



Department of Social Work

APPALACHIAN STATE UNIVERSITY

BEAVER COLLEGE OF HEALTH SCIENCES

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 on July 25, 2020.**

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Welcome!

Welcome to the Bachelor of Social Work (BSW) Program in the Department of Social Work at Appalachian State University (ASU). The Department is excited that you have selected social work for your undergraduate degree and faculty are looking forward to having you with us as you explore your profession. We hope that you will find the social work major both intellectually and personally rewarding. The faculty is readily available to assist you in many different ways to support your growth as a social work professional. Please don't hesitate to contact us, when needed, as you progress through the curriculum.

Again, welcome!

The Faculty and Staff of the Department of Social Work:

Dr. Ben Alexander-Eitzman

Dr. Kellie Reed Ashcraft

Dr. Robert Broce

Dr. Emily Dakin, Departmental Honors Program Director

Ms. Sarah Donovan

Dr. Peter Fawson

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Ms. Kristin Harmon, GSSWA Advisor

Dr. Michael Howell, BSW Program Director

Dr. Marie Huff, Dean, Beaver College of Health Sciences

Ms. Janice Koppenhaver, Social Work Academic Advisor, Office of Advising and Academic Support

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Dr. Jenny Tonsing

Ms. Annette Ward

Ms. Kayla Warren, Program Specialist

Dr. Kelly Williams

Dr. Rachel Wright

Part-time adjunct instructors are also considered Department of Social Work faculty.

Acknowledgments:

Our policies and standards related to academic performance concerns are based on the program policies developed and presented by Dr. Patty Gibbs-Wahlberg, East Tennessee State University, at the 2009 Council on Social Work Education Annual Program Meeting.

Field education policy adopted in this handbook is based on policies developed by the Louisiana State University's field program.

General Information

Appalachian State University's (ASU) [Department of Social Work](#) has two degree programs, the [Bachelor of Social Work](#) (BSW) program and the [Master of Social Work](#) (MSW) program. Both are accredited by the [Council on Social Work Education](#) (CSWE). This is an indication that our programs have been carefully evaluated and meet all of the standards required for full approval. Periodic reviews of our programs occur in order to ensure the quality of our curriculum, resources, and outcomes. The BSW Program was officially accredited (retroactive to 1987) by the CSWE in February 1991, and most recently reaccredited in June 2020 through June 2028. As a graduate of our BSW program, your degree will be recognized by all areas and agencies.

Social Work as a Profession

As a student in the Department of Social Work, you will learn about the distinguished history of the [social work profession](#). ASU's program is designed to help you develop your own professional self as you learn in the classroom and in the field.

According to the [National Association of Social Workers](#):

- Social workers are highly trained and experienced professionals. Only those who have earned social work degrees at the bachelor's, master's or doctoral levels—and completed a minimum number of hours in supervised fieldwork—are professional social workers.
- Social workers help individuals, families, and groups restore or enhance their capacity for social functioning, and work to create societal conditions that support communities in need.
- The practice of social work requires knowledge of human development and behavior, of social, economic and cultural institutions, and of the interaction of all these factors.
- Social workers help people overcome some of life's most difficult challenges: poverty, discrimination, abuse, addiction, physical illness, divorce, loss, unemployment, educational problems, disability, and mental illness. They help prevent crises and counsel individuals, families, and communities to cope more effectively with the stresses of everyday life.
- Professional social workers are found in every facet of community life—in schools, hospitals, mental health clinics, senior centers, elected office, private practices, prisons, military, corporations, and in numerous public and private agencies that serve individuals and families in need. Many also serve as social and community service directors.

NASW Code of Ethics

A defining characteristic of the social work profession is its identification with an explicit mission statement, a clearly articulated ethical foundation, and an associated value system. BSW students are expected to adhere to the [NASW Code of Ethics](#). According to NASW,

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. An historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

From this mission, NASW presents six core values and associated ethical principles. These core values and ethical principles are:

Value: Service

Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (*pro bono* service).

Value: Social Justice

Ethical Principle: Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: Dignity and Worth of the Person

Ethical Principle: Social workers respect the inherent dignity and worth of the person. Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: Importance of Human Relationships

Ethical Principle: Social workers recognize the central importance of human relationships. Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.

Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner. Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in

a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: Competence

Ethical Principle: Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

Appalachian's BSW Program identifies with these core values, endeavors to uphold these ethical principles, and works to assist you as you incorporate these values into your professional practice. Please see the NASW website for full text of the NASW *Code of Ethics*.

Council on Social Work Education

The BSW Program has been designed in accordance with the standards set by the accrediting body for social work programs within the United States, the [Council on Social Work Education](#) (CSWE). CSWE has carefully and thoughtfully developed *Educational Policies and Accreditation Standards (EPAS)*, which are designed to guide BSW programs in ensuring that their graduates have internalized the core values and become competent professional social workers. These educational standards can be found in their entirety on the CSWE website with additional information found in the *Competencies* section below.

Beaver College of Health Sciences

The BSW Program is part of the [Beaver College of Health Sciences](#). Formed in 2010, the mission of the College is to elevate health and quality of life in our region and beyond by preparing future leaders through transformative education, collaborative research and community engagement.

Departments in the College include Communication Sciences and Disorders, Health and Exercise Sciences, Nutrition and Health Care Management, Nursing, Recreation Management and Physical Education, and Social Work.

The Department of Social Work

The [Department of Social Work](#) at Appalachian State University is guided by an overarching framework of social and economic justice. The mission of the Department of Social Work is to educate professional social workers who actively work towards a sustainable and just society, focusing on the well-being and empowerment of the vulnerable and oppressed. We partner with Appalachian and global communities to advance social, economic, and environmental justice for all people. The undergraduate (BSW) and graduate (MSW) programs are designed to assist students to develop competencies for ethical and culturally competent generalist social work practice within the distinct Appalachian culture of the region and across national and international contexts.

Distance Education/App State Online Programs

In addition to programs on the main campus in Boone, the Department may offer [online, hybrid, and/or face-to-face classroom-based programs](#) at the ASU Centers at Hickory and Burke, through [App State Online](#). The BSW Program's admissions requirements, mission, goals, competencies, and curriculum align with the main campus program so that Distance Education/App State Online students receive the same thorough social work education.

BSW Program Mission, Goals, and Competencies

The BSW Program is placed within the larger context of the Department of Social Work, the Beaver College of Health Sciences, Appalachian State University, and the unique geographical, cultural, and political region of North Carolina's High Country. Within this context, the BSW Program has developed its mission, goals, and competencies.

The BSW Program's mission, goals, and competencies are based on CSWE's EPAS and are designed to assist students in becoming competent generalist practitioners with individuals, families, groups, organizations and communities. The generalist approach builds upon a liberal arts foundation and requires that students be grounded in a person-in-environment perspective. Students develop competencies within their coursework with final integration occurring during field education.

Mission

The BSW Program's mission is to prepare generalist professional social workers. Our students partner with Appalachian and global communities and engage in interprofessional collaboration to advance the health and well-being of individuals, families, groups, and communities. Our graduates understand the complexity of social problems, challenge systems of oppression, and advance social, economic, and environmental justice.

Goals

Based on the mission, the BSW Program has the following five goals:

1. Provide educational opportunities to assist undergraduate students in gaining the competencies necessary for generalist social work practice.
2. Extend learning opportunities to students on the main campus as well as to those living in the High Country and surrounding communities of western North Carolina.
3. Provide classroom, community, and practice opportunities which reflect the needs of North Carolina's High Country, and that facilitate knowledge and skills that are transferable to national and global contexts.
4. Provide a learning environment that promotes personal development, scientific inquiry, and social work's professional values.
5. Provide a curriculum that prepares students for graduate-level social work education.

Inclusive Excellence

The Department of Social Work is committed to promoting a more inclusive and equitable society, beginning with respectfully engaging diversity and difference within our learning environments. Our goal is to prepare social workers who are intentional and reflective in promoting diversity, equity, and inclusion in their work.

This effort is grounded in our Department's mission to educate professional social workers who will promote the well-being of the vulnerable and oppressed, and will advance social, economic, and environmental justice for all people. Social workers aim to reduce marginalization based on, but not limited to, age, (dis)ability, race, ethnicity, gender, sexual orientation, socioeconomic status, nationality, and religion. Our Department's efforts are also grounded in the National Association of

Social Workers' values of social justice and dignity and worth of the person, and its cultural awareness and social diversity standard. Finally, we see our work in this area as an embodiment of ASU's Inclusive Excellence Initiative, and the Beaver College of Health Sciences' core values of diversity, equity, and community.

Our work is ongoing, and we are all learners. We encourage an ongoing dialogue among students, faculty, and staff about this commitment. Your participation and feedback in the process is valued.

Competencies

The BSW Program utilizes CSWE's competencies. The competencies are listed below and with the behaviors in [Appendix A](#).

Graduates will:

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

BSW Curriculum

The BSW degree is designed as a progressive model. 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 44 credit hours of [General Education](#) coursework. All students must complete a set of foundation requirements that form the liberal education basis for their work in the major and degree programs. This is true for students who are on the main campus and in Distance Education/App State Online programs. Students who transfer to ASU must also meet these foundation requirements.

BSW Program Required Cognates: While completing the General Education requirements provides a solid basis for social work education, specific content coverage is also required. 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 Field 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, *Cultural Competence in the Helping Professions*; 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 competent 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. 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, *Social Work Practice with Individuals and Families*; SW 4010, *Social Work Practice with Groups*; SW 4020, *Social Work Practice in Communities and*

Organizations; SW 4030 Social Justice Practice Across the Profession; SW 4600 Field 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. Additionally, 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: Field 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. The courses are designed so that a team research project started in SW 3850 is continued into SW 3870. Any student considering not taking SW 3870 immediately following SW 3850 should discuss the reason with their Academic Advisor or the BSW Program Director prior to the registration period for the academic semester following SW 3850.

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

Because 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 one or more 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 (such as a copy of the student’s current transcript or other appropriate materials) 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 involve study abroad as part of their educational experience. The Department of Social Work currently offers short-term study abroad opportunities each summer. Presently, in a rotation schedule, the Department visits Costa Rica, Germany, India, and Uganda. Each trip is to one of the countries and lasts between one and three weeks, depending on the trip. A trip occurs if enough students enroll to make the trip viable, so the announcement for a trip is not a guarantee that it will occur. 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.

Some students may wish to study abroad for an academic semester or for a period of time during an academic semester. Students cannot receive Social Work credit for these experiences. 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. Another option for study abroad that would not interfere with progressing through the BSW curriculum would be to take the study abroad after completing the field semester. Students taking this option could walk at graduation with their classmates at the end of their field semester but would not receive their diplomas until after any transferable credits posted from the study abroad semester.

Field 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, *Field Education Instruction* and SW 4690, *Senior Seminar: Issues and Ethics for Field and Profession*, are taken concurrently. Students complete at least 440 clock hours in a field agency 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 COVID-19 or other 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 “field 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 Field Education Manual](#).

Students complete a “block” field placement and devote their final semester to their field learning. Importantly, the field placement is taken concurrently with the capstone seminar with the explicit expectation of connecting field to classroom learning. Within the seminar, students confidentially share their field 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 field practicum and the field 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 Field Education Manual](#) on the [BSW](#) website.

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 Field. For Distance Education/App State Online Students the list provided also includes any outstanding coursework related to earning an Associate’s Degree or other community college degree and/or any additional courses required for the BSW degree that were not completed before enrolling in the BSW program. On campus, all completed coursework is recorded in the appropriate University system as it is completed. However, campus students and Distance Education/App State Online 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 Field 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 Services](#):

Office of Transfer Services
Appalachian State
University ASU Box
32166
Boone NC 28608

Students must apply for a field placement in the semester prior to their field semester. Students planning to enter field (SW 4650 and SW 4690) must submit a field application to the Field Director by February 15 in order to be considered for a placement in the following Fall semester or by September 15 in order to be considered for a placement in the following Spring semester, The Field Director is not obligated to place students who have not submitted their applications by the due date. This applies also to students who are returning to the University after a withdrawal. It does not apply to eligible students who are **repeating** field in the semester immediately following an unsuccessful field placement but would if students were not repeating immediately.

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 Field.

If, due to extenuating circumstances, any of these criteria are not met, the student may make a written request to the Field Director, by email, for an exception. The Field Director will consult with relevant parties such as the BSW Program Director, Field Committee, Academic Advisor, and Department Chair in making a decision to grant or deny an exception request.

Required Criminal Background Checks

Beginning in fall semester (2020) the Beaver College of Health Sciences will require all graduate and undergraduate students, who as a part of their program of study have required or elective clinicals, internships, field placements, or practicums, to submit to a criminal background check. The BCHS policy can be found [here](#).

Prior to entry into field placement, all students must complete a Criminal Background Check (CBC) in accordance with the Beaver College of Health Sciences (BCHS) Criminal Background Check Policy. Students must complete a CBC annually, prior to each field placement. Students are responsible for paying the minimal fee to complete the CBC.

Students submit applications for field placement by February 15 and September 15 of the semester prior to entry into the field placement. The names of students who are entering field placement will be provided to BCHS in accordance with time frames set by BCHS. Based on the CBC results, students may be required to meet with the Field Director and/or BSW Program Director. **Registration for the field placement will not occur until the CBC is completed and concerns are addressed or resolved.**

Depending on the nature of the CBC findings, possible courses of action include, but are not limited to:

- 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) Postpone or deny the student's entry into service learning or field placement;
- e) Conduct an Academic Performance Review (APR) (See Appendix C);
- f) Suspend or dismiss the student without an APR.

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

Admission to the BSW Program

Because the BSW Program is considered to be a professional degree program, explicit requirements have been set for admission into the Professional Sequence and continued progression through the major.

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 2001 (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 the [Office of Transfer Services](#), and submit necessary transcripts and other materials. Transfer students are **strongly encouraged** to seek initial advising from Ms. Janice Koppenhaver (koppenhaverj@appstate.edu), 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—so it is very important to consult with the Social Work Academic Advisor to ensure enrollment in the correct courses during the first semester. After meeting with their University College Advisor for course planning, transfer students are strongly encouraged to review their plan with Ms. Janice Koppenhaver, the Social Work Academic Advisor in the College's Office of Advising and Academic Support, so that when they are able to declare their major officially, they are on track to progress through the BSW curriculum without problems.

Distance Education/App State Online Students. The BSW Program may have distance education programs available in the region. Please see [App State Online](#), for a schedule of [online, hybrid, and/or face-to-face classroom-based programs](#). These programs are taught by the full- and part-time social work faculty and include the same courses and content as the on-campus program with the same degree requirements. Distance programs may be offered as full-time or part-time. Admission to the distance programs is initiated through the [App State Online](#) website.

Most courses are taught face-to-face at the ASU Centers in Hickory and Morganton, where distance programs are delivered, but hybrid and/or online courses may be offered some semesters at the Department's discretion. *Occasionally* it will be necessary for students to be required to participate in some activities that occur outside of the normal course schedule. For example, advising appointments or Field placement interview appointments may need to be scheduled on other days or at other times. As much advance notice will be provided as possible so that students can plan accordingly. Group work, service learning activities, and/or other course-related activities may often occur outside of classes. For those interested in courses related to specialized field placements or other opportunities, such as the Child Welfare Collaborative, School Social Work, or SBIRT training and certification, please note that related courses or activities might be held outside of the regular class schedule.

Distance Education/App State Online students who are admitted but have not completed all course requirements for their Associates degrees, or who need to complete required cognates or General Education courses or general electives courses, 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. Students are encouraged not to delay taking any courses required outside of those offered through the Social Work program. Students with coursework to complete in addition to social work courses should discuss their plans for completing courses with Ms. Janice Koppenhaver, their Academic Advisor (koppenhaverj@appstate.edu). Students should advise Ms. Koppenhaver of their progress with completing these courses (or the need to reschedule or repeat them) so that she can factor this information into course planning. It is the students' obligation to inform Ms. Koppenhaver of their progress with courses and students are reminded that all coursework must be completed before the Field Semester begins in order to participate in Field.

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.

Students participating in Distance Education/App State Online BSW programs are required to participate in mandatory group orientation activities with their cohort as required by Appstate Online and the Department of Social Work. Orientations typically occur before the beginning of the Fall semester, usually the week before classes begin. Orientation is for students only and they should not be accompanied by children, spouses/partners, or others.

Students in the Distance Education/App State Online program are advised by the Social Work Academic Advisor, Ms. Janice Koppenhaver (koppenhaverj@appstate.edu). Like campus students, Distance Education/App State Online students are required to have an initial face-to-face advising appointment and then meet with the advisor at least regularly and as needed. After the initial advising meeting, subsequent advising contacts may occur through in-person meetings, phone contacts, email exchanges, and Zoom meetings.

Dual Majors. For course planning in both majors, social work students should be aware that all coursework (social work coursework including cognates, General Education coursework, Honors coursework, coursework in the other major, and general electives, and for Distance Education/App State Online students, any remaining Associates Degree or other community college program coursework) must be completed successfully prior to the beginning of the Field semester. During the Field semester, students enroll only in SW 4650 and SW 4690. Students must plan to complete the second major's requirements prior to the Field semester, plan to delay field placement (not recommended), or plan to return to their other coursework after completing the Field 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, he/she must first apply for admission to ASU if the degree is from any university other than ASU. If the degree is from ASU, he/she 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 possibly may 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 request permission to enroll in one or more Professional Sequence courses since that student would not have applied to the Professional Sequence. The student granted permission to take any Professional Sequence courses would have to apply to the Professional Sequence by the application deadline in that semester and be accepted into the Professional Sequence in order to continue taking Professional Sequence courses and to pursue the BSW degree.

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 2.0 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, 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. Deadlines for applying are November 1 if applying in the fall semester and April 1 if applying in the spring (unless a different deadline has been announced). A complete application, including all required components, must be submitted prior to the deadline. A description of the Professional Sequence application process can be found in [Appendix B](#).

Students will receive an in-class orientation to the Professional Sequence admission policies and procedures during the semester they are registered for the SW 3000 course. If students will not have completed **all** Foundation courses in the semester in which they are enrolled in SW 3000, they will apply in the semester when all of their Foundation courses will be completed. Students in this situation are responsible for communicating the need to apply to the Professional Sequence to the BSW Program Director within the first six weeks of the semester to assess their eligibility and to be included in the Professional Sequence's AsULearn site for that admission cycle. Students unsure of when they should apply to the Professional Sequence should consult with their Academic Advisor, Ms. Janice Koppenhaver (koppenhaverj@appstate.edu).

Because registration occurs before the Professional Sequence deadline, Professional Sequence applicants are allowed to register for Professional Sequence courses for the next semester in advance of their applications being reviewed. Registration is contingent upon the final Professional Sequence decision.

Student Self-Assessment. Self-assessment tools are provided to assist students in developing their written self-assessment. Because the social work profession requires a commitment to specific professional values and ethics along with excellent interpersonal skills, it is important that students carefully review their own progress in several areas before undertaking the Professional Sequence, the advanced requirements for the BSW degree.

Students complete each of the self-assessment forms but DO NOT include them with their application. Instead, they answer each portion thoroughly, thoughtfully, honestly, and carefully and then use their answers to help them review their "fit" with the social work profession and to assist them in writing their personal statements. Because students will begin the advanced curriculum in the Professional Sequence, the Department expects students will continue to develop in these areas while also developing their advanced knowledge and a set of practice skills. While the self-assessment scales are not meant to be definitive indicators of fit with social work, for some students, the Self-Assessment should help to affirm that Social Work is the right fit and the right

career choice; for others, the Self-Assessment will help them determine to self-select out of the major. If the Self-Assessment does raise questions for students, they are encouraged to discuss their concerns with their assigned Social Work Faculty Mentor.

Review Process and Outcome. Possible outcomes for the Professional Sequence application include being accepted, being accepted provisionally, or being denied. Students denied admission to the Professional Sequence are blocked from registering for additional Professional Sequence courses and must drop any pre-registered Professional Sequence courses. Depending on the reasons for being denied, some students will be advised that they are able to apply again at a later time. However, some students who are denied will be required to change their major. Students accepted provisionally will be able to continue and remain in some, or all, Professional Sequence courses, but will have to meet provisional conditions to move forward beyond the next semester. A provisional acceptance decision is revisited at the end of the student's first semester in the Professional Sequence.

The BSW Program Director reviews and evaluates all Professional Sequence applications. In addition, each social work faculty member is assigned a number of applications to review and evaluate. Both independently recommend an outcome. The BSW Program Director gathers feedback from all social work faculty and part-time instructors who have taught Foundation courses for the students applying to the Professional Sequence. Instructors provide feedback on students' academic performance in their courses as well as notable strengths and concerns related to students' interpersonal interactions, behaviors, and the degree of professionalism demonstrated. In the event of a disagreement between the BSW Program Director and the faculty reviewer on an applicant's outcome, the Department Chair will review the student's application. The BSW Program Director and the Department Chair will consult and make a decision. All applicants will be notified in writing, by email, of the final decision regarding their status. Because decisions cannot be made before final grades are reviewed, notices generally will not be sent to students until several weeks after the semester ends. Students who are dissatisfied with the decision may appeal using the grievance procedure outlined in the *Academic Policies* section below.

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, Ms. Janice Koppenhaver, 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, Field Placement, and Field Seminar. Students who would need to repeat 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/Field; attending class/Field; arriving to class/Field on time and remaining in class/Field; and communicating respectfully and appropriately with faculty, staff, supervisors, field 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 field 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 Field 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. According to the Appalachian State University [Code of Student Conduct](#) and [Academic Integrity Code](#), “When students 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.” Violations of the performance standards set forth by the University, including violations of the [Academic 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 Field 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 Concerns Form* (see [Appendix D](#)). 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 Concerns Form* (see [Appendix D](#)).
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/Field agency;
 - e. Conduct an Academic Performance Review (APR) (see [Appendix C](#))
 - f. Suspend/dismiss the student without an APR.

The procedure addressed above relates to concerns raised before students enter Field Education. The procedure for addressing concerns raised while students are placed in Field is described in the [*BSW Field 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 Field 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 the [Office of Transfer 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 Services
Appalachian State University
ASU Box 32166
Boone NC 28608

Course Waitlists

Typically, each semester several social work courses will have additional waitlist spaces. Students who want to enroll in a section of a course should waitlist if regular seats are not available but waitlist seats are, following the [Registrar's waitlisting procedure](#). The registration system should block being enrolled in one section and being on the waitlist for another section. Please do not contact social work instructors requesting their permission to join their classes. In the Social Work Department, course instructors cannot give permission for students to be enrolled/added to their classes. A waitlisted student may receive notice of an available seat as late as the last day of Drop/Add.

Waitlisted social work majors must meet any requirements associated with the course, such as having completed a required prerequisite or having obtained an override. Students who have officially joined a course waitlist may attend the class from the first day and do not need to request instructor permission—but, as a courtesy, may wish to inform the instructor that they are sitting in while waiting for a determination. Attending class is not a guarantee that the student will receive a seat in the course. Students who were waitlisted but receive a seat are responsible for completing all course requirements, including any from the period while they were on the waitlist but not officially enrolled in the class, and should consult with the course instructor.

Students may not continue to attend any class after the last day of Drop/Add unless they have officially enrolled in the course and appear on their instructor's class roster. Priority for seats in social work courses must be given to majors. Any non-major enrolled in a social work course may be directed to withdrawn from the course at any time through the Drop/Add period if a seat is needed for a major.

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 Field 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. Fifty-six (56) 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.

Latin Honors and Honors Cords. Students meeting the minimum GPA will automatically be recognized with Latin Honors at Graduation. Students earning Latin Honors wear Honors Cords with their graduation regalia. The Department of Social Work does not provide or arrange for Honors Cords. The Graduation Office in the Registrar's Office provides Honors Cords to students who have earned them. According to the Bookstore, "The Bookstore does not sell Honor Cords. Latin Honor Cords are distributed by the Registrar's Office and eligible students will receive an email with instructions on how and where to pick up their cords approximately 2 weeks prior to commencement." Honor Cords for students inducted into the Department's chapter of Phi Alpha are provided unique Honor Cords that recognize membership in that organization, but do not represent Latin Honors.

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 Field Education Manual](#) for grievance procedures related to Field 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 Title IX Compliance](#) 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. The following summary of information on grade appeals is taken from the [Faculty Handbook](#) (Section 6.12.3):

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the instructor that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. A prejudiced, arbitrary, or capricious academic evaluation by an instructor, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

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 her or his 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 her or his 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 her or his case. The convener will also invite the instructor to appear and present any evidence in support of her or his 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 Field Placement, and/or graduation.

Grievance Procedures Related to Termination from the BSW Program. Students who are dissatisfied with the decision regarding 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. Students who are dissatisfied with the Dean's decision have the right to appeal the decision to the [Provost](#) or Provost's designee in writing by email within 10 business days of receipt of that decision. The Provost's decision is final.

Grievance Procedures for Professional Sequence Decision. Students who are dissatisfied with the decision regarding their Professional Sequence status 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 that Professional Sequence decision have the right to appeal the decision to the [Dean](#) or Dean's designee in writing by email within 10 business days of receipt of that decision. Students who are dissatisfied with the Dean's decision have the right to appeal the decision to the [Provost](#) or Provost's designee in writing by email within 10 business days of receipt of that decision. The Provost'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. Students who are dissatisfied with the Dean's decision have the right to appeal the decision to the [Provost](#) or Provost's designee in writing by email within 10 business days of receipt of that decision. The Provost'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 Worker's Ethical Responsibilities to Colleagues, and under this, 2.01 Respect, and 2.09 Incompetence of Colleagues, and 2.10 Unethical Conduct of Colleagues. (Please 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.
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 field seminar or field placement then please go to the link for Resolving Field Education Concerns in the BSW Field Manual found here: <https://socialwork.appstate.edu/undergraduate-bsw/field-education>.
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 Title IX Office and/or file a report at this link: <https://titleix.appstate.edu/>
 - c. Contact the ASU Police Department at this link: <https://police.appstate.edu/>
 - d. Discuss the concerns with the Dean of Students' Office at this link: <https://deanofstudents.appstate.edu/>
 - e. Discuss the concerns with the University Ombudsman's Office at this link: <https://ombuds.appstate.edu/>
 - f. 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. 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. Please note, however, if any student's safety is at risk, then we cannot guarantee anonymity.

NASW Code of Ethics

2. Social Workers' Ethical Responsibilities to Colleagues

2.01 Respect

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in verbal, written, and electronic communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2.09 Incompetence of Colleagues

- (a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Unethical Conduct of Colleagues

- (a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues, including unethical conduct using technology.
- (b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
- (d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, the NASW National Ethics Committee, or other professional ethics committees).
- (e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

Rights and Responsibilities

Program Responsibilities

Course Syllabus. Every course offered by the Department of Social Work is described in the faculty member's syllabus. In addition to listing related University and departmental policies, the course syllabus 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 Ms. Janice Koppenhaver (koppenhaverj@appstate.edu), 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. When students declare Social Work as their major and their records are received in the Department, they will be assigned a Social Work Faculty Mentor. The welcome letter that students receive will include their Mentor's name and contact information along with a letter from the assigned mentor which introduces himself or herself and includes his or her mentoring preferences. 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 member's name, in the space for the secondary advisor. All students are required to participate in an initial mentoring meeting. Students have the primary responsibility for arranging the initial meeting. Faculty mentors may choose for their initial meetings with students to be an individual or group meeting. After the initial meeting, further involvement in mentoring is voluntary and at students' discretion. Ongoing mentoring may be facilitated through face-to-face or phone discussions, Zoom meetings, email, or via other means.

Faculty Contact Hours. Per University policy, 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. Contact hours include in-person availability (face-to-face, telephone) and "virtual" availability (email, online meeting). Instructors in the Distance Education/App State Online program may have more limitations for in-person meetings but still will ensure availability to students outside of the classroom.

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

Privacy of Student Educational Records. Each student has a right to see his or her educational file. Personally identifiable information contained in student education records will not be disclosed by the Department of Social Work without prior written consent of the student. However, Appalachian State University's [policy](#), developed in accordance with the *Family Educational Rights and Privacy Act of 1974*, provides limited information to the general public, including parents; this information includes the student's name, local phone number, University post office box number, email address, academic classification, enrollment status, field of study, and certain other categories of information. If students wish that all such information remain confidential, they must contact the Registrar's office to make that request. Information beyond that specified above will not be released to parents unless students provide written permission or if the parent can present evidence that the student is dependent on the parent for support.

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 field and in the classroom. These can include interactions with agency staff, other students, professors, and the student's field 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 field and should seek the guidance of their seminar instructor and other professors in doing so appropriately.

University Information on Student Responsibilities. Additional, 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. In the absence of exceptional circumstances, a student found guilty and who has exhausted all appeals may be dismissed from the program.

Student responsibilities at Appalachian State University are delineated in the [Appalachian State University Policy Manual](#). These include policies related to academics, safety, harassment and discrimination, drugs and alcohol, weapons, health, and many other areas. Please see the policy manual for a complete listing of policies related to students.

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."

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](#) to promote “an atmosphere of trust, respect, fairness, honesty, and responsibility.” During admission, Social Work students, as well as all other students at ASU, agree to abide by the code: “Students will not lie, cheat, or steal to gain academic advantage. Students will oppose every instance of academic dishonesty.” 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.

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.

Student Conduct: The purpose of the [Student Code of Conduct](#) 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.

University Policy on Alcohol and Drugs. Appalachian State University’s [Drugs and Alcohol Policy](#) views the illegal or abusive use of alcohol and/or drugs as contrary to the high standards of professional and personal conduct and incompatible with personal health and the pursuit of academic excellence. Illegal or abusive use of alcohol and drugs can adversely affect the academic community and educational environment. Therefore, the *Student Code of Conduct* contains specific policies and regulations regarding the use of alcohol and drugs.

University Policy on Course Withdrawals. Appalachian State University [Medical Withdrawal](#) policy establishes guidelines for students requesting a course withdrawal during an academic semester in the event of serious short-term or long-term illness or health difficulties. Additional policy relates to circumstances under which a student can request a [Psychological Withdrawal](#) during an academic semester. Some students may be eligible to be granted a retroactive withdrawal if requested before the end of the subsequent semester. 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.

One BSW or MSW student will be selected to serve on any faculty search committees. This student will review applications, participate in interviews, and provide input regarding the interview itinerary and the candidates’ fit with the program needs. Ideally, there will be a rotation of a BSW and an MSW student with each search. All students will have the opportunity to provide feedback to the search committee about finalists. Voting rights will be determined by University policy.

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

One BSW student will also be selected each year to serve on the BSW Curriculum Committee. This representative will have voting rights. This student is 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 ASU 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.

All students are requested to provide feedback on the BSW program during their final semester in the program. Anonymous surveys request detailed information regarding the curriculum, their assessment of their competence as generalist and advanced social workers, and the overall program. These surveys are in addition to the feedback requested at the end of every semester in course evaluations and to separate, anonymous surveys of their Field placements and of the Field program. Finally, after students have graduated from the program, an alumni survey is distributed every three years to solicit additional feedback.

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. Admissions criteria and requirements for participating in the Departmental Honors Program are explained on its website. Students interested in participating in this program should consult with the Departmental Honors Program Director early in the BSW curriculum to plan for their Honors coursework requirements accordingly. In some cases, when students express an interest in participating, it is too late to be feasible. Students involved in the Departmental Honors program should coordinate closely with the Departmental Honors Program Director and Ms. Janice Koppenhaver, Social Work Academic Advisor, to ensure that their course plans will allow for all Honors coursework and requirements to be completed prior to the Field semester. Departmental Honors in Social Work is different than [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.

Social Work Student Groups

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 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 Field 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 must 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 is provided on the [graduate 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, Field Experiences, and Some Service Learning Courses

Appalachian State University requires professional and general liability coverage for all students enrolled in an internship, field 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 at <https://internships.appstate.edu/insurance>.

You can find additional information about tuition and fees on the Student Accounts website: <https://studentaccounts.appstate.edu/tuition-fees>.

Specialized Programs and Field Opportunities

Screening, Brief Intervention, and Referral to Treatment (SBIRT)

The Department of Social Work provides training to students, field instructors and community members in the universal screening tool, SBIRT. In addition, Nursing, Athletic Training, 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 a day long training, although this may be modified as needed. Module three consists of practicing SBIRT at the field 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 field, BSW students wishing to complete a field 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 to, entering Field to prepare for DSS placements.

Students typically are notified of upcoming Collaborative and Field Application time frames through announcements in class and via student email lists. The windows for the Collaborative Applications are typically open once in the Spring and once in the Fall, for approximately 1-2 months.

Following submission of the field application for a DSS placement, students will be asked to meet with a member of the Field Faculty to review the application, discuss short and long term interests and specifics for the placement. **If approved to proceed in the Collaborative, the Field 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 Ms. Janice Koppenhaver, the Social Work Academic Advisor, when initially meeting with her 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 field placement in a public school system. Students are highly encouraged to take the school social work course before entering their field placements at a school field placement site. In addition, two education courses (SPE 3300 *Creating Inclusive Learning Communities* and FDN 2400 *Critical Perspectives on Learning and Teaching*) 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 Ms. Janice Koppenhaver, the Social Work Academic Advisor, when initially meeting with her 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 Field Director asking for verification and that a recommendation be sent to the College of Education (COE) for school social work licensure. 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. COE will contact NC DPI to recommend the eligible graduate for licensure. From that point, 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, office 828-262-8210; or Heather Thorp, Field Director at thorpha@appstate.edu, office 828-262-6389 or cell, 828-406-9686.

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.

Beaver College of Health Sciences Office of Advising and Academic Support

The College's [Office of Advising and Academic Support](#), located on the first floor of the Leon Levine Hall of Health Sciences, "works to enhance, develop and implement supportive academic services for undergraduate Health Sciences majors." The office provides certification for graduation, completes senior academic audits, manages special course needs, handles requests for dropping or adding a course, and processes appeals for course overloads. Much information related to degree completion and academic policies and procedures can be found on the office's website. The website is an excellent companion to the *BSW Student Handbook* for answering questions.

Ms. Janice Koppenhaver, the Social Work Academic Advisor, is housed in the BCHS Office of Advising and Academic Support. Her email address is koppenhaverj@appstate.edu and her phone number is (828)262-6527.

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.

Contacts with the Health Service are confidential. Records are maintained separately from the University records for the use of Health Service personnel and may be released only with written permission by the student.

The Health Service does not issue medical excuses for class absences due to illness or injury. Students who withdraw from the University for health reasons should do this through the Health Service and must receive a medical clearance before being re-admitted. This clearance must present evidence that the condition, which necessitated withdrawal has improved and that there is reasonable expectation of the student's ability to participate in University life.

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 [Office of 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 for otherwise qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504) and state law. In adherence to the ADA and Section 504, ASU will not discriminate against qualified individuals with disabilities and will provide reasonable modifications to policies and programs to ensure that people with disabilities have equal

opportunity to participate and enjoy its services, programs or activities.

Individuals seeking accommodations are responsible for providing ODR with current, comprehensive documentation to support the request for reasonable accommodations. ODR is responsible for determining eligibility based on current in-depth documentation, meeting with the individual, and creating an individual Accommodation Plan which reflects reasonable accommodations. The University is responsible for providing the reasonable accommodations stated on the Accommodation Plan. Reasonable accommodations may include (not all inclusive): alternate formats, testing accommodations, assistive technology, and program accessibility.

Due to the confidential nature of such documentation, individuals are responsible for authorizing disclosure of their complete or partial Accommodation Plan to their instructors or supervisors and explaining the impact of the requested accommodation(s) within the University classroom, program, place of employment, or campus-wide activities. Students should understand that instructors will only honor accommodations when the official ODR process has been followed, ODR has granted accommodations, and instructors have received the proper official notification of relevant accommodations through the automated notification system. ODR recommends that students make their instructors aware of their accommodations, using the official procedure, as early as possible, but by the end of the Drop/Add period.

Intercultural Student Affairs

The [Intercultural Student Affairs](#) is located in the Plemmons Student Union. It contributes to ASU

by providing marginalized and underrepresented students with mentoring, advocacy, community and identity affirmation; as well as by offering multiple and varied learning opportunities for all Appalachian students to develop an appreciation for diversity and different perspectives, enhance self-awareness, increase multicultural knowledge and strengthen intercultural competency. Intercultural Student Affairs operates three student-led outreach centers: the [LGBT Center](#), [Multicultural Center](#), and [Women's Center](#).

Counseling and Psychological Services Center

The [Counseling and Psychological Services Center](#), located in the Miles Annas Student Services Building, provides an array of services for students who are currently enrolled in classes including emergency services; walk-in services; assessments; individual, group, and family counseling; programs for those with eating concerns; prevention and outreach programs; assistance with psychological withdrawals; self-help programs; and referrals to campus and community programs.

Early Intervention Team

The [Early Intervention Team](#) (EIT) is a multidisciplinary initiative that can respond to concerns (academic, safety, physical or mental health, and wellbeing) about students made by faculty members, instructors, or other students. According to the EIT its main function is to:

meet with students who are showing signs of difficulty with university life and who have been referred by faculty or staff. Students may make referrals through a faculty member.

The meetings with referred students are non-disciplinary and are intended to offer support and connect students with resources that can assist them to become healthier and more productive members of the community.

Additional information, including guidelines for referring students, is available on the EIT website.

EIT is not an appropriate referral in situations where there is concern that a student is at risk for immediate harmful behavior towards self or others. As EIT notes, “For emergency situations, please contact either the Counseling Center or the University Police. If you, or other community members, feel threatened, please contact the University Police immediately.”

The Office of *Title IX* Compliance

The Office of [*Title IX*](#) Compliance, located in 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 sexual misconduct and relationship violence.

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

Additional Student Services

Additional services are available the [Belk Library](#), the [Career Development Center](#), the [Student Learning Center](#), and the [Student Legal Clinic](#).

Appendix A: *BSW Competencies and Behaviors*

1. Demonstrate ethical and professional behavior.
 - a. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
 - b. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
 - c. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
 - d. Use technology ethically and appropriately to facilitate practice outcomes; and
 - e. Use supervision and consultation to guide professional judgment and behavior.
2. Engage diversity and difference in practice.
 - a. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
 - b. Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
 - c. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
3. Advance human rights and social, economic, and environmental justice.
 - a. Apply understanding of social, economic, and environmental justice to advocate for human rights at the individual and systems levels; and
 - b. Engage in practices that advance social, economic, and environmental justice.
4. Engage in practice-informed research and research-informed practice.
 - a. Use practice experience and theory to inform scientific inquiry and research;
 - b. Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
 - c. Use and translate research evidence to inform and improve practice, policy, and service delivery.
5. Engage in policy practice.
 - a. Identify social policy at the local, state, and federal level that impacts wellbeing, service delivery, and access to social services;
 - b. Assess how social welfare and economic policies impact the delivery of and access to social services; and
 - c. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.
6. Engage with individuals, families, groups, organizations, and communities.
 - a. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
 - b. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
7. Assess individuals, families, groups, organizations, and communities.
 - a. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;

- b. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
 - c. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies;
 - d. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
8. Intervene with individuals, families, groups, organizations, and communities.
- a. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
 - b. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
 - c. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
 - d. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
 - e. Facilitate effective transitions and endings that advance mutually-agreed-on goals.
9. Evaluate practice with individuals, families, groups, organizations, and communities.
- a. Select and use appropriate methods for evaluation of outcomes;
 - b. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
 - c. Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
 - d. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

Appendix B: *Application for Admission to the Professional Sequence*

From the most recent Professional Sequence Application Cycle:

This personal statement provides an opportunity for you to reflect on your development as a professional social worker and identify areas for future growth. Please use professional writing. We expect a well-written statement. The writing should be clear, organized, and should be written using "active voice." It should demonstrate proper grammar and language usage. Your statement should demonstrate effective written communication. Adhere to the specific directions in order to present an organized, clear, thorough statement and a strong application. We advise editing your statement closely (and revising it for improvement) before submitting it. You should not discuss your personal statement with any other students. Faculty members and the Write Social Work Program have agreed not to review students' drafts.

Directions:

Please do not deviate from these directions.

- You will need to **first complete the Self-Assessment Tools** (found on the AsU Learn main page under resources) to write the essay. **DO NOT** turn in your Self-Assessment.
- *Do not* include a cover page.
- **Do** type your name on the first line of your statement, flush left.
- *Do not* give the statement a title.
- **Do** include page numbers, but no running header.
- **Do** type your essay in **12-point** Times New Roman, Calibri, or Arial font. You may use regular or narrow margins.
- **Do** use the following outline to write your essay. Use the **bolded** words below as *headings* in your essay. For example, the first heading in your statement will be "Development as a Social Work Professional." See APA for formatting headings and subheadings. (*Did you read this requirement closely?* Some students don't follow this requirement correctly!)
- **Do** double-space your essay.
- **Do** upload your essay in **.doc, .docx, or .pdf** format. No Google Docs, rich text, or other word processing programs.
- *Do not* exceed **800 words** (including the words in the headings and your name). Run the word count, spell-checker, and grammar checker before submitting your statement. Do not request an exception from the word count--write concisely, draft and revise until your answers are presented within the allowed word limit.
- **Do** name your document file using the instructions below. **Documents named incorrectly will be returned and will not be reviewed** until they are sent back saved with the correct name formatting.

1. Development as a Social Work Professional

Describe what it means to be a professional social worker. Explain why you want to become a professional social worker. Discuss your development so far in becoming a professional social worker. Please include information on how your own values fit with the values and ethics of the social work profession as noted in the *NASW Code of Ethics* and how you would manage value conflicts (with specific examples).

2. Self-Assessment - Readiness to Enter the Professional Sequence

After reflecting on your Self-Assessment, thoroughly discuss your readiness to enter the Professional Sequence given your level of development as a professional social worker at this point. Please include information on *each section of the Self-Assessment* as subsections of this section (*a. Academic Aptitude, b. Personal Aptitude, c. Acceptance of Diversity, d. Comfort with Practice Areas, and e. Personal Concerns*). The subsections "a-e" should be presented **with subheadings using the italicized words**. Provide an overview as well as *specific examples* for the overall section and each subsection. In addition to discussing your **strengths**, be sure to include **areas for improvement** and how you plan to develop in these areas.

3. Additional Information

Please add any other information you believe is relevant to this application, supports your application, or is important for the Admission Committee to consider. If you have any circumstances such as current legal charges, been found guilty of any criminal charges, are currently involved with Child Protective Services or Adult Protective Services (or have been in the past), have pending academic integrity and/or student conduct charges (or have been alleged to have violated either of those policies), or have other particular circumstances relevant to your participation in the BSW program, then this section would be the appropriate place for disclosing them.

4. Certifications/Licenses/Credentials

Have you ever been awarded any professional license (for example, a license to practice medicine or a license to practice counseling) or any professional certification, or any other credential(s) overseen by a professional organization in any discipline (for example, the State Medical Board or a professional regulatory board)? Answer "yes" or "no." If yes, please then describe the credential(s), their grantor(s), and their current credential(s) status. Have you lost any credential(s) previously awarded? Have you been censured by a professional or regulatory organization, had any credential(s) suspended, or lost any credential(s), or surrendered any credential(s) voluntarily or involuntarily? Have you ever been the subject of an ethics inquiry or action? If yes to any of these questions, please provide a thorough explanation. *[The 800-word limit does not apply to question #4.]*

Saving your document:

Save your Personal Statement as a file **using the following required format**:

Your Last Name Your First Initial_PS

So, if John Smith were submitting his personal statement, he would save his file as: **SmithJ_PS.pdf or SmithJ_PS.doc or SmithJ_PS.docx**

Files that are not named using the required format will be returned and will not be reviewed until saved correctly.

Please make sure you **read**: the *BSW Student Handbook*, the *ASU Code of Student Conduct* (read **both** the *Code of Student Conduct* and the *Academic Integrity Code*, both linked to the webpage), and closely review the *NASW Code of Ethics*. Students advancing into the Professional Sequence are expected to be familiar with these three documents. In this part of the Application to the Professional Sequence (set up as a quiz), you will be asked to **confirm that you have read these documents and agree to be responsible for the policies and expectations in them**. **NOTE: When you affirm that you have read these materials and understand them, you are affirming this under the ASU Academic Integrity and Honor Code. To assert that you have read them if you haven't would be an act of academic dishonesty.**

Appendix C: 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. He or she has 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/Field 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 Field 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. Students who are dissatisfied with the Dean's decision have the right to appeal the decision to the [Provost](#) or Provost's designee in writing by email within 10 business days of receipt of that decision. The Provost's decision is final.

Appendix D: *Academic Standards Concerns Form*

Please see a **sample** copy of the form page. Full-time faculty can also access the form on the M-Drive [>faculty >Departmental Policies> “Academic Standards Concern Form” (rev. 2018)] and the Department Chair, BSW Program Director, or Amy Lyons can provide a copy by email to part-time instructors.

BSW Academic Standards Concerns Form

Date: _____ **Student Name:** _____

Faculty member or agency representative: _____

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*, 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.

An *Academic Standards Concerns Form* is completed by a faculty member or agency representative when there are concerns about a student’s performance. They will discuss the concerns and review the form with the student, except under unusual circumstances. A copy of the *Academic Standards Concerns Form* will be kept in the Department of Social Work.

Signify areas of concern and provide a short narrative that further elaborates concerns. Include the class or context in which the behaviors occur.

Areas of Concern	Level of Concern (1=mild, 2= moderate, 3= serious)	Is it resolved?
1. Scholastic Performance Standards		
Exhibits difficulty in demonstrating scholastic performance standards as developmentally appropriate (e.g., GPA, grades, repeats)	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other. Please Describe:	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Professional Identity and Self-Awareness Standards		
Is frequently absent, tardy, or leaves early	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Turns in incomplete or late assignments; is frequently unprepared for class, service learning, or field; does not meet deadlines	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sleeps through class, service learning, or field	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrates disruptive behaviors in class, community, Department- or University-related trips, or service learning/field agency	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Makes inappropriate comments, including inappropriate personal	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/> 50

sharing		
Is unable or unwilling to behave according to professional values; imposes personal values on others	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrates an inability or unwillingness to work in groups	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ignores feedback, becomes defensive, or responds inappropriately when feedback is given	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exhibits evidence of substance abuse	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exhibits evidence of volatility; demonstrates a lack of self-control	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrates personal problems and issues that interfere with learning and performance	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrates inappropriate use of technology or social media	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does not follow established policies and processes; does not provided documentation or applications as requested	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does not demonstrate progressive identification with the profession through behavior, communication (verbal, nonverbal, written), personal reflection, and self-correction	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other. Please Describe:	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Ethical Behavior Standards		
Plagiarizes an assignment, exam, or other activity	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cheats on an assignment, exam, or other activity	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrates dishonesty	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does not demonstrate accountability	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other. Please Describe:	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Interpersonal Relationships Standards		
Demonstrates disrespect, disruptive behavior, or lack of cooperation in interactions with instructor, students, or others in the classroom, Department of Social Work, or other settings	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrates acts of bullying and/or cyber bullying	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does not demonstrate skills that facilitate effective helping relationships	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other. Please Describe:	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Commitment to Diversity, Social Justice, and Human Rights Standards		
Is disrespectful in discussing sensitive issues, such as diversity; is insensitive to the feelings or needs of others	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does not support or encourage open dialogue and increased understanding in the classroom, agency, or other contexts	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other. Please describe:	1 2 3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Competencies Exhibits difficulty in demonstrating competency(ies) as	Concern	Comments/Notes

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

Comments - signify areas of concern and provide a short a narrative that further elaborates concerns. Include the class or context in which the behaviors occur:

Student Comments (if desired):

Has student received a copy of this form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, reasons not provided to date:	

Signature of Faculty Member

Date

Signature of BSW Program Director

Date

Signature of Field Director

Date

Signature of Department Chair

Date (as applicable)

Signature of the Student*

Date

*Student's signature signifies receipt of this form, but not necessarily agreement with it.

Appendix E: *Special Grading Policies from Spring 2020*

In response to COVID-19 in Spring 2020, the university adopted special grading policies to accommodate the sudden change to online learning towards the end of the semester and the faculty in the Department of Social Work voted to enact additional guidelines. *The policies adopted apply only to grades earned in Spring 2020 but may have ramifications later for students who earned grades in Social Work courses and Required Social Work Cognates during that semester.*

All declared social work majors and all students in Foundation courses were provided with a document created by the Department explaining the special grading policy and Social Work-related provisions on April 17, 2020, so that students could make informed choices about their grades and potential impacts for Spring 2020 and beyond.

Students were encouraged to consult with their Academic Advisor before making a decision regarding the grading option they elected into for each of their courses for Spring 2020 due to the potential ramifications of their choices.

Grade Minimum

For students who opted into the optional *Enhanced Pass/No Credit Policy*, the Department of Social Work decided that the acceptable minimum required grade for Spring 2020 for Social Work and required cognate courses would include any grade of **P_D-** or higher. For students selecting that option, that waived the requirement to earn a C or higher grade for required Social Work courses and required cognates.

Students who elected to have the **actual earned grade** count in Spring 2020 remained subject to the normal requirements for minimum grade and overall GPA as they would apply to move forward in obtaining the degree. Students must have earned a C or higher grade in each required Social Work course and required cognate and must have earned a 2.5 or higher overall GPA.

The temporary policy did not apply to S/U courses. In the BSW program, that would only include the SW 4650: *Field Instruction*, the “field placement” course, not the “seminar.”

Academic Standards for Retention in the BSW Program

The BSW Program did not waive our established academic standards. In Spring 2020 and beyond, students seeking exceptions related to the Spring 2020 semester should consult with their Academic Advisor or the BSW Program Director. The BSW Program Director must approve all exceptions.

Social Work Professional Sequence Applicants Spring 2020

Standards regarding grades and GPA for students who applied to the Professional Sequence in Spring 2020 were applied depending on the grading option students selected. Students who opted for the *Enhanced Pass/No Credit Policy* had the regular standards for minimum course grade waived for that semester. Regular standards applied for students who elected for their earned grades to count, with one exception: If a student earned a C- in one or more Foundation courses, the student was allowed to begin the

Professional Sequence courses but would have to repeat the course(s) concurrently and the number of Professional Sequence courses the student would be allowed to take would be limited. Students would have one opportunity to repeat the course and earn the minimum “C” grade.

For students applying to the Professional Sequence after Spring 2020: If a student elected to choose the *Enhanced Pass/No Credit Policy* for any Foundation course taken in Spring 2020, then a grade of **D-** or higher will be accepted when the student applies to the Professional Sequence and the normal requirement of a minimum grade of **C** will be waived. However, if a student elected to have the *actual earned grade* count in Spring 2020 for any Foundation course, then the minimum required **C** would still apply. If the student earned a **C-** or lower grade, the course would have to be repeated before the student could apply to be accepted into the Professional Sequence. The *Academic Standards* did not change regarding course repeats: Students can only repeat two Social Work courses while they pursue their BSW degree.

Students who opted for the *Enhanced Pass/No Credit Policy* may find that electing that option resulted in a GPA that prevents them from applying to the Professional Sequence in the semester they normally would apply and they may be denied from applying until their GPA is at the minimum or higher (minimum of overall 2.5 GPA and 2.5 in social work courses and cognates). The minimum GPA standard was not waived in Spring 2020 and continues to apply.

In the case of new Transfer students enrolled in all five Foundation courses who did not earn the minimum overall 2.5 GPA because they did not earn an *actual earned grade* of **C** or higher in one or more Foundation courses in Spring 2020, or chose the *Enhanced Pass/No Credit Policy* for course grades which resulted in an overall GPA lower than the minimum 2.5, they were allowed to move forward, if they were accepted into the Professional Sequence, but must meet the GPA requirements and other scholastic performance standards for all subsequent semesters.

Courses that Were Being Repeated in Spring 2020

If a student was taking a course seeking grade forgiveness in Spring 2020, a “P_Grade” based on the *Enhanced Pass/No Credit Policy* could not replace a letter grade. The student had to continue with the *actual earned grade* option. However, students will be allowed to use grade forgiveness again for this course at a future time, in accordance with university policy.

Incompletes

The University did not modify the Incomplete policy for Spring 2020. Having Incompletes in courses continued to affect students’ progress towards obtaining their BSW degree in Spring 2020 and beyond as in other semesters.

Withdrawals

Withdrawals from courses were handled differently in Spring 2020 by the University. The modified withdrawals policy for Spring 2020 prevented courses dropped specifically due to COVID-19-related circumstances from counting towards the allowed four career drop courses. Withdrawals for any reason in Spring 2020 would continue to

impact students' progress towards obtaining their BSW degree in the same manner as any other semester.

Students Applying to Field for Fall 2020

Students who applied in Spring 2020 to enter Field in Fall still were required to meet the minimum overall GPA of 2.5 at the end of Spring 2020 to be able to have a field placement.

Graduation in Spring 2020 or Fall 2020

To graduate with the BSW degree, students must have a 2.5 overall GPA or higher and a Social Work GPA of 2.5 or higher. GPA requirements for graduation were not waived in Spring 2020.