

Aurora University
School of Social Work

BSW POLICY HANDBOOK

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School of Social Work
College of Professional Studies

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Introduction

This *BSW Handbook* describes the specific policies, procedures, and curriculum of the Bachelor of Social Work (BSW) program of the College of Professional Studies at Aurora University. It serves as a reference to assist students in understanding the course of professional study and development upon which they have embarked. The handbook serves as a supplement to Aurora University's Undergraduate Catalog, the School of Social Work Field Manual, and the University's Student "A" Book.

CHAPTER 1: SCHOOL OF SOCIAL WORK

Accreditation and Certification

The Bachelors of Social Work (BSW) program of Aurora University is fully accredited by the Council on Social Work Education (CSWE). This accreditation enables students with the BSW Degree from Aurora University to sit for the state licensure exam in Illinois (LSW) and to apply for advanced standing in the graduate social work program. Aurora University is accredited by the North Central Association of Colleges and Schools.

Non-Discrimination and Affirmative Action

Every aspect of the program's organization and implementation is conducted without discrimination on the basis of race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation. Furthermore, the program seeks to make continuous efforts to assure the enrichment of the educational experience it offers by reflecting racial, ethnic, and cultural diversity and equity to women throughout the curriculum and in all aspects of the program.

School Mission

The mission of the School of Social Work is to prepare competent and committed human service practitioners who will promote the development and enhancement of resilient communities, social groups, families, and individuals.

The School seeks to improve quality of life and community well-being and to promote social justice with emphasis on oppressed and vulnerable populations through excellent teaching, scholarship and research, and community service.

CHAPTER 2: BSW PROGRAM

BSW Program Goals

The goals of the BSW program are:

- Provide curricula and teaching practices at the forefront of the new and changing knowledge base of social work and related disciplines.
- Provide curricula that build on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills.
- Promoting continual professional development of students, faculty, and practitioners.
- Preparing social workers to engage in prevention activities that promote well-being.
- Preparing social workers to practice with individuals, families, groups, organizations, and communities.
- Preparing social workers to evaluate the processes and effectiveness of practice.
- Preparing social workers to practice without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Preparing social workers to alleviate poverty, oppression, and other forms of social injustice.
- Preparing social workers to recognize the global context of social work practice.
- Preparing social workers to formulate and influence social policies and social work services in diverse political contexts.

Program Outcomes

The Bachelor of Social Work program aims to provide quality educational preparation for entry into beginning level, generalist social work practice with communities, organizations, groups, families, and individuals. Field placements in social service agencies working with individuals, families, and groups are an integral part of the learning experience. Students are taught to examine problems from an ecological perspective and to effectively intervene in ways that are preventive, build on strengths, and promote healing.

Professional Foundation Objectives

In the foundation curriculum, students will learn the following knowledge, values, and skills, which are fundamental to all social workers. Graduates demonstrate the ability to:

1. Apply critical thinking skills within the context of professional social work practice;
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly;
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation;
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice;
5. Understand and interpret the history of the social work profession and its contemporary structures and issues;
6. Apply the knowledge and skills of a generalist social work perspective to practice with systems of all sizes;
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities;
8. Analyze, formulate, and influence social policies;
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions;
10. Use communication skills differentially across client populations, colleagues, and communities;
11. Use supervision and consultation appropriate to social work practice;
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

Admission to the BSW Program

Once students are admitted to Aurora University, they must formally apply for admission to the BSW program after completing approximately 60 semester hours of general education

course work. Applicants must meet the following conditions to be accepted into the BSW program:

- Cumulative grade point average of 2.5 on a 4.0 point scale;
- Earned approximately 60 semester hours of general education;
- Commitment to high standards of personal and professional conduct, as reflected in the NASW Code of Ethics;
- Career goal that is consistent with the BSW program's philosophy and curriculum.

Application Considerations

Potential applicants for the BSW program should note that a criminal background may render them ineligible for a field internship which is a requirement to complete the BSW program. The applicant may also be ineligible for licensure after graduation.

Semester Hour Requirement for Admission

The BSW program accepts students who have completed slightly below 60 semester hours, provided they are willing to make up the necessary course work before the beginning of their senior year. This enables students beginning the BSW course work with fewer than 60 semester hours to meet the University's 120 semester hour graduation requirement within their junior and senior year.

Pre-Social Work to Social Work Major

Transfer students declare their intention to pursue the BSW degree at the time they submit the University application forms. Once accepted into the University, they are sent the BSW program application materials.

BSW application materials should be submitted during the spring semester preceding the student's junior year. Freshman and sophomore students at Aurora University are assigned an academic advisor in the Crouse Center for Student Success once they have declared "pre-social work" as their major. This advisor assists the student during their freshman and sophomore year in preparing for the social work program. Once students have been formally and fully accepted into the School of Social Work, their intended major is changed from "pre-social work" to "social work."

Admission Interviews

After submission of the BSW admission materials, applicants may be contacted to arrange an interview with the BSW Program Director in the School of Social Work. During the interview, the applicant's admission materials are reviewed and questions regarding the BSW program are answered. Applicants are asked to elaborate on their written responses on their application materials. Students who meet the School of Social Work's criteria for admission are informed of their acceptance into the program. This acceptance is confirmed in a letter sent after the interview.

Provisional Acceptance

Students may be admitted into the BSW program provisionally. Provisional acceptance may be granted in situations where:

- The applicant has not completed the equivalent of 60 semester hours at the time of application for the BSW program, but anticipates doing so prior to beginning the BSW senior year course work. In this situation, students are granted full acceptance once their final transcript has been received by the University indicating that the applicant has earned 60 semester hours and maintained the required 2.5 grade point average.

Conditional Acceptance

On occasion, an applicant may be accepted into the program conditionally. Conditional acceptance may be granted in situations where:

1. The applicant has earned a grade point average slightly below that required for admission, but meets all other admission requirements. Such students are admitted conditionally, but must earn a minimum of a "B" grade in the two beginning social work foundation courses (SWK 3100 Introduction to Social Work and SWK 3140 Generalist Practice I: Groups) during the fall semester and maintain a 2.5 GPA in all other course work (non-social work). Students that meet these requirements after the fall term are granted full admission.
2. The applicant's admission materials (mini autobiography) indicate the applicant is not writing at a college level. If the applicant is admitted conditionally, he/she will be required to seek remedial help for his/her writing either prior to beginning the social work foundation course work or during his/her junior year in the program.

Applicants being accepted conditionally are notified in writing of the necessary conditions that must be addressed prior to full acceptance being granted. Full acceptance is required if students are to be permitted to continue in the BSW program beyond the initial fall term. Students are notified by mail after the first term if they have successfully met the required conditions and have attained full acceptance.

BSW Program Orientation

Junior and Senior BSW students are required to attend an orientation scheduled in August before the fall term begins. Students are notified by mail during the summer of the time and location of the orientation. The BSW Orientation gives students an opportunity to meet and network with each other and with the BSW faculty. This orientation is designed to prepare students to best take advantage of what the BSW program offers and to successfully meet its challenges.

CHAPTER 3: CURRICULUM POLICIES

Supportive Liberal Arts Requirements

In addition to meeting the General Education requirements of the University, specific liberal arts courses are also required to support the social work required (foundation) coursework. These include:

PSY 1100	General Psychology (or suitable transfer course)
SOC 1100	Principles of Sociology (or suitable transfer course)
PSC 2110	United States Government (or suitable transfer course)

BSW Foundation Curriculum – Required Coursework - 45 Semester Hours (sh)

A. Social Welfare Policy (8.0 sh)

SWK 3100	Intro to Social Work (4.0)
or	
SWK 1100*	Careers in Social Work (4.0) and
SWK 2100*	Social Work in American Society (4.0)
SWK 3150	Social Welfare Institutions & Policies (4.0)

*SWK1100 and SWK2100 can be taken in lieu of SWK 3100

B. Human Behavior in the Social Environment (4.0 sh)

SWK 3400	HBSE (4.0)
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C. Social Work Practice Theory & Methods (19.0 sh)

SWK 3140	Generalist Practice I: Groups (4.0)
SWK 3300	Generalist Practice II: Communities & Organizations (4.0)
SWK 4110	Generalist Practice III – Individuals & Families (4.0)
SWK 4120	Generalist Practice IV: Capstone (4.0)
SWK 4100	Social Work with Diverse & Vulnerable Populations (3.0)

D. Research (6.0 sh)

SWK 4200	Research I (3.0)
SWK 4300	Research II (3.0)

E. Field Instruction (8.0 sh)

SWK 4210	Field Instruction I: Beginning Internship (4.0)
SWK 4220	Field Instruction II: Beginning Internship (4.0)

TOTAL SEMESTER HOURS REQUIRED TO GRADUATE: 120 semester hours

Sequencing of Required Social Work Courses

Full Time Students

	Junior Year	Senior Year
Fall Semester	SWK 3100 Intro to Social Work SWK 3140 Generalist Practice I: Groups	SWK 4100 SW with Diverse & Vulnerable Populations SWK 4110 Generalist Practice III: Individuals & Families SWK 4210 Field Instruction I SWK 4200 SW Research I
Spring Semester	SWK 3150 Social Welfare: Institutions & Policy SWK 3300 Generalist Practice II: Communities & Organizations SWK 3400 Human Behavior & Social Environment	SWK 4300 SW Research II SWK 4120 Generalist Practice IV: Capstone SWK 4220 Field Instruction II SWK 4810 Psychopathology

Part Time Students

	YEAR ONE	YEAR TWO	YEAR THREE
FALL	SWK 3100 Intro to Social Work	SWK 3400 Human Behavior & Social Environment	SWK 4110 Generalist SW Practice III: Individuals & Families SWK 4210 Field Instruction I
SPRING	SWK 3140 Generalist Practice: Groups SWK 3150 Social Welfare: Institutions & Policy SWK 3300 Generalist Practice II: Communities & Organizations	SWK4100 SW with Diverse & Vulnerable Populations SWK 4300 SW Research II	SWK 4120 Generalist Practice IV: Capstone SWK 4220 Field Instruction II (SWK elective)

Transfer Course Work

The Council on Social Work Education requires that all foundation social work course work beyond the introductory course be taken in a CSWE accredited social work program. Transfer courses taken at another accredited BSW program must also meet Aurora University’s academic standards (an earned letter grade of “B” or better, must have been taken within the last five years, and must be judged as equivalent to Aurora University’s core foundation social work courses by either the BSW Program Director or the BSW Curriculum Committee). Transfer courses are not accepted from other accredited schools of social work in either the Generalist Practice or Field Instruction sequenced courses.

Academic credit for social work degree requirements cannot be given for work or life experience according to the Council on Social Work Education’s guidelines that regulate all accredited BSW programs.

Leave of Absence

If a student wishes to take a leave of absence of more than one semester, excluding summer, a request for leave of absence must be made. A "Leave of Absence" form must be completed with the BSW Program Director and it is then forwarded to the Registrar's Office. There is a time limit of two consecutive terms, excluding Summer, for this privilege. Maximum terms for leave of absence are two (2) semesters or one (1) academic year.

Without fulfilling these conditions, a student who is not enrolled each semester of the academic year is considered to have terminated the program, and must re-apply for admission to continue in the program. For more specific regulations please consult with the Registrar's Office, 630-844-5462.

Field Instruction

Field instruction provides students with an opportunity to practice and integrate social work theory in the field under the guidance and instruction of an experienced social work field instructor.

Field instruction courses (SWK 4210 & 4220) are offered concurrently with the Generalist Practice methods courses during the student's senior year for two consecutive semesters starting in the fall. Basic to the field experience is field instruction supervision from a qualified MSW field faculty member, who is committed to at least one hour of planned weekly instruction with the student. Field Instruction is integrated into the Generalist Social Work Practice courses and provides an opportunity for integration of learning related to Human Behavior and Social Environment, Social Work Practice, and Social Welfare Policy.

The purpose of Field Instruction is to acquire the ability to function in a practice setting integrating and applying the theoretical knowledge or concepts to practical, real life situations. Emphasis is placed on the development of a professional self-concept with an appropriate degree of autonomy. Students begin exploring possible field instruction sites in the beginning of the spring semester of their junior year and have completed the selection process by the end of that semester.

Potential field students begin the placement process by consulting with the Field Director and examining the many available resources within the School of Social Work. These resources include the student's faculty mentor; current students; the field agency files maintained by the School; field agency personnel representing their agencies at the annual Field Fair; and directories of social service agencies located in the School of Social Work.

Most students begin by exploring field agencies that service a particular population with which they have an interest in working. The School recommends that they explore field agencies that have already established an affiliation with the School of Social Work. Only in situations where a suitable affiliated field agency does not exist should the student consider one that is not currently affiliated.

Students are required to complete a minimum of 15 clock hours of field instruction per week during fall and spring semesters, for a total of 450 clock hours for the academic year. Students must complete a minimum of 225 hours in fall semester and 225 hours in spring semester.

Under certain limited conditions, students may use their place of employment as the base of their professional field instruction, for up to one year of field instruction, with prior approval. There must be clear written plans for new learning experiences, which must be approved by the Field Director and by the Agency Director or representatives. For complete information on the field site selection process and securing a field placement, please refer to the *Field Manual* (available online under the School of Social Work's website).

Once a student begins a field placement, they are obligated to continue field placement until completion. Changes must be discussed and approved by the Field Director. Students who terminate their field placement without prior approval may not be eligible for another placement.

NOTE: To begin a field placement, a student MUST BE registered for the appropriate field course and have received a copy of the letter of confirmation from the Field Director. For insurance purposes, student must be registered for field courses to be in field placements.

Social Work Elective Courses

There are several social work electives focusing on a field of practice, a specific population, or an approach to practice. Students, in consultation with their BSW advisor, select elective courses to support a career choice or sample courses from across disciplines with their advisor's approval. All BSW students must take a minimum of one social work elective course before graduation.

Students planning to apply for graduate school at AU should strongly consider taking Psychopathology (SWK 4810) as an undergraduate elective as this course is required by most MSW programs.

Petition and Exceptions to Degree Regulations

Petitions to exempt or substitute course work or to forego compliance with an academic regulation policy are subject to review by the BSW Program Director or by the registrar in the case of general degree regulations or general education requirements. In general, if the student wishes to be exempted from a required course she/he should:

- Discuss the issue(s) with her/his academic advisor.
- Arrange for a meeting with the BSW Program Director if the issue is related to a social work requirement.
- Submit a completed General Petition form signed by the academic advisor to the registrar's office if the issue is related to an overall or general education

requirement. General Petition forms can be obtained in the advisement or registrar office.

For a complete policy regarding petitions and exceptions to degree regulations, please refer to the AU Undergraduate Catalog (available at www.aurora.edu).

Registration for Classes Off Campus

Students who wish to take courses at another academic institution after they have begun classes at Aurora University must get prior approval before registering for such a course. This approval ensures that the University will accept the credit and that it can be used to meet the desired graduation requirement. The University reserves the right not to accept in transfer any course taken which was not pre-approved. Pre-approval forms can be obtained in the advisement office or the registrar's office. There is a small charge for prior approvals and it is recommended that students seek approval of all course work for a specific term at one time to avoid incurring more than one prior approval fee. Pre-approval forms are required of courses taken at another university or college during the summer term.

Withdrawal From Required Social Work Courses

Students are expected to inform the BSW Program Director in writing of their desire to withdraw from any required social work class before submitting drop forms with the registrar. The BSW Program Director is responsible for making a decision as to whether or not a student review should be initiated in cases where academic performance or professional behavior is a concern. Withdrawal without official notification of the BSW Program Director makes a student ineligible to register for further social work courses.

Retaking Social Work Course Work

Students are permitted to retake a social work course only once. Students who have failed to meet the academic standards of the program after repeating social work course work are not permitted to continue in the BSW program.

Petitioning for Program Policy Changes

Students can request that program policy or procedure issues (formulation or modification) related to academic and/or student affairs be addressed by requesting that the BSW Program Director place the issue on the agenda of the regularly scheduled BSW Student Community Meetings held once each semester. This meeting is open to all BSW students.

Once a policy change is requested, the faculty of the School consider the request. A recommendation regarding the proposed policy change or institution is made by the full faculty to the Director of the School. The Director makes the final decision on proposed policy changes. Decisions not to approve policy change requests can be appealed by submitting a written request to the Dean of the College of Professional Studies, who will send a written response stating his/her decision regarding the issue.

Senior Transition

At the end of the senior year students completing the Field Instruction and the Generalist Practice Sequences are required to participate in a transition day program. This program brings closure to the student's formal professional education at the University and assists graduating students in planning for their ongoing professional development.

CHAPTER 4: ACADEMIC STANDARDS

Academic Performance

The BSW program maintains high academic standards as do all professional programs where the well-being of future clients is of concern. In accordance with Aurora University regulations, the School of Social Work reserves the right to maintain academic standards for admission and retention in the social work program at both the BSW and MSW levels, above and beyond compliance with the general academic standards of the University.

Criteria for Academic Performance

Students are expected to maintain a cumulative grade point average of 2.8 in their required and elective social work courses and maintain a cumulative grade point average of 2.5 in their other course work (non-social work). Students dropping below this standard are placed on academic probation. Each student's grade point average is reviewed after each academic term. Students must have met the academic standard in order to receive the social work baccalaureate degree.

Academic Probation

Students dropping below the cumulative grade point average of 2.8 in their required and elective social work courses and/or drop below the cumulative grade point average of 2.5 in their other course work (non-social work) at the end of any semester are officially informed by Certified Mail that they have fallen below the BSW academic standard and have been placed on academic probation. Students on probation are given the following term to raise their grade point average to meet the program's academic standard, and are required to meet with the BSW Program Director no later than the second week of the following term to discuss their plans for addressing their probationary academic status. Students who do not meet the grade point average standard at the end of the probationary term, will be required to retake required social work courses in which they have earned a "C" or below grade to remain in the BSW program. Such students are not permitted to take additional required or elective social work courses until the academic standard has been achieved. Seniors, who do not meet the academic standard at the end of the spring term prior to graduation, must take additional social work course work to meet the program's academic standard before being awarded the BSW degree.

Students that drop below the cumulative grade point average of 2.5 in their other course work (non-social work) at the end of any semester are officially informed by Certified Mail that they have fallen below the BSW academic standard and have been placed on academic probation. Students on probation are given the following term to raise their grade point average to meet the program's academic standard, and are required to meet with the BSW Program Director no later than the second week of the following term to discuss their plans for addressing their probationary academic status.

Students on academic probation at the end of their junior year are not permitted to begin an internship until they have met the program's academic standards. Such students can continue taking other social work course work while on academic probation, and having met the required academic standard, may begin an internship the following academic year. Students, who are placed on academic probation a second time, are required to meet with the University advisement office to discuss an alternative academic major.

Any other academic standards required of all students in the University are binding on BSW students in the School of Social Work. Students may refer to the University catalog (available online at www.aurora.edu).

Grade Requirements

Students are required to complete each social work course (required or elective) with a grade of "C" or above. Students who receive a grade below a "C" in a social work course will be required to retake the course. Students are permitted to retake a social work course only once. Students who have failed to meet the academic standards of the program after repeating social work course work are not permitted to continue in the BSW program.

If a student must re-take a course, depending on whether the course is sequential (e.g., Generalist Practice III and Generalist Practice IV), the student may be required to drop one or more courses and thus extend their completion of the BSW program (typically by one year).

Grade Appeals

The course grade is the indicator of student academic performance. There is a university-wide procedure for appealing a grade, but it is solely on the basis of alleged "capricious grading" and not on a disagreement over an instructor's assessment of the quality of a student's work.

There is a time limit that applies to the appeal procedure. Please refer to the University Policy on "Procedures for Use in Appealing Allegedly Capricious Term Grades of Students" in the Student A-Book located at: <http://www.aurora.edu/abook/index.htm>

Academic Advising/Course Registration

The Crouse Center for Student Success provides academic advising to all BSW students. It is the student's responsibility to be certain that all course prerequisites and degree requirements are met. Attention to proper program planning through early and ongoing

consultation with the academic advisor (In the Crouse Center) and the BSW Program Director is essential.

Students should consult the program structure charts for guidance on course scheduling. Students are reminded that to deviate from the structured program plan may result in a delay in completing the program since *courses are usually offered only in the academic terms outlined on the program structure charts.* Program structure charts are available from the BSW Program Director and Crouse Center for Student Success.

Writing Standard

Professional social workers are often judged by others based upon the quality of their written work. A poorly written professional report suggests mistakes in the substance of the social worker's recommendations. The devaluing of a social worker's work on behalf of a client can result in poor service to the client. Written assignments unless otherwise stipulated by the instructor are expected to be typed and edited and to follow the American Psychological Association (APA) writing style, which is used for all professional social work writing.

Class Attendance Policy

Students are expected to attend all classes. Those students unable to attend a scheduled class session are responsible for notifying the instructor in advance by phone or by note explaining the need for absence. Twenty percent (20%) or more of the scheduled class session is considered excessive absence. Excessive absences may result in reduction of grade for the course.

Social Work Honor Society

Aurora University has a chapter of the Phi Alpha Honor Society known as Zeta Epsilon. This national social work honor society offers membership to students who excel academically in the BSW program. BSW students who have completed at least 30 semester hours of required social work courses qualify for membership in Zeta Epsilon provided that they have achieved an overall grade point average of 3.5 and achieved a 3.75 grade point average in required social work courses.

Cumulative grade point averages are calculated by the University on academic credit earned at Aurora University only.

CHAPTER 5: PROFESSIONAL STANDARDS

Professional Conduct

Professional social work education requires high standards of academic, personal, and professional conduct. The educational program at both the undergraduate (BSW) and graduate levels (MSW) requires the development of ethics and values as well as knowledge

and skills. Students are expected to exhibit values and behaviors that are compatible with the NASW Code of Ethics, which regulates not only professional conduct in relation to clients, but also in relation to colleagues.

Students should conduct themselves as professionals in relation to the class session and assignments. It is not acceptable to be late for classes except in unusual circumstances. Respect for the opinions of others is expected. Opinions expressed should be supported by data or carefully reasoned argument. Asking questions per se, or offering opinions that do not reflect the readings assigned for the class do not constitute “prepared participation.” Any use of consciousness altering substances before, during, or between class sessions obviously impairs learning, and is unacceptable. Frequent lateness or professional unbecoming class conduct are likely to result in a lowered grade.

Recognizing that there are professional competencies and conduct not measurable by academic achievement alone, the School of Social Work reserves the right to make decisions regarding admission and retention based on high standards of personal and professional conduct demonstrated both in and out of the classroom. Students in the BSW program are evaluated, and may be suspended or dismissed from the program, on the basis of standards of personal and professional behavior, adherence to ethical standards, and on the basis on certain civil and criminal records.

Because social work education involves a significant amount of internship experience, and preparation for helping vulnerable populations, student evaluation will honor not only the rights of students, but also the rights and well-being of clients and others to whom students relate in a professional role.

Behavior in Classroom

Students in a professional program should conduct themselves as professionals in relation to the class session and assignments. Students are assessed not only for meeting basic performance criteria on assignments described in course syllabi, but also on their ability to relate to others and their personal and professional behavior.

Ethical Behavior

Students enrolled in the School of Social Work are required to know the contents of, and are bound by, the University policies and regulations dealing with conduct presented in the University Student Handbook at: <http://www.aurora.edu/abook/index.htm>

Students are required to know the contents of, and are bound by, the Code of Ethics of the National Association of Social Workers (NASW). Social Work students are also bound by the School of Social Work’s specific provisions below:

Misrepresentation of Self

Fraud and misrepresentation including, but not limited to false or misleading statements

on the application, admissions interview, student and financial aid applications, falsifying degrees or professional credentials. Such behavior shall constitute grounds for dismissal.

Alleged Law Violations

For any student charged with fraud, malpractice, a felony, or misdemeanor, the University may refuse or revoke registration in field instruction activities and classes without prejudice until an official determination has been made.

Conviction for a Felony or Misdemeanor

Any student who has been convicted of a felony or misdemeanor for conduct that may provide a threat to the well-being of clients shall not be admitted to field instruction, classes, and activities until there is clear evidence of rehabilitation. For this purpose, serving a sentence alone does not necessarily constitute evidence of rehabilitation. The faculty of the School of Social Work will be the sole judge of rehabilitation. Following such conviction, the student shall be informed in writing of the criteria that the University will use in determining evidence of rehabilitation.

Plagiarism

Students are prohibited from the following dishonest and unethical behaviors, regardless of intent: Fraud and misrepresentation in course work such as representing any work of another person as one's own product and achievement; submitting assignments prepared for one class as original work for another without prior knowledge and approval of instructor; representing case materials that did not in fact happen or were untrue. Any alleged violation of plagiarism will be handled according to the procedures for academic dishonesty as set forth in the University's A-Book.

Inappropriate Behavior that Would Interfere with Performing Professional Duties

Any student who engages in inappropriate behavior that would interfere with performing professional duties and could potentially threaten the well-being of clients, including violent behavior, behavioral indications of substance abuse, or having indicators of physical or psychiatric disorders shall not be admitted to field instruction. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages will not in any way limit the responsibility of the student for the consequences of his/her actions.

Student Confidentiality

The School of Social Work maintains an academic file on each BSW student. This file contains admission materials; academic records, formal communication between Director, BSW Program Director, faculty mentor, and the student, as well as field evaluations.

The program honors and complies with the Family Educational Rights and Privacy Act 20 USC Sec. 1232g which requires academic institutions to provide access to academic records

to the student, and prohibits the release of any information to another party unless a signed authorization has been obtained.

Non-Discrimination and Affirmative Action

A complaint of program non-compliance with the Non-Discrimination and/or Affirmative Action Policy should be directed to the Director of the School of Social Work. See Chapter 1 of this handbook for the Non-Discrimination and Affirmative Action Policy.

Field Review Policy

A field agency review may be held in the event of concerns regarding the experiences of students in field work. The purpose of the meeting will be exploratory and fact finding. Such a review may be requested by the student, field instructor, field liaison, Field Director, or the Director of the School of Social Work.

Among the issues that may be considered in a review are concerns regarding supervisory problems, adequacy of the learning experience, and ethical practice. Involved students will be asked to be present at the review. The review shall be scheduled by the Field Director and attended by the Director as well as appropriate faculty members who teach courses in BSW or MSW programs. Should it be determined that actions are indicated, a written plan will be produced and communicated to the agency within two weeks time.

Faculty Mentor's Role

Upon entering the BSW program, students are assigned a faculty mentor. The role of the mentor is to guide the student in their professional development while in the BSW program, consistent with the program's goals and objectives.

Student Review Policy

On rare occasions, when a serious concern about academic, personal, or professional performance related to any of the program's standards and/or policies has been identified by a faculty member or field supervisor, at any point in the program, and it is deemed a concern warranting immediate attention, the faculty member reports to the BSW Program Director of the School of Social Work. The BSW Program Director personally informs the student that a concern has been identified, seeks information, thoughtfully appraises the student's situation and assesses in consultation with the Director whether the situation should come to the attention of the full faculty by initiating a Student Review. The Director may also request that a Student Review be scheduled. The purpose of a Student Review is to either design a helping plan for continuance in the social work program or to make a determination regarding continuance in the program.

A Student Review is scheduled as needed, and is chaired by the Director of the School of Social Work or a designate. Faculty members who participate in the Student Review are

those who are current instructors for the student as well as other faculty members deemed relevant to the Student Review process as determined by the Director.

The student will be notified in writing of the commencement and the nature of the student review, giving the date, time, and place, the facts and occurrences that have given rise to concern, the nature of the student review, the student's right to attend and bring an advocate, the student's right to bring to the committee's attention relevant information concerning these facts, and occurrences that the student wishes the committee to consider.

In cases where the committee deems it appropriate, the committee may request the student to have his/her physician, psychiatrist, psychologist, or other provider of professional services meet with the committee to discuss the student's capabilities, and/or may request the student to permit an examination by a physician, psychiatrist, psychologist or other provider of professional services selected by the School, whose report and/or opinion concerning the student's capabilities will be shared with the student. The student may submit additional information in response. If necessary, the Committee shall continue the conference at a later date for the purpose of obtaining additional relevant information.

Once the committee has completed its review, it will notify the student in writing by Certified Mail of its determination along with a summary of its reasons for such determination. The determination can take any of the following forms: (1) a written plan establishing the conditions and requirements that the student must meet to continue in the program; (2) a temporary suspension of the student from the program, and; (3) a determination to discontinue the student from the program.

If the student wishes to challenge the determination of the Student Review Committee, the student has a right to appeal to the Dean of the College of Professional Studies. The request for the appeal must be in writing, identifying the student's grievance(s).

Program Suspension

Students who are suspended from the BSW program will not be permitted to continue their BSW course work until all conditions of the suspension are met. Students may continue to take non-social work courses while suspended from the BSW program. If a student is suspended from the BSW program, he/she is notified by Certified Mail of the terms of the suspension. If a student has already registered for the next term, he/she will be administratively dropped from the courses. Once the student believes that the terms of the suspension have been met, he/she must meet with the BSW Program Director to discuss his/her suspension and continuance in the BSW program.

Program Termination

Students who are not permitted to continue within the BSW program are informed of such by Certified Mail. If a student has already registered for the next term, he/she will be administratively dropped from his/her courses and are advised to consult with the Advisement Office for future academic planning.

Termination Appeals

Students who have been terminated from the BSW program can appeal such a decision only on the basis of alleged “capriciousness.” The term “capricious” is limited to one or more of the following:

- A decision to terminate a student on some basis other than academic or professional performance, or failure to obtain approval for leaves of absence from a program as stated in this Handbook;
- A decision to terminate a student on more exacting or demanding standards than were applied to other students in the program;
- A substantial departure from the standards and procedures contained in the *BSW Policy Handbook*.

Appeals based upon capriciousness are made to the Dean of the College of Professional Studies. The request for appeal must be in writing, identifying the student’s grievance(s). Failing a mutually satisfactory resolution at the level of the Dean, the student may appeal the determination to the Provost of the University. The student must appeal in writing, identifying the grievance(s). The Provost is the final level of appeal within the University. The written response of the Provost, delivered by Certified Mail, communicates the results of the appeal.

Note: Resident students receive official notification through the mailroom on campus. A notice placed in their mailbox informing them that they have an official letter for which they must sign acknowledging their receipt of the letter.

Readmission to the BSW Program

A student who leaves or withdraws from the BSW program; is dropped from the program for poor scholarship or unprofessional behavior; or is terminated for lack of registration or application for a leave of absence; or is dismissed from the BSW program and later decides to complete the program, must apply for readmission to the program. Prior records will be re-evaluated and the student, if readmitted, will be held responsible for completing all current degree requirements.

Handbook Terms of Issue

Every attempt is made to permit students to graduate under the degree requirements in effect when they entered Aurora University and the School of Social Work, provided that enrollment is continuous from time of matriculation until graduation. However, the School of Social Work reserves the right to modify academic requirements, curricula, and/or course offerings for all students at any time without prior notice and without incurring obligation of any kind. At the same time, the program attempts to enable students to participate in formulating and modifying policies affecting academic affairs.

Aurora University Academic & Professional Standards

Please refer to the University Student Handbook for all University policies related to academic and professional standards, including (but not limited to):

- Academic and Social Expectations
- Statement of Academic Integrity
- Zero Tolerance Policy
- Statement of Discrimination and Sexual Harassment
- Learning Disabilities Policy
- Privacy Act of 1974 as Amended
- Policy for Grade Appeals
- Graduate Grading System

The University Student Handbook is located online at:

<http://www.aurora.edu/abook/index.htm>