

# Student Handbook

## Bachelor of Science in Social Work (BSSW)

Updated May 2021

The mission of the University of Nebraska at Omaha Grace Abbott School of Social Work is to educate students to become highly qualified social workers who serve people of all ages and influence the systems that affect them, to advance knowledge through teaching and research, and to engage with diverse communities to promote socially just societies.



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# Welcome

We're so pleased you've chosen to pursue your Bachelor of Science in Social Work (BSSW) degree with us. With a degree in social work from UNO, you'll be joining thousands of alumni who are making a difference for people and communities across Nebraska, the U.S., and the world! As the faculty and staff at Grace Abbott School of Social Work (GASSW), we look forward to growing with you in gaining social work knowledge and skills, and in positively influencing the world around us.

This student handbook provides you with many resources, tools, and policies needed to successfully navigate the path to graduation and a career in social work. In this handbook, you'll learn about professional behaviors expected of social workers and gain resources to help you be a successful student. This handbook will also help you know who to turn to when you have questions.

We look forward to walking this path with you. Let us know how we can help.

*GASSW Faculty and Staff*



***GASSW is ready to help you reach your goal of getting a BSSW***

Our “door” is always open to students! We love to talk with students about what they’re learning and about how they are being prepared for careers as social workers. Here’s a list of people students can talk with.



## Helpful People and Resources at GASSW and UNO



Interim Director, [Henry D'Souza](#), and Assistant Director, [Ellen Rice](#), are always ready to hear from you.



Graduate Program Committee Chair and MSW Coordinator, [Jeanette Harder](#), works with the BSSW Coordinator to ensure a great academic experience for all students.



BSSW Coordinator, [Peter Szto](#), works to create a successful and supportive environment for all BSSW students. Dr. Szto coordinates with the other professionals on this page to assist our students in reaching their ultimate goal of becoming a social worker! If you have questions or comments about the program or need help or guidance you can always reach out to Dr. Szto.



MSW Recruitment Coordinator and Admissions Chair, [Ciara Warden](#), can talk with students about our MSW program.

***Instructors***

Instructors look forward to talking with students... really! See the course syllabus for how to best contact them. Turn to instructors first for questions about the course, assignments, and grades.



***Academic Advisors***

[Ellen Rice](#) and [Natalie Floreani](#) support students in developing and maintaining a plan of study, navigating campus resources, and connecting educational experiences with current and future goals. Ellen Rice is also the Assistant Interim Director for GASSW.



***Practicum Coordinator***

[Konnie Kirchner](#) helps students setup practicum. She and the other practicum staff look forward to helping students design a practicum that will integrate everything learned in other courses and prepare students for careers as social workers.



***Student Services Administrator***

[Sonia Carbonell](#) provides administrative support to faculty, maintains communication with enrolled and prospective students, and provides support, service, and guidance to students.

In addition, here are two valuable online sources of information:

<i>When you look here...</i>	<i>You'll find things like...</i>
<a href="#">GASSW Website</a>	Contact information for all faculty and staff, student resources, information on practicum, faculty research, professional development opportunities, and service activities.
<a href="#">GASSW Facebook Page</a>	Current happenings in the social work world, and employment openings.

*UNO is also ready to help you be successful as a student.*

UNO has many offices, programs, and people who are ready to help you. Find links to these and many more [here](#).



The [Emergency Operation Plan \(EOP\)](#) provides information on campus safety in regard to active shooters, bomb threats, fire, bad weather, and emergencies.

Additional helpful information: [UNO Student Code of Conduct](#), [UNO Catalog](#), [UNO website](#), and [College of Public Affairs and Community Service \(CPACS\) website](#).

### Services Offered to UNO Students

Academic and Career Development Center (ACDC)

Accessibility Services Center (ASC)

Campus Recreation

Counseling and Psychological Services (CAPS)

Criss Library

Gender and Sexuality Resources Center

Health Services

Job Postings

Military and Veteran Affairs

Multicultural Affairs

Speech Center

Student Involvement

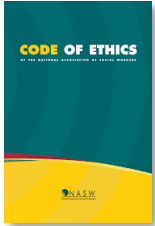
UNO Bookstore

Wellness Center

Writing Center

## Professional Expectations for Social Workers

Successful social work students do well academically while also growing in their professional behaviors. We hope the descriptions below will inspire students to grow holistically in knowledge, skills, and professional behaviors as they become ethical and effective social work professionals.



The [NASW Code of Ethics](#) clearly lays out social workers' responsibilities to clients, to colleagues, in practice settings, as professionals, to the social work profession, and to the broader society. Students are expected to exhibit a strong commitment to the values and goals of social work and to the ethical standards of the profession as specified in the NASW Code of Ethics.

Social workers are expected to demonstrate professional behaviors in all settings, including employment sites, professional meetings, and conferences. Social work students should exhibit professional behavior in courses, practicum placements, and service-learning experiences.

### *Professional Dress*

Your appearance is the first impression you give to others. For this reason, students are expected to dress in a way that is appropriate for the context. While students may choose to dress informally for class, students' appearance should be clean and neat when giving presentations or when guest speakers come to class.

For off campus school-related activities such as field trips, practicums, and service-learning activities, students should dress in a manner that conveys respect for the specific activity. This may range from causal to business professional depending on the event or agency. Expectations for appropriate dress and appearance may be discussed with student advisors, faculty, staff, and practicum agencies.



Tips for Success: More information on appropriate attire can be found on the [UNO Academic and Career Development Center](#) (ACDC) website. The ACDC [Dress for Success](#) program offers resources for students to obtain professional attire either free or for a discount. See the [Prepare for the Fair: How to Dress](#) for specific examples of professional to semi-casual dress.



### ***Attendance and Time Management***

Attending class regularly, being punctual, and actively participating in class all significantly increase learning. Each instructor has their own attendance policies and requirements which will be listed in their syllabus. Please read each syllabus carefully for your instructor's specific policy on attendance.

Tips for Success: Time management is key in the field of social work. Practicing healthy time management skills now will ultimately lead to success both academically as well as in your future career. Reach out to your instructor, advisor, practicum liaison, or the BSSW coordinator for help with time management if needed.

Here is a useful resource on [time management](#).

### ***Communication Skills***

Social workers demonstrate sufficient written and oral skills to both comprehend information and to communicate ideas and feelings to others.

Written communication includes clear writing, correct use of grammar and spelling, and following the [American Psychological Association](#) (APA) standards. Students will be taught relevant written communication skills and are expected to use those skills in assignments and communication with others. Students can find helpful resources on the [GASSW website](#) and can get help through the [UNO Writing Center](#).

Oral communication includes effective verbal and nonverbal communication. Students are expected to express ideas and feelings in a way that demonstrates sensitivity to diversity and a willingness and ability to listen to others. Students may wish to access the services of the [UNO Speech Center](#).

### ***Interpersonal Skills***

Students are expected to demonstrate the interpersonal skills needed to relate effectively with other students, faculty, staff, clients, and professionals in order to fulfill the ethical obligations of the profession. This includes the ability to demonstrate compassion, empathy, altruism, integrity, and dignity and respect for others. Students are expected to take appropriate responsibility for their own actions and consider the impact of their actions on others.

Students are expected to work effectively with others, be it a fellow student, faculty/staff member, or client. Students are expected to advocate for themselves in an appropriate and respectful manner and to use proper channels for conflict resolution. Students are expected to show a willingness to receive and accept feedback and supervision in a positive manner, as well as use feedback to enhance professional judgement.





Tips for Success: A key to being an effective social worker is communicating effectively. This is a skill that we all work on consistently throughout our careers. Assertive communication is one method that helps us communicate with others in a direct but empathetic manner. For more on Assertive Communication [click here](#).

### ***Accommodations Statement***

Students who are experiencing a permanent or temporary disability, whether visible or hidden, are encouraged to contact the [UNO Accessibility Service Center](#) (ASC) to receive accommodations. These accommodations will be communicated to the faculty teaching your courses. Faculty will be familiar with these accommodations and are required to provide them. Students should speak with their faculty member about how their accommodations will be used in each particular class.

### ***Behavioral and Emotional Support***

The field of social work recognizes the importance of self-care and avoiding burnout. It is not uncommon for students and professionals to experience hardships and distress. Seeking out support if personal issues, psychosocial distress, substance use, medication use, or emotional difficulties affect academic performance, professional judgment, or behavior is important. If a student is facing hardship they can feel free to discuss their needs and concerns with faculty/staff, their advisor, or the BSSW coordinator as they feel comfortable. In addition, students are encouraged to make use of the [UNO Counseling and Psychological Services](#).



### ***Self-Awareness***

Students should exhibit knowledge of how their values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. Students are expected to accurately assess their own strengths, limitations, and suitability for professional practice.

Students are expected to show awareness of self and how they are perceived by others and maintain appropriate boundaries with clients, classmates, faculty and staff members, and other professionals. Students must be willing to examine and change behavior when it interferes with effective work with clients, classmates, and other professionals.

Students are expected to explore and understand their personal values and beliefs and differentiate them from professional social work values and ethics. There are times where one's personal values and beliefs may be at conflict with the values and ethics of the profession. If this happens, students are encouraged to seek supervision and consultation. Please refer to the [NASW Code of Ethics](#) for further guidance. Students are always welcome to consult with faculty, staff, and advisors as needed.

## Competency-Based Education

The BSSW program at GASSW has been continuously accredited by the [Council of Social Work Education \(CSWE\)](#) since 1940. In our social work courses, students learn the knowledge, values, skills, and cognitive and affective processes for social work practice. We design our courses and assess students based on the nine competencies provided to us by the CSWE.



### CSWE Competencies

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

## Academic Standards

BSSW students are expected to maintain a GPA of 2.50 or higher.

If a student receives a grade of C- or lower in one social work course, the BSSW Coordinator will call an Action Plan or Student Review meeting to help the student return to good academic standing. The conditions for continuance in the BSSW program will include the student repeating the course and receiving a grade of C or higher. A student receiving a grade of C- or lower in social work courses in two semesters will be recommended to the GASSW Director for dismissal from the BSSW program.

Students must achieve a grade of B or higher in practicum courses (SOWK 4410 and SOWK 4420). The Practicum Coordinator will call an Action Plan or Student Review meeting if a student receives a grade in practicum of B- or lower. For more information regarding the Action Plan or Student Review, see [Review of Student Performance](#) in this handbook.



BSSW students whose GPA falls below a 2.0 are automatically placed on academic probation by UNO. Students will be “continued on probation” when their cumulative GPA is below 2.0, even if their semester GPA is above a 2.0. This will continue to occur until the student’s cumulative GPA is above a 2.0. Students on academic probation are not allowed to enroll in any courses on a pass/fail or credit/no credit basis.

The College of Public Affairs and Community Service (CPACS) places students on suspension at the end of the spring semester if their cumulative GPA is below a 2.0. Suspension is enforced for 1 year, during which time the suspended student is unable to enroll in credit courses at UNO. Students will receive a detailed letter from the GASSW outlining the terms of their suspension and instructions regarding an appeal process.



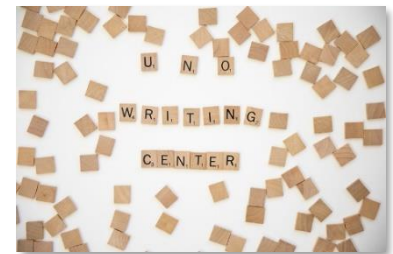
### ***Academic Integrity***

Social work professionals and students must give credit where credit is due in all written and verbal communications. The [NASW Code of Ethics](#) places a high value on integrity.

The [Publication Manual of the APA](#) (2020) encourages the use of paraphrasing to summarize and synthesize information from one or more sources. APA format requires the use of a citation and corresponding reference item when paraphrasing and when reproducing words verbatim (a direct quote). In addition to a citation, quotation marks should be used when using words verbatim (a direct quote) from a source.

Students are encouraged to utilize available resources to ensure the academic integrity of their writing. Students can find helpful resources on the [GASSW website](#) and can get help through the [UNO Writing Center](#).

The [UNO Academic Integrity Policy](#) defines plagiarism as, “Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting ... academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.” Violations of the policy on Academic Integrity include, but are not limited to, the following: cheating, fabrication and falsification, plagiarism, abuse of academic materials and/or equipment, complicity in academic dishonesty, falsifying grade reports, and/or misrepresentation to avoid academic work.



Consequences for plagiarism are up to the discretion of the instructor; which may include, rewriting all or part of a paper, earning a grade of F for the course. The student may also be referred to the [Office of Student Conduct and Community Standards](#) for further review and consideration of other consequences. The instructor may consult with the Program Committee Chair and may call an Action Plan or Student Review meeting.

More information about these areas and the procedures addressing academic integrity is available from the UNO [Office of Academic Affairs](#) (EAB 202 | 402.554.2262).

### ***Academic Advisement***

All BSSW students are required to meet with their Academic Advisor at least once each fall and spring semester prior to enrollment. Academic Advisors support students in developing and maintaining a plan of study, navigating campus resources, and connecting educational experiences with current and future goals. Students are ultimately responsible for managing their own plan of study and professional relationship with their Academic Advisor.

*UNO's Academic and Career Development Center (ACDC) offers some great [Tools for Academic Success](#).*

## **Academic Behaviors and Grades**

### ***Attendance and Tardies***

Students are expected to arrive on time for class and to attend every class session. Chronic tardiness and absences impede students' learning and is disrespectful to peers and instructors. Any incidents of absence, tardiness, or leaving early may impact the student's grade, per the course syllabus. Similarly, students in remote or online courses are expected to access content provided by the instructor and to actively participate in the course to maximize learning.



As a professional program, excessive absences (25% or more of the course) will not be tolerated. Consequences for excessive absences are up to the discretion of the instructor and may include the student earning a grade of F for the course. Students should contact the instructor and their Academic Advisor if they experience any significant barriers to class attendance and participation. The instructor may also

contact the student's Academic Advisor and the BSSW Coordinator if attendance and participation impede the learning of the student or other students in order to find resolution.

### ***Name and Preferred Gender Pronouns***

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to instructors with the student's name as provided to the University. The instructor will gladly honor a student's request to be addressed by their name and gender pronouns regardless of what is listed on the class roster. Please advise the instructor of this request at your convenience so that instructor records may be changed appropriately.



### ***Technology Use, Requirements, and Support***

Students are welcome to use cell phones, mobile devices, and/or laptops in class provided they are used for academic purposes such as note taking, accessing course materials, or researching course concepts and their use does not disrupt fellow classmates. Devices should be silenced. A student who receives a phone call or text should step outside the classroom to respond. Do not take pictures or videos during class without explicit permission of others, including the instructor. Please note that each instructor may have their own specific policy on technology use. Please see the syllabus for individual policies.



Students are expected to have access to a computer as writing assignments will generally need to be typed and not handwritten. [Computer labs and kiosks](#) are available on the UNO campus. Computers and media equipment are also available through the [UNO Criss Library](#).

Technical support for common university systems, including Canvas and email, is available from [Information Technology Services](#). Technical support is available face-to-face, by email, and by phone.

### ***Incomplete Grades***

Source: <https://www.unomaha.edu/registrar/students/grading-grades/incompletes.php>

To receive an “incomplete,” students must contact their professor prior to the end of the semester, request a grade of incomplete, and make arrangements to complete the work. The rules which govern the issuance of the incomplete are as follows:

The grade “I” (Incomplete) is used by an instructor at the end of a semester or summer session to designate incomplete registered credit coursework, by a student due to illness, military service, hardship, or death in the immediate family.

Incompletes will only be given if the student has already substantially completed the major requirements of the course. Instructors must judge each situation as to whether an “I” is appropriate.

The instructor will also indicate by a departmental record, with a copy to the student, how the incomplete is to be removed, and if the instructor is at the University at the time of removal, supervise the makeup work and report the permanent grade.

#### **Removal of an Incomplete**

A student shall have no longer than the end of the next regular semester following receipt of the “I” to remove the incomplete. After that time, the ‘I’ will automatically become a “W,” or such other grade specified by the instructor depending on the amount and quality of the course work previously completed.

Exceptions to this rule will be permitted if initiated by the student and approved by the instructor, department chairperson and dean, and will be made only in response to circumstances over which the student has no control, and these must be detailed.

In registering for courses, students receiving one or more “I” grades from the previous semester should take into account the time needed to complete the required work and plan their schedules accordingly.

A student should contact their instructor prior to the end of the semester, request an Incomplete grade, and make arrangements to complete the work. Students must have completed 50% or more of the course with an overall grade of B or above in order to receive an Incomplete grade. The assignment of an Incomplete grade is determined by the instructor. Incomplete work should not extend beyond the next semester (excluding summer semesters). A student who has more than three unresolved Incompletes may not enroll in any new courses.



### ***Grade Appeals***

Students who wish to appeal a grade they feel was capriciously or arbitrarily given shall first discuss the matter with the instructor within 7 days of the final course grade posting. If the matter is not resolved with the instructor, then the student may meet with the BSSW Program Coordinator to explore other options within 14 days after receiving the instructor’s final decision on their grade. If a satisfactory agreement cannot be reached, the student may appeal in writing, within 14 days of the BSSW Coordinators decision, to the GASSW Director who will explore all options and take appropriate action. If a satisfactory agreement cannot be reached, the student may then submit a written appeal to the CPACS Office of the Dean within 20 working days of the exhaustion of departmental procedures.

### ***Time Limit for the BSSW Degree***

Students are required to complete the BSSW degree in 4 years, beginning with the semester after their admission to the BSSW program. In special situations, a student may request an exception to the time limit from the Director of the GASSW.



### *Withdrawal from a Course or from the Program*

To withdraw from a course, the student should meet with their Academic Advisor, file an official withdrawal in accordance with UNO procedure, and notify their course instructor as early as possible. The student should refer to the [UNO academic calendar](#) for withdrawal dates and refund schedules.



### *Grievances Regarding Instructors or Staff*

A student should first initiate a meeting with an instructor if they have a grievance regarding classroom management or an academic issue. If the meeting does not yield a satisfactory resolution, the student should talk with their Academic Advisor or the BSSW Coordinator to explore options for a resolution.

## Review of Student Performance

More than anything, we want students to be successful and to be prepared to launch their careers as social workers. For a wide variety of reasons, students sometimes encounter challenges that inhibit their learning, and they need some outside help to keep moving them forward in their education. **As students recognize what they need to be successful, we encourage them to take the initiative to reach out to instructors, Academic Advisors, the BSSW Coordinator, or any other people or programs in GASSW and at UNO for help.**

Faculty and staff will share pertinent information with each other for the purpose of identifying student issues and to enhance problem-solving. Faculty and staff will share information disclosed during student meetings with campus security, law enforcement, or other professionals should the safety of the student or others be at risk.



### *Student Progress Reviews*

The BSSW Coordinator facilitates a student progress review each fall and spring semester. During this review, instructors identify students who are experiencing academic problems and work proactively with the student to find solutions. If the problem is not resolved, an Academic Advisor or the BSSW Coordinator may initiate an Action Plan Meeting or Student Review Meeting to discuss the situation and generate ideas for resolving the problem.

### *Student Action Plans*

A student, instructor, BSSW Coordinator, Academic Advisor, or other GASSW staff may initiate an Action Plan meeting when a student is not making satisfactory academic progress or is struggling with professional behaviors.

In consultation with the student, this meeting may include any combination of the following people: student, instructor, BSSW Coordinator, Academic Advisor, or other GASSW staff. This meeting will be documented with a brief description of the situation and laying out an action plan for remedying the situation. This documentation can be written by the student, or by the instructor or staff member, and a copy will be shared with the BSSW Coordinator and retained in the students' academic file at GASSW.

### ***Student Review Meetings***

When the above procedures do not bring resolution to the problem, or the students' academic performance or professional behavior is more serious, the BSSW Coordinator may call a more formal Student Review Meeting.



The Student Review Meeting is designed to provide support to the student, facilitate communication and problem-solving, and keep or return the student to good academic standing.

Individuals in a Student Review Meeting include:

- The BSSW Coordinator (chair)
- The student
- The student's Academic Advisor
- The individual with a concern (an instructor or staff member)
- Two faculty members
- The student may choose to bring a person for support (this person is there to support the student but is not an active participant in the meeting).

### ***Procedures before the Student Review Meeting***

The BSSW Coordinator will select the two faculty members to be included in the meeting, and will schedule the Student Review Meeting as soon as possible depending on participants' availability. The BSSW Coordinator will notify the student via UNO email and/or phone of the day, time, and location of the Student Review Meeting. Whenever possible, the meeting will be held in person in a conference room in the CPACS building. If needed, the meeting will be held by Zoom or other similar video technology. The student is encouraged to contact their Academic Advisor or BSSW Coordinator with any concerns or questions about the Student Review Meeting.



### *Meeting Procedures*

The BSSW Coordinator audio records the presentation of concerns, discussion, and recommendations during the Student Review Meeting. No other recordings of the meeting are permitted.



The Student Review Meeting is facilitated by the BSSW Coordinator and adheres to the following format:

1. The BSSW Coordinator makes introductions, clarifies roles and procedures, and reviews the meeting agenda. (During the meeting, the BSSW Coordinator may use their discretion to excuse any individuals from the room.)
2. The BSSW Coordinator invites the student to describe the situation and to make their own recommendations.
3. The individual with a concern describes their concerns, along with students' strengths and suggests ways to remedy the situation.
4. After the student and individual with a concern have both shared their perspectives on the situation, the BSSW Coordinator and other faculty members may ask questions of clarification. The Academic Advisor may also offer further comments or recommendations. (Formal rules of evidence shall not be applicable. The student may be accompanied by counsel at his/her own expense. The accompanying counsel may provide advice to the student, but may not address the committee without permission of the BSSW Coordinator.)
5. The student (and any accompanying individuals) and their Academic Advisor are excused from the meeting and the audio recording is stopped. The remaining individuals then deliberate and come to a decision on any of the following next steps:
  - a. The student continues in the BSSW program with no conditions. In this situation, the concern has been addressed and no further action by the student or program is required.
  - b. The student continues in the program with formal, specific conditions which may include any combination of the following: academic probation, participation in university resources, frequent meetings with their Academic Advisor, a reduced course load, delayed entry to practicum, repeating a course, or other conditions as determined by the BSSW Coordinator and faculty members.
  - c. The student is required to take a leave of absence from BSSW coursework with certain conditions to be met before being allowed to return. (This leave of absence will have a time limit; if exceeded, the student would need to re-apply to the program with evidence of remediation in order to continue.)
  - d. The panel recommends to the GASSW Director that the student be dismissed from the BSSW program.

The decision is documented on a Student Review Meeting form, which includes the concerns identified, student strengths, and if applicable, actions to be taken and when.

6. The student and their Academic Advisor are welcomed back into the meeting, and the BSSW Coordinator shares the decision. (If needed, this decision may be deferred until more information is gathered. In this case, the BSSW Coordinator will communicate the decision to the student through UNO email or a phone call within 2 weeks of the meeting.)
7. All individuals in the meeting, including the student, are invited to sign the Student Review Meeting form. (The Student Review Meeting form will be implemented even if the student does not sign it.)



#### *Procedures after the Student Review Meeting*

The Graduate Program Committee Chair 1) Emails the completed Student Review Meeting form to all individuals in the meeting and to the Student Services Administrator; 2) Communicates the Student Review results to UNO Graduate Studies, if needed; and 3) monitors the accomplishment of the plan, as listed in the form. The Student Services Administrator places a copy of the completed form in the student's academic file.

If the student declines to participate in the Student Review Meeting, the other individuals in the meeting will make the decision based on available information. GASSW will store the Student Review Meeting form and audio file for 6 years, per the University of Nebraska Board of Regents Student Records policy.

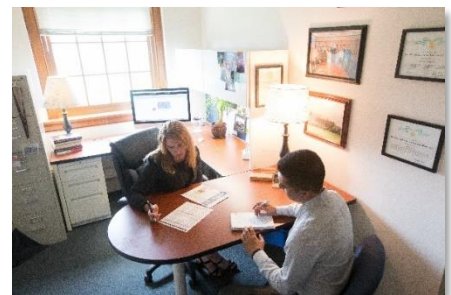
### Reinstatement and Reapplication Procedures

If a student is dismissed from the BSSW program, the student may request a reinstatement hearing.

To request a reinstatement hearing, a student must submit a written request to the GASSW Director that provides a clear rationale for the request. If the request is granted, the Director will ask the BSSW Coordinator to convene a reinstatement meeting. The meeting members, and procedures before, during, and after the meeting will be very similar to the Student Review Meeting.

The reinstatement panel will decide if a student's request for reinstatement is granted using the following criteria:

1. The student's problematic behavior has been adequately addressed;
2. The student had an adequate GPA prior to the situation that led to the dismissal; and
3. If reinstated, the student commits to adhere to the GASSW Student Handbook and the NASW Code of Ethics.



The reinstatement panel may decide to recommend reinstatement with or without conditions. The BSSW Coordinator forwards the recommendation to the GASSW Director for approval. If the Director approves the recommendation, the Director will inform the BSSW Coordinator and Academic Advisor.

The decision at the Reinstatement Hearing, including conditions, if reinstated, will be provided to the Student Services Administrator who will distribute electronic copies to all panel members and the student. Decisions at the Reinstatement Hearing are final and cannot be appealed within the GASSW.

A student who is denied a hearing or not reinstated may re-apply to the program after a 2-year waiting period. When re-applying, the student will need to submit all materials and meet all deadlines as a new applicant. The student can expect to submit evidence that whatever impeded academic success earlier has been resolved. The decision to accept a student who has been previously dismissed is made by the GASSW Admissions Committee in consultation with the Director and the BSSW Coordinator. This decision cannot be appealed.

## Helpful UNO Resources in Challenging Times

**Counseling and Psychological Services:** Provides free time limited therapeutic services to students in need. This is free and confidential and serves as an excellent source of emotional support to students.

**Office of Multicultural Affairs:** Collaborates with UNO and the greater Omaha community to share understanding and knowledge, cultivate meaningful relationships, and develop an appreciation for all perspectives.

**Gender and Sexuality Resource Center:** The mission of the Gender and Sexuality Resource Center is to foster and promote equity, access, and inclusion for all genders and sexualities through education, resources, advocacy, and activism.

**Behavioral Review Team:** Serves as the coordinating hub of a network of existing resources and focuses on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors.

**Bias/Hate Incident Report Form:** Gathers information about non-emergency bias incidents and supports those who have become or witnessed someone because a target of an act of bias.

**Ombudsperson:** Assists students with informal conflict resolution and problem-solving, navigating difficult situations, and advocacy for fair processes and fair treatment.

**University Judicial Officer:** UNO employee responsible for investigating charges, determining facts, and making recommendations regarding disciplinary procedures for students accused of violating the **UNO Student Code of Conduct**.

