This manual covers the Fall, Spring, and Summer terms of the 2017-2018 academic year. This manual is intended only to provide information for the guidance of the University of South Carolina College of Social Work students. The information is subject to change and the College of Social Work reserves the right to depart without notice from any policy or procedures referred to in this manual. This manual is not intended to be and should not be regarded as a contract between the University of South Carolina College of Social Work and any student or other person.

August 14, 2017

Revised: January 1, 2018
# BSW Program Contact Information

## College of Social Work

**Phone Number:** 803.777.5291  
**Fax Number:** 803.777.3498  
**Student Services Fax Number:** 803.777.6259  

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr. Sarah Gehlert</td>
<td>803.777.4886</td>
<td><a href="mailto:sgehlert@mailbox.sc.edu">sgehlert@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Interim Assistant to the Dean</td>
<td>Leslie Cantelmi</td>
<td>803.777.9462</td>
<td><a href="mailto:chreene@mailbox.sc.edu">chreene@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Dr. Ronald Pitner</td>
<td>803.777.6797</td>
<td><a href="mailto:rpitner@sc.edu">rpitner@sc.edu</a></td>
</tr>
<tr>
<td>Administrative Coordinator to the Associate Dean</td>
<td>Lynda Tilley</td>
<td>803.777.2147</td>
<td><a href="mailto:ltilley@mailbox.sc.edu">ltilley@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>BSW Program Coordinator</td>
<td>Dr. Daniel Freedman</td>
<td>803.777.7939</td>
<td><a href="mailto:danf@mailbox.sc.edu">danf@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Direction of Field Education</td>
<td>Dr. Melissa Reitmeier</td>
<td>803.777.5293</td>
<td><a href="mailto:mcreitme@mailbox.sc.edu">mcreitme@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>BSW Field Education</td>
<td>Dr. Nicole M. Cavanagh</td>
<td>803.777.0433</td>
<td><a href="mailto:nickcava@mailbox.sc.edu">nickcava@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>BSW Student Services Coordinator</td>
<td>Andre Grant</td>
<td>803.777.6259</td>
<td><a href="mailto:grant32@mailbox.sc.edu">grant32@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>First Year Advisor</td>
<td>Sonya Clemon</td>
<td>803.777.9436</td>
<td><a href="mailto:sclemon@mailbox.sc.edu">sclemon@mailbox.sc.edu</a></td>
</tr>
</tbody>
</table>
BSW Program Mission

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

BSW Program Goals and Learning Outcomes

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

**Goal 1:** The program prepares students to appreciate the importance of human relationships for the provision of competent generalist practices
  - Learning Outcome 1: Graduates will engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities (2.1.101).

**Goal 2:** The program prepares students to demonstrate competent generalist practices within the parameters of the profession’s ethics, values, emphasis on the dignity and worth of the person, and respect for diversity and difference.
  - Learning Outcome 2: Graduates will identify as professional social workers and conduct themselves accordingly (2.1.1).
  - Learning Outcome 3: Graduates will apply social work ethical principles to guide professional practice (2.1.2).
  - Learning Outcome 4: Graduates will engage diversity and difference in practice (2.1.4).

**Goal 3:** The program prepares students to apply a person and environment framework to interpret practice contexts and relevant research.
  - Learning Outcome 5: Graduates will apply knowledge of human behavior and the social environment (2.1.7).
  - Learning Outcome 6: Graduates will engage in research-informed practice and practice-informed research (2.1.6).

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1 Numbers refer to the CSWE’s 2008 Educational Policy and Accreditation Standards (EPAS) Core Competencies
Learning Outcome 7: Graduates will respond to contexts that shape practice (2.1.9).

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

Learning Outcome 8: Graduates will engage in policy practice to advance social and economic well-being and to deliver effective social work services (2.1.8).

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

Learning Outcome 9: Graduates will apply critical thinking to inform and communicate professional judgments (2.1.3).

Learning Outcome 10: Graduates will advance human rights and social and economic justice (2.1.5).

Program Evaluation

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

ADMISSIONS

The admission policy for the BSW Program applies to every applicant. An applicant for admission as a degree candidate in social work must fulfill the general admission requirements.

Admission Requirements

In order to be admitted to the College of Social Work’s BSW Program, all freshman and transfer students must meet all University and College admission requirements. Transfer students must meet all such requirements and have a minimum GPA of 2.50 or better. Acceptance into the BSW Program with a lower division classification does not guarantee progression into the upper division BSW Major.

All students in the lower division in the BSW program are subject to the following regulations:

1. Students must maintain a minimum GPA of 2.50.
2. All incomplete grades posted on the transcript must be removed before progression into the upper division.
3. Students must earn a minimum grade of C in all required English courses.

**Upper Division**

Progression into upper division social work occurs primarily in the fall semester. Students who complete 39 hours of general education and wish to apply to upper division must submit a completed College of Social Work - BSW Application by the announced due dates published each year. Factors considered in the progression decision include the following:

1. good standing with the University and successful completion of the application process;
2. minimum of a 2.5 overall cumulative USC and collegiate summary grade point average in general education and other courses;
3. a grade of “C” in their English general education course requirements;
4. verified completion of 39 hours of general education courses at the time of application;
5. verified completion of 54 hours of general education courses at the time of progression into upper division;
6. verified completion of SOWK 201;
7. meeting with social work advisors to receive and discuss the pre-application, application packet, personal statement, reference forms, and over-all process;
8. completion of a statement of agreement to abide by the professional values and behavioral expectations outlined in the NASW Code of Ethics, USC Carolina Creed, and other documents found in student manuals; and
9. attendance at the BSW program and field education orientation sessions.

**Progression Requirements**

To remain in the undergraduate degree program at the College of Social Work, a student must make satisfactory academic progress toward the degree. A student who fails to make satisfactory progress may be placed on academic probation or removed from the program. If the semester, yearly, or cumulative grade point average falls below 2.50, the student will be notified in writing. A student must have a cumulative grade point average of at least 2.00 on all work attempted at USC, and must have a cumulative GPA of 2.50 for all upper division social work courses.

A student may attempt a social work core course a maximum of two times to fulfill the requirement. A grade of W (withdrawal) will be recognized as an attempt. A student may repeat a maximum of two core courses. Additionally, all students are subject to the standards and regulations for probation, suspension, and readmission in the [Undergraduate Policies and Regulations Bulletin](#).
Transfer of Credit

As part of the University of South Carolina’s application for admission, students submit official transcripts from all other colleges and universities to the Office of Admission. If a student seeks readmission, he/she submit transcripts from all schools attended since leaving this University. It is the responsibility of the Office of Admission to evaluate all transcripts and grant the student transfer credit as possible for coursework and completed at the other schools. A transfer course is not applicable towards any University of South Carolina academic program or degree if:

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

Although the USC Office of Admission may grant the student semester hours for transfer credit for completed work in another social work program, the BSW Program Coordinator and the Associate Dean for Academic and Student Affairs and/or a faculty member who teaches the content will determine whether the course and its assignments meet the requirements of the BSW degree at this College.

Any student wishing to transfer credit to meet degree requirements must submit a course syllabus that includes learning objectives, assignments, and the titles and authors of textbooks, to the BSW program director for consideration. If it appears that the requisite competencies, knowledge, and skills have been acquired, the student will be exempted from the BSW course requirement.

A maximum of 76 semester hours may be transferred for degree credit from a junior college or two-year institution which is accredited by a regional association such as the Southern Association of Colleges and Schools.

A maximum of 30 semester hours of credit by correspondence and credit awarded for educational experiences in the military may be applied toward meeting the requirements for a baccalaureate degree. The 30 semester hours of credit which may be awarded for educational experiences in the military should be in accordance with recommendations published by the American Council on Education and be consistent with University policy on the transfer of credit but will only be applied to a degree
program upon the approval of the dean of the college from which the degree is to be awarded.

A maximum of 30 semester hours of credit earned while classified as a nondegree special student in the University may be applied toward meeting the requirements for a baccalaureate degree.

A student planning to pursue work at other institutions or through correspondence must complete this work before attaining senior classification (90 semester hours).

Courses completed at any institution while the student is suspended by the University will not be accepted toward a degree at USC. All college-level coursework attempted under academic suspension will be used to evaluate students’ eligibility for admission.

Admissions Procedures

A designated BSW faculty/staff member prepares application packets for review, and then two independent COSW faculty/staff members will evaluate each applicant packet. The minimum requirements for a completed application packet include (1) an application form, (2) a transcript that demonstrates an overall GPA of at least 2.50, (3) an admissions essay that covers all mandatory topic areas, and (4) three letters of reference. Application packets will be evaluated based on the following five criteria:

- Academic Achievements/Cumulative GPA
- Admissions Essay
- Letters of Reference
- Service/Volunteer Experiences

Chronology of the Admission Procedures

1. Applicants interested in the BSW Upper Division Major should contact a BSW Student Services Coordinator to schedule an admission advisement appointment.
2. In this admission advisement session, a BSW Student Services Coordinator and applicant discuss the following components of the profession, program, and application process
   a. Career and educational goals;
   b. Social work profession, licensure, and employment possibilities; professional organizations;
   c. BSW program mission, goals, and objectives;
   d. The program of study;
   e. Field Education and service learning requirements;
   f. BSW student organizations;
   g. Requirements for admission;
h. The application process and packet;
i. Important concerns or questions the student expresses; and,
j. Follow-up appointments as necessary.

3. After discussion of the important components of the profession, program and application requirements, packet, and process, the applicant may be required to sign appropriate forms for opening an application record.

4. Upon completion of the admission advisement session, a BSW Student Services Coordinator documents pertinent information for the applicants’ initial admission record and gives it to the designated staff member for secured filing.

5. Upon receiving the student’s completed application for admission, a BSW Student Services Coordinator prepares the file for review by completing the following steps:
   a. Ensures all documents have been received and signed;
   b. Prepares a file for review; and,
   c. Notifies the assigned reviewer that a student’s file is ready for review; and,

6. The reviewer returns the file to a BSW Student Services Coordinator with a final score and a recommendation about admission as an upper division major.

7. A BSW Student Services Coordinator notifies the BSW Program Coordinator about the applicants score and recommendation.

8. The BSW Program Coordinator, in conjunction with the evaluators of the applicant, make an admissions decision.

9. A BSW Student Services Coordinator notifies the applicant in writing of the admissions decision.

10. Applicants who disagree with the decision to reject or defer may petition the BSW Program for reconsideration. All petitions will be reviewed by the BSW Program Coordinator, Associate Dean for Academic and Student Affairs, and other faculty/staff as deemed necessary.

11. Students admitted are requested to provide written notification to the BSW program of their acceptance and intent to enroll.

12. Applicants must maintain good standing academically and financially with the University of South Carolina.

DEGREE REQUIREMENTS

Requirements for the BSW degree include the completion of 122 hours, 62 of which occur during the lower division, while the final 60 occur during the upper division major. All students must have an institutional GPA of at least 2.0 to qualify for graduation.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolina Core</td>
<td>34-46</td>
</tr>
<tr>
<td>Other Required CSW Core Courses</td>
<td>0-15</td>
</tr>
<tr>
<td>BSW Major</td>
<td>60</td>
</tr>
<tr>
<td>Electives</td>
<td>1-28</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>121-122</strong></td>
</tr>
</tbody>
</table>
Graduation Requirements

In order to be eligible for graduation, students must meet all course requirements, be in good academic standing, meet any departmental or program requirements, and have a cumulative GPA of at least 2.00 on all work attempted at USC.

All candidates for the BSW degree must complete an application for graduation during the last academic term before graduation. The online graduation application is located in Self Service Carolina. The Apply to Graduate link is located under the Student tab in the bottom right corner of the page.

CURRICULUM

Credit for Life Experience

The College of Social Work does not grant social work course credit for life experience or previous work experience in the BSW Program.

Programs of Study

The program offers the following options:
- Bachelor’s Degree in Social Work
- Minor in Social Work

BSW Major Plan of Study

Lower Division Requirements

<table>
<thead>
<tr>
<th>Carolina Core Area</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMW – Effective, Engaged, and Persuasive Communication: Written</td>
<td>English 101&lt;br&gt;English 102</td>
</tr>
<tr>
<td>ARP – Analytical Reasoning and Problem Solving</td>
<td>(1) STAT 201 Required, (2) Either Math 122 or 141, or (3) Any other approved ARP course that is STAT</td>
</tr>
<tr>
<td>SCI – Scientific Literacy</td>
<td>Two SCI approved courses, one of which includes a lab</td>
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<tr>
<td><strong>GFL</strong> – Global Citizenship and Multicultural Understanding: Foreign Language</td>
<td>Two (2) or better on language placement test, or two GFL approved courses</td>
</tr>
<tr>
<td><strong>GHS</strong> – Global Citizenship and Multicultural Understanding: Historical Thinking</td>
<td>Any two GHS courses, one must cover US History</td>
</tr>
<tr>
<td><strong>AIU</strong> – Aesthetic and Interpretative Understanding</td>
<td>Any AIU approved course</td>
</tr>
<tr>
<td><strong>GSS</strong> – Global Citizenship and Multicultural Understanding: Social Sciences</td>
<td>Any GSS approved course from PSYC or SOCY</td>
</tr>
<tr>
<td><strong>INF</strong> – Information Literacy</td>
<td>Any INF approved course</td>
</tr>
<tr>
<td><strong>CMS</strong> – Effective, Engaged, and Persuasive Communication: Spoken Component</td>
<td>Any CMS approved course</td>
</tr>
<tr>
<td><strong>Specialized Content Preparation</strong></td>
<td>Political Science 201</td>
</tr>
<tr>
<td></td>
<td>One 200 and above Literature Course – See Advisor for Options</td>
</tr>
<tr>
<td></td>
<td>One Course in Economics – See Advisor for Options</td>
</tr>
<tr>
<td></td>
<td>One Course in Philosophy – See Advisor for Options</td>
</tr>
<tr>
<td></td>
<td>One Course in Cultural Awareness – See Advisor for Options</td>
</tr>
<tr>
<td><strong>Social Work Courses</strong></td>
<td>SOWK 201</td>
</tr>
<tr>
<td></td>
<td>SOWK 222</td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR

#### Lower Division

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>FALL OR SPRING</strong></td>
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</tr>
<tr>
<td>SOWK 201</td>
<td>Introduction to Social Work Profession and Social Welfare</td>
</tr>
<tr>
<td>SOWK 222</td>
<td>Social Welfare Institutions, Policies, and Programs</td>
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</table>

#### JUNIOR YEAR

#### Upper Division

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td><strong>FALL</strong></td>
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</tr>
<tr>
<td>SOWK 311</td>
<td>Generalist Practice I: Introduction to Social Work Practice</td>
</tr>
<tr>
<td>SOWK 331</td>
<td>Diversity and Social Justice in Contemporary Society</td>
</tr>
<tr>
<td>SOWK 341</td>
<td>Human Behavior and Social Environment (HBSE) I: Individual Development across the Life Span</td>
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<tr>
<td>SPRING</td>
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</tr>
<tr>
<td>SOWK 312</td>
<td>Generalist Practice II: Social Work with Individuals and Families</td>
</tr>
<tr>
<td>SOWK 322</td>
<td>Social Policy Analysis</td>
</tr>
<tr>
<td>SOWK 342</td>
<td>Human Behavior and Social Environment (HBSE) II: Family Development and Diversity</td>
</tr>
<tr>
<td>SOWK 352</td>
<td>Social Work and Scientific Inquiry</td>
</tr>
<tr>
<td>SOWK 382</td>
<td>Introduction to Field Education</td>
</tr>
</tbody>
</table>

**SENIOR YEAR**

**Upper Division**

<table>
<thead>
<tr>
<th>SOWK 411</th>
<th>Generalist Practice III: Social Work with Small Groups</th>
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<tbody>
<tr>
<td>SOWK 441</td>
<td>Human Behavior and the Social Environment (HBSE) III: Large Systems</td>
</tr>
<tr>
<td>SOWK 481</td>
<td>Practicum I: Field Education</td>
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<tr>
<td>SOWK 483</td>
<td>Practicum Seminar</td>
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<tr>
<td>Elective</td>
<td>3-hour credit</td>
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</table>

<table>
<thead>
<tr>
<th>SOWK 412</th>
<th>Generalist Practice IV: Social Work with Communities &amp; Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 422</td>
<td>Advocacy for Social and Economic Justice</td>
</tr>
<tr>
<td>SOWK 482</td>
<td>Human Behavior and Social Environment (HBSE) I: Individual Development across the Life Span</td>
</tr>
<tr>
<td>SOWK 484</td>
<td>Practicum II: Field Education</td>
</tr>
<tr>
<td>Elective</td>
<td>3-hour credit</td>
</tr>
</tbody>
</table>

**BSW Minor Plan of Study (18 credit hours)**

**Required Courses - Must Complete BOTH Courses Below**

<table>
<thead>
<tr>
<th>SOWK 201</th>
<th>Introduction to Social Work Profession and Social Welfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 222</td>
<td>Social Welfare Institutions, Policies, and Programs</td>
</tr>
</tbody>
</table>

**Required Courses - Must Complete a Minimum of 4 of the Courses Below**

<table>
<thead>
<tr>
<th>SOWK 303</th>
<th>Social Welfare for Children and Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 304</td>
<td>Social Welfare for Families and Aged</td>
</tr>
<tr>
<td>SOWK 305</td>
<td>Social Welfare Services for Women and Minorities</td>
</tr>
</tbody>
</table>
SOWK 307  International Social Work and Social Justice  
SOWK 309  Life Transitions: Grief and Loss  
SOWK 322  Social Policy Analysis  
SOWK 331  Diversity and Social Justice in Contemporary Society  
SOWK 341  Human Behavior and Social Environment (HBSE) I: Individual Development across the Life Span  
SOWK 352  Social Work and Scientific Inquiry  
SOWK 399  Independent Study  

COURSE DESCRIPTIONS

Descriptions for all courses, including credits hours, prerequisites, and leadership distinction credit can be found in the Undergraduate Social Work Bulletin. Field Education

FIELD EDUCATION

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

Field education is the signature pedagogy of social work education. The intent of field instruction is to provide students with an opportunity to apply the knowledge, values, and skills learned in the classroom to actual social work practice situations in the field placement.

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

ADVISEMENT

Academic Advisement

Undergraduate students are unique in that they are at the very beginning of the development of their academic and professional careers and members of a larger university setting. Due to these unique student qualities and experiences, BSW Student Services Program Coordinators and advisors are sensitive to the needs, questions, and concerns of students. Because undergraduate degree requirements are often complex and confusing, these professionals foster ongoing and welcoming processes for students.
Professional and Career Advisement

While in development to become professional social workers, students often are challenged to re-examine their values, behaviors, and commitments to the profession. Therefore, social work advisors are available to provide information to help students in their professional and personal career goals as social work practitioners. As a result of the ongoing relationship in the classroom, field education, organizations, and service project, the faculty members are viewed as professional advisors. In many ways, faculty members are mentors and coaches who encourage and facilitate the growth and strengths of students’ professional identity. Through professional advisement, the program ensures that students who enter the program continue their commitment to social and economic justice that builds on the strengths and empowerment perspectives for generalist practice, particularly with poor, vulnerable, or oppressed populations.

Registration for Courses

BSW students register for their courses after academic advisement appointments. To be officially enrolled in the University students must be academically eligible, complete the registration process with the Office of the University Registrar, and possess a receipt issued by the Office of Financial Services for payment of current academic fees.

Registration for courses is conducted via the Self-Service Carolina site (my.sc.edu).

Students are advised to consult the master schedule on the Office of the Registrar’s website (registrar.sc.edu) for course listings. The social work course designator is SOWK.

Sections with a “Y” prefix are offered in the evening.

Course Loads

Students will not be permitted to register for a semester load in excess of 15 hours unless they earned an average of B or better on all courses for which they were enrolled (minimum 12 semester hours) for the preceding semester. Students will need to meet with Student Services Program Coordinators for additional information.

Undergraduate students who are enrolled in 12 semester hours or more for the Fall or Spring semesters, or any Summer term are considered full-time for academic purposes.

Full-time fees for undergraduate students are based on 12 to 16 semester hours.

Full-time benefits for veterans are determined by the Office of Veterans Services.
ACADEMIC STANDARDS AND POLICIES

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

The following information highlights some of the key academic standards and policies for BSW students. It should be noted that not all standards and policies are included here. Students are expected to be familiar with the USC Policies and Procedures Manual, the Undergraduate Studies Bulletin, and the Undergraduate Policies and Regulations Bulletin.

Class Attendance

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur.

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. It is of particular importance that a student who anticipates absences in excess of 10 percent of the scheduled class sessions receives prior approval from the instructor before the last day to change schedule as published on the Office of the University Registrar’s webpage.

The “10 percent rule” stated above applies to both excused and unexcused absences.

Assignments

Assignments promote acquisition of the knowledge, skills, and values embedded in the program’s learning outcomes and course objectives. Grades are provided as a basis for evaluating the students’ mastery of course material. There are a minimum of three graded assignments required for a three-credit course.

Final Examinations

Final examination schedules are published on the Office of the University Registrar’s webpage.
See the Examination Policies in the Undergraduate Polices and Regulation Bulletin for more information.

Grades and Credits

The BSW Program approved one grading scale to be used in all courses. This following grading scale should be included on all syllabi:

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

The BSW Program follows the Grading Policies in the Undergraduate Polices and Regulation Bulletin. Refer to these policies for additional information.

A, B, C, D represent passing grades in order from highest to lowest. B+, C+, D+ may also be recorded. F represents failing performance.

S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option.

FN (Failure Non-Attendance) and UN (Unsatisfactory Non-Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn.

W is assigned for student withdrawal from a course after the late registration period but before the penalty date.

Reporting of Grades

Each syllabus should clearly explain the instructor’s expectations including attendance, required assignments and exams and the weight to be accorded to each, and the grading scale.

Students’ grades are kept confidential in accordance with federal law (the Family Educational Rights and Privacy Act of 1974, as amended). Grades are reported to students via Self-Service Carolina my.sc.edu.

Incomplete Grade (I) and No Report (NR)

The BSW Program follows the Grading Policies listed in the Undergraduate Polices and Regulation Bulletin.
Dropping Courses and Withdrawal

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

There are multiple ways for students to drop or withdrawal from undergraduate classes. Each option has separately defined rules for grades and tuition/fees. See the Dropping Courses and Withdrawal policies in the Undergraduate Polices and Regulation Bulletin for additional information.

An undergraduate student may drop a course via Self Service Carolina.

Auditing a Course

A student must be admitted to the University and go through the regular registration process to be eligible for auditing any course.

Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations.

Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar’s Web site.

See the Auditing policy under the Course and Academic Credit Policies in the Undergraduate Polices and Regulation Bulletin for additional information.

Suspension and Termination

The College of Social Work has a responsibility to ensure that its graduates will be prepared to meet the standards of professional social work practice, including the provision of competent service to client systems at all levels. All students will be provided access to and expected to understand the criteria and procedures for suspension and termination. These criteria and procedures are part of the student review policy located in Appendix A of this manual. Students will be asked to sign an acknowledgment form that will be kept in students’ files.

Students also are expected to read the Code of Ethics of the National Association of Social Workers (NASW) and be familiar with it: www.socialworkers.org/pubs/code/default.asp.
Probation and Suspension Standards

Students with cumulative USC GPAs less than a 2.00 at the end of any semester will be placed on academic probation.

Undergraduate students unable to meet the standards shown below are suspended from USC for one fall or spring semester and the contiguous summer (approximately eight months).

<table>
<thead>
<tr>
<th>Total Institutional GPA Hours</th>
<th>Placed on Probation</th>
<th>Continue on Probation (avoid suspension)</th>
<th>Removed from Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-35</td>
<td>Below 2.00 Total Institutional GPA</td>
<td>1.500 or higher Total Institutional GPA</td>
<td>2.00 or higher Total Institutional GPA</td>
</tr>
<tr>
<td>36-71</td>
<td>Below 2.00 Total Institutional GPA</td>
<td>1.800 or higher Total Institutional GPA</td>
<td>2.00 or higher Total Institutional GPA</td>
</tr>
<tr>
<td>72+</td>
<td>Below 2.00 Total Institutional GPA</td>
<td>Only with semester reprieve*or by college petition</td>
<td>2.00 or higher Total Institutional GPA</td>
</tr>
</tbody>
</table>

*Semester Reprieve: Regardless of the Total Institutional GPA, a student may continue on probation and avoid suspension if the Current Term point average is 2.50 or greater.

Additional information about Academic Probation can be found on the University’s Academic Advising webpages.

Additional information about Academic Suspension can be found on the University’s Academic Advising webpages.
STUDENT SUPPORTS AND OPPORTUNITIES

University Student Associations

The University of South Carolina recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. Membership in registered student organizations shall be limited to persons officially connected with the University of South Carolina. Students may participate in several University student organizations. Information about these organizations can be found via Garnet Gate.

College of Social Work Student Associations

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

- The Phi Alpha Social Work Honor Society provides an opportunity for BSW students who have excelled in Social Work scholarship to form bonds and promote Social Work values. The Kappa Psi chapter at the University of South Carolina received its charter in 2007 and is a great opportunity to be involved in the College of Social Work and receive recognition for your scholastic achievements. Membership requirements are a minimum of 15 completed credit hours in the BSW Upper Division Program with a 3.5 or better Cumulative GPA. New members will be inducted in the spring semester.

- The Undergraduate Social Work Student Association (USWSA) encourages fellowship and on-campus participation of undergraduate social work majors and minors. Members actively provide services in the university- and community-settings, facilitate educational and social events, and participate in fundraising activities. Membership is open to any undergraduate student registered full-time or part-time at the University of South Carolina-Columbia. The organization is funded through USC Student Government and fundraising projects. Four officers of the association – the president, vice-president, secretary, and treasurer - are elected annually by the College of Social Work's student body from among the student population, and as a whole form the association’s executive committee.

Student Participation on College of Social Work Committees

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

- Undergraduate Program Committee: The primary function of the Undergraduate Program Committee is to administer the implementation of course, curriculum, and college objectives for the BSW Program. The Committee recommends curriculum changes to the faculty, as well as other changes to
improve or enhance the program of study.

- **Dean’s Advisory Council:** The Council provides the means by which students communicate with the Dean on a regular basis about concerns expressed by students as well as consult for purposes of identifying important current issues and planning.

- **Field Education Advisory Committee:** This Committee advises and supports the Field Programs and includes one BSW student representative who will serve a one-year term.

- **Faculty Recruitment Committee:** The Committee is responsible for recruiting, screening, and coordinating campus visits for candidates; convening and facilitating a special faculty meeting to evaluate the candidates; and making recommendations to the Dean. Membership may include one BSW student.

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**Funding Opportunities**

Information about scholarships, grants, and other forms of financial aid is available at [www.cosw.sc.edu/financial-aid](http://www.cosw.sc.edu/financial-aid).

Information about scholarships and fellowships is available at [www.cosw.sc.edu/financial-aid/scholarships-fellowships](http://www.cosw.sc.edu/financial-aid/scholarships-fellowships).

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**Professional Development**

In addition to their formal classroom and field experiences, students in the College of Social Work are encouraged to work on their professional development in the following ways:

- Attend available College sponsored trainings and colloquiums
- Join the National Association of Social Workers. See applicable websites for additional information: [www.socialworkers.org](http://www.socialworkers.org) and [www.scnasw.org](http://www.scnasw.org).
- Participate in the College’s Student Associations.
- Stay current with social work issues and related research. Thomas Cooper Library subscribes to many professional social work journals, many of which are available on-line.
- Become familiar with the position statements of the National Association of Social Workers. This information is available in Social Work Speaks: NASW Policy Statements. The most recent edition can be checked out from Thomas Cooper Library.
- Use USC’s Writing Center to help with their assignments and improve their writing skills. Students are expected to use APA format for their academic assignments. See [apastyle.org/learn](http://apastyle.org/learn).
Professional Organizations

The **Council on Social Work Education** (CSWE) is a nonprofit national association representing more than 2,500 individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.

The **National Association of Social Workers** (NASW) is the largest membership organization of professional social workers in the world, with 132,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

- The **NASW Code of Ethics** is intended to serve as a guide to the everyday professional conduct of social workers. The Code can be accessed via the following link: socialworkers.org/pubs/code/default.asp.

The **Association of Baccalaureate Social Work Program Directors, Inc.** (BPD) is a voluntary, individual membership association that since 1975 has represented the interests of undergraduate education and practice in social work. The association's approximately 800 members represent BSW program directors, baccalaureate faculty and field coordinators, as well as social work educators and practitioners who have an interest in BSW education and practice.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Equal Opportunity Statement

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504, and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC; telephone 803.777.3854.
Student Rights and Protections at the University

- Academic Freedom: [www.sc.edu/policies/ppm/staf628.pdf](http://www.sc.edu/policies/ppm/staf628.pdf)
- Equal Opportunity and Affirmative Action: [www.sc.edu/policies/eop100.html](http://www.sc.edu/policies/eop100.html)
- Non-discrimination Policy: [www.sc.edu/policies/eop104.html](http://www.sc.edu/policies/eop104.html)
- Student Non-Discrimination and Non-Harassment Policy: [www.sc.edu/policies/ppm/staf624.pdf](http://www.sc.edu/policies/ppm/staf624.pdf)
- Confidentiality of Student Records – Notification of Student Rights under FERPA: [www.sc.edu/policies/acaf303.pdf](http://www.sc.edu/policies/acaf303.pdf)
- Campus Safety and Building Security: [www.sc.edu/univ101/instructors/presentations/campus_safety.html](http://www.sc.edu/univ101/instructors/presentations/campus_safety.html)
- Other Key University policies: [www.sc.edu/policies/policiesbydivision.php#STAF](http://www.sc.edu/policies/policiesbydivision.php#STAF)

Professional and Academic Responsibility

- Carolinian Creed: [www.sa.sc.edu/creed/](http://www.sa.sc.edu/creed/)
- USC Graduate School Academic Standards and Appeals: [gradschool.sc.edu/students/asa.asp?page=acad](http://gradschool.sc.edu/students/asa.asp?page=acad)
- Student Code of Conduct: [www.sc.edu/policies/staf626.pdf](http://www.sc.edu/policies/staf626.pdf)
- Alcohol Policy and Guidelines for the University Community: [www.sc.edu/policies/ppm/staf302.pdf](http://www.sc.edu/policies/ppm/staf302.pdf)

University of South Carolina Office of Student Conduct

The [Office of Student Conduct](http://www.sa.sc.edu/academicintegrity/honor-code-policy-information/) promotes individual student development and a campus climate of civility and accountability. The Office encourages education and accountability by providing processes designed to uphold the behavioral expectations of the Code of Conduct, and aims to advance responsible community citizenship through promotion of The Carolinian’s Creed.

The Office of Student Conduct has three main areas of focus:

- Student Conduct
- Behavioral Intervention Team (BIT)
- Carolina Judicial Council
University of South Carolina Office of Academic Integrity and the Honor Code

Students have a responsibility to uphold high academic ethical standards. The Office of Academic Integrity (OAI) assists the Carolina community in upholding those standards. OAI is also responsible for addressing academically dishonest behavior when it occurs. Instructors are asked to report violations to the Office of Academic Integrity. Students should review information, including policies and procedures, concerning alleged violations found on the OAI’s website: www.sc.edu/academicintegrity/policy.html.

Per the Honor Code Policy webpage, “It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program.”

Students are expected to adhere to the University’s policy on Academic Responsibility - The Honor Code (STAF 6.25).

Carolinian Creed

The Carolinian Creed is a complement to the University’s conduct code. It emphasizes integrity, openness and the general principles of civility, and expectations of students.

As a Carolinian...

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

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual.

University Grievance Policies

Student Grievance Policy—Non-Academic (STAF 6.27)

Academic Grievance Policy (STAF 6.30)
College of Social Work – University of South Carolina

College of Social Work Grievances, Petitions, and Appeals

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

RESOURCES

University of South Carolina Resources

Financial Assistance and Scholarships: May be available for those students who qualify. Students are encouraged to apply as early as possible.

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

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

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

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

Textbooks: The University Bookstore is the official bookstore of USC, and is located in the Russell House University Union.

Thomas Cooper Library: Contains most of the University library collections on the Columbia campus. The Thomas Cooper Library includes more than 900 private locked carrels for faculty and graduate students involved in research and several study rooms seating up to four persons each.

Bill Sudduth is the Liaison for the College of Social Work at the library and is available for consultation.

Student Health Services is located in the Center for Health and Well-Being. Counseling & Psychiatry Services: Provides students a safe place to speak privately and confidentially with a trained counselor or psychiatrist about a variety of
concerns. These may include stress, anxiety, loneliness, depression, relationship difficulties, questions about identity, eating concerns, substance use, sexuality, managing an existing mental health condition or any other issue.

**Sexual Assault and Violence Intervention & Prevention** (SAVIP) (Advocates offer support and a variety of services to students, faculty and staff who are survivors of interpersonal violence (sexual assault, attempted sexual assault, intimate partner violence and/or stalking).

**Suicide Prevention**: Provides support and education to students.

**Carolina Closet**: Is an exclusive professional attire rental program available to all students.

**The Gamecock Pantry**: Is a campus food pantry created for students, by students.

**Healthy Campus Initiatives**: Encourages and supports healthy lifestyles for all members of the USC community.

**Off-Campus Student Services**: Provides information to students about off-campus housing.

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

**Multicultural Student Affairs**: The Office of Multicultural Student Affairs (OMSA) educates, empowers, and organizes students, campus and community partners to create opportunities for multicultural education, self-awareness, advocacy, cultural understanding, and social justice.

**Office of Diversity and Inclusion**: Supports USC’s commitment to creating and sustaining an inclusive learning, living and working environment where all members of the university’s community feel that they are welcomed, valued and supported.

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

**Parking**: A variety of parking options for students on the Columbia campus is available.

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**College of Social Work Resources**

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

**Mailboxes (Columbia Students)**:
- Mailboxes for BSW students are located on the 1st floor of Hamilton College
- Mailboxes for faculty and staff are located on 1st floor of Hamilton College
- Mailboxes for PhD student instructors are located on the 1st floor of Hamilton
College

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

Communication & Technology

Self Service Carolina (SSC): Is the system used by students, faculty, and staff to manage their personal information and perform many common, day-to-day transactions. Students use SSC to register for classes, manage their financial aid information, and view their class schedule, while faculty communicate with students and assign grades.

Carolina Tech Zone: Formerly the iCARE Center, the Carolina Zone Tech provides hands-on technology support for all students. Our services include connecting to the network, installing software, diagnosing computer problems, removing viruses, providing mobile support and more.

University Student Email: The University of South Carolina provides free email to all students. Information and instructions can be found at www.sc.edu/universityemail/doc_forwarding.shtml.

Adobe Connect: Students can join a virtual training class or conference, participate in discussions while sharing visual information, and collaborate on documents.

Blackboard Basic: All students and instructors are automatically given a Blackboard account. It is an online learning management system that allows instructors to develop and deliver course materials online.

Helpful Links

- University of South Carolina
  - College of Social Work: www.cosw.sc.edu
  - Registrar’s Office: registrar.sc.edu
  - Bursar (Fees): http://sc.edu/bursar/index.shtml
  - Thomas Cooper Library (Electronic Resources): www.sc.edu/library
  - USC Career Center: www.sc.edu/career
  - Student Disability Resource Center: www.sa.sc.edu/sds

- Job Links and Social Service Resources
  - Greenville Online: www.scjobs.com
• **Social Work References**
  - S.C. Chapter of NASW: [scnasw.org](http://scnasw.org)
  - National Association of Social Workers (NASW): [www.socialworkers.org](http://www.socialworkers.org)
  - NASW News: [www.naswpress.org](http://www.naswpress.org)
  - Council on Social Work Education: [www.cswe.org](http://www.cswe.org)
  - Social Work Examination Services: [www.swes.net](http://www.swes.net)
  - Association of Social Work Boards: [https://www.aswb.org/](https://www.aswb.org/)
  - SC Board of Social Work Examiners: [www.llr.state.sc.us/POL/SocialWorkers](http://www.llr.state.sc.us/POL/SocialWorkers)
  - The Association of Baccalaureate Social Work Program Directors: [www.bpdonline.org](http://www.bpdonline.org)

• **Other**
  - American Medical Association: [www.ama-assn.org](http://www.ama-assn.org)
  - American Psychological Association: [www.apa.org](http://www.apa.org)
  - HIPAA (Health Insurance Portability and Accountability Act): [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)
  - Occupational Safety & Health Administration: [www.osha.gov](http://www.osha.gov)
  - FERPA: [www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa/index.php](http://www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa/index.php)

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**Student Gateway**

Check your grades, contact various departments, find out how to get involved, and read the latest university announcements at [http://sc.edu/students](http://sc.edu/students).

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**Campus Directory**

Search the University’s directory for faculty, student and staff contact information: [https://sc.edu/about/directory/advanced_directory_search.php](https://sc.edu/about/directory/advanced_directory_search.php).
APPENDIX

A: Student Review Policy and Form

B. Grievances, Petitions, and Appeals
APPENDIX A: Student Review Policy Form
Student Review Policy

All COSW students are required to abide by the NASW Code of Ethics (http://www.socialworkers.org/pubs/Code/code.asp), and the rules for academic and behavioral conduct established by the University of South Carolina (for undergraduate academic rules and regulations: http://bulletin.sc.edu/content.php?catoid=52&navoid=1280; for graduate school academic rules and regulations: http://gradschool.sc.edu/students/asa.asp?page=acad&sub=asa; for USC’s Student Code of Conduct: http://www.sc.edu/policies/ppm/staf626.pdf). Violations of these requirements may result in a review process, leading to possible sanctions including suspension or termination. Procedures for student review are described below.

Student Review Procedures

Efforts to remediate. When a faculty member, instructor, or staff person identifies a concern related to a student’s behavior, they shall first try to address that concern with the student directly and explore ways to resolve the problem. If the problem is not successfully resolved, the faculty member, instructor, or staff person may request that the appropriate Program Coordinator (BSW, MSW, or PhD) or the Director of Field Education (if the problem is occurring in field) become involved. This involvement might include but is not limited to: meeting with the student, facilitating discussion between student and referring faculty/staff member, engaging the student’s advisor, and referring the student to academic support, mental health, or other services. Program Coordinators and the Director of Field Education will document their involvement and the outcome of that involvement, and this documentation will be maintained in the student’s official file.

When remediation is not adequate. When a student’s behavioral problems do not respond to remediation, or they are serious enough that efforts at remediation are not determined to be appropriate by the faculty/staff member, the student will be referred for review to the University’s Office of Student Conduct and/or to the appropriate program committee within the College of Social Work (BSW, MSW, or PhD).

1. COSW Program Committee Review. Referrals for Program Committee review must be made in writing, to the appropriate Program Coordinator. The Program Coordinator will send written notification to the student, the student’s faculty advisor, the Associate Dean for Academic and Student Affairs, the Student Services Coordinator and/or the academic advisor, and other relevant parties within five academic class days.

Within 5 academic class days of such notification, the chair will assign at least 3 members of the Program Committee who will hold a meeting with the student, the student’s advisor, and other relevant parties. The student may invite the Student Ombudsperson to be present at this meeting. If the student chooses to invite others who are not University personnel, the student will be required to sign an Authorization for Release of Education Records and Information form. Signed forms will be maintained in the student’s official file. (See the attached form for additional information.)

In the event of a conflict of interest, or perceived conflict of interest, members of the Program Committee may recuse themselves. If recusals result in a Committee having fewer than 3 members, additional ad hoc members will be appointed by the Program Coordinator.
At the review meeting, Committee members consider any evidence provided by the referring faculty/staff member or by the student, and will ask questions and give the student the opportunity to share any information or perspective they would like. Following the meeting, the Committee will deliberate based on all the information and determine the course of action, which may include (but is not limited to) these options:

a. *Let the student continue in the program with no conditions.* In these situations, the concern has either been determined to be unfounded, or to have been addressed such that no further action by the student or program is required.

b. *Establish formal conditions for the student continuing in the program.* In these situations, specific conditions must be met in order for the student to remain enrolled in the program. The disposition must include specific actions requested of the student and a timeline for these actions to be taken. Actions may include the student participating in mentoring; the student writing an essay or otherwise demonstrating increased awareness of the consequences of their actions; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services. A failure to meet any of the requirements of the plan of remediation may result in the student’s termination from the program.

c. *Consult with and/or refer to University officials.* In some instances, depending on the nature of the problem, the University’s VP for Student Affairs, the USC Office of General Counsel, or the Division of Law Enforcement and Safety may be notified or consulted. Situations that may result in notification or consultation include, but are not limited to, scholastic dishonesty, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage, destruction, or misuse of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.

d. *Suspend the student from the program.* When the student is suspended from the program, the student will be provided with documentation regarding the specific reasons for suspension and the conditions under which the student may be reinstated.

e. *Terminate the student from the program.* When the student is terminated from the program, the student will be provided with documentation regarding the specific reasons for his/her dismissal.

Upon completion of a Program Committee review, the Program Coordinator will inform the Associate Dean for Academic and Student Affairs of the Committee’s disposition. The Associate Dean for Academic and Student Affairs will then inform the student in writing within two academic class days of the meeting. The final disposition will be documented in the student’s official file.

2. **Appeal Process.** Students may appeal Program Committee review decisions to the Associate Dean for Academic and Student Affairs of the College of Social Work within 5 academic class days of receipt of the decision. The Associate Dean for Academic and Student Affairs shall issue a written decision within 10 academic class days of receipt of the appeal. This decision may then be appealed to the Dean of the College of Social Work within 5 academic class days of receipt of
the decision. The Dean shall issue a written decision within 10 academic class days of receipt of
the appeal. Right to any further appeal, if any, shall be determined by applicable University
policies and procedures. To the extent consistent with university policies and legal requirements,
if a student is suspended or terminated from the program and appeals that decision, the student
is allowed to continue in the program until the appeal is concluded.

All information disclosed during any of these stages of remediation and will be kept confidential unless
other relevant parties need to be notified based on their role within the educational context, or there is a
legal requirement to report. Review processes with the College of Social Work do not supersede any of
the University’s policies and procedures related to both academic and behavioral issues.
Student Acknowledgment Form

I, ___________________________________________, understand that I am subject to academic suspension or termination from any program in the College of Social Work. I understand that the criteria and procedures for suspension and termination are included in the Student Review Policy, located in Appendix A of the Student Policies and Procedures Manual. I can access my program manual at any time on the College of Social Work’s webpages.

If I have any questions about the suspension and termination criteria or procedures, I understand that I should contact my Student Services Program Coordinator, the Program Coordinator, or the Associate Dean for Academic and Student Affairs.

_________________________________________ Date
Student Signature

_________________________________________
Student Name (Print)

☐ BSW Program
☐ MSW Program
APPENDIX B: Grievances, Petitions, and Appeals
There are times when a student may believe that a decision regarding his or her status as a student needs to be reconsidered. Students have a right to seek reconsideration. The procedures for the request vary depending on the nature of the concern.

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

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

- **Concern about discrimination or harassment (when academic or nonacademic in the university context):** If the student believes that he or she has been treated unfairly in the basis of age, race, color, sex, religion, national origin, disability status, veteran status, or sexual orientation, or has been sexually harassed, then the student shall seek assistance from the USC Office of Equal Opportunity Programs (http://www.sc.edu/eop/). Equal opportunity complaint processing policy is at: http://www.sc.edu/policies/eop101.htm.
- **Concern about responsible teaching:** If the student believes the instructor has violated Teaching Responsibilities (contained in the Faculty Manual) or USC policies on Freedom of Expression or Protection Against Improper Disclosure (as stated in the Carolina Community), then the student may file a grievance with the COSW Grievance and Appeals Committee. Steps in the Grievance Procedure are below.
- **Concern about unjust or inequitable treatment that is not based in discrimination or treatment that creates unnecessary hardship:** The student may file a grievance with the COSW Grievance and Appeals Committee if the student believes she or he has been treated unjustly or inequitably for reasons other than discrimination or has been required to face unnecessary hardship. Such grievances include, but are not limited to, such problems as: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, or violations of the stated college policies. The concern may be academic or nonacademic. Steps in the Grievance Procedure are below.

**Petition for special exception.** If a student seeks an exception to standard rules and policies, the appeal should be made to the Director/Coordinator of the program (BSW/Undergraduate, MSW, PhD, or Certificate). The Director/Coordinator may make a decision regarding typical requests or may bring the matter to the Program Committee. All decisions regarding exceptions, whether director or committee makes the decision, will be documented. Final authority regarding exceptions to the rules and policies shall remain with the Program Committee. Students should plan ahead and allow adequate time (at least two weeks) for the committee to consider the case and gather essential information before a decision can be made.

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

**Responsible Parties:**

- The College of Social Work Ombudsperson will advise the student about the grievance or petition procedure. The student also may seek assistance form the USC Ombudsman. In cases
of alleged discrimination or harassment, the student may seek assistance from the USC Office of Equal Opportunity Programs ([http://www.sc.edu/eop](http://www.sc.edu/eop)).

- The COSW Ombudsperson will notify the COSW Office of Academic and Student Affairs (Associate Dean) when a student has made a request. The COSW Ombudsperson is elected by the faculty to a two-year term.

- The **College of Social Work Grievance Committee** will be comprised of a core committee to hear all grievances from students. Additional program representatives serve on the Grievance Committee as members only for cases involving the program they represent. Thus the committee includes the following:
  
  o Core members (three faculty, elected by faculty for two-year terms);
  o Program representative members from the PhD program (one student elected by students; one faculty member from the PhD Program Committee, elected by the PhD Program Committee);
  o Program representative members from the MSW program (one student elected by students; one faculty member from the MSW Program Committee, elected by the MSW Program Committee); these representatives will hear matters pertaining to the MSW or certificate programs;
  o Program representative members from the BSW/undergraduate program (one student elected by students; one faculty member from the BSW Program Committee, elected by the BSW Program Committee); these representatives will hear matters pertaining to the BSW or undergraduate programs.

Substitute members may be appointed by the dean on an ad hoc, time-limited basis to participate on the Grievance Committee when a regularly elected member cannot participate for reasons of conflict of interest or leave. The substitute must represent the same group (faculty, program, student) as the regular member.

**Faculty adviser:** The student may have a faculty adviser present during any grievance procedure and one other person of the student’s choosing. However, the adviser and the other person are not permitted to participate directly in the grievance process, or to speak for the student.

**Course of Action:**

A student who wishes to bring a grievance within the College of Social Work should take this course of action.

1. The student should discuss the matter and seek resolution with the faculty member or other person alleged to have caused the grievance. This should occur within ten working days of the date when the situation occurred that precipitated the grievance.

2. If no satisfactory resolution is achieved, the student should contact the Program Director of the academic program in which the student is enrolled (BSW-Undergraduate, MSW-Certificate, PhD). This should occur within five working days after discussion with the faculty member or other person alleged to have caused the grievance.

3. If no satisfactory resolution is achieved, the student should contact the COSW Ombudsperson. This should occur within five working days after discussion with the Program Director.

4. If the Ombudsperson advises the student to file a grievance with the COSW Grievance Committee, within five days of the Ombudsperson’s recommendation, the student should file a written request for a grievance hearing. The request is submitted to the Office of the Associate Dean for Academic Affairs, who notifies the chair of the Grievance Committee.

5. The student bringing the grievance will have the opportunity to present to the COSW Grievance Committee either in writing or in person any and all evidence pertaining to the grievance.

6. The student should be aware:
a. Within ten working days of receiving the request for a hearing, the Grievance Committee will have a preliminary discussion of the case and will schedule a hearing. The Committee will notify all persons who may be a party to the grievance.
b. Those persons who disagree with the claims of the grievance or have additional information will have the opportunity to present to the COSW Grievance Committee either in writing or in person and all evidence pertaining to the grievance.
c. All parties to the grievance have a right to see all evidence pertaining to the grievance.
d. If evidence is presented in person, the committee will have the opportunity to ask questions for points of clarification.
e. The Committee will ask all parties to the grievance to leave the room so that committee members only can deliberate the case.
f. The Committee may make the following determinations:
   i. There is no cause for grievance, the meeting is over, and the parties are dismissed.
   ii. There is cause for a grievance and a reasonable and fair solution to all parties will be decided. All parties will be brought back to the meeting to hear the resolution. All parties are bound by the committee’s decisions unless any party decides to appeal the grievance further.
      • A student may appeal to the USC Ombudsman.
g. The committee will make a written record of the findings and resolutions and submit a copy to all concerned parties and the Associate Dean for Academic Affairs.