

Continuation Policy for Undergraduates in the Bachelor of Arts in Social Welfare Program

Policy on Satisfactory Progress and Low Scholarship in the Social Welfare Program

While the University of Washington has regulations governing scholastic eligibility for continuance¹, the School of Social Work has set additional requirements in order to make the best use of limited resources and facilities available and to ensure the School is graduating only those students appropriate for serving in our most vulnerable communities. Students not meeting these criteria may be removed from the BASW Program. In order to maintain satisfactory progress in the Social Welfare program, an admitted BASW student must meet the following criteria:

Criteria for continuing in the BASW Program:

1. Achieve a minimum 2.50 (low B-) cumulative GPA in required Social Welfare courses and a 2.00 (C) cumulative UW GPA.

A student will be placed on departmental academic probation for one or more quarters at the end of any quarter in which the Social Welfare (major) cumulative grade point average falls below the 2.50 (low B-) minimum. Once on departmental probation, the student must contract with the Director of the BA Program to formulate an action plan for improving grades and attain at least a 2.75 (high B-) for each succeeding quarter until the Social Welfare GPA is raised to 2.50. The student is removed from probation at the end of the quarter in which a departmental GPA of 2.5 or better is reached and the UW cumulative GPA of 2.00 or better is reached, and any conditions for reinstatement and satisfactory progress have been met.

2. Earn a minimum 2.0 (C) grade or better in each required departmental course.

Departmental required courses are Soc Wf 200, 310, 311, 312, 315, 320, 390, 402, 404, 405, 410, 415, 435, 460/442 and 465. A student who earns less than a 2.0 (C) in any required departmental course shall be placed on warning or probation for one or more quarters. A student placed on departmental warning or probation will be asked to re-take a required course

during the following year. This may delay the practicum by one year. According to UW policy, if a departmental course is re-taken, these credits do not count as extra credits toward the degree and both grades are included in the cumulative UW gpa. The student will remain on warning or probation until the course is re-taken and a grade of 2.0 is received.

3. Adhere to the Essential Skills, Values and Standards of Professional Conduct Important to Admissions and Continuance in the School and Profession of Social Work². This document outlines the professional and behavioral expectations for all School of Social Work students as it relates to the field and profession of Social Work.

4. Completion of prerequisite courses before beginning the required junior level courses. For students who are admitted prior to their junior year, they must complete all of the prerequisite courses except for statistics before they begin their junior level classes.

5. Satisfactorily complete the first year of the program. The BASW Program must ensure that all students are ready to enter their senior year. We need to make sure they have the necessary skills, knowledge and values to succeed in both academic classes and the field practicum. This involves an assessment of not only the student's academic progress but also the student's professional behavior and commitment to social work.

Students must meet the following guidelines in order to move into senior year classes and their field placement. The BASW Program therefore sets out the following process to review all students at the end of the winter quarter of the student's junior year. In order to move to the senior year each student must:

- Receive a minimum of a 2.0 gpa in all junior classes in the BASW major (all BASW students in good standing are guaranteed access into required courses, so access is not a barrier.)
- Have a 2.5 minimum cumulative gpa in Soc Wf required courses taken.
- Be enrolled in, and subsequently complete, the intro to statistics prerequisite by the end of spring quarter, junior year.

- Be reviewed regarding their readiness for field by fall/winter/spring quarter practice instructors (310, 311, and 312).
- Be assessed for professional writing skills.
- Be assessed for adherence to the “Essential Skills, Values, and Standards of Professional Conduct Important to Admission and Continuance in the School and Profession of Social Work.”
- Complete an interviewing skills workshop in Soc Wf 315. Complete a mock interview responding to a set of questions typically encountered in the field placement process. These interviews will be done in Soc Wf 315.

6. Students who stop out of the program

A student who withdraws from the University without prior written approval from the department or does not maintain student status, may file a returning student reenrollment form and the request will be sent to the BASW Program Director for consideration. Students may need to resubmit to a background check, update information about professional activities while away, and/or meet with the Program Director. Prior coursework will be assessed to assure that content still aligns with the current curriculum and meets current accreditation standards and, if there have been changes, different coursework may need to be taken. In cases where there were either academic or professional standards concerns regarding the student, those concerns will be considered by the Program Director at that time and permission to re-enroll in the department may be denied.

What happens if a student fails to make “satisfactory progress”?

The School will review students quarterly regarding satisfactory progress. If a student is found lacking in any of the criteria above, the following processes will be implemented. It is not imperative that all steps are completed and more significant issues may be addressed at a higher level.

1. Meeting with Academic Advisor - The student about whom there is a concern will be contacted by the BASW Academic Advisor and asked to meet. The discussion will involve a review of both contributing factors to the situation as well as resources available to the student to correct the situation. Ideally, this step will result in averting potential issues and help the student to get back on track.
2. Warning Letter - If there is still concern regarding the student, the student may be issued a Letter of Warning, outlining the areas of concern as well as the expectations, both academic and behavioral, that would remove the student from warning status. If a student receives a warning letter, the student must schedule a meeting with the advisor as soon as possible. This meeting may result in a written plan for improvement and will include resources for support and clarifications of expectations.
3. Probation Letter - If the student does not follow the plan above or has another quarter or incident of concern, or the concern is of more significant scope, the student may be issued a Letter of Probation, which outlines the issues of concern along with a timeline regarding what needs to happen for the student to regain satisfactory standing. When placed on probationary status, the letter will clearly outline continued expectations and may include conditions for continuing in the program. The student may also be given a registration hold with the requirement to meet with the advisor quarterly in order to be able to register.
4. Student Review Committee³ Referral – If there are concerns regarding a student's performance, professionalism or suitability for the field of social work OR there are a number of complex, intertwined circumstances surrounding the student's performance in the program, the Program Director may choose to refer the student for a hearing with the Student Review Committee for possible dismissal from the major. The SRC is a group of faculty appointed by the Dean to oversee such matters. Students may also request a hearing of the SRC if they wish to do so.
5. Dismissal from the Major – If a student continues to fail to meet the academic or behavioral expectations while on probationary status and/or does not meet with the advisor or program director, the student may be dismissed from the BASW major by either the Student Review Committee or the Program Director. In this case, the

student will be re-coded as an Arts and Sciences pre-major and notified of this change via a letter.

Exceptions and Appeals

Exceptions to the satisfactory progress and low scholarship policy or reinstatement to the program must be approved in writing by the Director of BA Program. Students applying for reinstatement to the program will almost certainly, if they are reinstated, re-enter the program in probationary status.

Students who are placed on probation or dismissed from the major may request reconsideration of their status. This may be done for a number of reasons, but particularly if the student believes that some facts in the student's documentation have been overlooked or misinterpreted. Students have two options for appeal, both of which require a letter that explains the basis of the appeal and provides supporting documentation for why the student's status should be reconsidered. Students may only appeal through one route. Written appeal documentation needs to be submitted within 30 days of the date on the decision letter which includes the status which the student would like to appeal

- 1) Request a review by the Student Review Committee³ – A student may request a review of the Student Review Committee (SRC). Students may request this review by sending appeal letter to the Director of Student Services at sswstsr@uw.edu. A meeting of the SRC will be convened within 45 days of the receipt of the appeal.
- 2) Submit a written appeal to the Associate Dean for Academic Affairs. A decision will be rendered within 14 days of receipt of the appeal.

1) University of Washington regulations governing scholastic eligibility for continuance
<http://www.washington.edu/students/reg/regpol.html>
http://www.washington.edu/students/genclat/front/Low_Scholarship.html

2) Essential Skills, Values and Standards of Professional Conduct Important to Admissions and Continuance in the School and Profession of Social Work <http://socialwork.uw.edu/node/1700>

3) Student Review Committee: <http://socialwork.uw.edu/students/services/basw-program-reference-area>