begin the social work program by completing the Foundation level courses: SW 2010, *Professional Social Work in Contemporary Society*; SW 2020, *The American Social Welfare System*; SW 2615, *Foundations for Social Justice Practice*; SW 2630, *Human Behavior in the Social Environment*; and SW 3000, *Basic Skills for the Social Work Profession*.

Course descriptions for all of the Foundation courses can be found in the *Undergraduate Bulletin*. These courses are open to students regardless of major.

The Foundation courses build on the skills, knowledge, and critical thinking obtained from General Education and Cognate Courses. In the foundation courses, students are introduced to the profession of social work and learn about the profession's ethics and values, social welfare policies and programs, culturally responsive practice with diverse populations, theories of human behavior, the Person-in-Environment perspective, and basic interpersonal and communication skills necessary for social work practice. All Foundation level courses must be completed with an earned grade of "C" or higher prior to entering the Professional Sequence courses.

Professional Sequence Courses

Students who have been successful in completing the Foundation courses may apply for admission to the Professional Sequence. Once students have completed the application, required mentor meeting, and have met the GPA and course requirements, they are admitted to the Professional Sequence and receive the PS attribute to their profiles after review by the Program Director, Program Coordinator, and advisor. If they have not successfully completed the prerequisites for admittance , they are informed by the Program Director with specific reasons.

When admitted, they may advance to the next tier of courses which includes SW 3330, *Social Welfare Politics, Programs, and Issues*; SW 3850 and 3870, *Social Work Research Methods I and II*; SW 4000, S*ocial Work Practice with Individuals and Families*; SW 4010, *Social Work Practice with Groups*; SW 4020, S*ocial Work Practice in Communities and Organizations*; *SW 4030 Social Justice Practice Across the Profession; SW 4600 Practicum Preparation and Professional Development;* and a social work elective, chosen to provide practice knowledge in a specific area. During this period in their matriculation, students also complete any remaining coursework in General Education, cognate courses, general electives, and Departmental Honors and/or University Honors coursework.

Course descriptions for all of the Professional Sequence courses can be found in the *Undergraduate Bulletin*. Note that some social work electives are offered regularly in specific semesters, but others are offered only when sufficient demand is anticipated. Regularly scheduled electives are identified as being offered in Fall or Spring in the course descriptions in the *Undergraduate Bulletin*. Students who wish to take a particular elective should plan their course work accordingly to accommodate their elective.

In the Professional Sequence, students build on their Foundation level coursework to hone their critical thinking skills, refine their interpersonal and communication skills, develop their

confidence in scientific inquiry, and broaden their ability to find and analyze information from a variety of sources. Students learn to conduct assessments, choose and apply interventions, and evaluate practice outcomes. Human rights, social and economic justice, ethics, and ethical decision making are integrated into these courses. Students increase their identification with the profession, internalizing the core values and developing as professionals.

All Professional Sequence courses, as well as the required elective, must be completed with an earned grade of "C" or higher prior to entering the final stage: Practicum Education.

The research courses, SW 3850 and SW 3870, are a two-course sequence and are expected to be taken sequentially, with SW 3870 taken in the academic semester immediately following SW 3850. Any student considering not taking SW 3870 immediately following SW 3850 should discuss the reason with their Academic Advisor prior to the registration period for the academic semester following SW 3850.

Students in Other BSW Programs Desiring to Enroll in Professional Sequence Courses

Professional Sequence courses are restricted to BSW majors accepted into the Professional Sequence. Students pursuing the BSW major or Social Work minor at other CSWE- accredited programs in North Carolina may submit a written request (email or letter) to the BSW Program Director to be allowed to enroll in Professional Sequence courses for transferable credit. The request must be received at least 14 business days prior to the first day of an academic semester/session. Approval will be contingent on factors such as the availability of seats and needs of ASU BSW students as well as the preparedness of the student requesting to enroll. Before making a decision, the BSW Program Director may request additional information from the student or the student's BSW program or discuss the request with the student or make contact with the student's BSW program for relevant information. If the request is approved, the student will be allowed to enroll in the course.

Study Abroad

Some students may wish to study abroad as part of their educational experience. The Department of Social Work may offer short-term study abroad opportunities some summers. Trips sponsored by the Social Work Department can count for a student's required Social Work elective if a request is made to the BSW Program Director to count the trip as the elective after it has been taken—it is not automatically counted. Students cannot receive Social Work credit for study abroad for other trips offered through other departments or the University though they may count for general elective credit.

Courses taken in Social Work programs in other countries cannot be counted for credit in this program because those programs are not CSWE-accredited. Students wishing to participate in study abroad should discuss their interest with their Academic Advisor early so that the opportunity can be planned at the most feasible time. Students who want to study abroad during an academic semester are *strongly* encouraged to undertake those opportunities before applying to the

Professional Sequence and starting to take Professional Sequence courses.

Practicum Education and the Capstone Experience

In this final stage of the curriculum, students have opportunities to put knowledge, values, skills, and cognitive and affective processes into practice. Students, placed in community agencies, apply what they have learned in the classroom in internships. SW 4650, *Practicum Education Instruction* and SW 4690, *Senior Seminar: Issues and Ethics for Practicum and Profession,* are taken concurrently. Students complete at least 400 Practicum hours and take a concurrent seminar course, which is referred to as the *Capstone Experience* for social work majors. The Department may make a temporary reduction in hours for any given semester based on changes in policy and/or the academic calendar due to unforeseen circumstances.

Students must show mastery of generalist practice basic knowledge, values, skills, and cognitive and affective processes prior to entering into the practice learning experience known as the "Practicum placement." Upon mastery, students are prepared to enter into intensive and concentrated exposure to supervised practice where they demonstrate their proficiency in the required Social Work Competencies.

For more detailed information, please refer to the *BSW Practicum Education Manual*.

Students complete a "block" Practicum placement and devote their final semester to their Practicum learning. Importantly, the Practicum placement is taken concurrently with the capstone seminar with the explicit expectation of connecting the Practicum to classroom learning. Within the seminar, students confidentially share their Practicum experiences with their student-colleagues and are challenged to apply theories, research, knowledge, and values from the earlier coursework to their practicum setting. In this way, the Practicum practicum and the Practicum seminar are coupled. Students must satisfactorily complete both SW 4650 and SW 4690. Because these courses are co-requisites, if students do not complete one course satisfactorily, they must repeat BOTH courses concurrently. For more information, see the *BSW Practicum Education Manual.*

All coursework (social work courses, cognates, General Education courses, electives, Departmental Honors coursework, University Honors coursework, minors coursework, second major coursework, any coursework needed to meet the minimum required hours for graduation, including any Incomplete grades from any courses) must be completed before entering Practicum.

Students who complete courses at other institutions have the responsibility for providing official transcripts in a timely manner that document completion of all required coursework or degrees completed at other institutions. Decisions regarding acceptance into the Professional Sequence and/or Practicum placement may be impacted when coursework completed away from ASU has not been documented through submitting official transcripts.

All **official** transcripts should be forwarded to the Office of Transfer Admissions and Engagement:

Office of Transfer Admissions and Engagement

Appalachian State
University
ASU Box 32166
Boone NC 28608

Students must apply for a Practicum placement prior to their Practicum semester. Students planning to enter Practicum (SW 4650 and SW 4690) must submit a Practicum application to the Practicum Director by February 1 in order to be considered for a placement in the following Fall semester or by June 1 in order to be considered for a placement in the following Spring semester. Failure to meet these deadlines may impact a student's ability to enter a Practicum placement in their desired semester. Students also must have achieved or exceeded the required minimum overall GPA of 2.5 and Social Work GPA of 2.5 in order to be allowed to enter Practicum.

If, due to extenuating circumstances, any of these criteria are not met, the student may ask for an exception. Please see the BSW Practicum Manual for this process.

Required Criminal Background Checks

Criminal background checks (CBCs) are required by the Beaver College of Health Sciences (BCHS). The BCHS policy can be found here. Students must complete a CBC prior to their Practicum placement and will be provided instruction on how and when to do so by the Practicum Faculty. The CBC fee of $18.90 will need to be paid by the student. BCHS typically uses Certiphi as a CBC provider. Our departmental Program Coordinator will contact you via email with instructions to submit your CBC.

Please refer to the BSW Practicum Manual for additional information.

Department of Social Work Policies

The Department has developed departmental policies regarding safety, confidentiality, professional development, technology, social media, snow/inclement weather, and mandatory reporting obligation.

BSW Program Policies

Declaration of the Social Work Major

Students enrolled at Appalachian State University. When students have accumulated 30 semester hours of course credit, with a 2.0 GPA, have completed RC 1000 (or an accepted equivalent course), and have completed or are enrolled in UCO 1200 (or an accepted equivalent course), they are notified that they are eligible to declare a major at the beginning of the following

semester. The records for all students who declare their major as Social Work will be verified and sent to the Beaver College of Health Sciences' Office of Advising and Academic Support. As the Department of Social Work is notified of new majors, students will receive a welcome letter, be added to the BSW Listserv to receive Departmental communications, and will be assigned a Social Work Faculty Mentor. Students must officially declare their major and be accepted into the Beaver College of Health Sciences before they can apply to the Professional Sequence.

Transfer Students. Students who plan to transfer to ASU must apply to the Admissions Office, contact Transfer Services and Engagement , and submit necessary transcripts and other materials. Transfer students are **strongly encouraged** to seek initial advising from the Social Work Academic Advisor in the Beaver College's Office of Advising and Academic Support *prior to their first semester at ASU* (or, at least prior to the end of the Drop/Add period *during that first semester*). Students are also encouraged to take the course plan developed during that consultation to advising meetings with their University College Academic Advising Center (General College) advisors. It is not possible for transfer students to complete the BSW curriculum in 4 semesters if they do not complete SW 2010, SW 2020, SW2615, SW 2630, and SW 3000 in their **first** semester.

After meeting with their University College Advisor for course planning, transfer students are strongly encouraged to review their plan with their Social Work Academic Advisor in the College's Office of Advising and Academic Support.

Transfer students are **strongly** encouraged to complete all outstanding coursework before beginning Professional Sequence courses. The rigor and expectations of the BSW curriculum increase from the Foundation courses to the Professional Sequence courses and students who still must complete courses in addition to their BSW courses may experience academic difficulty.

Orientation and Advising. Students declaring Social Work as their major will be expected to participate in orientation activities, as required, facilitated by the Beaver College of Health Sciences and/or the Department of Social Work. The BCHS Office of Advising and Academic Support and/or the Department of Social Work will notify new majors of orientation activities that require their participation.

Dual Majors. For course planning in both majors, social work students should be aware that all coursework must be completed successfully prior to the beginning of the Practicum semester. During the Practicum semester, students enroll only in SW 4650 and SW 4690. Students must plan to complete the second major's requirements prior to the Practicum semester, plan to delay Practicum placement (not recommended), or plan to return to their other coursework after completing the Practicum semester. Students should also be aware that typically no substitutions for coursework in the other major are given for Social Work courses required on the BSW *Program of Study*.

Second Degree Students. If a student has already earned a baccalaureate degree and wishes to earn a BSW as a second undergraduate degree, they must first apply for admission to ASU if the degree is from any university other than ASU. If the degree is from ASU, they must go through the College's Office of Advising and Academic Support to request re-admission. All prospective second degree students are encouraged to contact the MSW Program Director before making a final decision. It often is more advantageous in terms of time and cost for students who have

already earned an undergraduate degree to pursue the Master of Social Work (MSW) instead of the BSW.

If a student seeking the BSW degree as a second degree had completed the Social Work Minor with the original degree, credit for some or all of the courses taken for the minor may possibly be applied to the BSW degree. However, this is not guaranteed.

Any student who has earned the Social Work Minor and wants to pursue the BSW degree would need to consult with the BSW Program Director to apply to the Professional Sequence and request permission to enroll in one or more Professional Sequence courses.

Life Experience. Curriculum credit cannot be given for life experience or work experience. The Council on Social Work Education currently does not allow military experience to count for curriculum credit.

Declaration of the Social Work Minor

As indicated on the Program of Study for the Social Work Minor, the minor in Social Work requires 15 semester hours: SW 2010, SW 2020, SW 2615, SW 2630, and SW 3000. The primary purpose of the minor in Social Work is to complement a student's major. It does not prepare the student for social work practice. Minors may be asked to withdraw from a registered course at any point before or during the Drop/Add period if seats are needed for majors.

Students must officially declare the minor through their College's Dean's Office or its designee before graduating in order for their minor to appear on their transcripts. Students must meet the required minimum 2.5 for Social Work courses **and** earn a C or higher grade in all five courses in order for the minor to be awarded when the student graduates.

Admission to the Professional Sequence

Due to the program's professional nature, the curriculum has been developed to reflect both Foundation and Professional Sequence courses. In order to progress beyond the Foundation courses, students must apply and be admitted to the Professional Sequence. Students apply to the Professional Sequence when they are enrolled in, or have completed, all of the Foundation courses, earning a grade of "C" or higher in each, have participated in a mandatory group mentor meeting, and have officially declared Social Work as their major. Academic standards for admission to the Professional Sequence include a minimum overall GPA of 2.5 and a minimum social work GPA of 2.5. Registration for Professional Sequence courses is contingent upon successfully completing the five foundation courses and GPA requirements.

Academic Policies

Academic Standards for Retention in the BSW Program

In order to meet our responsibilities to provide quality professional education and to ensure that our BSW graduates are able to function in a broad variety of professional situations, the

Department of Social Work has set forth standards for students in the BSW Program. Social work students must maintain the *Academic Standards for Retention* set forth by ASU and the Department of Social Work.

BSW students are expected to abide by ASU's *Code of Student Conduct* and *Academic Integrity Code*, the National Association of Social Workers' *Code of Ethics*, and demonstrate increasing competence in the BSW Program's Competencies, and the following standards: 1) Scholastic Performance; 2) Professional Identity and Self-Awareness; 3) Ethical Behavior; 4) Interpersonal Relationships; and 5) Commitment to Diversity, Social Justice, and Human Rights. Failure to meet the standards may result in dismissal from the program. The standards are delineated below. The bulleted expectations provided under each standard are illustrative not exhaustive.

1. **Scholastic Performance Standards**

- Maintain a minimum overall GPA of 2.5 or higher;
- Maintain a minimum GPA of 2.5 or higher in all required social work courses and cognates;
- Students must complete all prerequisites outlined in the appropriate *Program of Study*.
- Students should not enroll in social work courses while they have "Incompletes" in any prerequisites without first consulting with the BSW Program Director or the Social Work Academic Advisor, and the registration system should prevent this from occurring.
- Receive a grade of "C" or higher in each required social work course and cognate course.
- Students may not take required social work courses or required cognates under the pass/fail option. Except for SW 4650, which is graded as "Satisfactory" or "Unsatisfactory," all other required social work courses and required cognate courses must earn letter grades.
- Students may repeat a particular social work course one time only, but may repeat cognate courses multiple times.
- If a student earns less than a "C" grade in a course that counts for the required social work elective, the student can attempt that course or another social work elective only once if the student has not used all repeats allowed.
- Any audited social work course counts towards the repeat limit as an audited course is considered an attempt at completing the course.
- Any social work course (except for SW 4650) taken as a pass/fail course counts towards the repeat limit even though the course cannot count for meeting requirements since it did not earn a letter grade.
- While pursuing the BSW degree, students may repeat only two social work courses, including social work electives, Practicum Placement, and Practicum Seminar. Students who would need to take any required social work course a third time are dismissed from the major. This includes students who took any social work courses as part of the social work minor and subsequently declared social work as their major.
- Students must receive a "Satisfactory" grade in SW 4650.

2. **Professional Identity and Self-Awareness Standards**

- Function within the structure of the University and Department including following established policies and processes; meeting deadlines; providing documentation and

applications as requested; completing required in-class and out-of-class assignments; being prepared for class/Practicum; attending class/Practicum; arriving to class/Practicum on time and remaining in class/Practicum; and communicating respectfully and appropriately with faculty, staff, supervisors, Practicum instruction personnel, fellow students and others; and

- Demonstrate progressive identification with the profession through behavior, communication (verbal, nonverbal, written), personal reflection, and self-correction.

3. **Ethical Behavior Standards**

- Demonstrate honesty and accountability and communicate directly within the University, Department, community, and Practicum placement.

4. **Interpersonal Relationships Standards**

- Interact with others, including peers, faculty, administrators, clients, agency personnel, and community members with integrity, cooperation, and respect, and in a non-disruptive manner; and
- Demonstrate interpersonal skills that facilitate forming and sustaining effective helping relationships.

5. **Commitment to Diversity, Social Justice, and Human Rights Standards**

- Contribute to a community culture within the Department and the Practicum placement, which supports and encourages open dialogue, increases understanding and awareness, and inspires action;
- Demonstrate respect for all people; and
- Promote social justice and human rights in language and behavior in consideration of individual, family, organization, and/or community context.

Academic Performance Concerns

Students in the BSW program are first and foremost Appalachian State University students. Therefore, they must adhere to the academic standards and performance standards set forth by the University for all students.

Violations of the performance standards set forth by the University, including violations of the A*cademic Integrity Code*, will be referred to the Office of Student Conduct. Please note that alleged threat or harassment complaints must be handled according to University procedures. Further, students who fail to maintain the University's scholastic requirements are subject to academic probation or dismissal as indicated in the Appalachian State University Undergraduate Bulletin: Academic Regulations. Additional review may also be undertaken by the Department of Social Work, following the policies and procedures outlined in this handbook.

Because the BSW program is a professional program, BSW students must also adhere to the specific *Academic Performance Standards* set forth by the Department of Social Work. The BSW Program's *Academic Performance Standards* and expectations of essential behaviors for each

standard were developed to ensure clarity of expectations for behavior and achievement and to ensure that students from this program are well-suited for the professional demands, roles, and responsibilities of professional social workers, acknowledging that the development of competency in every area is progressive, beginning with a basic level of commitment, knowledge, understanding and skill and moving towards an appropriate degree of professional competency in all areas by graduation. Therefore, academic performance expectations will follow this developmental sequence, with increasing competency expected over time.

Student academic performance is monitored throughout the BSW Program. When concerns are noted in any of the areas outlined in the *Academic Performance Standards for Retention*, the Department will utilize the policies and procedures outlined in the following paragraphs.

The severity of the concern will influence the level of intervention and steps followed. It is important to note that if a Practicum placement or service learning agency requests a student be removed, the Department will honor the request.

When an academic, behavioral, or professionalism concern is identified the following steps are strongly recommended.

1. The faculty member and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include e-mail summaries of meetings and/or the Academic Standards Feedback Form (see Appendix C). The BSW Program Director and/or Department Chair may serve as resources to assist the student and the faculty member in resolving concerns.
2. If a satisfactory solution is not reached and/or if another issue arises following the meeting with the faculty member and student, the BSW Program Director should be contacted. The BSW Program Director may consult with the Department Chair. The faculty member and BSW Program Director may use a variety of methods including joint and individual meetings to assist in resolving the problems; efforts to resolve the problems will be documented. Documentation may include e-mail summaries of meetings and/or the Academic Standards Feedback Form (see Appendix C).
3. If agreeable solutions are not found, the problem is not remedied, or a new problem occurs following consultation with the BSW Program Director, the BSW Program Director will notify the Department Chair. Possible actions may include but are not limited to the following items. The Department Chair will determine a course of action and may consult with appropriate University and Department personnel.
    a. Gather more information which may include contact with the student, faculty members, agency, or others;
    b. Conduct a meeting to resolve issues;
    c. Develop a written performance contract;
    d. Remove the student from the service learning/Practicum agency;
    e. Conduct an Academic Performance Review (APR) (see Appendix B)
    f. Suspend/dismiss the student without an APR

The procedure addressed above relates to concerns raised before students enter Practicum Education. The procedure for addressing concerns raised while students are placed in Practicum is described in the *BSW Practicum Education Manual*.

NOTE: Students pursuing the BSW degree (at any point in the degree) must report any active criminal charge or criminal conviction or active or substantiated violation of the *Student Code of Conduct* and *Academic Integrity Code* to the BSW Program Director or Department Chair. If students have previously earned professional licenses or certifications, they must also notify the BSW Program Director or Department Chair of any current or past complaints, disciplinary actions, sanctions, and/or suspensions related to those credentials. Failure to meet these reporting requirements may result in an Academic Performance Review and/or dismissal from the BSW program.

Violence or threat of harm to any human being, cheating, or two documented instances of plagiarism may result in immediate dismissal from the BSW Program. Engaging in conduct that results in dismissal from the Practicum may also result in immediate dismissal from the BSW program or an APR. Any other actions required by law and/or University policy will also be taken.

Although every effort is made to identify and positively address student concerns as early as possible, the Department may conduct an APR, or take other appropriate action, at any time to address concerns, even if the relevant issues arise late in the student's final semester. Concerns related to student academic performance, behavior, or professionalism can delay awarding the BSW degree or lead to dismissal from the program.

Transferring Credits to ASU

Students who have taken social work courses at other universities *possibly* may receive credit for the courses. Transfer of social work credits will be limited to courses completed at CSWE-accredited programs only (at the time the course was taken). Transfer credit occurs automatically for some equivalent social work courses that have been approved for the Office of Transfer Services to accept. Credit for other social work courses will be determined on an individual basis by the BSW Program Director. Courses must be judged to be comparable to the required social work courses; this judgment will be based on careful review of the course syllabi, and using any additional information requested, including consultation with the other social work program if needed. Students must be able to provide a copy of the syllabus for the course from the time they were enrolled in courses. Courses that are not comparable to required courses in this BSW program may be considered for elective credit within the program, again only if they are from CSWE-accredited programs. The BSW Program Director will handle requests for credit transfer for cognate courses taken at other universities or community colleges similarly. To be considered for credit in this BSW program, students must have completed the social work or cognate course with at least a "C" or higher grade.

Students seeking to take a social work course at another university must first have the course approved by the BSW Program Director. Approval is not guaranteed without prior consultation.

Students seeking to take a General Education or cognate course at another university should first have the course approved by the Office of Transfer Services and the Social Work Academic Advisor or BSW Program Director to ensure the course meets ASU's requirements. General

Education substitutions must receive final approval from the General Education Program.

Students should arrange for **official** transcripts to be sent directly to Transfer Admissions and Engagement Services as soon as grades are posted (not to Admissions, the BCHS Office of Advising & Academic Support, the Registrar or the Department of Social Work):

Office of Transfer Admissions
and Engagement
Appalachian State University
ASU Box 32166
Boone NC 28608

Requirements for Graduation with a BSW Degree

As stated in the *Undergraduate Bulletin*,

To earn the Bachelor of Social Work (BSW) in the Beaver College of Health Sciences, the student must meet the following requirements:

1. Completion of a minimum of 120 semester hours with a cumulative grade-point average of at least 2.5 and a major grade-point average of at least 2.5 (Included in the calculation of the major grade-point average are all courses taken in the major department, all courses in the approved program of study/contract/concentration, and all cognate courses.).
2. Completion of General Education requirements.
3. Completion of major requirements for the social work major (Department of Social Work) described in the student's *Program of Study*.
4. Students must earn at least a 2.0 ("C") grade in EACH required cognate and social work course in the major, including social work electives, and successfully complete Practicum Seminar.
5. Electives to complete 120 semester hours. A minimum of two semester hours of electives must be outside the major discipline.
6. Completion of residency requirements.
7. Compliance with regulations concerning the settlement of all expense accounts.

As stated above, students must complete a total of 120 credit hours for the BSW degree. Seventy-four (74) credit hours of required social work courses are combined with 18 credit hours of cognate courses. Electives and General Education courses, as required by Appalachian State University, are also included in the requirements. No credit will be given for life, military, or work experience. Neither courses nor credit hours can be waived.

Senior Academic Audit and Graduation Shortage Notices. Following completion of 85 hours of course work and at least one semester prior to graduation, the Office of Advising and Academic Support automatically sends, by email, a *Senior Academic Audit* to campus BSW majors. This "senior check" lists all coursework and requirements that must be completed prior to graduation. Students should review the document carefully and consult with their academic advisor to plan for completing all requirements. Once students apply to graduate, the same office reviews their records to ensure all requirements have been met. Students receive, by email, a

Graduation Shortage notice if their degree requirements will not be met and they will not be able to graduate in the semester when they have applied.

Applying to Graduate. Students must apply to graduate following the graduation application instructions. Students who do not submit an application for graduation will not have their degree awarded and will not receive a diploma.

Grievance Procedures

Students who are dissatisfied with decisions regarding course concerns, final course grades, Academic Performance Reviews, or termination from the BSW Program are expected to follow University-wide and Departmental grievance procedures as outlined below. Students must follow the procedure specific to their grievance. Please also consult the *BSW Practicum Education Manual* for grievance procedures related to Practicum decisions.

Procedures for Course Concerns. Students may have concerns in a course that are not related to a final grade but may be related to grades on assignments in a course or other aspects of the course. When these concerns arise, students are expected to first address their concerns with the faculty member, in accordance with both University procedures and the BSW Program's *Academic Standards for Retention*. If the concerns are not addressed to the student's satisfaction, then the student may address these concerns with the Department Chair.

On rare occasions, students may have significant concerns with addressing their faculty member directly. On these rare occasions, the students may take their concerns directly to the Department Chair. They should not only outline their concerns with the course, but also their reasons for not approaching their faculty member as a first course of action. The Department Chair will determine whether to refer students back to the faculty member or to move forward in addressing their concerns at that point as appropriate in the Chair's judgment. When a concern involves the Department Chair, students should first try to address the concern with the Department Chair in a similar manner. If the concern is not resolved successfully then the student should contact the Dean's Office for assistance. Students may also contact the Office of Access and Equity or the University Ombudsperson and will be assisted by these offices as appropriate.

Grievance of Course Grades. Please note that there are specific criteria taken into consideration when appealing a final grade.

Steps to take in final grade appeal. Any student who contests a course final grade shall first attempt to resolve the matter with the instructor. The student must explain their position to the instructor and attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the student's situation, the instructor's actions, and to resolve differences in an informal and cooperative manner. If the student fails to reach a satisfactory solution in consultation with the instructor, the student must present the appeal in writing, using the *Grade Appeal form*, to the Department Chair in which the contested grade was awarded.

The student must file the written appeal with the Department Chair within 14 calendar days after consulting with the instructor. The statement must be specific and concise and limit itself to citations of evidence pertaining to valid grounds for the appeal. Through conferring

with the student and the instructor, the Chair will seek resolution by agreement. The student must provide the Chair with a course syllabus and all available tangible materials related to the grade (e.g., exams and papers) as well as a list of any items used in the evaluation for which the student cannot provide documentation (e.g., unreturned exams, grades on class participation, attendance records).

If there is failure to reach an agreement through consultation with the Chair, the student may file the written appeal with the Grade Appeals Committee through the Office of the Dean of the College or school in which the grade was awarded. The student must file this written appeal within 30 calendar days after the beginning of classes in the next semester after the contested grade was awarded. When possible, the form must be signed and dated by both the instructor and the Department Chair, as well as the student. In accordance with the instructions on the form, the student must present with it the documentary evidence furnished to the department Chair and any other evidence relevant to the case.

The Dean or their designee serves as convener of the Grade Appeals Committee of the college or school. Each full committee consists of the convener (who presides over hearings), the Chair of the department in which the contested grade was assigned, three faculty, one undergraduate student, and one graduate student, all from the college or school which the committee serves. The Department Chair sits in a non-voting capacity, and the convener votes only in the case of a tie. The three faculty members, one alternate faculty member, and two students are appointed by the Dean from among volunteers for the assignment. A quorum for each committee shall consist of no fewer than one student and two faculty members, along with the convener.

The Grade Appeals Committee has authority to screen out frivolous or unsubstantiated appeals. The convener will explain any such finding in writing to the student, the faculty member, and the Department Chair.

If the committee grants a full hearing, the student will appear before it to present all evidence relevant to their case. The convener will also invite the instructor to appear and present any evidence in support of their grade decision. The committee may ask questions of either or both and will hold its deliberations in executive session after hearing the case. The Dean, the Department Chair, the instructor, and the student will receive prompt written notification of the committee's findings. The committee's decision is binding. If the committee supports the student's appeal, the instructor will be required to re-evaluate the student according to a specific method. The method of reevaluation will depend on the circumstances of the appeal. Re-evaluation will not be used in a punitive manner toward the student. The student has 14 calendar days to inform the instructor, Department Chair, and convener in writing whether she or he consents to the proposed method of re-evaluation (which must be completed within the semester of the finding). Should the student not consent to the proposed method of re-evaluation, the instructor, Chair, and committee will mutually agree on a method of recalculating the appealed grade. In either case, the resulting grade is final and may not be appealed.

According to the BCHS Office of Advising and Academic Support, an appealed grade stands until or unless it is overturned. In terms of required cognates and social work courses, a course with a grade less than the required minimum that is under appeal will continue to be recognized as the earned grade. Consequently, the course grade may have implications for enrollment in particular

courses, entry into the Professional Sequence, acceptance for Practicum Placement, and/or graduation.

Grievance Procedures Related to Professional Sequence Decisions and Termination from the BSW Program. Students who are dissatisfied with the decision regarding admittance to the Professional Sequence or termination have the right to appeal the decision. Students should submit a written appeal, detailing the reasons for the appeal, to the Chair of the Department of Social Work within 10 working days of receipt of the decision. The Department Chair will review the written materials and may interview the student. The chair will present a written decision within 10 working days of receipt of the appeal. Students who are dissatisfied with the decision have the right to appeal the Department Chair's decision to the Dean (or Dean's designee) in writing by email within 10 business days of receipt of that decision. The Dean's decision is final.

Grievance Procedures for Academic Performance Review Decisions. Students may respond regarding the process of the APR and/or appeal the decision. The student may provide a written response regarding the review process and/or the Department Chair's decision within 10 business days of receipt of the decision; **this written response is NOT an appeal**. This written response should be sent to the Department Chair who will keep a copy in the Department of Social Work. Students who are dissatisfied with an APR decision have the right to appeal the Department Chair's decision to the Dean (or Dean's designee) in writing by email within 10 business days of receipt of that decision. The Dean's decision is final.

Interpersonal Student Concerns

When there are concerns between or among students that are professional or behavioral in nature, and which might affect the safety, health and well-being of students as well as affecting the learning environment and/or learning experience, then students should be aware of the following relevant policies:

1. The Department of Social Work's *Academic Standards for Retention*, especially standard 2. Professional Identity and Self-Awareness, standard 3. Ethical Behavior Standards, and 4. Interpersonal Relationship Standards. (Please see these standards above.)
2. The *NASW Code of Ethics*, especially 2. Social Workers Ethical Responsibilities to Colleagues, and under this, 2.01 Respect, *2.04 Disputes Involving Colleagues*, *2.08 Impairment of Colleagues,* and 2.09 Incompetence of Colleagues, and 2.10 Unethical Conduct of Colleagues. (Please see these standards below.)

With these policies in mind, the following steps are strongly recommended:

1. First, students should try to resolve concerns between or amongst themselves as soon as possible, if appropriate. If there are safety concerns, then students can go directly to Step 4. below except in the case of immediate threat of harm, when students should contact Campus Police in person, by phone or online.

2. If this issue is occurring in a course, please follow the *Procedures for Course Concerns*, under the *Grievance Procedures* section above.
3. If the issue is occurring in the Practicum seminar or Practicum placement then please go to the the BSW Practicum Manual
4. If a satisfactory solution is not reached, or if Steps 1 to 3 were bypassed, then the student(s) should determine which of the following routes to take:
    a. Discuss the concerns with the BSW Program Director and/or the Department Chair.
    b. Consult with the Office of Access and Equity and/or file a report
    c. Discuss the concerns with the Dean of Students' Office.
    d. Discuss the concerns with the University Ombudsman's Office.
    e. Initiate an Academic Performance Review. See instructions and more information in Appendix C, below.
5. If the concerns are brought to the BSW Program Director and/or the Chair of the department, all relevant known resources will be offered to the student(s). The Program Director and/or the Chair will work with the students to attempt to resolve the issue. If it is necessary for the Program Director or Chair to approach the student(s) who are the subject of the report, then the reporter(s) should be aware that their concern might not be anonymous or confidential. Depending on the nature of the concerns, if the student(s) want to retain their anonymity, then the Program Director and/or Chair may be unable to address this situation. Even if students request anonymity or confidentiality, circumstances may lead the reporting student to be identified or assumed to be the reporter by the student in question. Please note, however, if any student's safety is at risk, then we cannot guarantee anonymity or confidentiality.

For more information about the NASW Code of Ethics' responsibilities of social workers to their colleagues,visit this link.

Rights and Responsibilities

Program Responsibilities

Course Guide. Every course offered by the Department of Social Work is described in the faculty member's course guide. In addition to listing related University and departmental policies, the course guide will state the course description and objectives, course text and required materials, content to be covered during the semester, assignments and evaluation methods, course policies, and specific course requirements.

Academic Advising. Advising and consultation are integral to BSW students' academic and professional development. Declared BSW majors consult with the Social Work Academic Advisor in the BCHS Office of Advising and Academic Support for their academic advising and course planning. The Academic Advisor will help students plan for completing all degree requirements. Each new major is expected to contact BCHS Office of Advising and Academic Support to arrange an initial course planning appointment with the Social Work Academic Advisor and to discuss ongoing academic advising. Students' have the responsibility for initiating academic

advising and will be informed how to do so via e-mailed correspondence upon approved declaration of the major to the BCHS. The Academic Advisor is also able to connect students to resources that they might need across the College and University to support their success and address issues that are impeding academic progress or negatively affecting health or wellbeing. The Academic Advisor and BCHS Office of Advising and Academic Support are also available to assist students with the interpretation of policies and with review of special requests.

In DegreeWorks, a student's primary academic advisor's name is listed in the top left area on the report.

Social Work Faculty Mentors. Social Work majors are assigned a Social Work Faculty Mentor. The Social Work welcome letter will include the faculty mentor's name and contact information along with a video from the assigned mentor which introduces themself. The Faculty Mentor will be available for consultation related to students' interests and career planning, graduate education, academic progress, and concerns. In DegreeWorks, the Social Work Academic Advisor's name will be listed in the top left area on the report first, followed by the Social Work faculty mentor's name, in the space for the secondary advisor.

All students are required to participate in an initial group mentoring meeting the semester prior to being admitted to the Professional Sequence. Individual faculty mentoring is voluntary and at students' discretion.

Faculty Contact Hours. Each faculty member and instructor must maintain contact hours when they will be available to students. Contact hours and contact information will be provided in the syllabi for courses they are teaching.

Posting of Grades. As soon as grades are determined at the end of each semester or summer term, grades are posted electronically by the Registrar's Office and are available to students shortly after posting.

Student Rights and Responsibilities in Addition to the BSW Program's *Academic Standards for Retention*

Code of Ethics and Confidentiality. BSW students are expected to adhere to the NASW *Code of Ethics* as well as the following confidentiality statement:

> A salient issue for social work students is respecting the confidentiality of clients, client records, and activities that occur in Practicum and in the classroom. These can include interactions with agency staff, other students, professors, and the student's Practicum instructor. It is expected that students adhere to the *Code of Ethics* regarding professional and ethical conduct. Students are to respect client and agency confidentiality in their course assignments by refraining from the use of client names or identifying information. While maintaining confidentiality is important, it is expected that students will be able to discuss issues and activities of concern regarding Practicum and should seek the guidance of their seminar instructor and other professors in doing so appropriately.

University Information on Student Responsibilities. University-wide student responsibilities are outlined below. Pursuant to these policies, the Department of Social Work has determined that any

student whose conduct is unsatisfactory as defined in the *Student Code of Conduct* will be subject to appropriate disciplinary action.

Student responsibilities at Appalachian State University are delineated in the *Appalachian State University Policy Manual*.

Non-Discrimination, Harassment, and Retaliation. Students have the right to an educational experience free from discrimination, harassment, and retaliation. According to the discrimination, harassment, and retaliation policy, Appalachian State University "prohibits all forms of discrimination and harassment based on protected class status as well as all forms of retaliation against any individual because of their participation in the reporting, investigation, or adjudication of alleged violations of this policy."

Reports and concerns regarding protected categories (including age, color, disability, genetic information, national origin, political affiliation, race, religion, or veteran status) and other forms of harassment (such as bullying or intimidation), discrimination, workplace violence, or retaliation should be directed to the Office of Access and Equal Opportunity: Equal Opportunity. Staff in this office will redirect your concern if it is not the appropriate office to address it.

For concerns regarding all forms of discrimination and harassment based on sex, gender, gender expression, gender identity, and sexual orientation, including instances involving sexual assault, dating and domestic violence, or stalking, refer to the handbook section regarding the Office of Access and OpportunityEquity: Equal Opportunity.

Equal Opportunity. According to the *Equal Employment Opportunity* policy,

> Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation. The university actively promotes diversity among students and employees.

Academic Integrity and Student Conduct. The following information relates to academic integrity and student conduct.

Academic Integrity: Appalachian State University has developed an *Academic Integrity Code*. During admission, Social Work students agree to abide by the code. Violations of the *Code* will be taken seriously. Policies and procedures, as outlined in the *Academic Integrity Code*, will be followed by the Department of Social Work, including the specification that alleged violations will be reported to the Office of Student Conduct.

Student Conduct: The purpose of the *Student Conduct Code* for Appalachian State University is provided below:

> As an academic community, the University has an interest in the safety, welfare, and education of the members of this community and in fostering an environment consistent with the educational mission, purpose, and processes of the University. When students voluntarily enter the University, they assume obligations of performance and behavior relevant to the University's mission, processes, and functions. These expectations of students in an academic community are higher than those expected of other citizens.

Sharing Assignment and/or Exam Information or Instructors' Materials: While it is acceptable to share study notes with other students, it is not acceptable to share exam questions, assignment answers, or materials provided by instructors, unless instructors grant permission for these materials to be shared with other students or to other sources (for example, posting materials on study sites like Quizlet.)

Use of Web-Based (or other) Sources that Facilitate Academic Dishonesty: While it is acceptable to consult resources for support (for example, Write Social Work or the University Writing Center or university tutoring services), the use of any resources (such as "essay mills" or "ghost writers" or "bot-writing" online sources) that produce material which the student presents as his or her own work would be considered cheating.

When in doubt about whether it is appropriate to share materials or whether a potential form of assistance is acceptable, students should consult with their instructors before using the assistance or submitting work that has been developed using the assistance.

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University Policy on Course Withdrawals. Appalachian State University establishes guidelines for students requesting a late or retroactive withdrawal for an academic semester after the published add/drop date.

If approved, both regular and retroactive withdrawals convert grades from the assigned grade to a "W" for withdrawal. Courses with a "W" do not penalize students in regard to BSW program policies. Procedures for applying for withdrawals are outlined in the policies. Students who are experiencing serious health and/or mental health concerns are encouraged to talk with their course instructors and the Social Work Academic Advisor about their circumstances.

Student Input to the BSW Program

Students have several mechanisms for providing input to the BSW Program and the Department of Social Work.

Student input is highly valued in the hiring process in the Department of Social Work. Whenever possible, students will have the opportunity to provide feedback to the search committee about finalists.

One or more BSW students will be selected each semester to attend faculty meetings. Although these student(s) do not have voting rights, they will be invited to participate in discussions and to provide input regarding the program and departmental activities.

One or more BSW students will also be selected each year to serve on the BSW Committee. Representatives will have voting rights. Representatives are expected to provide information to the entire BSW student body and to solicit feedback regarding the program.

One BSW student will be selected to serve as the NASW-NC representative. In addition to representing the AppState BSW program, this student will be responsible for communicating information about NASW-NC to BSW students. At the end of their terms, the BSW and MSW NASW-NC student representatives will make a recommendation to the Program Director regarding who their replacement might be.

Additional BSW Program Information

Departmental Honors Program

Through the Departmental Honors in Social Work program, the Department of Social Work offers honors courses at the undergraduate level to students who desire a more rigorous academic experience. To graduate with "Honors in Social Work," a student must meet the criteria for admission into the Honors Program and successfully complete all requirements.. Departmental Honors in Social Work is different from University Honors. Students participating in University Honors can choose to pursue Departmental Honors in Social Work but must be accepted into the Departmental Honors Program. Participation in University Honors is not required for participation in the Departmental Honors Program.

Student Association for Social Work

The Student Association for Social Work (SASW) became a registered University student organization in 1987. The Association provides an opportunity for undergraduate students to participate in professional, social, departmental, and University activities. Through participation in the SASW, students can develop supportive peer relationships, contribute to the further development of the social work program, develop leadership experience and skills, and expand their participation in social work. Members typically have several opportunities to participate in community service activities and partner with local human service agencies.

North Carolina School Social Workers Association

The role of a School Social Worker is to provide services to students, families, faculties, and communities to allow students to attain maximum benefits from their school experiences. As the population in the state grows, the need for student support services increases. The North Carolina School Social Workers Association (NCSSWA) was created in 1972 in order to promote the professional development of school social workers, to increase networking among school social workers, and to advocate for legislation and policies to enhance the welfare of children. NCSSWA is accessible through Facebook.

National Association of Black Social Workers

The National Association of Black Social Workers, Inc., composed of people of African ancestry, is committed to enhancing the quality of life and empowering people of African ancestry through

advocacy, human services delivery, and research. NABSW offers student membership options.

National Association of Social Workers

As undergraduate students in an accredited social work program, students are eligible to become members of the National Association of Social Workers (NASW), and thereby student members of the North Carolina Chapter of NASW. When students join NASW, they will begin receiving the journal, *Social Work*, and may enjoy other membership benefits and responsibilities. Student members pay a reduced membership fee.

Phi Alpha – National Social Work Honor Society

The Department of Social Work has established a Chapter of *Phi Alpha*, the national social work honor society. The purpose of Phi Alpha Honor Society is to provide a closer bond among Social Work students and promote humanitarian goals and ideas. *Phi Alpha* fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. ASU BSW students are eligible for membership when they have officially declared social work as a major, have completed 9 semester hours of required social work courses or at least 37.5% of the total hours/credits required for the degree, whichever is later achieved, and rank in the top 35% of their class. In addition to academic excellence, a student must have demonstrated leadership ability, a high standard of personal behavior, and a dedication to social work practice. The national organization has policies that apply to membership in *Phi Alpha* when an inducted member has founded allegations of academic dishonesty or personal misconduct. The ASU chapter will report founded allegations to the national organization.

Opportunities for Alumni

As the Department of Social Work continues to develop and expand, a cadre of former students is now employed as social work professionals in North Carolina and throughout the country. As alumni, there are opportunities to contribute to and support the social work program through recruitment of potential students, service as Practicum supervisors, employment as part-time faculty members, and involvement in special professional activities. Alumni also provide feedback to the program as it strives to remain professionally current and alert to policy and practice issues which inevitably impact on the educational process.

Graduate School. While many students elect employment as a first option after graduation, others choose to continue their education and obtain the MSW degree. The BSW degree from an accredited undergraduate social work program *may* be accepted for admission into an Advanced Standing MSW program in many schools of social work throughout the United States. Information regarding the Department of Social Work's MSW Program, including our Advanced Standing option, is provided on the Graduate MSW Program website. Students interested in the MSW program are encouraged to consult with the MSW Program Director to learn more about the program and its campus and distance offerings.

Departmental Scholarships

Several scholarships are available to BSW students through the Department of Social Work.

Availability is based on funding, and students may apply through the Beaver College of Health Sciences Scholarships website.

Other Scholarships

James S. Toby Brown Scholarship. Each spring the North Carolina Chapter of NASW offers the James S. Toby Brown Scholarship. This annual award goes to an undergraduate student whose academic and internship performance are consistent with the principles Toby Brown stood for excellence, commitment, and dedication to the profession. The award of up to $1,000 is presented to a student from CSWE-accredited programs. For further information or application, see the NASW-NC website.

Insurance Coverage Required for Internships, Practicums, Practicum Experiences, and Some Service Learning Courses

Appalachian State University requires professional and general liability coverage for all students enrolled in an internship, Practicum experience, practicum, clinical, and student teaching. Therefore, the University has assisted by locating a policy that can be purchased by University students for this purpose. The premium for this coverage is charged to each student's account upon enrollment. Additional information can be found here.

You can find additional information about tuition and fees on the Student Accounts website.

Specialized Programs and Practicum Opportunities

Screening, Brief Intervention, and Referral to Treatment (SBIRT)
The Department of Social Work provides training to students, Practicum instructors and community members in the universal screening tool, SBIRT. In addition, Nursing, Athletic Training, Psychology, and Public Health Departments in the Beaver College of Health Sciences also participate, affording the student the opportunity to be involved in interprofessional learning. Each student will receive substance use disorder content in the social work curriculum, which will include the first module of the three-module SBIRT program. Students may then choose to complete modules two and three and receive a certificate of completion from the Beaver College of Health Sciences. Module two consists of asynchronous online work and a two-hour synchronous role play workshop. Module three consists of practicing SBIRT at the Practicum placement site, our interprofessional clinic or other approved site, receiving feedback from the supervisor or other SBIRT-trained employee and completing assignments on AsULearn.

North Carolina Child Welfare Education Collaborative

Emphasizing public child welfare practice, the NC Child Welfare Education Collaborative provides educational opportunities to BSW and MSW students who are interested in careers in child welfare. As North Carolina grows in both population and diversity, the changing social landscape highlights an increasing need for professionally-trained child welfare workers to help our children. Recruiting students who are new to child welfare as well as seasoned professionals who want to move forward in their careers, the Collaborative aims to ensure safe, permanent and nurturing families for North Carolina's most vulnerable citizens.

The NC Child Welfare Education Collaborative is the overall initiative working to strengthen public child welfare services by increasing the number and diversity of well-trained and highly- committed BSWs and MSWs in local departments of social services (DSSs).

Prior to Practicum, BSW students wishing to complete a Practicum placement in a County Department of Social Services Child Welfare unit must have completed:

SW 4002: Competencies for Child Welfare, offered in Fall semester for on campus students and typically every summer off campus at rotating distance education sites and/or through App State Online.

SW 4365: Social Work Practice with Children and Families, offered in the Spring for campus students and in Distance Education/App State Online cohorts as needed.

Students should take these two courses in the regular semester just before, or the semester as close as possible to, entering Practicum to prepare for DSS placements.

Students typically are notified of upcoming Collaborative and Practicum Application time frames through announcements in class and via student email lists. Applications are accepted on a rolling basis.
Following submission of the Practicum application for a DSS placement, students will be asked to meet with a member of the Practicum Faculty to review the application, discuss short and long term interests and specifics for the placement. If approved to proceed in the Collaborative, the Practicum Faculty member will assist in locating the placement site. Students will need to complete all components of the Collaborative, including meeting all ASU requirements and Faculty approval to receive Pre-Certification.

All students completing the Collaborative program will be pre-certified to work in DSS, increasing their marketability and improving services to families and children.

Students interested in child welfare practice in North Carolina should discuss their interest with their Social Work Academic Advisor in order to include the child welfare course and required elective in their course plans.

School Social Work Licensure

The BSW student who desires to receive North Carolina school social work licensure as a school social worker should complete the school social work elective (SW 4270) and complete a Practicum placement in a public school system. Students are highly encouraged to take the school social work course before entering their Practicum placements at a school Practicum placement site. In addition, two education courses (EDU 2100: Foundations of Educational Equity and EDU 3000: Diverse Learners: Teaching and Learning) will be required for completion and may be counted as general electives towards the required credit hours for graduation. Students interested in school social work practice in North Carolina should discuss their interest with the Social Work Academic Advisor in order to include the school social work elective and education courses in their course plans.

Following completion of these requirements and subsequent awarding of the BSW, graduates who wish to be licensed as a school social worker must send an email request to the Program Specialist asking for licensure application information. The Department of Social Work along with the COE has been approved by the North Carolina Department of Public Instruction (NC DPI) to be a recommending body for social work school licensure. Once an application has been submitted to NC DPI, they will contact COE to recommend the eligible graduate for licensure. After the application has been submitted, the process is managed by NC DPI.

BSW students who plan to earn an MSW degree and seek school social work licensure at the graduate level, may be eligible to take the graduate level school social work course, SW 5270, so they only have to take one school social work course between the two degrees. Undergraduate students who wish to enroll in SW 5270 must have Senior standing (90 or more earned credit hours) and a 3.0 or higher GPA. Note that BSW students who choose to take SW 5270 cannot transfer that course to earn elective or graduate credit toward their graduate degree, because the course has been applied to their undergraduate degree. Students must complete the Graduate School's Senior Undergrad Request Form, completed online from the Graduate School's website, and submit it to the Graduate School when they register. BSW students can only take undergraduate level education courses, so they will need to complete one required graduate level education course in order to seek licensure at the graduate level.

In some cases, individuals who may or may not have completed all the requirements may wish to seek school social work licensure at some point in their future. For additional and current information related to school social work licensure, please contact Kayla Warren, Program Specialist at warrenka@appstate.edu, or office phone 828-262-8210.

Student Services

Appalachian State University has a strong commitment to providing services for students enrolled in the university. An overview of student services and resources can be accessed on the website for ASU's Campus Life, including a range of Wellness, Health, and Safety resources.

Health Services

Medical services are provided to qualified students by the Mary S. Shook Student Health Services at its location on the second floor of the Miles Annas Student Support Services Building on Howard Street. These include an outpatient clinic, an after-hours clinic, and a pharmacy.

Immunization: North Carolina law requires anyone entering college to present a complete immunization record to show their compliance with all required immunizations.

***Proof of Medical Insurance*:** University of North Carolina System insurance policy requires that all degree-seeking, on-campus undergraduate students who are enrolled in 6 or more hours and are eligible to pay the ASU Student Health Fee must provide proof of medical insurance.

Disability Services

The Disability Resources (ODR), located in Suite 112 Anne Belk Hall, assists eligible students and employees who have documented disabilities by determining and coordinating reasonable academic and/or workplace accommodations. Appalachian State University is committed to providing equal opportunity and participation.

Individuals seeking accommodations are responsible for providing ODR with current, comprehensive documentation to support the request for reasonable accommodations. accommodations.

Student Resources

The Office of Access and Opportunity, located in 123 I.G. Greer Hall,

> supports the University's mission of scholarship through the promotion of equity, access, and civil rights throughout the campus community, fostering an environment free of discrimination and harassment on the basis of sex, gender, sexual orientation, gender identity, and gender expression, including sex-based misconduct and relationship violence.

Students may report instances of discrimination and harassment to this office.

Career Development Center (CDC)

The BCHS Career Development Center (CDC) provides professional post-graduation career advising to BSW program students for workforce preparation.

The CDC provides specialized career counseling and professional coaching grounded in the NACE Career Readiness Competencies (such as *Critical Thinking, Communication, Professionalism, Technology, Teamwork, Leadership,* and *Career & Self-Development*).

The CDC assists undergraduate students in translating practicum education experiences, service learning, and coursework into entry-level social service roles or MSW programs. Advising includes licensing preparation guidance, professional development resources, and building essential career materials (resumes, portfolios, and LinkedIn profiles).

Appointments, Handshake, Career Fairs, & Services Offered

Through **Handshake**, App State's centralized platform, BSW and MSW students access a network of regional, state, and national social work employers, non-profits, healthcare systems, and government agencies.

Career Fairs & Networking: We host targeted events to facilitate direct networking and employment opportunities, including the university-wide **Internship & Job Fair** held each Fall and Spring semester, the **Health Sciences Career Fair** held each Fall, and the **Health Sciences Professional & Graduate School Fair** held each Spring.

Flexible Modalities: Students can schedule 30-to-60-minute 1:1 coaching sessions in-person (at Leon Levine Hall or Plemmons Student Union) or virtually via Zoom. Drop-in support is also available through the Career Studio.

Appointment Focus Areas: Specialized 1:1 sessions cover *Career Materials Prep* (resumes/portfolios/LinkedIn), *Job & Internship Search Strategies*, *Interview Prep & Mock Interviews* (supplemented by *Big Interview*), *Networking & Informational Interviewing*, *Salary Negotiation*, and *Graduate/Professional School Planning*.

College Liaison: As the Assistant Director and Career Coach for the Beaver College of Health Sciences, Jonathan Parcell serves as the primary liaison between the Career Development Center and the department. His role includes providing specialized 1:1 counseling, facilitating embedded classroom workshops, disseminating employment/internship opportunities, collaborating on department career events, and instructing faculty on Handshake to ensure equitable access to opportunities.

Additional Student Services

Additional services are available through the Belk Library, the Student Learning Center, Office of the Dean of Students, and the Student Legal Clinic.

Appendix A: *BSW Competencies and Behaviors*

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers:

a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context; The Nine Social Work Competencies 2022 Educational Policy and Accreditation Standards

b. demonstrate professional behavior; appearance; and oral, written, and electronic communication;

c. use technology ethically and appropriately to facilitate practice outcomes; and

d. use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Social workers:

a. advocate for human rights at the individual, family, group, organizational, and community system levels; and

b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Social workers:

a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and

b. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Social workers:

a. apply research findings to inform and improve practice, policy, and programs; and

b. identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

Social workers:

a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and

b. apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers:

a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and

b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers:

a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and

b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers:

a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and

b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers:

a. select and use culturally responsive methods for evaluation of outcomes; and

b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Appendix B: *Academic Performance Review Procedures*

Initiating an Academic Performance Review

Any faculty member who has a specific and significant concern or pattern of concerns about an aspect of a student's performance may request to bring the concern before the Academic Performance Review (APR) Committee. A student who has a concern about another student may bring that concern to the BSW Program Director or Department Chair. Concerns must be presented in writing to the attention of the BSW Program Director or the Department Chair. If the BSW Program Director initiates an APR based on a concern with a student or there is another conflict of interest, another faculty member will be designated as chair of the APR committee by the Department Chair.

Composition of the Academic Performance Review Committee

The APR Committee will consist of a minimum of three faculty members, typically the APR Chair, the faculty member bringing forward the concerns, and at least one additional faculty member appointed by the APR Chair. The BSW Program Director will serve as the Chair of the APR Committee unless another Chair is needed as outlined in the previous section. In this case, the Department Chair will select an alternate Chair of the APR.

Responsibilities and Roles

The ***student*** will be informed of the concerns and of the APR. They have the right to participate in the APR and speak on his or her own behalf. The student may invite witness(es) and/or an observer to the APR as outlined below. The student also has the right to respond to the process and/or outcome of the APR as detailed in the grievance procedures.

The ***APR Chair*** shall see that all necessary information is compiled and available for the APR committee's use in deliberations. The APR Chair is also responsible for appointing any additional APR committee members, convening the committee, informing the student in writing that an APR has been initiated and the brief reasons for the review, recording and taking notes in the APR meeting, communicating information to the student before and during the APR, ensuring that the meeting is focused on the identified concern(s) and academic performance of the student, and providing a written recommendation of the APR committee to the Department Chair.

The ***faculty member bringing forward the concerns*** is viewed as the person most knowledgeable about the situation under review and is therefore responsible for presenting pertinent information on the nature of and facts about the problem under review.

The ***APR Committee Members*** will review all information, listen and ask questions during the proceedings, and engage in deliberations to determine the recommendation(s) that will be made to the Department Chair.

The ***Department Chair*** will be present during the fact-finding component of the APR and for the APR committee's deliberations to observe and to hear first-hand the presentations and discussions. The Department Chair may also ask questions and participate in discussions. The Department

Chair shall not be present when the APR committee prepares its recommendation(s). After receiving the written recommendation(s) from the APR Chair, the Department Chair is responsible for making a final decision. The Department Chair will then notify the student and APR Committee in writing of the outcome of the APR. In the event that the Department Chair cannot serve in an APR an alternate will be selected.

Witness(es) may be invited by the student or the APR Chair. They must have significant knowledge of the problem or of the student's academic performance. They are not present in the APR except when called. Witnesses may be questioned by the student and the APR Committee, but witnesses do not typically ask questions of the APR Committee or of the student. An attorney cannot serve as a witness. An individual cannot serve as both a witness and an observer.

One ***Observer*** may be invited by the student and he or she is present to observe only. An observer does not provide evidence and does not ask or answer questions. An attorney cannot be an observer. An individual cannot serve as both an observer and a witness.

Student Privacy and Confidentiality

Consistent with the *Family Educational Rights and Privacy Act of 1974* (FERPA), as amended, documentation of information disclosed during student meetings with faculty, program directors, or school administrators will be kept confidential. Faculty, program directors and/or service learning/Practicum placement supervisors may share pertinent information, consistent with FERPA, for the professional purpose of identifying student issues and enhancing problem solving about the concerns as they relate to expected *Academic Performance Standards*. Should the student invite an observer or witness, the student will be deemed to have provided permission for that individual to be privy to the information discussed in the APR. The APR documentation will be kept in the Department of Social Work.

Procedures and Process

The ***first step*** in the process is for the APR Chair to schedule the APR. An APR meeting should be scheduled as soon as possible following the emergence of a concern or complaint, and the APR Chair shall notify the student, the faculty member bringing forward the concerns, the APR committee members, and the Department Chair of the meeting time and place, those who will attend, as well as the nature of the concern(s) to be considered. The APR Chair will attempt to accommodate attendees' schedules.

Attendance at the APR meeting will be governed as follows:

1. The student whose performance will be reviewed is invited to participate in the APR meeting. However, if the student has been contacted but refuses to or does not attend, the APR will be conducted in his or her absence. Prior to the meeting date, the student is responsible for contacting the APR Chair in writing within two business days of the notice to confirm his or her intent to attend the meeting. The student participates in the meeting until the point at which the committee begins its deliberations.
2. The student may invite any person other than an attorney to attend the APR meeting as an observer or witness. It is the student's responsibility to notify the APR Chair in writing that an observer or witness will attend at least two business days prior to the scheduled

meeting. The names and relationships of the observers and witnesses will be provided by the student to the APR Chair.
3. The APR Chair may invite additional administrative personnel from within the institution, as appropriate.
4. If the size of the group becomes unwieldy or the APR must occur within an immediate time frame, the APR chair has the authority to limit the number of people who will attend the APR meeting.

In all cases, the following procedures for the APR will be adhered to:

1. The student shall be advised of the time and place of the review and who will attend.
2. The student shall be advised of the nature of the academic performance concern(s).
3. The student shall be advised of the following rights:
    a. The right to present his or her case.
    b. The right to be accompanied by an observer, but not an attorney.
    c. The right to call witnesses in his or her behalf, but not an attorney.
    d. The right to question other witnesses.
    e. The student shall be advised of the APR process and the method of response and appeal.

Any requests from the student for modifications or revisions to the Procedures and Process outlined must be made in writing at least three business days prior to the APR. These must be considered and decided during the ***first step***. The APR Chair and Department Chair must agree on decisions regarding procedural changes. Decisions will be conveyed to the student in writing at least 24 hours prior to the APR being convened.

Once an APR is convened, the ***second step*** is to conduct the review. The agenda for the APR meeting will include the following:

1. Fact finding component. All APR committee members, the student, and the Department Chair shall participate in this component.
    a. The APR meeting will be convened by the APR Chair.
    b. The faculty member bringing forward the concerns will present the facts leading to the APR.
    c. The student or others may present additional facts or clarify facts related to the review.
    d. Witnesses, if any, will be questioned.
    e. The APR Chair will summarize the discussion.
    f. The student or others may offer corrections or additions to the summary.
2. Deliberation. After the student and any witnesses and/or observers are dismissed, the APR members, including the APR Chair, the faculty members appointed by the APR Chair, and the Department Chair shall participate in this portion of the meeting. The APR members may utilize materials produced for the APR, contents of the APR meeting, and any other relevant information in their review and discussion.
3. Preparation of Recommendations. The APR committee members jointly develop their recommendation(s). The Department Chair shall not be present when the recommendations are developed.

The ***third step*** is for the APR Chair to write and submit the recommendation of the APR Committee to the Department Chair as soon as possible following the APR and deliberations. When Committee recommendations are not unanimous, dissenting opinions will be included in the recommendations submitted to the Department Chair.

The ***fourth step*** is for the Department Chair to review the recommendations and to consult with other administrators, University officials, or APR Committee members as needed. The Department Chair will make the final decision and the student and APR Committee will be notified in writing of this decision within 15 business days of the APR. This period may be extended in extenuating circumstances. A copy of the e-mail/letter outlining the Department Chair's decision will be kept in the Department of Social Work.

The student may respond regarding the process of the APR and/or appeal the decision. The student may provide a written response regarding the review process and/or the Department Chair's decision within 10 business days of receipt of the decision; **this written response is NOT an appeal.** This written response should be sent to the Department Chair who will keep a copy in the Department of Social Work. If the student chooses to initiate a formal appeal of the APR decision, he or she will follow the process outlined under the grievance procedures that follow.

Possible Outcomes of a Performance Review

The following are some possible outcomes of an APR, applied as appropriate to the severity of the issue. This list is illustrative and not exhaustive.

- A written performance plan may be established. In such a case, the plan may require the following:
  - Additional coursework,
  - Completion of training relevant to the issue,
  - Mutually agreed upon counseling, or
  - Other activities as warranted.
- A departmental probationary period during which specified criteria must be met.
- Delayed entry into the Practicum based on specified criteria being met.
- Suspension from the BSW program. If the decision is to suspend the student, specific reasons for the suspension should be identified and specific criteria for reinstatement must be met.
- Termination from the BSW program.

Grievance Procedures for Academic Performance Review Decisions

Students may respond regarding the process of the APR and/or appeal the decision. The student may provide a written response regarding the review process and/or the Department Chair's decision within 10 business days of receipt of the decision; **this written response is NOT an appeal**. This written response should be sent to the Department Chair who will keep a copy in the Department of Social Work. Students who are dissatisfied with an APR decision have the right to appeal the Department Chair's decision to the Dean (or Dean's designee) in writing by email within 10 business days of receipt of that decision. The Dean's decision is final.

Appendix C: Academic Standards Feedback Form

The form is linked here.