



BSW Program Handbook

(Revised July 29, 2022)

**University of Utah
College of Social Work
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<https://socialwork.utah.edu/bsw/>**

Introduction

The College of Social Work (CSW) Bachelor of Social Work (BSW) Program Handbook is the official document of policies, procedures, and resources governing the BSW Program. All students must be familiar with its contents. Every effort will be made to provide students accurate and current BSW Handbook information; the College of Social Work reserves the right to change, without notice, policies, procedures, programs, and other matters as circumstances require. Further, BSW curriculum and program policies are evaluated regularly. As a result, changes will be made to the curriculum or policies as recommended by the BSW Program Advisory Committee and the College Council. Every effort is made to notify students when these changes occur.

Current policies, procedures, and standards of the BSW Handbook apply to all current students, regardless of their matriculation date. The University of Utah [Code of Student Rights](#) and Responsibilities and the [NASW Code of Ethics](#) are also integral policies and professional standards in establishing expectations for the BSW Program, administration, faculty, and students.

CSW Anti-Racism Statement

The College of Social Work commits to the long-term work of anti-racism; that is, recognizing and dismantling racism and interrelated oppressions in its curriculum, programs, organizational practices, processes, and outcomes. Anti-racist social work education supports us in doing the important work of reshaping social work practice, programs, and policies for an equitable and inclusive society. It explicitly highlights, critiques, and challenges all forms of racism – individual, interpersonal, institutional, and structural - by addressing how racist beliefs and ideologies structure lived experiences, personal and professional relationships, education and employment opportunities, and physical and emotional health. It also examines and challenges how programs and institutions such as education, health care, housing, food access, justice, and social provisioning, among others, support and maintain disadvantages and advantages along racial lines. We engage in the work of anti-racism to prepare social workers who will contribute to building a just, equitable, and peaceful society.

CSW Civility Statement

The College of Social Work is strongly committed to the values and ethics of the social work profession as indicated by the National Association of Social Workers (NASW). The NASW core values include service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry. The College of Social Work is an inclusive environment that does not discriminate against applicants, students, or employees on the basis of age, class, color, creed, disability, ethnicity, family structure, gender, gender identity, marital status, national origin, political orientation, race, religion, sex,

or sexual orientation. We expect all social work staff, faculty, and students to endeavor to provide an affirming environment that is anti-oppressive and supports individuals' diversity and lived experiences, including the use of preferred names and pronouns.

CSW Land Acknowledgement

The College of Social Work acknowledges that the land the University of Utah occupies has always belonged to Indigenous Peoples. The erasure of the relationship between Native Peoples and their traditional lands is an insidious form of ongoing settler colonialism, and we must be mindful of its continuing impact and work to mitigate it. We recognize and honor the deep history of these sovereign communities, as well as the enduring relationship that exists between Indigenous Peoples and their traditional territories. As social workers, we are obligated to past and future indigenous communities to hold our college accountable to the hopes and needs of Native American and Indigenous Peoples.

We encourage you to explore the indigenous land you live and work on. You can find this information on native-land.ca.

U of U Land Acknowledgement

<https://attheu.utah.edu/facultystaff/indigenous-land-acknowledgement/>

Lauren's Pledge

I will listen and believe you if someone is threatening you.

CSW Nondiscrimination and Equal Opportunity Statement

The University of Utah, College of Social Work is fully committed to policies of nondiscrimination and equal opportunity, and seeks to provide equal access to its programs, services, and activities for people with disabilities.

University of Utah Nondiscrimination and Accessibility Statement

The University of Utah and College of Social Work do not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, pregnancy, pregnancy-related conditions, age, disability, sexual orientation, gender identity, gender expression, genetic information or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. [Click here to request a reasonable accommodation.](#)

Where discrimination is found to have occurred, the University will take reasonable steps to investigate the matter, stop the harassment, prevent its recurrence and remedy its effects.

If you or someone you know has experienced discrimination, [sexual misconduct](#) including sexual harassment, or disability discrimination, we encourage you to report it to the University's designated and authorized Title IX/ADA/Section 504 Coordinator in the Office of Equal Opportunity and Affirmative Action:

Director & Title IX Coordinator
Office of Equal Opportunity and Affirmative Action (OEO/AA)
383 South University Street, Level 1 OEO Suite
Salt Lake City, UT 84112
801-581-8365
oeo@utah.edu
Online reports may be submitted at <https://oeo.utah.edu/>

For further information, please see:
<https://www.utah.edu/nondiscrimination/>
<https://regulations.utah.edu/general/1-011.php>
<https://regulations.utah.edu/general/1-012.php>

BSW Program Contact Information

BSW Program Office

College of Social Work Building

395 South 1500 East, Room 331
Salt Lake City, UT 84112
801-581-8053
BSW@utah.edu
<https://socialwork.utah.edu/bsw/>

Practicum Office

College of Social Work Building
395 South 1500 East, Room 322
Salt Lake City, UT 84112
801-585-0445
<https://socialwork.utah.edu/practicum/>

Academic Advising Office

College of Social Work Building
395 South 1500 East, Room 319
Salt Lake City, UT 84112
801-587-7972
<https://socialwork.utah.edu/advising/>

A Letter from the Dean

Dear Student,

Congratulations and welcome to the University of Utah College of Social Work! You are entering an important phase of your life, one where you have decided to pursue a degree in social work. Upon successful completion of the course of study, you will receive a Bachelor's degree in Social Work (BSW) and you will possess the values, knowledge, skills, and necessary credentials for beginning professional social work practice.

Since 1937, the College of Social Work has been educating and training undergraduate and graduate students to meet the needs of their communities through service, research, and policy development and implementation. In 1949, the College of Social Work (referred to as the Graduate School of Social Work) admitted their first cohort of master's level social work students. In 1970, the College of Social Work admitted their first cohort of doctoral level social work students. In 2001, the College of Social Work admitted their first cohort of baccalaureate level social work students.

During the next few years, you will get to know many members of our outstanding faculty and you will form lifelong friendships with peers enrolled in the BSW Program. These new relationships will serve as invaluable professional resources for you as you transition into the social work profession. You will find that the College of Social Work has an intellectually stimulating, challenging, and exciting learning environment. The faculty and staff are highly professional. You can expect carefully structured classes, study assignments, and field practicum placements, which promote a high standard of performance and academic achievement. Upon graduation, you will be ready to assume important new career roles and/or pursue graduate level education.

Following your graduation from the program, we hope that you will become active in alumni activities and continue to be concerned with the educational development of the students who follow in your footsteps.

In closing, we wish you every success in the achievement of your social work educational and professional goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip Osteen", with a long, sweeping horizontal line extending to the right.

Philip Osteen, Ph.D.
Interim Dean, College of Social Work

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1. The College of Social Work

1.1 History and Purpose

The College of Social Work was founded in 1937 with a one-year certificate program designed to prepare students for work in social service agencies. This program was expanded to a two-year Master of Social Work Program (MSW) in 1949. Accreditation of the program followed in 1951 and continues to the present. A Doctor of Social Work (DSW) degree was offered from 1970 to 1986. The DSW was replaced with a Doctorate of Philosophy (PhD) program in 1987. The most recent addition to the College of Social Work was the Bachelor of Social Work (BSW) Program, initial accreditation 2001. The BSW Program is accredited by the Commission on Accreditation of the Council on Social Work Education ([CSWE](#)).

1.2 Mission and Goals

The University of Utah College of Social Work is dedicated to providing outstanding education and training to the professional social workers of tomorrow. Through education, research, and community engagement, the College of Social Work advances the transformation of policies, practice, and interventions to alleviate human suffering, enhance well-being, and promote social justice.

The College of Social Work contributes to shaping social institution policies, services, and interventions to prevent and alleviate human suffering; enhance individual, family, community, and global well-being; and promote social and economic justice. This mission is achieved through:

- Preparing students for social work practice ("practice" refers to both, direct (i.e., counseling/psychotherapy) and indirect practice (i.e., social policy, social justice advocacy, community and organization development), and
- Contributing to the development of social work knowledge through research and practice intervention and providing active service to the community.

Building upon the missions of the University of Utah and College of Social Work, the mission of the BSW Program is to prepare undergraduate social work students for lives committed to enhancing the well-being of all people and promoting human rights, equity, and inclusion with special consideration of people who have experienced discrimination, stigmatization, and oppression. Through education, research, practice, and community engagement, graduates are prepared for employment as generalist social workers; advanced graduate level education; and responsible leadership opportunities that strengthen and promote the environment in which individuals, families, groups, organizations and communities achieve their fullest potential.

The following BSW Program goals support and enhance the mission:

Table 1. BSW Program Goals & Relevance to Mission

BSW Goals & Relevance to Mission
<p>Goal One: Recruit and train diverse cohorts of students who are aware of and committed to the mission and ethics of social work.</p>
<p><i>Relevance to mission:</i> The mission statement emphasizes training students to think critically about issues of power, privilege, and oppression. Students are prepared to become critically conscious and reflexive practitioners in a global and multicultural world with an emphasis on deeper cultural awareness and humility. As identity factors form the daily reality for individuals, families, groups, and communities, the focus upon how oppression, marginalization, or alienation can create privilege or power remains tantamount. Students participate in didactic and experiential curricular components that prepare them to work with diverse populations and experience the dynamics of power, oppression, and privilege.</p>
<p>Goal Two: Deliver a rigorous curriculum to students that includes both evidence- and theory-based content and emphasizes critical thinking skills.</p>
<p><i>Relevance to mission:</i> Grounded in the liberal arts, the BSW Program challenges and empowers students to deal with change, complexity, and diversity by providing exposure to society, science, and culture (AACU, 2017). Through didactic instruction, collaborative work in the classroom, community engagement, and field education settings, the BSW curriculum is designed to support critical thinking among students. Students are afforded opportunities to explore local and global cultures and traditions; develop writing, communication, research, and analytical skills; and apply their knowledge and skills in real-world settings. Through engagement with evidence- and theory-based content and skill-building exercises and opportunities, students acquire a knowledge and skillset that is intended to enhance individual, family, community, and global well-being and prevent and alleviate human suffering.</p>
<p>Goal Three: Prepare students to contribute to ethical, innovative, and responsive programing that promotes social, economic, and environmental justice and enhances social work practice and social welfare policies.</p>
<p><i>Relevance to mission:</i> Students are prepared to recognize and understand the importance of innovative and evidence-based interventions, programs, services, and policies that are intended to improve the health and well-being of diverse individuals, families, groups, organizations, and communities. With guidance and instruction from experienced classroom faculty, field practicum liaisons, and field practicum instructors, students are prepared to practice in an ethical, professional, and competent manner.</p>
<p>Goal Four: Prepare students to work with vulnerable and marginalized individuals, families, groups, organizations, and communities with respect, knowledge, skill, and humility.</p>
<p><i>Relevance to mission:</i> All students are required to grapple with issues of identity and culture and process the ways they impact vulnerable and oppressed populations. The BSW Program seeks to recognize the significant contributions diverse populations and communities have made to social work practice and research. The curriculum celebrates diversity locally, nationally, and globally, both explicitly and implicitly.</p>

1.3 Core Values

The College of Social Work programs are guided and directed by the following values and principles:

- Freedom of inquiry and open debate
- Inclusion and shared leadership
- Respect for self-determination and the need for accountability
- Affirmation and promotion of human diversity
- Individual and collective empowerment of clients and client systems with respect to the decisions that affect their life chances and opportunities
- Application of critical thinking and development of self-awareness and reflexivity
(Approved by CSW College Council, May 2012)

1.4 Program Values and Ethics

All social work practice and education is considered within the context of values and ethics essential to responsible actions. These values and ethics are premised on respect for others and principles of social and economic justice, with attention to the codes of ethics developed by professional social work organizations with the goals of building a critical consciousness and empathy. At the College of Social Work, students are helped to acquire and demonstrate the following:

1. Understanding of how social work is a value-based profession and the importance of a commitment to the worth, dignity, and uniqueness of every person; self-determination; the pursuit of social justice; and confidentiality.
2. Action in accordance with the standards of professional integrity and the profession's standards of ethical practice as defined in the [NASW Code of Ethics](#) and the School's Code of Conduct.
3. Action in accordance with the standards of professional integrity and the profession's standards of ethics in social justice advocacy and action.

1.5 Program Diversity

The College of Social Work constantly strives to help its students to understand, embrace, and work effectively within a complex, diverse environment and how people are included and excluded in society. They are helped to acquire and demonstrate the following:

1. Appreciation of diverse cultural expressions and lifestyles within the U.S. and internationally, based on differences in gender, ethnicity, race, sexual orientation (affection orientation), religion, socioeconomic, and other factors.
2. Ability to utilize in practice and understanding an appreciation for the richness and strengths in individual and cultural diversity; an understanding of one's own social location based upon ethnicity, culture, racial, sexual orientation, socioeconomic status and other factors; and a consciousness of the practice and professional choices and challenges posed by similarities and differences, contemplating the

complexities of the intersections of identities and hierarchies implicit within these identities.

1.6 Administrative Structure and Governance

The College of Social Work operates as a semiautonomous professional college at the University of Utah under a College Charter approved by the University Senate. The College of Social Work Dean is responsible for the overall administration of the College. Each degree program in the CSW is administered by a director.

The College Council serves as the legislative body in formulating curricula, programs, and policies of the College of Social Work. College Council membership consists of the Dean, full-time and part-time faculty members, student representatives, and a staff representative. Individuals with adjunct, visiting, and clinical faculty appointments participate as nonvoting members. The College Council meets monthly.

Any student may participate in the College Council by suggesting items to be included in the council agenda. Such requests are coordinated through the co-presidents of the Bachelor of Social Work Student Association (BSWSA). The student co-presidents are designated as the official representatives of the student body to the College Council.

As a part of the University of Utah, the College of Social Work, its faculty, staff, and students are subject to the regulations and policies of the University of Utah.

1.7 Standing Committees of the College

The College Council has established several standing committees to implement the College of Social Work programs and policies. Membership on these committees is open to students, with the BSW Student Association coordinating student appointments.

1.8 Student Association (BSWSA)

Students are an integral part of the College of Social Work Community. All students become members of the Bachelor of Social Work Student Association (BSWSA) upon their admission into the College. BSWSA provides students with the opportunity to organize in their own interest. The BSWSA organizes social and support functions. The BSWSA holds elections annually according to their Constitution, which is approved by the Associated Students of the University of Utah (ASUU), governing body. Only BSW students are eligible for these positions. The BSWSA is represented with full voting rights on the College Council and BSW Program Advisory Committee. Students may also serve on University-level committees.

1.9 Phi Alpha Honor Society

The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideas. Phi Alpha Honor Society fosters high standards of education for social workers and invites into membership those who have attained

excellence in scholarship and achievement in social work. To be eligible for Phi Alpha Honor Society, undergraduate students shall be enrolled in the institution represented by the chapter; have declared a major in social work; have completed nine (9) semester hours of required social work courses or at least 37.5% of the total hours/credits required for the degree, whichever is later achieved; and rank in the top 35% of their class. Students may learn more about the Phi Alpha Honor Society by communicating with academic advisors and/or viewing <https://phialpha.org/>.

2. Bachelor of Social Work Program

2.1 Social Work Preamble

The BSW Program subscribes to the mission statement of the social work profession as adopted by the National Association of Social Workers (NASW) (2008), “The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession’s focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living. Social workers promote social justice and social change with and on behalf of clients. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice.”

2.2 Program Options

The College of Social Work offers students two options to pursue and earn a BSW degree. The two program options are described below:

2.2.1 Grounded/In-Person

Students can complete coursework in the BSW Program via an in-person, synchronous learning format. Synchronous learning refers to all types of learning in which student(s) and instructor(s) are in the same place at the same time in order for learning to take place. This includes in-person classes, when the whole class meet together. In synchronous learning, student(s) go through the learning path together, accompanied by the instructor who is able to provide support while students are completing tasks and activities. Students must apply for admission to the grounded/in-person BSW Program—only students who were admitted to take grounded/in-person social work classes in the BSW Program can take grounded/in-person social work classes.

2.2.2 Online

Students can complete coursework in the BSW Program via an online, asynchronous learning format. Asynchronous learning is a student-centered teaching method widely used in online learning. Its basic premise is that learning can occur in different times and spaces particular to each learner, as opposed to synchronous learning at a same time and place with groups of learners and their instructor, or one learner and their instructor. In asynchronous learning, instructors usually set up a learning path, which students engage with at their own pace. Students must apply for admission to the online BSW Program—only students who were admitted to take online social work classes in the BSW Program can take online social work classes.

3. BSW Program Start to Finish

3.1 Educational Policy and Accreditation Standards

The Commission on Accreditation of the Council on Social Work Education (CSWE) is responsible for establishing standards and conducting accreditation reviews that stimulate improvement in professional social work education and train graduates to meet the changing demands of professional practice.

In keeping with those responsibilities, the Commission issues a set of Educational Policy and Accreditation Standards (EPAS), which “promotes academic excellence in baccalaureate and master’s social work education. The EPAS specifies the curricular content and educational context to prepare students for professional social work practice. The EPAS sets forth basic requirements for these purposes. Beyond the basic requirements of EPAS, individual programs focus on areas relevant to their institutional program goals and objectives” (Educational Policy and Accreditation Standards Preamble, 2001). Information on CSWE and the EPAS is found at <http://www.cswe.org>.

3.2 Generalist Practice—The BSW Program Model

To meet its mission, the BSW Program teaches the generalist practice model to its students. The generalist practice model reflects the diversity inherent in BSW-level practice. It is the application of an eclectic knowledge base, professional values, and a wide range of skills to target any size system for change within the context of three primary processes. Generalist practice involves working within an organizational structure and doing so under supervision. It requires the assumption of a wide range of professional roles, and involves the application of critical thinking skills to the problem-solving process.

The basic principle of generalist practice is that baccalaureate social workers utilize critical thinking skills in the problem solving/planned change process to intervene with individuals, families, groups, organizations, and communities. The generalist operates within a systems and person-in-environment framework (sometimes referred to as an ecological model). The generalist expects that many problems will require intervention with more than one system (e.g., individual work with a delinquent adolescent plus work with the family, school, or community) – and that single explanations of problem situations are frequently unhelpful. Generalists may play several roles simultaneously or sequentially, depending upon the needs of the client, (e.g., facilitator, advocate, educator, broker, enabler, case manager, and mediator). They may serve as leaders/facilitators of task groups, socialization groups, information groups, or self-help groups. They are capable of conducting needs assessments and evaluating their own practice. They make referrals when client problems so dictate, and know when to utilize supervision from more experienced staff. Generalists operate within the ethical guidelines prescribed by the NASW Code of Ethics and must be able to work with clients, co-workers, and colleagues from differing ethnic, cultural, and professional orientations. The knowledge and skills of the generalist are transferable from one setting to another and from one problem or group to another. Generalist social workers draw on an eclectic knowledge base from the

liberal arts: sociology, biology, political science, economics, statistics, and diversity. They must integrate social work knowledge, skills, and values involving a variety of sources, including the following: systems theory, human behavior in the social environment, social welfare policy and services, social work practice, social work research, human diversity, promotion of social and economic justice, populations-at-risk and oppressed populations, and understanding of oppression and discrimination. They operate within a context of professional social work values as outlined in the NASW Code of Ethics while maintaining awareness of their own personal values.

3.3 BSW Program Curriculum

3.3.1 Pre-Major Required Courses

Social work is a profession which draws wisdom and knowledge from a variety of disciplines. Because of this, social work majors are required to complete courses in a number of behavioral, physical science, and humanities areas. Each course has been selected because it provides a sound background for content, which will be covered in required social work courses.

These courses were chosen because social work is a profession that operates within the political arena and is greatly affected by political, economic, and policy decisions made at all levels of government. Governmental policies determine whether and which social programs will be funded, who will receive care, and the qualifications of those who will provide social services. These courses comprise the liberal arts background for SW 4301 Social Welfare Policy and Services.

In addition to the pre-major courses listed in the table below, students must have completed, or nearly completed (may be missing 2) all of the University of Utah general education requirements. In particular, applicants must be done with the Math (QA) and Writing (WR2) requirements at the time of BSW Program application.

Table 2: Pre-major Required Courses		
Course #	Course Name	Credits
<u>SW 1010</u>	Social Work and Social Welfare: The Profession and Institution	3
<u>PSY1010</u>	General Psychology	4
<u>SOC1010</u>	Introduction to Sociology	3
<u>POLS1100</u>	U.S. National Government	3

3.3.2 BSW Program Required Courses

All students will complete a total of 50 credit hours in required social work courses, including the 400-hour field practicum placement internship. Each social work course was designed to meet specific needs for entry-level practitioners. To assure compliance with accreditation standards and the necessary background to complete the next course, courses must be taken in

the proper sequence. BSW students receive guidance regarding course sequencing during academic advising sessions; students must meet with their academic advisor once per term. A brief explanation of each course follows:

Table 3: BSW Required Courses		
Course #	Course Name	Credits
SW 2100	Human Behavior and the Social Environment	3
SW 3000	Applied Social Work Statistics (QB/Qi)	4
SW 3110	Social Work Practice I: Individuals and Families	3
SW 3400	Developmental Impact of Child Abuse and Neglect	3
SW 3550	Social Diversity and Cultural Understanding (DV)	3
SW 3710	Case Management for Social Workers	3
SW 4000	Crisis Intervention	3
SW 4301	Social Welfare Policy and Services	3
SW 4401	Social Work Research and Evaluation (QI)	3
SW 4430	Social Work Practice II: Groups	3
SW 4440	Social Work Practice III: Communities and Organizations	3
SW xxxx	Required Social Work elective	3
SW 4702	Social Work Practicum	12
SW 4782	Social Work Practicum Seminar	1

3.3.3 BSW Program Elective Courses

Specific course numbers and semester offered may vary for some of these electives. Please check the current class schedule for more information.

Table 4: BSW Electives			
Course #	Course Name	Semester Offered	Credits
SW 2715	Dynamics of Addiction	Fall and Spring	2
SW 2800	Social Determinants of Health	Fall and Spring	3
SW 3315	DSM-V for Case Managers	Fall and Spring	3
SW 4950	Undergraduate Research	Fall, Spring, Summer	1-3
SW 5535	Social Justice Advocacy Techniques and Skills	Fall and Spring	3
SW 5830	Inclusive Dialogue	Spring	

3.3.4 Independent Study and Independent Research

Independent Study offers students with opportunities to engage in independent research and learning experiences focused on content not included in the BSW Program curriculum. Students may take one to two credit hours of independent study in any given semester, up to a maximum of four credit hours that may be applied to their BSW degree.

The faculty member who supervises the Independent Study should be selected on the basis of expertise in the topic of study. The student and the faculty member must develop a 15-week syllabus for the course the student is proposing, along with a completed contract for Independent Study/Research. This syllabus should be modeled on a regular BSW course syllabus and must include course description, course objectives, week-by-week learning activities, assignments, and methods of evaluation/grading. Note: The student must articulate how the study or research applies to the field of social work and will enrich the student's knowledge and skills. Independent Study will not be approved if the material is covered elsewhere in the curriculum.

Independent Study and Independent Research require 45 clock hours per credit hour, which equals three hours spent per week for a one-credit independent study/research and six hours per week spent for a two-credit Independent Study/Research. The Independent Study/Research should also include regular consultation with the faculty sponsor throughout the semester. This consultation is accomplished through documented work time on the study and regularly scheduled meetings with the instructor to provide opportunities for discussion and integration of the material studied, as documented on the syllabus and Independent Study contract.

The completed proposal and contract form found in the [BSW Community Canvas page](#) for either Independent Study or Independent Research must be approved by the faculty member who agrees to supervise the study and the BSW Director or Online Program Director and must be submitted to the student's academic advisor. Expected standards of student performance for Independent Study are comparable to those of required courses. Performance measures may include a written paper, an annotated bibliography, an oral examination, or another assignment, which must be clearly outlined in the proposed syllabus.

Sample Four-Year Plan

Note: This is just a sample. Log into My Degree Dashboard (in CIS) and meet with your [academic advisor](#) to fit a program of study with your academic record.

First Year			
Fall Semester	Credits	Spring Semester	Credits
SW 1010	3	POLS 1100	3
SOC 1010	3	General Education – FF	3
General Education – WR2	3	General Education – HF	3

General Education – QA	3	General Education – SF/AS	3
General Education – HF	3	General Electives	3
Total Hours	15	Total Hours	15

Second Year			
Fall Semester	Credits	Spring Semester	Credits
PSY 1010	4	SW 2100	3
SW 3000	4	SW 3110	3
General Education – SF	3	SW 3550	3
General Education – FF	3	SW 3710	3
General Electives	2	General Electives	3
Total Hours	16	Total Hours	15

Third Year			
Fall Semester	Credits	Spring Semester	Credits
SW 3400	3	SW 4301	3
SW 4000	3	SW 4401	3
SW 4430	3	SW 4440	3
General Electives	7	General Electives	7
Total Hours	16	Total Hours	16

Fourth Year			
Fall Semester	Credits	Spring Semester	Credits
General Electives	12	SW 4702	12
Required SW Elective	3	SW 4782	1
Total Hours	15	Total Hours	13

4. Academic Advising

The Academic Advising office at the College of Social Work supports students by providing comprehensive advising to promote academic, personal, and professional success. BSW Program advisement is seen as an ongoing process in which the advisor works with students regarding academic progress and professional development. Because of strict sequencing, rules related to quality learning, and accreditation standards, BSW students are *expected* to meet with their academic advisor at least once per semester. The academic advisor may also serve as a resource for students regarding graduation guidelines, scholarship information, social work-related opportunities in the community, petitions for exception to policy, and more. Students may meet with a College of Social Work academic advisor in person, by phone, or via videoconference. Students can learn more about academic advising at the College of Social Work and make an appointment with an academic advisor, by visiting socialwork.utah.edu/advising.

4.1 Prospective BSW Students

Academic advisors work with prospective students who are exploring Social Work as a possible career and area of study. They meet with prospective students one-on-one as well as hold BSW Program information sessions and application workshops. Academic advisors can answer prospective students' questions about the BSW Program application, prerequisite classes, program options, and opportunities for creating a signature experience at the University of Utah.

4.2 Orientation and Transition

Academic Advising assists newly admitted students with orientation and transition. Academic advisors are available to answer new students' questions about next steps such as enrollment, applying for financial aid and scholarships, and creating a semester-by-semester course plan. Advisors collaborate with BSW Program faculty and staff, as well as with campus partners, to provide students with a comprehensive orientation to the program. Students learn about program features and course options, meet faculty and staff, and learn about University resources such as the Counseling Center, CDA, and the research librarian. They are also introduced to opportunities for campus involvement and student leadership. New students are introduced to detailed information regarding grading, attendance, reporting of grievances, and other policies that impact the student experience. Key policies are also explicitly highlighted during the BSW Program orientation.

4.3 Current Students through Graduation

Current BSW students should meet with their Social Work academic advisor regularly to ensure they are on track for graduation, as well as making the most of the many resources and opportunities at the University of Utah. Academic advisors help students navigate academic challenges, petitions, and other complex situations. They connect students with valuable opportunities, such as career preparation events. Our advisors work with the Utah Chapter of

NASW representative and Utah's Department of Occupational and Professional Licensing to help answer a variety of questions that students have regarding the social work profession and licensing.

BSW students may visit with their academic advisor for a number of reasons, including:

- Course plan and degree requirements
- Class permission code requests
- Transfer credit evaluation
- Academic concerns
- Information and clarification about University and BSW Program policies
- Petitions for consideration of exception to policy
- Referrals for emergency funding
- Community engagement opportunities
- Scholarship information
- Graduate and professional certificates
- Applying for graduation
- Leave-of-absence requests
- Information and referrals to a wide variety of campus resources, such as the following:
 - [Basic Needs Collective](#)
 - [Career and Professional Development Center](#)
 - [Center for Childcare & Family Resources](#)
 - [Center for Disability & Access](#)
 - [Center for Student Wellness](#)
 - [Counseling Center](#)
 - [Equity, Diversity, & Inclusion](#)
 - [American Indian Resource Center](#)
 - [Black Cultural Center](#)
 - [Center for Equity and Student Belonging](#)
 - [Dream Center](#)
 - [LGBT Resource Center](#)
 - [Office for Inclusive Excellence](#)
 - [Feed U Pantry](#)
 - [Marriott Library Resources](#)
 - [Veterans Support Center](#)
 - [Victim-Survivor Advocacy Office](#)
 - [Women's Resource Center](#)
 - [Writing Center](#)

5. Academic Policies

5.1 Admission Policy

Due to limited space in our learning cohorts, students may meet all BSW admission requirements and still be denied entry into the program. It is not uncommon for students to reapply for the BSW Program after they have been denied admission for a previous term. Below are the requirements for students who wish to be considered for admission to the BSW Program:

- Admission as a matriculated student to the University of Utah
- Meeting with academic advisors in the College of Social Work Office of Academic Advising
- Completion of the BSW Admission Application via the BSW website by the deadline
- Attainment of a 2.5 cumulative Grade Point Average or higher
- Completion of all, or nearly all, General Education requirements (Student may be missing 2 General Education courses at the time of BSW application, but these must not include the MATH (QA) or Writing (WR2) requirements)
- Completion or registration of BSW pre-major course requirements
 - PSY 1010 General Psychology
 - SOC 1010 Introduction to Sociology
 - POLS 1100 US National Government, or HONOR 2212 American Institutions
 - SW 1010 Social Work and Social Welfare: The Profession and Institution (Must earn grade of C or better)
- Copy of Official transcripts from each college or university attended by applicant
- Personal statement
- Two (2) letters of recommendation
- Read and abide by the [National Association of Social Workers Code of Ethics](#)

5.2 Registration

Admitted students need to be aware that after they receive the acceptance notice from the BSW Program, it can take up to six weeks for the admission process to the University of Utah to be completed. Students are not able to register until this process has been completed; they have been notified of official admission; and, if applicable, completed a New Student Orientation and mandatory advising.

Newly admitted BSW students who are also new University of Utah must complete the following requirements before they can register for BSW courses:

- Ensure that they are fully admitted to the University of Utah, as matriculated/degree-seeking students
- Pay enrollment deposit and any other required fees
- Send final transcripts from all previous institutions to the University of Utah Office of Admissions

- Compete New Student Orientation requirements as determined by the Center for New Student and Family Programs
- Meet with a BSW academic advisor in order to be formally declared in the BSW major, as well as to request any necessary course permission codes
- Provide the BSW academic advisor with a transcript that demonstrates full and successful (C or better) completion of all pre-major requirements

Students are admitted to specific BSW Program options and are not permitted to switch options. Students can access detailed registration instructions, tutorials, and information at the [Office of the Registrar](#).

To register, students access the secured [Campus Information System](#). Students use their student ID number (uNID), which is provided in a letter from the Office of Admissions, and a password to access the information. The BSW Program cannot provide the student with their uNID. If the student is new to the University, the initial password will be date of birth (month, day, and year, e.g., 01011992). Once a student is officially enrolled in a course, the University holds the student accountable for tuition, unless the student formally withdraws from the class(es) by the stated deadline. A student may drop a class through the CIS system until 11:59 PM, Mountain Time, on the date of the add/drop deadline, without tuition charges. After the deadline to drop without penalty has passed, a grade of “W” is placed on the transcript. The “W” grade does not affect the GPA; however, the student is still responsible for tuition. Any student withdrawing after this day will not have tuition refunded. For more information, please refer to the [withdrawal policy](#) at the Office of the Registrar.

The College of Social Work supplies new students with course information for registration. Each course has a class number, which is necessary for registration. Often, several sections are listed for most courses. The [online schedule](#) is updated regularly if classes are canceled or day/times/locations change.

Due to limited space, students must enroll in the course sections that correspond to their cohort. That is, a student admitted into the grounded/in-person cohort must take grounded/in-person course sections of the BSW Program, and a student admitted into the online cohort must register for the online course sections of the BSW Program. Under special circumstances, the BSW Program Director will consider petitions from students who feel they need to take a course outside of their cohort. Approval or denial of such petitions is up to the discretion of the BSW Program Director. Students who feel they have a unique need to take a course in the other cohort (such as a grounded/in-person student who wants to take an online course) should first meet with a BSW advisor regarding the steps needed for submitting a Petition for Exception to Policy.

All students who remain in good standing are eligible to register each semester, providing they maintain continuous enrollment in fall and spring semesters (summer semester excepted). If classes are full, students are strongly encouraged to check the online schedule often for changes in seating availability. Class enrollments change often until the end of the first week of the semester. Permission codes to exceed classroom caps are not given, and students are

encouraged to fill their schedules with those sections that have openings. A late fee is assessed by the University if registration occurs later than dates shown in the University of Utah [Academic Calendar](#) for each semester. Students are provided with an earliest registration appointment time by the University. This and other fees can change at any time without notification, so students should regularly check the University of Utah's website.

For more information regarding University of Utah policies and procedures that concern course registration, please visit the website of the [Office of the Registrar](#).

5.2.1 Registration Holds

A hold may be placed on a student's record for various reasons, such as nonpayment of tuition, failure to meet academic standards, lack of immunization documentation, or noncompliance with other University regulations/obligations. A hold on the record can impact one or more of the following:

- Enrollment/registration
- Receiving a transcript
- Disbursement of financial aid
- Refund from Income Accounting

To check on existing holds, log into the [Campus Information Services](#), go to your student home page, and then click on the Task Tile.

5.3 Minimum Continuous Registration

5.3.1 Registration Eligibility: Undergraduate Students

A student who remains in good standing and in compliance with university regulations is eligible to register for a period of one calendar year from the term of last enrollment.

Any student who does not register after the period of one calendar year must submit a readmission application and fee to the [Admissions Office](#).

5.4 Attendance/Absences

In all BSW courses held in person, full attendance is expected, as much of the learning is experiential and the result of classroom discussion and dialogue. All in-person courses have an attendance requirement as part of classroom participation. Students who are unable to attend class due to illness are expected to notify their instructors prior to their absence from class. In this case, instructors are encouraged to make alternative assignments available to the student. Students who miss more than three classes (for any reason) may not be able to pass that course. Students who can anticipate absences (such as scheduled surgeries, extra practicum requirements, etc.) are expected to meet with their instructors to discuss options available to them.

Attendance and participation are equally important in online courses. Active participation and

engagement are critical to student success. Online courses will provide multiple opportunities each week for instructors to assess student attendance/participation. These opportunities may include on-time completion and submission of assignments, tests, and quizzes; discussion forums; interaction with classmates; communication with the instructor; and other forms of course participation. Active participation in online discussions and timely completion of assignments require students to log in at least four times on different days throughout the week. It is imperative students check UMail, course announcements, and discussion forums daily. Students who are unable to attend/participate in class activities on time due to illness or emergency are expected to contact their course instructor as soon as possible to make alternative arrangements. Lack of attendance/participation will affect the final grade and may result in a non-passing grade.

Students with three (3) or more absences in a semester-length course may not be able to pass that course, thereby resulting in dismissal from the BSW Program. Note: Class instructors do have some discretion in determining the attendance policy for the class they teach (i.e., zero (0) absence policy). Students who anticipate absences (i.e., familial and/or health issues) should communicate with their instructor and the BSW Program Director to discuss options available to them, such as extending their program or taking a leave of absence.

The College adheres to the University of Utah's policies regarding accommodation of absences for explicitly-listed and other compelling reasons. University policy regarding bereavement is as follows:

The University recognizes that students may experience times of grief and bereavement due to the loss of someone close. In the unfortunate event that a student experiences the loss of a parent, guardian, sibling, spouse, roommate, or other person close to them, such that they will need to be absent from classes, they should notify – or have a friend or family member notify – the Dean of Students. Subsequently, the student is responsible for providing documentation of the death or the funeral service they attended. Documentation may include, but is not limited to, a memorial service program or a newspaper/website obituary notice. Given proper documentation, instructors are encouraged to excuse the absence and make reasonable adjustments, modifications, or adaptations, as described in the guidelines above. (Policy 6-100: [Instruction and Evaluation](#), Section O).

5.5 Tuition Payments and Failure to Pay Tuition by Deadline

Students can find options to pay tuition at <http://fbs.admin.utah.edu/income/tuitioninfo/tpo/>. Students are responsible for officially dropping any classes for which they are registered but not attending by the deadlines outlined in the [University Academic Calendar](#). Students who do not pay tuition by the due date will have their class(es) canceled. *Classes cannot be reinstated by paying tuition after the deadline, which will result in the student not being able to continue in their program until the following year, as most courses are sequential.*

If a student has paid tuition or has entered into a payment agreement with Income Accounting,

class(es) will not be automatically cancelled for nonattendance or for failure to pay tuition as agreed upon in the payment agreement. The student will continue to be held responsible for tuition, even if never attending the course(s), unless the student officially withdraws from the course(s) by the appropriate deadline. Deadlines are found in the University Academic Calendar. Contact the Income Accounting & Student Loan Services with questions regarding tuition at income@utah.edu or by calling (801) 581- 7344.

5.6 Withdrawal Policies

Students should refer to the University of Utah's Academic Calendar for Add, Drop, and Withdrawal dates that occur at various times in the academic year. Students should familiarize themselves with University of Utah policy regarding adding, dropping, and withdrawing from courses. These policies are located on the website of the Office of the Registrar. It is recommended that students meet with the BSW academic advisor for additional guidance regarding these policies. However, it is ultimately the student's responsibility to ensure that all deadlines and requirements for adding, dropping, and/or withdrawing from courses are met.

Students may drop a course without penalty or permission by meeting University deadlines to do so. These dates are found on the [University Academic Calendar](#). After the drop deadline, a student may choose to withdraw from a class which will result in a "W" on the transcript and will also result in an obligation for the student to pay full tuition, and tuition will typically not be refunded. Please see University policy for more details: [Withdrawal Policy](#). Students who wish to petition for late or retroactive withdrawal may meet with the CSW Director of Student Activities and Advising to discuss their options.

Students are not automatically dropped from their classes for nonattendance. Students who do not attend their classes but do not drop them or withdraw will receive an EU grade, which is equivalent to an E, or failing grade.

5.7 Proof of Immunization

All new and transfer students born after December 31, 1956 who are taking classes in person are required to submit proof of immunity for measles, mumps, and rubella (MMR); and COVID-19. Please submit the dates and a copy of your immunization records through the [Student Health Patient Portal](#) to avoid a registration hold. Please contact the [Student Health Center](#) at 801-581-5804 if you have questions or concerns regarding the immunization requirement or for assistance with fulfilling this requirement.

5.8 Audit or Electing CR/NC

All courses taken to fulfill graduation requirements for the BSW degree must be taken for a letter grade, with the exception of Practicum.

The University has the following policy on audited courses: An audit grade (V) can be elected in credit courses when no grade is desired. Students may audit a class if it is not available to be

taken as non-credit or if they want to attend the class for their own personal benefit. Students auditing a course are not held responsible for completed coursework or tests during the class. An audited course will show on the student transcript with a 'V' grade and '0.00' as the awarded number of credit hours. Audited courses are not included in the student's GPA calculation and do not count for meeting the graduation requirements of the BSW Program. Tuition and fees are assessed at the same rate as classes taken for credit. Students indicate their desire to audit a class at the Registration window (#13), on the second floor of the Student Services Building, or by calling (801) 581-8969 until the 14th calendar day of the term.

5.9 Transfer Credits

The BSW Program operates under the transfer policies and procedures of the University of Utah. Under these policies, the admissions office completes an assessment of a student's academic record with specific focus on general education requirements. The BSW Program assists that office by providing a list of course equivalencies developed based on our review of syllabi from other schools in the state, including other accredited BSW programs. If the BSW Program has indicated that a particular course is the equivalent of a BSW course, the admission office makes a notation of acceptance of credit in the student's record. If the course is not one for which prior approval has been given, the admissions office will send the student to the BSW Program director for an individual, case-by-case assessment. In these instances, students are often asked to provide syllabi, course descriptions, and sometimes information on textbooks and instructors to help determine the degree of comparability. The decision by the BSW Program Director regarding course equivalency is final.

5.10 Grading

Student work in University of Utah courses shall generally be reported in terms of the following grades:

- A, A- excellent performance, superior achievement
- B+, B, B- good performance, substantial achievement
- C+, C, C- standard performance and achievement
- D+, D, D- substandard performance, marginal achievement
- E unsatisfactory performance and achievement

Grade point averages will be computed as follows:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3	E 0.0
A- 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- 0.7	

The University of Utah adheres to the following grading policy:

A = 94%-100%	B+ = 87%-89.9%	C+ = 77%-79.9%	D+ = 67%-69.9%	E = 0%-59.9%
A- = 90%-93.9%	B = 84%-86.9%	C = 74%-76.9%	D = 64%-66.9%	
	B- = 80%-83.9%	C- = 70%-73.9%	D- = 60%-63.9%	

The criteria for grading students shall be performance in examinations, papers, or assignments; participation in class discussion and activities; and other evaluative processes necessary in determining the students' achievement levels. All of these Procedures may be part of the total evaluation, as adapted by the individual course instructor to fit the needs of the particular course and student. Grading of individual student performance shall be performed consistent with the University of Utah's fundamental principles prohibiting discrimination on improper grounds and requiring that academic activities be performed without prejudice or favoritism based on family, romantic, or sexual relationships, or financial interests. These principles apply to any person engaged in grading activities, including course instructors and their assistants.

All classes, with the exception of Practicum, will carry a letter grade. Credit/no credit grades are not included in the computation of grade point averages and are not accepted in fulfillment of graduation requirements for the BSW Program. A grade below C in any course is not accepted in fulfillment of graduation requirements for the BSW Program.

Students may not advance in any series of sequenced courses if they earn a grade below C or a grade of incomplete in any of the courses required for that sequence. Students may not begin Specialist coursework until Generalist coursework (including Generalist Practicum) is complete. Approval from the BSW Program Director is required for any exceptions to course sequencing policy.

5.10.1 Posting of Grades

In most courses, faculty members post grades in Canvas for individual assignments and tests throughout the semester. Students access their final grades for all classes at the end of the semester through their CIS account.

5.10.2 Incomplete Grades

In accordance with policies of the University of Utah, an Incomplete grade may be given only when "circumstances beyond the student's control" have interfered with the student's capacity to complete course requirements (i.e., death of a family member, serious illness, or accident). The grade of "I" must be used only for a student who is passing the course and who has, at the time of the request, completed 80% or more of the requirements of the course.

An "I" grade may not be used in a way that will permit a student to retake a course without paying tuition. If a student needs to attend a course (during a subsequent semester), the student must be registered, either as a regular student or for audit. If an Incomplete can be made up without attending the course a second time, re-registration is not necessary. All

Incompletes require completion of a Contract for Incomplete Grade found in the [BSW Community Canvas page](#). University policy states Incompletes must be removed within one year or they are automatically recorded as an “E.” A student may not graduate until “I” grades are completed and a final grade is submitted to the Registrar’s Office.

5.11 Course Substitution Policy

Generally, course substitutions are only permitted under limited circumstances, which include, but are not limited to, the following:

- Honors Program credit requirements
- Replication of courses that fulfill general education requirements
- Replication of courses that fulfill the requirements for the minor and for the BSW

Students may make a written request to the BSW Program Director to seek approval for substitution of other social work courses not listed above. The substitution request must be submitted by the student to the BSW Program Director before the beginning of the semester in which the course will be taken.

The following courses may not be substituted and must be completed in accordance with the BSW Admissions Requirements:

- SW1010 Social Work and Social Welfare
- SW2100 Human Behavior and the Social Environment
- PSY1010 General Psychology OR PSY1011
- SOC1010 Introduction to Sociology
- POLS1100 US National Government OR HONOR2212

Substitution requests for social work practice courses and the social work practicum will not be granted under any circumstance. Transfer credit substitution will be handled on a case-by-case basis, with final determination made by the BSW Program Director.

5.12 Cancellation of Classes

Within University of Utah policy, individual faculty members are ultimately responsible for deciding whether to hold classes when school, University of Utah, or community activities conflict with teaching schedules.

5.13 Cancellation of Courses Due to Low Enrollment

The College of Social Work reserves the right to cancel courses due to low student enrollment. In the case that a student’s Social Work course is cancelled due to low enrollment, the student will be notified via UMail. When a student’s Social Work course is cancelled, the student should contact the BSW Program academic advisor to determine how best to modify their schedule given the change.

5.14 Student Course Feedback Forms

Students rate the effectiveness of each course and the teaching effectiveness of faculty at the conclusion of each semester. Students can access the course feedback forms through each course's Canvas page. Student feedback is taken very seriously by faculty and administration. Students should take the time to constructively rate each course with care and integrity, keeping in mind that their aggregate responses are reviewed by the faculty member and the CSW administration. Faculty can improve only when they are able to build on the input they receive from students. Students are also encouraged to communicate their concerns directly to the faculty member in a professional manner and to provide specific suggestions for improvement.

5.15 Leave of Absence

In the College of Social Work, a leave of absence may be granted for up to one year for students who encounter significant extenuating circumstances, which may include:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military or other national service, or
- other compelling reasons in which the College agrees that a leave is in the best interests of both the student and the University.

A written request for a leave of absence must be submitted to the BSW Program Director. This request should provide the following: (1) reason for request; (2) period of absence requested; (3) description of academic work completed; and (4) a proposed plan for completion of additional work required for graduation. It should be accompanied by the University of Utah [Undergraduate Leave of Absence form](#) and submitted to the Registrar's Office. The leave of absence will become void if a student registers for classes in a semester for which a leave has been granted.

5.15.1 Retroactive Leave of Absence

A leave of absence may not be granted retroactively. The form requesting a leave of absence for a current semester must be completed by the last day of classes of the semester before the proposed leave will take effect. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes and result in the student being responsible for any unpaid tuition.

5.15.2 Returning to the BSW Program after Leave of Absence

To return to the BSW Program after a leave of absence, the student must register for the semester immediately following the leave (excluding summer semester). A student who fails to register at the end of the approved leave will automatically be discontinued as a student in the program. In this case, the student will be required to reapply to the program. After a year's absence from the BSW Program (for whatever reason), a student must reapply for admission to

the BSW Program. Credit from other schools, if completed during the interim, should be included with the re-application.

5.16 *Credit for Life Experience*

The BSW Program does not grant course credit for life experience, previous work experience, or courses applied to another degree.

5.17 *Email Requirements*

All students are expected to establish a UMail email account. All messages from the University, such as emergency closures, critical incidents, student-specific information, and all messages from the College of Social Work, will be sent via email to students using the UMail account address. If students forward their UMail messages to other email accounts, they must still check their UMail account regularly to ensure no important emails are missed. Students will not be given consideration for nonreceipt of emails forwarded from the UMail or not reading email sent to the UMail account.

5.18 *Academic Workload*

There are no restrictions on the number of credit hours undergraduate students can enroll in during a given semester; however, the Campus Information Services limits registration to 19 credit hours until the open enrollment period begins. During the open enrollment period undergraduate students can register online for up to 24 credit hours. To register for more than 24 credit hours, contact the Registration Division. A schedule of 12 credit hours per semester is considered full-time by the University. The BSW Program is designed to be completed in two years (four to five semesters) for full-time students.

5.19 *International Students*

International Students on an F1 or J1 visa taking a vacation semester must obtain permission from the International Student and Scholar Services Office prior to requesting a [Leave of Absence](#). A leave for international students will only be approved for one semester.

5.20 *University of Utah Policies and Transcripts*

Students are responsible for complying with all University regulations and deadlines. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found in the [Student Handbook](#) and [Academic Calendars](#). The University is also obligated to ensure the integrity of the transcript as a historical document. Therefore, the transcript must reflect the actual history of a student's experience at the University. Students are responsible for ensuring the accuracy of their class schedule each term via the [Campus Information Services](#).

An exception to University policy is warranted only in cases involving unusual or extenuating circumstances that would normally not be faced by other students. Modification of the record for the sake of appearance does not constitute a justification for exception to policy. [Petition](#)

[requests](#) must be submitted within three years of the affected term(s) or prior to graduation from the University, whichever comes first.

5.21 *Exception to University of Utah Policies*

Students are responsible for complying with all University of Utah regulations and deadlines. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found online in the Student Handbook and Academic Calendars. The University of Utah is also obligated to ensure the integrity of the transcript as an historical document. Therefore, the transcript must reflect the actual history of a student's experience at the University of Utah. Students are responsible for ensuring the accuracy of their class schedule each term via the Campus Information Services. An exception to University of Utah policy is warranted only in cases involving unusual or extenuating circumstances that would normally not be faced by other students. Modification of the record for sake of appearance does not constitute a justification for exception to policy. Petition requests must be submitted within three years of the affected term(s) or prior to graduation from the University of Utah, whichever comes first. See: <http://registrar.utah.edu/handbook/exception.php>

6. Graduation Requirements

6.1 Academic Requirements

To earn a baccalaureate degree from the University of Utah, a student must complete at least 122 semester credit hours and any additional hours required by a department or college. Of these hours, at least 40 credit hours must be upper division work (students pursuing a Bachelor of University Studies Degree must complete at least 56), and at least 30 semester credit hours must be earned from the University of Utah, regardless of the number of semester credit hours transferred or earned elsewhere. In addition, at least 20 of the last 30 semester credit hours earned toward the degree must be earned from the University of Utah. Additional credit hours or residency requirements may be established by a department or college, with the approval of the appropriate college council. Any requirements greater than 130 hours or any change to residency requirements will require approval of the Academic Senate.

6.1.1 Graduation: Application for Admission to Candidacy (Degree)

All undergraduate students must apply in advance for graduation to receive a degree from the University of Utah. Before applying to graduate, students should meet with their academic advisor(s) and complete a checklist.

6.1.2 On-Time Applications

To apply on or before the due date, simply click on the “Graduation” tile on your Student Homepage in Campus Information Services (CIS) and follow the instructions. Note: This link does not become active until you have a minimum of 90 credits completed.

*Applications received by March 1st will have names included in the Spring Convocation Programs.

6.1.3 Late Application/Reapplication

A [Late Application/Reapplication for Undergraduate Degree](#) is required in the following cases:

- Applicants who missed the deadline to apply on time.
- Candidates who have been denied graduation in a previous semester.
- Candidates who have already renewed their applications to a future semester or failed to renew by the last day of classes for the current applied term.

Failure to reapply on time may delay your graduation.

Reapplications should be submitted no later than the beginning of the graduating term.

Reapplications will not be accepted more than one year in advance.

6.2 Renewal

If plans change, students who have already applied for graduation may “renew” their application to a future expected graduation term one time for free before the last day of classes for the current applied term. To “renew” your application, send an email from your UMail account to graduation@utah.edu requesting a change to your expected graduation term to the new term you plan to be completed. All subsequent changes will require submission of a [Late/Reapplication for Undergraduate Degree](#) and payment of a \$25 processing fee.

6.3 Other Changes to Submitted Applications

Once you have applied to graduate, subsequent changes can be made by submitting the [Notification of Graduation Change form](#) to graduation@utah.edu from your UMail account.

6.4 Summer Graduation

Students may extend their program requirements, including the practicum during summer semester with a graduation date of August instead of May. All requirements must be completed (including the practicum) by the end of the summer semester following commencement exercises. The degree is not conferred until all program requirements are met.

7. Utah State Licensure, Certification, and Memberships

Information in this section applies to Social Work licensure in the state of Utah. Out-of-state students are strongly encouraged to consult their state office of professional licensing regarding relevant requirements.

7.1 National Association of Social Workers (NASW)

The professional organization for social workers is the National Association of Social Workers (NASW). The State of Utah has an active chapter that sponsors an annual program meeting for all social workers and friends of Social Work. Students are encouraged to join NASW as student members with reduced student rates. Students may serve as the University of Utah or BSW student representative to the NASW Chapter Board. More information is available by calling 801-583-8855 or visiting www.utnasw.org.

The profession of Social Work has developed a Code of Ethics for social workers' conduct and comportment. The Code represents standards of ethical behavior for social workers in professional relationships with those served, with colleagues, with employers, with other individuals and professions, and with the community and society. Students in the College of Social Work are expected to comply with the NASW Code of Ethics. The Division of Professional Licensing uses the NASW Code of Ethics as the standard in all its business concerning social workers.

Noncompliance with the Code is grounds for dismissal from the program. Students and professionals are encouraged to read the [NASW Code of Ethics](#) carefully and refer to it often.

7.2 Add Social Service Worker Licensure

A Social Service Worker (SSW) is an entry-level (Bachelor's degree) social work generalist (i.e., case management, case worker, social services assistant, housing intake worker, support specialist, crisis worker, and resident advocate). Licensure as an SSW demonstrates one's knowledge and commitment to ethical, professional, and competent practice with diverse populations in health and human service fields of practice. An SSW serves as a trusted practitioner to help clients—individuals, families, groups, organizations, and communities—improve their overall health and well-being. To learn more about the requirements associated with becoming a licensed SSW, go to [NASW Utah Chapter](#) or [State of Utah Division of Occupational and Professional Licensing](#).

7.3 Substance Use Disorder Counselor Licensure (SUDC)

A Substance Use Disorder Counselor (SUDC) is an entry-level (Associate's degree) counselor position. Licensure as a SUDC demonstrates one's knowledge and commitment to ethical, professional, and competent practice with diverse populations in the field of addictions. SUDC's counsel individuals, families, and groups who are directly and indirectly impacted by alcohol and other drug related issues. SUDC's work in individual, group, and family counseling settings,

helping clients achieve the following: identify behaviors and problems related to their substance use; discuss, understand, and cope with problems related to their substance use; develop personalized recovery programs; and establish healthy behaviors and coping strategies. SUDC's help with intake, screening, assessments, individual and group counseling, education, referral, and case-management. A SUDC does not prescribe medication or provide medical or psychological therapy. A SUDC works under the direct supervision of a licensed clinician. To learn more about the requirements associated with becoming a licensed SUDC, go to the [Association of Utah Substance Abuse Professionals](#) or [State of Utah Division of Occupational and Professional Licensing](#).

7.4 Advanced Substance Use Disorder Counselor Licensure (ASUDC)

An Advanced Substance Use Disorder Counselor (ASUDC) is an entry-level (Bachelor's degree) counselor position. Licensure as an ASUDC demonstrates one's knowledge and commitment to ethical, professional, and competent practice with diverse populations in the field of addictions. SUDC's counsel individuals, families, and groups who are directly and indirectly impacted by alcohol and other drug related issues. ASUDC's work in individual, group, and family counseling settings, helping clients achieve the following: identify behaviors and problems related to their substance use; discuss, understand, and cope with problems related to their substance use; develop personalized recovery programs; and establish healthy behaviors and coping strategies. ASUDC's also work closely with community members, local leaders, and elected officials, advocating for clients on macro-related issues (i.e., policies, procedures, programs, practices). ASUDC's help with intake; screening; assessments; treatment planning; individual, group, and family counseling; education; referral; and case-management. An ASUDC does not prescribe medication or provide medical or psychological therapy. An ASUDC works under the direct supervision of a licensed clinician. To learn more about the requirements associated with becoming a licensed ASUDC, go to the [Association of Utah Substance Abuse Professionals](#) or [State of Utah Division of Occupational and Professional Licensing](#).

8. Students' Rights and Responsibilities

8.1 Student Code

The [University of Utah Code of Student Rights and Responsibilities](#) contains important information about students' rights and responsibilities, including the following:

- Mission of the University of Utah
- Student Bill of Rights
- Student Standards of Academic Performance
- Student Standards of Behavior
- Student Records

Students are encouraged to read the Code carefully and refer to it often. In order to protect students' rights and ensure due process, the College of Social Work adheres to the policies and procedures outlined by the University of Utah Code of Student Rights and Responsibilities. Please note that the University website contains the most recent version of the Code, and students are expected to be familiar and comply with this most recent version.

8.2 BSW Program Policies & Procedures

The ability to successfully complete the BSW Program hinges on a student's success in both class and practicum. Students are expected to demonstrate achievement in class grades, as well as to learn and demonstrate the professional behaviors necessary to become a successful social work professional. Every effort is made by the BSW Program to identify and intervene on any academic, professional, and ethical issue(s) that may affect students' performance—before the issues become serious. Moreover, any faculty member or practicum supervisor who becomes aware of circumstances that demonstrate a student's failure to learn and apply the professional behavior and skills required of a social work professional may present such concerns to the BSW Program Director. Such concerns will be addressed with the student immediately, and failure to remediate concerning performance may result in students' probation, suspension, or dismissal from the BSW Program.

8.2.1 Academic Performance

Students are admitted on the assumption that they have the potential academic ability and professional competence to complete the BSW Program. All students are expected to maintain the standards of the College and social work profession. Procedures for appeal of an academic decision will follow the guidelines in University of Utah Policy 6-400, Section IV: Code of Student Rights and Responsibilities (Student Code).

Failure to meet any one of the below criteria will result in placement on academic probation. The student will be notified in writing of this action and provided one semester to remediate any deficiencies. Failure to timely remediate an academic deficiency will result in dismissal. Students placed on probation must meet with the BSW Program Director and work out a plan

to remediate the deficient academic performance. Failure to successfully complete the remediation plan will result in dismissal. Causes that will result in probation and may result in academic dismissal include, but are not limited to, the following:

- Failure to maintain a 2.5 cumulative GPA
- Receipt of a failing grade (C- or lower) in any social work course in any semester during the program
- Repeated, unexcused tardiness and/or absences that negatively impact the learning process of the student
- Failure to abide by BSW Program Policies and Procedures
- Documented failure to demonstrate achievement of the required competencies in the practicum, resulting in termination from a practicum site*
- Performance which demonstrates a lack of understanding of and/or compliance with professional or ethical competencies

Additionally, students are only allowed one instance of academic probation during their BSW Program. A second failure to achieve any of the above standards after completing a remediation plan will result in dismissal from the BSW Program.

Students who engage in academic misconduct may also be dismissed from the BSW Program. Academic dishonesty includes, but is not limited to, cheating on examinations or plagiarism, which involves presenting the work of someone else as one's own. Sanctions short of dismissal may be appealed under the procedures of Utah Policy 6-400, Section V: Code of Student Rights and Responsibilities (Student Code). The BSW Program may also file a complaint for dismissal under this section of the Student Code.

**In extraordinary circumstances, a student may receive an exception from this policy with permission from the BSW Director, the Field Director, and the CSW Associate Dean for Academic Affairs*

8.2.2 Professional and Ethical Performance

The Bachelor of Social Work Program (BSW) is accredited by the Council on Social Work Education (CSWE) and, therefore, is mandated by CSWE to foster and evaluate professional behavioral development for all BSW students. The College of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who exhibit the knowledge, values, and skills of the profession of social work to the level of their education. The values and ethics of the social work profession are codified in the NASW Code of Ethics. The developmental process of BSW students begins with the admissions process and continues throughout all aspects of the educational program until graduation, so that those seeking credentialing into the profession are ready to serve in all of the capacities for which they have been trained.

Achieving the required grades in coursework is necessary, but not sufficient to ensure continued enrollment in the BSW Program. Appropriate professional and ethical performance is

also a core academic requirement of the BSW Program. As such, the BSW Program expects students to conduct themselves in all professional activity in conformity with the NASW Code of Ethics. Failure to abide by these standards may lead to an Academic Professionalism Review (outlined below). A review will occur for any violation of the 1) NASW Code of Ethics 2) Values, Ethics, and Behaviors of BSW Candidates as outlined here, and/or 3) the BSW Program Policies and Procedures.

Student performance that is contrary to the ethics of the profession will be reviewed to determine the student’s appropriateness for continuation in the program. Performance that warrants such a review are based on the [NASW Code of Ethics](#), the BSW Program Policies and Procedures, and the guidelines below. All students are expected to exhibit the standards of professional and ethical performance described in these policies. Faculty, field coordinators, field instructors, administrators, and others with whom students interact within the College of Social Work community use these guidelines to ensure that students meet professional and ethical standards. Students are responsible for familiarizing themselves with all BSW student policies, including those outlined in the College of Social Work BSW Student Handbook.

8.2.3 Values, Ethics, and Behaviors of BSW Candidates

Candidates for the BSW degree must demonstrate values, ethics, and behaviors consistent with the following guidelines:

Table 5. Values, Ethics, and Behaviors Required of BSW Program Students

Values, Ethics, and Behaviors Required of BSW Candidates
Responsibility and Accountability Behaviors
<ul style="list-style-type: none"> • Understand that becoming a social work professional is a privilege, not a right.
<ul style="list-style-type: none"> • Adhere to the NASW Code of Ethics and demonstrate identification with the profession’s values, including integrity and congruence between professional and personal behavior.
<ul style="list-style-type: none"> • Use appropriate channels of communication and procedures for addressing problems and concerns at the College of Social Work as outlined in this handbook.
<ul style="list-style-type: none"> • Demonstrate an awareness of the importance of communicating directly with the involved personnel and through the prescribed medium.
<ul style="list-style-type: none"> • Demonstrate an ability to provide timely feedback and/or information in a process wherein such is requested, i.e., respond to requests for communication (such as emails, phone calls, and meeting requests) with faculty, advisors, and administrators in a proactive and timely manner.
<ul style="list-style-type: none"> • Attend classes and turn in assignments, including field placement documentation, in a proactive and timely manner.

Values, Ethics, and Behaviors Required of BSW Candidates

- Participate in group activities and assignments appropriately.

Social and Interpersonal Behaviors

- Demonstrate the emotional health required for the appropriate utilization of intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities attendant to education including practicum, and for the development of effective relationships with colleagues and clients.
- Monitor personal emotional and physical health and understand when it is necessary to seek or return to appropriate self-care measures in a proactive manner.
- Develop appropriate, sensitive, and professional relationships with individuals of all genders, gender expressions, ages, races, lifestyles, political beliefs, sexual orientations, religious beliefs or practices, and cultural backgrounds, as well as with their families; with other health and mental health care providers; and with members of the learning and working community.
- Respect and support client self-determination.
- Identify and seek to resolve ethical dilemmas as they arise.

Self-Awareness Behaviors

- Critically examine areas of potential conflict between personal and/or professional values, making changes where necessary to ensure these values are congruent.
- Express ideas and feelings clearly, demonstrating a willingness and an ability to listen to others (speaking and listening to understand, not judge).
- Exhibit knowledge of how one's own values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships.
- Understand the effects of personal statements and behaviors on others and demonstrate the ability to modulate one's behavior to promote a productive professional environment and appropriate relationships.
- Exhibit a willingness to examine and change behavior when it interferes in working with administrators, faculty, peers, and others in the social work community.
- Accurately assess personal strengths, limitations, and suitability for professional practice.
- Show awareness of self and how one is perceived by others.
- Exhibit openness to new ideas, differing opinions, and feedback from others, integrating these into professional and student roles/performance.

Values, Ethics, and Behaviors Required of BSW Candidates

- Demonstrate a commitment to critical thinking, self-evaluation, and lifelong learning.

Communication and Respect for Others

- Exhibit the ability to communicate professionally, effectively, and sensitively with administrators, faculty, peers, and with treatment teams and clients in practicum settings. Communication includes not only speech or face-to-face communication but also nonverbal and written communication.
- Show respect and nondiscrimination for those different from self, demonstrating effective and nonjudgmental relationships, providing assistance and services regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation/identity/expression, and cultural/value systems.
- Do not engage in imposition of personal religious, sexual, and cultural values on others.
- Seek knowledge and experiences to become an ally to diverse individuals, families, and groups.
- Uphold a classroom atmosphere that is conducive to learning, including interacting with instructors and peers in a considerate and cooperative manner.
- Resolve conflicts in a manner that respects the dignity of every person involved.
- Understand that engaging in demeaning or aggressive behavior such as heckling, bullying, or intimidating anyone in the College community is unacceptable and against the [Student Code](#) at the University of Utah.

Honesty

- Practice law-abiding behavior and be free of criminal charges or convictions for behaviors that are contrary to professional practice. If a criminal charge occurs while in the program, the student must disclose this information to the BSW Program Director immediately.
- Demonstrate honesty and integrity by being truthful about background, experiences, and qualifications; do one's own work; give credit for the ideas of others; and provide proper citation of source material.
- Appropriately credit ideas developed, and work done by others, including information from group presentations. Understand that, in most circumstances, submitting research or any materials to fulfill requirements in more than one class is dishonest and violates the University of Utah's Student Code. A more detailed explanation can be found in the [Student Code](#).

Confidentiality
<ul style="list-style-type: none"> • Maintain reasonable privacy as it relates to all aspects of the program, including classroom activities and personal information shared in the milieu of the College.
<ul style="list-style-type: none"> • Maintain the confidentiality of any personal information shared in class, dyads, or smaller groups within the College or field practicum.
<ul style="list-style-type: none"> • Use good judgment in self-disclosing information of a personal nature in the classroom. Classtime is not to be used as therapy or treatment.
<ul style="list-style-type: none"> • Refrain from using names or identifying information in any setting that may lead to someone else potentially identifying the client or other individual(s) being discussed in the classroom or in written assignments.

8.2.4 *Consequences and Processes*

When students demonstrate a lack of knowledge, understanding, and commitment to the professional and ethical expectations of the profession, the BSW Program will conduct an academic professionalism review of the student’s performance. In such reviews, students are afforded careful due process, whereby they are given written notice (delivered via UMail and/or registered mail) of an allegation made against them, informed of their right to grieve a determination and sanction for academic misconduct, and informed of their right to appeal if not satisfied with the outcome of the grievance procedures. For the purposes of this policy, due process means the student must be notified in writing (delivered via UMail and/or registered mail) of the allegation in a timely fashion, given an opportunity to be heard, and granted an unbiased review.

Grounds for dismissal include, but are not limited to, the following:

- Conduct that is not congruent with the values and ethics of the social work profession including the NASW Code of Ethics or applicable University of Utah rules and regulations. This includes behavior in the student’s classroom and fieldwork.
- Behavior that interferes with the student’s functioning and/or jeopardizes the welfare of those to whom the student has responsibility, such as clients and co-workers.
- Failure to communicate effectively, both verbally and in written form, including interviewing skills and interpersonal skills which permit appropriate professional interaction with other people.
- Failure to adhere to practicum agency policies and professional standards.
- Failure to use sound judgment both in work with clients and in regard to oneself, such as not seeking professional help for physical or emotional problems that interfere with functioning of the program.
- Removal from the field practicum agency by request of the agency.
- Removal from the field practicum agency by faculty in the Field Practicum Office.
- Participation in class or practicum activities while under the influence of drugs or

alcohol.

- Engaging in hostile, negative behavior directed toward the client, instructor, peers, agency staff, and/or University of Utah staff.
- Failure to disclose critical background information when applying for the program or field placement that bears on one's competence or performance.
- Inability to be successful in field practicum placement.
- Cheating, lying, or plagiarism.
- Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice.
- Inappropriate or disruptive behavior toward colleagues, faculty, or staff (at the College or in the field placement).
- Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (for example, inability to demonstrate nonjudgmental attitude or inability to allow client self-determination).
- Misuse of substances such as alcohol or drugs that can impair judgment and the student's ability to provide services to others.
- Documented evidence of criminal activity occurring during the course of study.

8.2.5 *Academic Professionalism Reviews*

The social work profession operates on a strengths-based approach to problem solving with the belief that people can change and grow. In most situations, students who demonstrate by their performance that they have not learned or applied the professional and ethical standards required to earn a social work degree will be provided notice of their deficiencies and given a chance to remediate their performance. If, however, students engage in egregious professional or ethical misbehavior, students may be dismissed for a single act of egregious misbehavior.

Any person involved in the academic education of a student, including practicum coordinators, who has concerns about the professional or ethical performance of a student, should raise those concerns with the BSW Program Director. Upon receipt of such concerns, the BSW Program Director will form an ad hoc Professionalism and Ethics Committee (PEC) to review the concerns. Members of the ad hoc PEC will include the following:

- A faculty member in the College of Social Work will be appointed by the BSW Program Director to serve as chair the committee
- The Director of Student Activities and Advising in the College of Social Work
- The Director of Field Education
- Two additional faculty members who will be appointed by the BSW Program Director

8.2.6 *The Review, Decision and Appeal Process*

1. Concerns may be submitted by instructional faculty, staff, or field practicum agencies. In the event that a field practicum agency raises a concern, it will be the responsibility of the Field Practicum Office to report the complaint to the BSW Program Director; they are also responsible for collecting and presenting evidence of the concern. Concerns should be

submitted to the BSW Program Director as soon as those concerns become known and ideally no later than 10 days following the beginning of the next semester.

2. **If the concerns expressed constitute serious misbehavior which may place clients or others at risk, the BSW Program Director, in consultation with the BSW Program Field Director, may require that the student cease all activity in their field practicum placement during resolution of the concern. If the behavior poses risk to members of the University community, the BSW Program Director may seek an administrative suspension as allowed by the Student Code.**
3. After a written concern is submitted to the BSW Program Director, they will form an ad hoc PEC, and will provide written notification to the student of the concerns, of the members of the committee and of the date of the PEC meeting to consider the concerns.
4. Within 10 days of receiving the written complaint, the ad hoc PEC will meet to determine the validity of the concerns, and to consider what academic or behavioral action, if any, needs to be taken. The student will be allowed to meet with the ad hoc PEC prior to a closed-door session of the PEC members. Other representatives may only be permitted to attend at the discretion of the BSW Program Director.
5. The PEC will make a recommendation to the BSW Program Director for the appropriate resolution of the concerns. Recommendations may include the following:
 - a. Finding that the concern is without merit and no further action is necessary.
 - b. Place the student on probation with conditions for continuation. These conditions may include, but are not limited to, the following:
 - i. Removal from field practicum placement
 - ii. Removal from social work course(s)
 - iii. Training on professional behaviors expected of the student
 - iv. Follow-up PEC review at a time decided by the members of the committee
 - v. Practicum Plan for Success
 - c. For egregious acts of professional or ethical misconduct, filing of a complaint for dismissal with the College Academic Appeals Committee pursuant to Section VI of Policy 6-400, Student Code of Conduct.
 - d. The PEC may refer concerns to other appropriate offices for consideration including:
 - i. The Office of Equal Opportunity and Affirmative Action (“OEO/AA”) for claims of discrimination and sexual misconduct
 - ii. The Dean of Students for violations of the Student Code
 1. In this case, the policies and procedures outlined in the Student Code of Conduct will take precedence
6. After receiving the recommendation, the BSW Program Director will make a final decision and provide written notification to the student of the PEC’s recommendation and the Director’s decision.
7. A student wishing to appeal an academic action for probation imposed by the BSW Program Director as described above shall follow the appeal process outlined in Policy 6-400, Section IV.
8. If the BSW Program Director upon recommendation of the PEC refers the matter to another process (e.g., Professional Misconduct, Behavioral Misconduct, the OEO) the student may appeal from the final determinations in those processes.

9. Record of the PEC recommendation and the final decision of the BSW Program Director will be placed in the student's file and maintained according to the policies outlined by the University of Utah.

8.3 Suspension and Dismissal Policy

If a student's cumulative GPA in the BSW Program falls below 2.5, the student will be notified that they are on academic probation and will be required to work with the BSW Director or Online Program Director to develop a remediation plan, which will be monitored on a regular basis. Continued failure to demonstrate the required competencies and/or professional behaviors in class and in the practicum are grounds for dismissal from the BSW Program. Cause for dismissal includes, but is not limited to, the following:

- Failure to maintain a 2.5 cumulative GPA.
- Receipt of a failing grade (C or lower) in practicum in any semester during the program.*
- Receipt of a failing grade (C or lower) in the same social work course twice, excluding practicum.*
- Documented failure to demonstrate achievement of the required competencies or professional behaviors in the practicum, resulting in termination from a practicum site.
- One or more documented incidents of a violation of any of the following:
 - Guidelines for student behavior as stated in Section 8.2 of this Handbook
 - [NASW Code of Ethics](#)
 - [University of Utah Code of Student Rights and Responsibilities](#)
 - Practicum agency policies
 - BSW Field Policy Handbook

Students may appeal academic actions taken by the BSW Program Director by following the procedures spelled out in the [University of Utah Code of Student Rights and Responsibilities](#).

**In extraordinary circumstances, a student may receive an exception from this policy with permission from the BSW Director, the Field Director, and the CSW Associate Dean for Academic Affairs.*

8.4 University of Utah Academic Misconduct Policy

Excerpted here from the [University of Utah Student Code](#) is policy regarding academic misconduct:

- "Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.
 - "Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an

- exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
- Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.
 - "Plagiarism" means the intentional, unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information, or any other mode or content of expression.
 - "Fabrication" or "falsification" includes reporting experiments, measurements, or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials, or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.
 - "Academic sanction" means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension, or dismissal from a program or the University, or revocation of a student's degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.
 - "Arbitrary and capricious" means that there was no principled basis for the academic action or sanction.
 - "Behavioral misconduct" includes acts of misconduct as further defined in Section III A.
 - "Behavioral sanction" means a sanction imposed on a student for engaging in behavioral misconduct. It may include, but is not limited to, a written reprimand, the imposition of a fine or payment of restitution, community service, probation, or suspension or dismissal from the University."

8.5 College of Social Work Academic Misconduct Policy

In alignment with University of Utah policy, academic units such as the College establish their

own policies in several areas, including academic misconduct. The following College of Social Work Policy on Academic Misconduct was approved by the College Council in May 2014:

Because of the importance of professional and ethical behavior in Social Work and its emphasis in our educational programs, academic misconduct is not tolerated in the College of Social Work (CSW). Students and faculty are expected to adhere to the standards of behavior outlined in the University of Utah [Code of Student Rights and Responsibilities](#) as well as the [NASW Code of Ethics](#). Students involved in any form of academic misconduct, including, but not limited to, cheating, plagiarism, misrepresentation of work, and inappropriately collaborating, may be subject to academic sanction. The College of Social Work will maintain a database of all cases of documented academic misconduct; a prior history of misconduct may be considered in the recommendations for academic sanctions.

It is important for faculty, staff, and students to be aware that when instances of academic misconduct occur, they are dealt with using procedures that uphold the high standards of professional and ethical behavior in the College. Accordingly, instructors are encouraged to share and discuss this information with students, cite the Student Code (including definitions of misconduct) in the syllabus, and document all instances of academic misconduct. Students are strongly encouraged to approach instructors with any questions they may have regarding potential misconduct.

In cases of suspected academic misconduct, students are afforded careful due process, whereby they are given written notice (delivered via UMail and/or registered mail) of an allegation made against them, informed of their right to grieve a determination and sanction for academic misconduct, and informed of their right to appeal if not satisfied with the outcome of the grievance procedures. For the purposes of this policy, due process means the student must be notified in writing (delivered via UMail and/or registered mail) of the proposed sanction for academic misconduct in a timely fashion, given an opportunity to be heard, and granted an unbiased review. These steps are outlined below in the Faculty Member/Instructor Responsibilities section.

If the Faculty/Instructor or other individual believes a student has engaged in academic misconduct, the process moves forward according to the rules found in the Student Code, University Policy 6-400(V). According to policy 6-400, the faculty member shall make a reasonable effort to discuss the allegation of academic misconduct with the student and determine whether academic misconduct has in fact occurred, using the preponderance of evidence standard, which is that the alleged misconduct is “more likely than not” to have occurred.

8.5.1 *A Summary of Steps to be Taken*

The steps outlined below should be followed when academic misconduct is suspected:

1. After receiving a complaint or the discovery of the alleged misconduct, the faculty member/instructor must make a reasonable and documented effort to discuss the

- alleged misconduct with the student within 20 business days and give the student an opportunity to respond;
2. The student's written response (via UMail), if any, must occur within the 20 business days herein granted above in step 1;
 3. The faculty member/instructor must provide the student with written notification of the sanction (delivered via UMail and/or registered mail), if any:
 - a. Within 10 business days after receipt of the student's response indicated above;
 - b. At the end of the 20-day period if no response is provided (step #2), the faculty member/instructor will complete the review and give the student written notice of the academic sanction (via UMail and/or registered letter), if any;
 - c. A copy of the written notice must be sent to the Dean in the College of Social Work;
 - d. If the faculty member/instructor recommends a failing grade in the course, the Senior Vice President for Academic Affairs must also be notified in writing;
 4. If the faculty member/instructor determines that academic misconduct has occurred, the documented sanction(s) recommended by the faculty member/instructor or subsequent review levels may include:
 - a. verbal or written warning;
 - b. requiring the student to revise and resubmit work;
 - c. a grade reduction on the assignment;
 - d. a grade reduction for the course;
 - e. a failing grade for the assignment;
 - f. a failing grade for the course.
 5. If the faculty member/instructor believes the academic misconduct also warrants an academic sanction of probation, suspension, or dismissal from the CSW or the University of Utah, the faculty member/instructor will prepare a complaint and recommendation and refer the matter to the Dean or Dean's designee within 30 business days of discovery of the misconduct. The faculty member/instructor will also notify the student of the complaint and recommendations at that time.

The case then follows the procedures outlined in Policy 6-400(V)

<http://regulations.utah.edu/academics/6-400.php>.

1. A student who believes that an academic sanction is arbitrary and capricious should discuss the academic sanction with the faculty member/instructor and attempt to resolve the situation;
2. If the student and faculty member/instructor are unable to resolve the disagreement, the student may appeal that decision in writing to the CSW Academic Appeals Committee within 15 business days of receiving the written notice of the academic sanction;
3. A student appeal, or a faculty member/instructor's written complaint for greater sanctions, shall proceed before the CSW Academic Appeals Committee as specified

in Policy 6-400(V)(C). Policies governing the Academic Appeals and Student Review Committee are provided in Policy 6-400, Section V-C. Within 10 business days of the completion of the ACA hearing, the ACA shall prepare and submit its written findings and recommendations to the Dean;

4. The Dean shall issue a final decision within 10 business days of receipt of the ACA findings and recommendations. Notice of the decision shall be communicated to the parties, to the chair of the ACA, and to Senior Vice President for Academic Affairs;
5. Any party may appeal the dean's decision to the Senior Vice President for Academic Affairs within 10 business days of the Dean's decision.

8.5.2 Faculty Member/Instructor Responsibilities

The faculty member or instructor's responsibilities in this situation include the following:

- If the faculty member/instructor determines that no academic misconduct has occurred, the instructor will document that the student is not responsible for any academic misconduct; this documentation will be shared only with the student;
- If the faculty member/instructor determines that academic misconduct has occurred; and, after meeting with the student, the faculty member/instructor and the student agree on the resolution of the situation, the faculty member/instructor must document the misconduct and the steps taken along with the resolution and send the documentation to the student and the BSW Program Director or Online Program Director. Such a resolution may be used and approved only when the Dean or Dean's designee knows the current misconduct is the only instance of misconduct documented in the student's file. If the resolution includes failure of the course, the faculty member/instructor will also notify the Senior Vice President for Academic Affairs.

8.5.3 Appeal to Academic Appeals Committee

If the faculty member/instructor and the student do not agree on a resolution of the situation, the student may initiate an appeal in writing to the CSW Academic Appeals Committee. The Academic Appeals Committee (AAC) of the CSW will convene a hearing as required by Policy 6-400(V)(C) to determine whether academic misconduct occurred and make a recommendation to the Dean. The committee may recommend any academic sanction it deems appropriate under the entire circumstances of the case, including, but not limited to, suspension or dismissal from the BSW Program and the University. If the sanction includes failure of the course, the AAC will also notify the Senior Vice President for Academic Affairs. The sanction will be noted in the resolution of the case along with the student's right of appeal as specified in Policy 6-400: <http://regulations.utah.edu/academics/6-400.php>.

8.5.4 Review and Decision by the Dean or Designee

The Dean of the College, or designee, shall consider the documentation submitted to the Committee and the findings and recommendations of the Committee in deciding whether

academic misconduct has occurred. Based upon such review, and without conducting further hearings, the Dean of the college, or designee, shall, within 10 business days, take one of the following actions:

- Accept the Committee's findings and recommendations;
- Return the report to the Committee chair, requesting that the Committee reconvene to reconsider or clarify specific matters, materials, and issues, and forward to the Dean of the college, or designee, a second report of its findings and recommendations relating to the specific matters referred by the Dean of the college, or designee, for further consideration;
- Reject all or parts of the Committee's findings and recommendations, stating reasons and actions to be taken.

Written notification of the Dean's, or designee's, decision shall be communicated to the parties, to the chair of the Academic Appeals Committee, and to the cognizant vice president within 10 business days after receipt of the recommendation. The Dean's, or designee's, decision is final unless appealed to the cognizant vice president within 10 business days after receipt of the decision.

8.6 Readmission to the College of Social Work, BSW Program

Students who are requesting readmission into the College of Social Work, BSW Program, following a dismissal from the program, should make their request in writing to the Director of the BSW Program.

8.7 College of Social Work Social Media Guidelines

Use of social media entails obligations and liabilities that should be carefully considered by students and social workers. Students should ensure their use of social media reflects the values articulated in the [NASW Code of Ethics](#) and follows BSW Program policies. The NASW Code of Ethics is binding on Social Work students and professionals working in the field, regardless of NASW membership. Violations in this area may result in negative consequences, impacting an individual's academic program, practicum placements, employment opportunities, and chosen profession.

In using social media, CSW students and practitioners are expected to:

- Respect the provider/client relationship.
- Post content respectful of themselves and others (including other students, colleagues, faculty, and staff).
- Assume a much larger group may see their social media posts, as well as comments made on those posts. Know that once something is posted, it is beyond control, as others may screenshot it, forward it, save it, etc.
- Avoid posting distasteful, immature, or offensive content, which may limit or eliminate job prospects, professional references, or other opportunities.
- Avoid identifying themselves in a manner that misrepresents their affiliation with the

University of Utah, the College of Social Work, and/or their practicum agencies. If a post could be misinterpreted as representing the University of Utah, the CSW, and/or one's practicum agency, clarifying language is recommended.

- Maintain the privacy and confidentiality expected in classroom discussions and practicum. Individuals should not post identifiable client information. *Students may face academic action for inappropriate disclosures of confidential information.*
- Avoid posting content that disrupts or materially interferes with University and College of Social Work activities, or that might lead University authorities to reasonably foresee substantial disruption or material interference with University and/or College activities.
- Communicate directly any questions or concerns about BSW Program curriculum, policies, classroom conduct, practicum placements, etc. with College of Social Work faculty, staff, and administration.
- Communicate with the original poster if they see content posted by peers that appears unprofessional. If the behavior significantly violates professional norms and the posting individual does not take appropriate action to resolve the situation, the matter should be reported to the BSW Program Director.

8.8 Additional Resources

- *Social Worker's Guide to Social Media* from the University at Buffalo School of Social Work: <https://socialwork.buffalo.edu/resources/social-media-guide.html>
- "New NASW *Code of Ethics* Standards for the Digital Age" by Frederic G. Reamer, PhD, *Social Work Today*: <https://www.socialworktoday.com/archive/081617.shtml>
- Example of a professional social media policy, "My Private Practice Social Media Policy" by Dr. Keely Kolmes, PsyD: <https://www.drkkolmes.com/docs/socmed.pdf>

8.9 Student Records – University Policy

8.9.1 General

The privacy and confidentiality of all student records shall be preserved as outlined in relevant federal and local laws (i.e., The Family Educational Rights and Privacy Act (20 U.S.C.A. §1232g) and the Government Records Access Management Act (U.C.A. §63-2-101)). University interpretation of the Family Educational Rights and Privacy Act as it pertains to University of Utah students is available from the office of the Vice President for Student Affairs. Students with questions can obtain information regarding their privacy rights/FERPA/student information by visiting <http://registrar.utah.edu/handbook/ferpa.php>.

Official student records shall be maintained only by members of the University staff employed for that purpose. Separate record files may be maintained under the following categories: (i) academic, academic counseling, financial aid, and placement; (ii) disciplinary; (iii) medical, psychiatric, and healthcounseling. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

8.9.2 *Access and Challenge of Accuracy of Records*

Access to the student's official records and files is guaranteed to every student, subject to the limitations set forth in relevant federal and local laws (i.e., The Family Educational Rights and Privacy Act (20 U.S.C.A. § 1232g) and the Government Records Access and Management Act (U.C.A. §63-2-101)). Students with complaints, inquiries, or requests for review of official records are directed to the VicePresident for Student Affairs.

8.9.3 *Matters Prohibited in Official Records*

Except as required by law or governmental regulations or as authorized by written consent of the student involved, official student records will not contain information regarding a student's race, religion, disability, political opinions, social opinions, or membership in any organizations other than honorary and professional organizations directly related to the educational process. Except as required by law or applicable governmental or University regulations, information regarding marital status shall not be included in the official student records of any student who has filed a written objection to the inclusion of that information in their records and has not filed a subsequent written revocation thereof.

8.9.4 *Official Disciplinary Records*

Records of behavioral or academic sanctions imposed by the Student Behavior Committee, by the Academic Appeals Committee, or by any authorized official of the University shall be maintained in the Office of the Dean of Students and the Office of the Registrar. Records of behavioral, academic, or professional misconduct may also be maintained in the official files of a department or program, and by the Senior Vice President for Academic Affairs or Senior Vice President for Health Sciences. No notation of behavioral or academic sanctions shall be entered or made on the student's academic transcripts except in the following circumstances: 1) when the student is suspended from a program or from the University for academic or professional misconduct; 2) when the student is dismissed from a program or from the University for behavioral, academic, or professional misconduct; or 3) when the student's degree or certificate has been revoked. In a case of dismissal, suspension, or revocation, the entry on the transcripts of the student shall merely state: "Dismissed from the University for Behavioral Misconduct" or "Dismissed/Suspended from the [program]/University for Academic/Professional Misconduct" or "Degree/Certificate Revoked for Academic/Professional Misconduct" and the date of such action. Notices of dismissal or revocation shall not be removed from the student's academic transcripts. Notices of suspension shall be entirely removed from the student's academic transcripts after the student is reinstated in the program or at the University. If the student is not reinstated due to their failure to fulfill the conditions of the suspension, the notice shall be removed five years after the suspension is first imposed. (See [Procedure 6-400-Sec.VII # 1 Rev.0.](#))

8.9.5 Confidential Character of Student Records

The University must conform to the requirements of the statutes referred to in Subsection A “General” and Subsection B “Access to and Challenge of Accuracy of Records” forbidding the release of personally identifiable student education records or files, or personal information contained therein, without the written consent of the student. Subject to applicable legal requirements, it is the policy of the University that members of the administration and the instructional staff have access to student records for legitimate purposes such as student advising, administrative planning, and statistical reporting.

Directory information, such as the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, current semester class schedule, and other similar information may be disclosed to an inquirer unless the student specifically withholds permission to do so.

Authorized representatives of federal and state governments may have access to student records to the extent necessary for audit and evaluation of federally supported education programs or of compliance with federal legal requirements relating to such programs, and subject to the limitation that personally identifiable data shall not be disclosed except to the extent specifically authorized by federal law.

The right of access to a student's records without the consent of the student is not extended to the parents of the student unless the student has been established as a “dependent” as defined in Section 152 of the Internal Revenue Code of 1954.

Records created or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in that capacity, which are created, maintained, and used only in connection with treatment of a student are not available for review except by an appropriate professional of the student's choice, or in compliance with an order from a court of competent jurisdiction.

8.9.6 Treatment of Official Records Following Graduation or Withdrawal

Upon graduation or withdrawal from the University, the official records of former students shall continue to be subject to the provisions of [the University Code of Student Rights and Responsibilities](#).

9. General Guidelines

9.1 Student - Faculty Relations: A Guide to Informal Conflict Resolution

The BSW Program promotes informal conflict resolution in order to create opportunities to teach and practice discussing differences.

This approach is based on the following beliefs: 1) differences should be respected and 2) any disagreement between people typically reflects a complex mixture of fact and experience that is nevertheless amenable to arriving at a mutual understanding of the conflict. In addition, social workers benefit from practicing relationship building, which entails creating trust as well as learning to resolve conflict in ways that promote growth. This approach to resolving differences between students and faculty requires an open mind in dealing with conflict, being courageous in taking the risks involved, and appreciating that more than one way is available to define problems and situations.

The goals of informal conflict resolution are to provide 1) a strength-based approach for resolving student instructor differences by utilizing social work professional development values as a guide to action and 2) students and faculty with an educationally sound opportunity to practice social work professional and ethical standards. Specifically, this approach to resolving differences is based on social work values related to the following:

- Giving and receiving feedback,
- Checking perceptions and keeping an open mind,
- Being empathetic, and
- Examining the data from multiple perspectives.

9.2 Pregnancy, Parenting, Family Leave

Students who are expecting to be or become parents during their BSW Program may have some of the following options available to them, such as continuing full-time, moving to a part-time schedule, or taking a leave of absence. Such students are encouraged to meet with their academic advisor as soon as possible to explore their options. Students are responsible for reviewing the following related University policies: <https://oeo.utah.edu/> and <https://regulations.utah.edu/academics/6-400.php>.

Students who are expecting to be or become parents during the BSW Program may apply for a formal [leave of absence](#) for one or two semesters (up to one year). Such students must have completed at least one semester in the BSW Program and be expecting or have a newborn or a newly adopted child.

Students who request a leave of absence should meet with their academic advisor prior to the approval of the leave to plan their modified program of study. Please keep in mind that missing one semester or a year will significantly delay progress in the program and graduation dates. Students should refer to the Leave of Absence policy in this handbook for guidelines regarding

leave (see Section 6.13). Pregnant students and students who are breastfeeding should be aware of resources to support them in the College, such as access the lactation room (Rm 329) to rest or breastfeed. Either the staff in the main office (first floor) or the BSW Program office staff in Suite 331 can open this room as needed. Please see childcare.utah.edu for additional campus resources.

Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective. <https://oeo.utah.edu/>

9.3 Children on Campus

The following policy related to children on campus was adopted by the College of Social Work Council on May 6, 1996. It is intended to apply to regular, daily, or prolonged presence of children in the College of Social Work. The guidelines seek to protect the safety of children in the building during work and school hours, the professional work environment required to conduct university business, and the School's compliance with child care policies of the broader University.

The College of Social Work is an educational and employment setting. Due to our nature and purpose, it is generally not in the child's best interest to be unattended in this environment. No childcare services are available at the College; however, facilities are located on campus, and a variety of public and private agencies are located in the area.

Children are welcome to visit the College when parents/guardians can provide the direct supervision of their children and ensure that others are not disturbed or disrupted. It is inappropriate for a parent/guardian to ask members of the college community—faculty, staff, or students—to assume these responsibilities, unless they are leaving the child(ren) in a college program sanctioned for children.

Children may not attend CSW classes with enrolled students nor be in the classroom during scheduled class times unless they are present for a specific activity in the classroom at the invitation of the instructor. The discussion of topics may not always be appropriate for young children present in the classroom. We acknowledge that emergencies and other situations may occur that are difficult to control. When your children are ill or out of school for another reason, please take the time to make arrangements to have them supervised in an appropriate setting.

9.4 Animals on Campus

Rules for animals on campus are listed below. For more information please review the entire policy here: <https://regulations.utah.edu/administration/3-231.php>

- All animals on campus must be on a leash and under the constant supervision and control of their owner/guardian at all times.

- Except for service animals, no animals are permitted in University buildings or facilities.
- No animal may be left unattended at any time on campus. No animals may be tied or tethered to any University property, including, but not limited to, buildings, railings, bike racks, fire hydrants, fences, signposts, benches, and trees.
- Animals are not permitted in flower gardens/beds or fountains.
- Animals may not disrupt or interfere with University activities, including, but not limited to, teaching, research, service or administrative activities.
- Owners/guardians are responsible for cleaning up after their animals. Owners/guardians are strictly liable for any damage to property or injury to persons caused by their animals.
- Owners/guardians must comply with all state, county, and city laws pertaining to animal control while on campus.

9.5 Violations of Policy

- Any person may contact the University Police dispatch to report a violation of this policy.
- Owners who violate this policy may be given a citation by University Police or Salt Lake City or Salt Lake County animal control officers and/or their animals may be impounded.
- Violation notices will be processed and settled through the offices of Parking and Transportation Services in accordance with the rules governing parking violation notices.
- Violation notice fees must be paid within seven working days. After the seven-day period, additional fees or penalties will be invoked.
- Failure to settle violation notice fees by students may result in registration or transcript holds or referral to the Student Behavior Committee for appropriate disciplinary action.
- Unsettled violation notice fees may be withheld from the paychecks of faculty and staff. Faculty or staff who chronically or flagrantly violate this policy may be referred to the appropriate University committee or administration for disciplinary action.
- Failure to settle violation notice fees by non-University owners/guardians may result in civil or criminal penalties.