



COLLEGE OF PUBLIC AFFAIRS AND COMMUNITY SERVICE

GRACE ABBOTT SCHOOL OF SOCIAL WORK

Academic Policies and Standards

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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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Preface

The University of Nebraska at Omaha (UNO) Grace Abbott School of Social Work (GASSW) Academic Policies and Standards (APS) is updated and released each academic year. This document is made available online and delineates information necessary for the successful pursuit of the undergraduate and graduate social work degrees offered at UNO. All social work students are expected to read the APS and the National Association of Social Workers (NASW) Code of Ethics.

Upon admission, students will be asked to sign an acknowledgement that they have read the APS, are aware of the contents, and will abide by them. The signed form will be kept in each student's file.

The curriculum requirements and policies outlined in this document apply to all current and prospective social work students admitted after the fall 2011 semester. The APS is subject to revision. All students should use the UNO undergraduate and graduate catalogs as a reference for relevant information. (<https://www.unomaha.edu/registrar/catalog.php>)

GASSW faculty, advisors, and staff can assist students with the APS.

Academic Policies and Standards

Contents

Standards of Social Work Education.....3

Academic Integrity Policy.....6

BSSW Academic Policies.....7

 BSSW Academic Standards

 Probation and Suspension Policies

 Withdrawal

 Grievances Regarding Faculty or Instructors

 Grade Appeals.....8

 Attendance/Tardiness

 Academic Advisement

 Time Limit for BSSW Degree

MSW Academic Policies.....9

 MSW Academic Standards

 Student Responsibilities

 Course Load for Graduate Students

 Leave of Absence.....10

 Deficiency Courses

 Waiver of Foundation-Level and Deficiency Courses

 Transfer of Credit.....11

 Outside Courses

 Academic Advisement

 Comprehensive Examination

 Withdrawal.....12

 Grievances Regarding Faculty or Instructors

 Grade Appeals

 Attendance/Tardiness

Policies and Procedures for Review of Performance.....13

 Student Progress Review

 Level 1 Student Review

 Level 2 Student Review

 Level 3 Student Review.....14

 Reinstatement and Reapplication Procedures

Appendix A: Level 2 Student Review Procedures.....15

Appendix B: Level 3 Student Review Procedures.....17

Appendix C: Glossary of Terms.....19

Standards for Social Work Education

The GASSW has different expectations of students than non-professional programs because of the nature of professional social work practice. Becoming a professional is a gradual process and not all criteria are expected to be met immediately. The ultimate goal of these standards is to help students have a successful experience at the GASSW and to become ethical and effective social work professionals.

The GASSW defines academic performance as inclusive of scholastic achievement and professional behavior. Meeting the criteria for scholastic achievement is necessary but not sufficient to ensure continued enrollment in the BSSW and MSW programs. Both professional behavior and scholastic performance comprise the GASSW standards for social work education.

Communication Skills

Students are expected to demonstrate sufficient written and oral skills to comprehend information and communicate ideas and feelings.

Written communication includes clear writing, correct use of grammar and spelling, and application of appropriate writing styles in line with American Psychological Association (APA) standards. Students are expected to demonstrate sufficient skills in written American Standard English (ASE) to understand content presented in the program and to adequately complete all written assignments and professional documentation as specified by faculty.

Oral communication includes effective communication and sensitivity towards other students, faculty, staff, clients, and professionals. Students are expected to express ideas and feelings in a way that demonstrates a willingness and ability to listen to others. Students are expected to demonstrate sufficient skills in spoken ASE to understand content presented in the program, adequately complete all assignments, and meet the objectives of field placement experiences as specified by faculty.

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 appropriately integrate constructive feedback from others.

Cognitive Skills

Students are expected to exhibit sufficient knowledge of social work in both the classroom and field placements. Students are expected to demonstrate grounding in relevant social, behavioral, and biological knowledge and research. Students are expected to exhibit an ability to conceptualize, integrate, think critically, and apply knowledge to professional practice.

Physical Skills

Students are expected to exhibit sufficient sensory-motor skills and participate in class and field placement, with or without accommodations through the Office of Accessibility Services.

Stress Management

Students are expected to demonstrate an ability to recognize and deal with life stressors using appropriate coping mechanisms. Students should aim to handle stress effectively using appropriate self-care, campus resources, and supportive relationships with colleagues, peers, and others.

Behavioral and Emotional Capacities

Students are expected to use sound judgment. Students are expected to seek and effectively use help for medical or emotional issues that might interfere with scholastic and professional performance. Students are expected to seek out support if personal issues, psychosocial distress, substance abuse, medication use, or other emotional difficulties affect scholastic performance, professional judgment or behavior.

Professional Commitment

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.

Professional Behavior

Students are expected to exhibit behaviors that are in accord with GASSW and UNO policies, the NASW Code of Ethics, and social mores while in the classroom and field placement. Students are expected to act and dress in a way that reflects a professional manner appropriate to the context. Students are expected to show responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending and participating in class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate alternative arrangements, initiating or maintaining communication, and accepting supervision and criticism in a positive manner.

Students are expected to work effectively with others, regardless of level of authority. Students are expected to advocate for themselves in an appropriate and responsible 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.

Self-Awareness

Students are expected to exhibit knowledge of how one's 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 one is perceived by others and maintain appropriate boundaries with clients, classmates, faculty 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 participate effectively in classroom and field assignments designed to promote self-awareness.

Ethical Obligations

Students are expected to demonstrate behavior and classroom performance reflective of ethical expectations and obligations of professional practice, as outlined in the NASW Code of Ethics. This includes, but is not limited to, behavior at field placement and employment sites, professional meetings and conferences, in public, and through social media.

Academic Integrity Policy

The UNO Academic Integrity Policy defines plagiarism as, “presenting the work of another as one’s own (i.e. without proper acknowledgement 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.”

Failure to cite sources appropriately is plagiarism, a serious academic offense, the consequences of which may include expulsion from the university. Plagiarized work will not be tolerated. Consequences for plagiarism are up to the discretion of the instructor; which may include, rewriting all or part of a paper, or earning a grade of F for the course. The instructor may consult with the Program Committee Chair regarding consequences. In addition, a Level 1, 2, or 3 Student Review may be held should a student be found in violation of the school’s academic integrity policy. Formal resources to help clarify disputes are the Publication Manual of the APA (2010), the Purdue University online writing lab (OWL), and the UNO Writing Center.

The GASSW views plagiarism as a very serious offense. The NASW Code of Ethics places a high value on integrity and the importance of behaving in a trustworthy manner. Additionally, the *Publication Manual of the APA* (2010) states, “Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author, you need to credit the source in the text” (p. 15).

In addition to the *Publication Manual of the APA* (2010), Purdue University offers an online writing lab (OWL) (<https://owl.english.purdue.edu/owl>) with extensive information regarding APA formatting and academic integrity. Moreover, GASSW offers a *Guide to Basics of APA Style* and other APA resources under “student resources” on its website. Students are encouraged to reference these and other resources to ensure the academic integrity of their writing.

BSSW Academic Policies

BSSW Academic Standards

If a student receives a grade of C- or lower in one social work course, he/she will receive a Level 2 or Level 3 Review. The conditions for continuance in the BSSW program will include the student repeating the course and receiving a grade of C or higher.

Students must achieve a grade of B or higher in practicum courses (SOWK 4410 and SOWK 4420). If a student receives a grade in practicum of B- or lower, he/she will receive a Level 2 or Level 3 Student Review. A student receiving a grade of C- or lower in two social work courses will be recommended to the Director of the GASSW for dismissal from the BSSW program.

Probation and Suspension Policies

Undergraduate 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 one 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.

Withdrawal from a Course or from the Program

To withdraw from a course, the student should meet with their academic advisor immediately and file an official withdrawal in accordance with UNO procedure and notify their course instructor as early as possible. The student should refer to the university’s academic policies for information regarding withdrawal dates and refund schedules. Any student wishing to withdraw from the program should meet with their academic advisor and submit a letter stating their intention to withdraw to the Director of the GASSW. Failure to follow this procedure may result in denial of readmission to the school.

Grievances Regarding Faculty or Instructors

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

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 30 days of the final course grade posting. If the matter is not resolved with the instructor, then the student may meet with the GASSW Director to explore other options. If a satisfactory agreement cannot be reached, the student may appeal in writing to the GASSW Program Committee Chair 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 Office of the Dean within 20 working days of the exhaustion of departmental procedures.

Attendance/Tardiness

Students are expected to be on time for class and to attend every class session. In order to aid students in the transition from student to professional social worker, tardiness and absences will not be tolerated. Chronic tardiness and absences not only impede the student's learning, but are also disruptive of the learning process and disrespectful to peers and instructors. Therefore, any incidents of absence, tardiness, or leaving early may impact the student's grade, per course syllabus.

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. The instructor may consult with the Program Committee Chair regarding consequences for the student which may include a Level 1, 2, or 3 Student Review

Academic Advisement

All pre-social work and BSSW students are required to meet face-to-face with the BSSW Academic Advisor at least once each fall and spring semester prior to enrollment. Students are ultimately responsible for managing their own plan of study and professional relationship with their advisor.

Time Limit for the BSSW Degree

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

MSW Academic Policies

MSW Academic Standards

A student must maintain a cumulative GPA of 3.0 or higher in all graduate work taken as part of the MSW program, including courses taken for a certificate. A student whose cumulative GPA drops below a 3.0 or who receives a grade of C+ or below in 9 credit hours will be considered in academic difficulty and will receive a Level 2 or Level 3 Student Review.

A student must receive a grade of B or higher in practicum courses (SOWK 8160, SOWK 8170, SOWK 8400, SOWK 8410, and SOWK 8420). If a student receives a grade in practicum that is a B- or lower, they will receive a Level 2 or Level 3 Student Review.

If a student is on academic probation and receives a grade of a B- or lower, the GASSW will recommend to the Office of Graduate Studies that the student be dismissed from the program. A student who receives a grade of C- or below in any graduate work taken as part of the MSW program, including courses taken for a certificate, will be automatically dismissed from the program by the Office of Graduate Studies. The student must withdraw from all classes in accordance with UNO standards to maintain eligibility for reinstatement or re-application to the program.

Student Responsibilities

Students must be aware of the “Quality of Work Standards” of the Office of Graduate Studies, as well as additional criteria of satisfactory performance in their respective department/program. It is the student’s responsibility to know when their previous coursework has failed to meet these standards. Students who are attending classes are still subject to dismissal if the GASSW recommends that action based on review of the student’s previous performance.

Course Load for Graduate Students

A part-time course load is 6 credit hours; a full-time course load is 9-12 credit hours. Graduate students are required to be enrolled in at least 6 credit hours for each of the fall and spring semesters, including courses taken to remedy an undergraduate deficiency.

Any student who wishes to take less than 6 credit hours or more than 12 credit hours in a semester must first discuss this with their academic advisor. If the student’s academic advisor approves, the student must submit a written request to the Director of the GASSW prior to enrolling for the semester or prior to dropping a course which would drop the student below 6 credit hours.

Leave of Absence

The GASSW allows a student a leave of absence for one semester. If a student wishes to take a leave of absence for more than one semester, the student must submit a written request to the Director of the GASSW for review and approval. If a longer leave of absence is required, the student may be asked to withdraw from the program and re-apply at a later time.

Deficiency Courses

Based on an applicant's transcripts, the GASSW Admissions Committee may deem an applicant/student needs to take one or more undergraduate deficiency courses. A 3 credit hour human biology course must be completed prior to taking SOWK 8070 Human Behavior and the Social Environment I. A 3 credit hour statistics course and a 3 credit hour research course must be completed prior to taking SOWK 8190 Research and Computer Applications.

Waiver of Foundation-Level and Deficiency Courses

Courses may be waived in the following ways:

1. **Completion of equivalent coursework.** In consultation with their academic advisor, a student may apply for waiver of a foundation-level course by demonstrating that they have already completed an equivalent course within an accredited BSSW or MSW program in accordance with the Council on Social Work Education's (CSWE) standards. After admission, it is the student's responsibility to make such requests to the MSW Coordinator and submit supporting documentation. The MSW Coordinator will make the final decision. The decision cannot be appealed.
2. **Waiver by examination.** A qualified student may waive SOWK 8070 Human Behavior and the Social Environment I, SOWK 8080 Human Behavior and the Social Environment 2, SOWK 8090 Social Welfare Policy, and/or the undergraduate Research Methods deficiency by taking a waiver exam(s). Once admitted, a student may request permission from the MSW Coordinator to take a waiver exam(s). A student must clearly show qualification to take the exam(s) through provision of information pertaining to similar courses completed. If granted, waiver exams will be scheduled at the student's request. Each waiver exam may be attempted only once and the student must receive a score of 84% or higher in order to earn the waiver. Academic credit for life and/or previous work experience will not be given, in whole or in part, in lieu of the field placement or coursework.

Transfer of Credit

Students transferring to the GASSW must apply to the Admissions Committee during the relevant application window. Upon acceptance and review of course transcripts by the Admissions Committee, transfer courses will be accepted in accordance with the Office of Graduate Studies and CSWE policies. If graduate coursework is relevant to social work and has been taken within CPACS, students do not need to submit a written request for course transfer.

Outside Courses

Courses taken outside of the GASSW will be approved on a case-by-case basis in the context of a student's career goals and plan of study. Acceptance is most common in the elective areas, and rarely in the social work practice areas. Advanced Practicum must always occur within the GASSW. After consulting with their academic advisor and prior to enrolling in the course, the student must submit a written request to the Program Committee Chair for approval from the Program Committee. The Program Committee Chair will communicate the Program Committee's decision to the student and the Office of Graduate Studies.

Academic Advisement

All students will be assigned to the MSW Academic Advisor. Students are expected to meet face-to-face with the MSW Academic Advisor at least once each fall and spring semester prior to enrollment. Students are ultimately responsible for managing their own plan of study and professional relationship with their advisor.

Comprehensive Examination

In compliance with the Office of Graduate Studies, all MSW candidates (including those completing a thesis) are required to pass a comprehensive exam. The comprehensive exam is offered twice each year during the fall and spring semesters. Students are eligible to take the exam when they have fewer than 9 social work credit hours remaining in the MSW program. Students are not advised to take the comprehensive exam if they have not yet begun their Advanced Practicum. Students who have accommodations through the Office of Accessibility Services may make arrangements with the MSW Coordinator for the comprehensive exam.

Students are notified of their written exam results approximately 10 business days after taking the exam. Students must complete 80% of the exam to qualify for grading. Students who pass the written exam with a score of 80% or higher are notified via email. Students who receive a score of 60%-79% on the written exam are eligible for an oral comprehensive examination that same semester. Students may take the written exam a maximum of three times. There is no appeal process available for a student who fails the comprehensive exam three times.

Withdrawing from the Program

Students must submit written notification of withdrawal from the MSW program to the Director of the GASSW. It is the student's responsibility to officially withdraw from courses, in accordance with UNO procedure, and notify their instructors as early as possible. Failure to follow this procedure may result in denial of re-admission to the school.

Grievances Regarding Faculty or Instructors

A student should first initiate a meeting with an instructor they might have a grievance with regarding classroom management or an academic issue. If the meeting does not yield a satisfactory resolution, the student should arrange a conference with the MSW Program Coordinator to explore options for a resolution.

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 30 days of the final course grade posting. If the matter is not resolved with the instructor, then the student must meet with the GASSW Director to explore other options. . If a satisfactory agreement cannot be reached, the student may appeal in writing to the GASSW Program Committee Chair 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 Office of the Dean within 20 working days of the exhaustion of departmental procedures.

Attendance/Tardiness

Students are expected to be on time for class and to attend every class session. In order to aid students in the transition from student to professional social worker, tardiness and absences will not be tolerated. Chronic tardiness and absences not only impede the student's learning, but are also disruptive of the learning process and disrespectful to peers. Therefore, any incidents of absence, tardiness, or leaving early may impact the student's grade, per course syllabus.

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. The instructor may consult with the Program Committee Chair regarding consequences for the student which may include a Level 1, 2, or 3 Student Review.

Policies and Procedures for Review of Performance

Student Progress Reviews

The Program Committee Chair facilitates a student progress review each fall and spring semester. At these reviews, faculty members identify potential academic problems with students and explore recommendations. Recommendations may include a Level 1, 2, or 3 Review or a student meeting with their academic advisor.

Level Review Process

When academic or professional performance concerns arise, the GASSW utilizes three levels of review to evaluate a student's performance. Reviews may be called as a result of Student Progress Review recommendations, expressed instructor or staff concerns, or course grades. A level review is designed to assist a student deal with identified concerns or when the student is not meeting program or university standards.

Information disclosed during student meetings with faculty, program coordinators, committee chairs, or school administrators are shared as appropriate if the information raises concerns involving professional performance, i.e., shared with campus security, law enforcement, or other professionals should the safety of the student or others are at risk. Faculty and/or program coordinators will share pertinent information with each other for the purpose of identifying student issues to enhance problem-solving.

Level 1 Student Review

A Level 1 Review is a documented conversation between the student and a faculty or staff member about the student's academic or professional performance. The faculty or staff member with the concern will complete a Level 1 Review form and provide the original form to the Student Services Coordinator, who will distribute copies to the student, appropriate program coordinator, and the student's academic advisor. In many instances, a Level 1 Review resolves the concern(s) and does not lead to further reviews pursuant to this section. Multiple Level 1 Reviews may occur for the same student if a new and distinct issue arises.

Level 2 Student Review

A Level 2 Review includes a face-to-face meeting, resulting in a written plan with specific conditions, but not dismissal from the program. Level 2 Reviews can result when concerns are not resolved with a Level 1 Review, or when concerns are serious enough to warrant a Level 2 Review. Level 2 Review procedures are located in Appendix A.

Level 3 Student Review

A Level 3 Review is called when a concern has not been resolved in prior reviews, a problematic pattern is identified with a student, or when issues are egregious to require formal consultation with other faculty and the student. The Level 3 Review is the last decision-making step in the review process at the GASSW. Level 3 Review procedures are located in Appendix B.

Reinstatement and Reapplication Procedures

If a student is dismissed from the BSSW or MSW program, the student may request a reinstatement hearing. To request a reinstatement hearing, a student must submit a written request to the Director of the GASSW that provides a clear rationale for the request. If the request is granted, the Program Chair will convene a reinstatement panel. The reinstatement panel will be comprised of a chair (usually the MSW or BSSW Coordinator), the BSSW or MSW Academic Advisor, the faculty or staff member with the concern that resulted in the dismissal, and two additional faculty members.

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.
3. If reinstated, the student commits to adhere to the APS and the NASW Code of Ethics.

The hearing will be facilitated by the Panel Chair and will be audio recorded. No other recordings of the reinstatement hearing are permitted. The reinstatement panel may decide to recommend reinstatement with or without conditions. The Program Committee Chair forwards the recommendation to the Director for approval. If the Director approves the recommendation, for MSW students the Program Chair will inform the Office of Graduate Studies for final approval and action, and for BSSW students the BSSW Coordinator and Advisor are informed.

The decision at the Reinstatement Hearing, including conditions, if reinstated, will be provided to the Student Services Coordinator 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 two-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 Program Committee Chair. This decision cannot be appealed.

Appendix A

Level 2 Student Review Procedures

Panel Members

- Panel Chair: program coordinator (BSSW, MSW)
- Academic Advisor (BSSW or MSW)
- Faculty or staff member with a concern
- Student

Procedures before the Level 2 Student Review

In consultation with the program coordinator, the Program Committee Chair will appoint the panel members, schedule the level review, and collect relevant information for the meeting. The level review will be scheduled as soon as possible depending on participants' availability. If any members of the panel could potentially play multiple roles on the panel, the Program Committee Chair will make alternate appointments. The Program Committee Chair will notify the student via UNO email and/or phone of the Level 2 Review. The student is encouraged to contact the Program Committee Chair and Academic Advisor with any concerns or questions about the Level 2 Review.

Meeting Procedures

The meeting is facilitated by the Panel Chair. The Panel Chair has the discretion to ask any panel member or the student to temporarily step out of the meeting at any time if sensitive information justifies this action. During the meeting, the panel will develop a written plan with student input to address the concerns. The written plan will include documentation of the concerns identified, student strengths, and if applicable, actions to be taken and when. A student cannot be dismissed from the program as a result of a Level 2 Review. Possible actions include:

- Continue the student in the program with no conditions. In these situations, the concern has been addressed and no further action by the student or program is required.
- Place the student on academic probation, refer the student to university resources, frequent meetings with the student's academic advisor, a reduced course load, delayed entry into practicum, repeating a course, and/or other conditions as determined by the panel members.
- Require the student to take a leave of absence with certain conditions to be met before the student is 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.

The plan is signed by all panel members and the student. If the student refuses to sign the plan, action may proceed to a Level 3 Student Review.

Procedures after the Meeting

The Panel Chair will give the original document to the Student Services Coordinator who will distribute electronic copies to all panel members and the student. The original copy will be placed in the student's file. The Student Services Coordinator is responsible for monitoring the accomplishment of the written plan. The Program Committee Chair will notify the Office of Graduate Studies of the outcome, if appropriate and needed.

Appendix B

Level 3 Student Review Procedures

Panel Members

- Panel Chair (Program Committee Chair)
- Two faculty or staff members who teach in the appropriate program (BSSW, MSW, or Practicum). If an MSW student, the two faculty members must be graduate faculty. Faculty members may or may not have direct knowledge of and experience with the student.

Others Present

- Student
- Academic Advisor (BSSW or MSW)
- Faculty or staff member with a concern

Procedures before the Level 3 Student Review

In consultation with the program coordinator, the Program Committee Chair will appoint the panel members, schedule the level review, and collect relevant information for the meeting. The level review will be scheduled as soon as possible depending on participants' availability. If any members of the panel could potentially play multiple roles on the panel, the Program Committee Chair will make alternate appointments. The Program Committee Chair will notify the student via UNO email and/or phone of the Level 3 Review. The student is encouraged to contact the Program Committee Chair and Academic Advisor with any concerns or questions about the Level 3 Review.

Meeting Procedures

The Panel Chair will audio record the presentation of concerns, decisions, and recommendations of the Level 3 Review. No other recordings of the Level 3 Review are permitted.

The meeting will be facilitated by the Panel Chair and adhere to the following format:

1. The Panel Chair will make introductions, clarify roles and procedures, and review the meeting agenda.
2. The faculty or staff member with the concern(s) will then present them along with recommendations. The Panel Chair and members, excluding the student and their academic advisor, may ask questions for clarification. The Panel Chair may excuse individuals from the room at his/her discretion.
3. The student will be invited to respond to the concerns and to make his/her own 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 Panel Chair. The student's academic advisor may offer any further comments or recommendations, at the discretion of the Panel Chair.

4. The panel will then remain and all others will be excused. The panel will then deliberate and come to a decision on next steps:
 - Continue the student in the program with no conditions. In this situation, the concern has been addressed and no further action by the student or program is required.
 - Establish formal, specific conditions in order for the student to remain in the program. Conditions may include any combination of the following: placing the student on academic probation, referring the student to university resources, frequent meetings with the Academic Advisor, a reduced course load, delayed entry to practicum, repeating a course, or other conditions as determined by the panel.
 - Require the student to take a leave of absence with certain conditions to be met before the student is allowed to return.
 - If a graduate student, recommend to the Office of Graduate Studies that the student be dismissed from the MSW program. If an undergraduate student, recommend to the Director of the GASSW that the student be dismissed from the BSSW program.
5. The plan is signed by all panel members, the student, and his/her academic advisor.

Procedures after the Meeting

The Panel Chair will give the original document to the Student Services Coordinator who will distribute electronic copies to all panel members and the student. The original copy will be placed in the student's file. The Student Services Coordinator is responsible for monitoring the accomplishment of the written plan. The Program Committee Chair will notify the Office of Graduate Studies of the outcome, if appropriate and necessary. If the student is not present at the Level 3 Review, the Program Committee Chair will notify the student of the results electronically.

The GASSW will store the Level 3 Review audio file for six years, per the University of Nebraska Board of Regents Student Records Policy.

Appendix C

Glossary

Academic Advisor: 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 understanding the academic expectations of their chosen degree plan and communicating their needs.

Admissions Committee: Group comprised of GASSW faculty and staff members holding primary responsibility for all graduate and undergraduate applications and admissions to the BSSW and MSW programs.

BSSW Coordinator: Faculty member who manages the BSSW program at the GASSW.

College of Public Affairs and Community Service (CPACS): The college in which the GASSW is located.

CPACS Committee on Academic Standards and Curriculum: A committee comprised of representatives from the schools and departments within CPACS. This committee is responsible for reviewing student grievances if the grievances are not resolved at lower levels.

Dean of CPACS: Administrator in charge of CPACS.

Director: Administrator in charge of GASSW. Reports to the Dean of CPACS.

Faculty Liaison: Faculty or staff member who works with the GASSW Practicum Office to monitor practicum placements.

Faculty Member: Full-time and part-time educators at the GASSW including adjunct instructors, instructors, assistant professors, associate professors, full professors, and professor emeriti.

Graduate Faculty Member: A faculty member within the GASSW who has been designated by UNO as someone allowed to teach in graduate courses, serve on final examining committees, and serve on supervisory committees. They hold a terminal degree in social work, hold the rank of Senior Lecturer, Assistant Professor, or equivalent or higher rank.

MSW Program Coordinator: Faculty member who manages the MSW program at the GASSW.

NASW Code of Ethics: Offers a set of values, principles, and standards to guide decision-making and everyday professional conduct of social workers.

Office of Accessibility Services: Collaborates with students, administrators, faculty, and staff to ensure the provision of reasonable accommodations for students with disabilities.

Office of Graduate Studies: Oversees all graduate programs, including the MSW program.

Ombudsman: Assists students when they have a grievance or a problem with offices or individuals at UNO.

Practicum Coordinator: Staff member who manages the Practicum Office.

Practicum Instructor: Meets the qualifications required to supervise BSSW and MSW students in practicum and who, most often, works at an agency that provides social work practicum placements.

Program & Project Coordinator: Coordinate all projects in the GASSW related to professional education and training, contracts with government and community agencies, development of certificate programs, and all accreditation related activities. Oversees data management, registrations, continuing education certification, and implementation of faculty and school projects.

Program Committee Chair: Faculty member who chairs the GASSW Program Committee.

Program Committee: Group comprised of faculty members, community representatives, and students holding primary responsibility for all graduate and undergraduate program-related policies.

Staff: Individuals who serve the GASSW and are not faculty members.

Student Progress Review: This meeting occurs once per semester where faculty members review the progress of every BSSW and MSW student in the GASSW.

Student Services Administrator: Provide administrative support to the BSSW and MSW Coordinators and Advisors, Director, GASSW Faculty, and all current and prospective graduate and undergraduate students. Maintain communication with enrolled and prospective students; provide continuous support, service, and guidance. Will provide support for admissions, scholarship awards, waiver and comprehensive exams, degree audits, level reviews, as well as participate in committee memberships and reconcile purchase card transactions.

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.