STUDENT RESPONSIBILITY

In accepting admission, the student assumes responsibility for knowing and complying with the regulations and procedures set forth in this Student Handbook and subsequent ones, as appropriate.

This handbook is neither a contract nor an offer of a contract. The information it contains was accurate at the time of publication. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this publication may change without notice. Not all courses are offered each academic year and faculty assignments may change.

The University of Connecticut complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of legally protected characteristics in employment, education, the provision of services and all other programs and activities. In Connecticut, legally protected characteristics include: race; color; religion; ethnicity; age; sex; marital status; national origin; ancestry; sexual orientation; gender identity or expression; genetic information; veteran status; disability; and workplace hazards to reproductive systems. Employees, students, visitors and applicants with disabilities may request reasonable accommodations to address limitations resulting from a disability. The University engages in an interactive process with each person making a request for accommodations and reviews the requests on an individualized, case-by-case basis. (University of Connecticut, Office of Institutional Equity – Non-Discrimination Policy Statements for Publications, Printed Material and Electronic Media, Effective July 28, 2015)

If you are an individual with a disability that requires accommodation in order to allow participation, please contact the Center for Students with Disabilities at csd@uconn.edu.

This publication is available in an alternate format upon request.
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MESSAGE FROM THE DEAN

I am delighted to welcome you all to the 2018-2019 academic year at the UConn Social Work School located in the bustling Front Street district of downtown Hartford. We are a vibrant and welcoming community where talented students join engaged faculty, scholars, mentors and dedicated staff to prepare for exciting and satisfying careers in social work. Our location, just behind City Hall, adjacent to the Hartford Public Library, and a short walk to Bushnell Park and the state capitol building, provides enhanced opportunities for civic engagement and service.

Each of you has charted your own personal and professional course to your choice of a career in social work. Those diverse experiences help to create a learning environment that will encourage you to learn from each other and both challenge and deepen your own perspectives and knowledge about human rights, social justice and individual and community well-being. In classes, you will learn from faculty experts in many areas of social work; in your field placements, you will have individual mentoring by practicing social workers who have a commitment to the training of the next generation of social workers.

In addition to the academic work, the SSW offers a stunning array of opportunities to enhance your learning. Faculty and students often partner through various projects and academic units to present lectures, forums and workshops that enhance our understanding and commitment to contemporary social problems and challenges. Student government often takes a lead role in identifying student needs and recommending and contributing to school programming. We encourage you to reach out to your student colleagues and identify where you might share your own energy and talents.

The SSW maintains a strong and evolving commitment to diversity and inclusion and there will be many opportunities within and outside the classroom to address these issues. Throughout the year, we will have all-school lectures and presentations that help us to identify and challenge our beliefs, struggles and skills, with issues of diversity and structural impediments to justice and equality. We encourage you to become involved; these issues have never been more important.

You had many options for where you would pursue your advanced degree in social work. You were chosen for admission to UConn from a competitive pool because of your excellent academic record and your commitment to social work values. You demonstrated this through prior work, volunteer experiences and life experiences. We hope that you will thrive here professionally and personally as so many before you have.

Throughout your time here you will learn and practice your developing social work knowledge, skills and values. Whether you are practicing with individuals, groups, families or communities, or administering agencies, influencing policy or conducting research, you will be guided by the Code of Ethics of the National Association of Social Workers (NASW). Please study this code carefully along with the NASW Cultural Competence Standards and Indicators. Both documents are critical resources for your professional development.

I wish each of you and our entire school community of dedicated faculty and staff a wonderful year in which we come together to advance our intellectual development and common goals of advancing change and increasing opportunity and well-being for our most underserved populations. In so doing, you will all make lasting relationships with each other, which will sustain you throughout your careers. Welcome to your academic and professional home at the UConn School of Social Work!

Nina Rovinelli Heller, PhD, Dean and Zachs Professor of Social Work
UNIVERSITY OF CONNECTICUT

UConn Mission Statement
The University of Connecticut is dedicated to excellence demonstrated through national and international recognition. Through freedom of academic inquiry and expression, we create and disseminate knowledge by means of scholarly and creative achievements, graduate and professional education, and outreach.

With our focus on teaching and learning, the University helps every student grow intellectually and become a contributing member of the state, national, and world communities. Through research, teaching, service, and outreach, we embrace diversity and cultivate leadership, integrity, and engaged citizenship in our students, faculty, staff, and alumni. As our state’s flagship public University, and as a land and sea grant institution, we promote the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond.

UConn School of Social Work Mission and Core Values

Innovation
UConn SSW is dedicated to service, social justice, and dignity and worth of the person through discovery and communication of breakthrough and foundational ideas; to collaborating across disciplines and communities; and to improving human well-being through research, scholarship, and graduate education.

Leadership
UConn SSW is a leader in social work education informed by research and scholarship that prepares students to advance human well-being, human rights, and social justice. Graduates of the School make a difference in the state, the nation, and the world.

Global Engagement
UConn SSW is a pioneer and nationally recognized in international social work and human rights. Through local and global engagement and international and inter-cultural collaborations, the School promotes international curriculum development, faculty exchanges, international field placements for students, and cross-national research.

Diversity
UConn SSW’s commitment to diversity is reflected in our staff, faculty, student body, field agencies, our involvement in community service, and curricula content. The School has an outstanding record of racial-ethnic diversity, with nearly one-third of faculty, staff, and students members of groups that are underrepresented in the university and in higher education. Diversity includes a wide range of human differences. Here at the School of Social Work, particular attention is given to differences that, historically, have been used to target social groups and their members for marginalization, exclusion and discrimination.

BSW Program Mission Statement
The Bachelor’s Program in Social Work at the University of Connecticut prepares students for both entry level professional practice and advanced standing in graduate social work programs. Rooted in social justice and human rights, the curriculum has a generalist orientation which pays equal attention to
micro, mezzo and macro practice. The program is committed to providing opportunities for students to
develop ethical approaches to practice with underserved populations and communities through
coursework, urban field placement student units and research opportunities. Graduates are prepared to
contribute to individual and community well-being through the valuing of human diversity, the
prevention and alleviation of structural inequities, and through advocacy for improved social policies
and services.

The School of Social Work is in the process of applying for accreditation to the Council on Social Work
Education, the national accrediting body. The UConn SSW MSW program has been continuously
accredited since 1949. CSWE accreditation is a multi-step process utilizing a benchmark framework that
includes program self-studies, site visits, and Committee on Accreditation (COA) reviews. While this is a
3-year process, initial accreditation covers those students who were admitted in the academic year in
which the program was granted candidacy and they are considered to have graduated from a CSWE-
accredited social work program. Following successful accreditation, a statement will appear on all
transcripts of students who finish a bachelor’s in social work degree indicating completion of a Council
on Social Work Education approved program.
Office of Dean & Associate Dean for Academic Affairs – Room 306
Phone Number: (959) 200-3649, Fax Number: (860) 244-2234
- Nina Heller, Dean, Co-Director of PhD Program, and Zachs Professor
- Edna Comer, Associate Dean for Academic Affairs
- Marvy Duncan, Assistant to the Deans
- Tessa Cugno, Program Assistant
The Dean and the Associate Dean for Academic Affairs are available by appointment.

Office of BSW Program Director – Room 311
Phone Number: (959) 200-3654
- Lisa Werkmeister-Rozas, BSW Program Director

Office of MSW Program Director – Room 307
Phone Number: (959) 200-3651
- Ann Marie Garran, MSW Program Director
The MSW Program Director is available by appointment and will meet with students as needed.

Office of PhD Program Co-Director – Room 209
Phone Number: (959) 200-3628
- Scott Harding, Co-Director of PhD Program

Office of Student & Academic Services – Room 106
Phone Number: (959) 200-3687, Fax Number: (860) 244-2266
The Office of Student & Academic Services (OSAS) mission is to support Non-Degree, BSW, MSW and PhD students during their academic program. OSAS is also a resource liaison in connecting students to appropriate services. We take pride in providing a student friendly environment for students to succeed.
- Milagros Marrero-Johnson, Director of Student & Academic Services
- Kathy Birnie, Program Assistant
- Natalie O’Connor, Program Assistant

Office of Field Education – Room 112
Phone Number: (959) 200-3636, Fax Number: (860) 244-2240
Coordinates field practicum, field agencies, field instructors and the Seminar in Field Instruction, and field advisors.
- Megan Berthold, Director of Field Education
- Cheryl Jackson Morris, Associate Director of Field Education
- Marilyn Cardone, Assistant Director of Field Education
- Nancy Urcinas, Administrative Services Specialist

Office of Finance – Room 206
Phone Number: (959) 200-3624, Fax Number: (860) 244-2248
Oversees and maintains all School of Social Work budgets, all personnel functions, and building facilities.
- Bruce Parkhurst, Director of Finance & Administration
- Jonathan Galligan, Financial Assistant
• Iris Strong, Financial Assistant

Office of Outreach – Room 206
Phone Number: (959) 200-3617, Fax Number: (860) 244-2248
The School’s outreach, public engagement, continuing education, alumni relations and special events are coordinated and administered through this office. The Outreach Office also handles the marketing and public relations functions for the School.
  • Reesa Olins, Executive Program Director
  • Beth Sharkey, Associate Director
  • Carmen Feliciano-Ragland, Financial Assistant
HARTFORD CAMPUS RESOURCES

Office of Student Services
Hartford Times Building, Room 106
Hours of Operation: Monday – Friday: 8:30 a.m. through 4:30 p.m.
Phone Number: (959) 200-3743

Office of Student Services Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Ariyavatkul</td>
<td>Campus Scheduler</td>
<td><a href="mailto:Nicole.Ariyavatkul@uconn.edu">Nicole.Ariyavatkul@uconn.edu</a></td>
<td>(959) 200-3833</td>
<td>HTB 123</td>
</tr>
<tr>
<td>Thelma Morris</td>
<td>Records and Enrollment Services Specialist</td>
<td><a href="mailto:Thelma.Morris@uconn.edu">Thelma.Morris@uconn.edu</a></td>
<td>(959) 200-3776</td>
<td>HTB 106</td>
</tr>
<tr>
<td>Hernan Cortez</td>
<td>Financial Aid Officer</td>
<td><a href="mailto:Hernan.Cortez@uconn.edu">Hernan.Cortez@uconn.edu</a></td>
<td>(959) 200-3821</td>
<td>HTB 127A</td>
</tr>
<tr>
<td>Nicole Williams</td>
<td>Client Services, Bursar</td>
<td><a href="mailto:Nicole.Williams@uconn.edu">Nicole.Williams@uconn.edu</a></td>
<td>(959) 200-3832</td>
<td>HTB 106</td>
</tr>
</tbody>
</table>

In addition to these services, this office also handles One Card processing.

**Bursar:**
- Process student payments for fee bills
- Answer student questions/inquiries about their fee bill
- Refunds (Refunds distributed from Storrs, but Business Services can review fee bills to see if and/or when a refund check was written and whether it is a paper check or direct deposit)
- Process 3rd party payments for student fee bills

**Registrar:**
- Non-Degree Program processing and troubleshooting
- Registrar website information:
  - Semester, Intersession and Summer Term schedules
Note: Official transcripts can be requested at [http://registrar.uconn.edu/transcripts/](http://registrar.uconn.edu/transcripts/)

**Financial Aid:**
- Counsels SSW students regarding sources and availability of aid, regulations, and other complex issues pertaining to financial aid.
- Performs all aspects of financial aid processing including verification, appeals, corrections, and packaging.
- Communicates with students, families, and other external constituents by email or phone. Assists with walk-in/call-in financial aid counseling needed.

**Center for Students with Disabilities**
Hartford Times Building, Room 139
Website: [http://csd.uconn.edu/](http://csd.uconn.edu/)
The Center for Students with Disabilities (CSD) engages in an interactive process with each student and determines accommodations on an individualized, case-by-case, course-by-course basis. Depending on the nature and functional limitations of a student’s disability, they may be eligible for reasonable and appropriate accommodations. Accommodations and services are available to students attending Storrs and all of the regional campuses including Avery Point, Hartford, Stamford, Waterbury and the School of Social Work. Please find more information on the Center for Students with Disabilities at http://csd.uconn.edu/regional-campus-students/. Students are able to begin the interactive process and request accommodations through MyAccess on this page.

**Hartford Information Technology Services**
School of Social Work Building, Ground Level
Phone Number: 959-200-3663
Self Help: https://serviceit.uconn.edu/
Email: helpcenter@uconn.edu

Hartford ITS provides local technology services in collaboration with University Information Technology Services (UITS) in Storrs. We are located in the School of Social Work building at 38 Prospect Street on the Lower Level.

Our local site describing services, hours of operation, announcements, and IT systems changes can be found here: http://hits.hartford.uconn.edu/

First year students are encouraged to go to http://techtraining.uconn.edu/ to become familiar with the technology commonly used throughout UConn and their student career.

For help with items such as email configuration, accounts, applications, and hardware specific problems etc., please feel free to walk in, call, or send e-mail to set up an appointment.

**Mental Health Resource Center**
Hartford Times Building, Room 139A
Phone Number: 959-200-3873

The Mental Health Resource Center provides students with the space to feel comfortable speaking with a Case Manager. The Case Manager provides wellness information and assists in accessing community mental health resources in your area to help you be a successful student and healthy person. The service is both free and confidential.

The Mental Health Resource Center provides students with support stemming from common issues such as:

- Academic Stress
- Decision making
- Feelings of loneliness, anxiety, depression
- Family/Friends/Relationships
- Lack of Motivation
- Self-Esteem
- Stress Management
- Substance Abuse
- Transitions/Adjustments
The Mental Health Resource Center’s Hours of Operation are **Monday-Friday 9:00am-4:30pm**.
For information, please contact Bryan Hall, LCSW, at Bryan.Hall@uconn.edu or 959-200-3869.

**UConn Bookstore**
18 Front Street
Hartford, CT 06103
Phone Number: (860) 263-2263

In addition to textbooks and student supplies, the Bookstore also sells reference materials, imprinted UConn clothing and gift items, including those specific to the School of Social Work. Computer and software products are available through the Bookstore’s technology department at Storrs.

<table>
<thead>
<tr>
<th>Days of Operation</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 a.m. – 6:00 p.m.</td>
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</table>

Hours vary at the beginning of each semester, during intersessions, holidays, summer session, and semester break. Please call to confirm.

**UConn Library at Hartford Public Library**
500 Main Street
Hartford, CT 06103
Phone Number: (959) 200-3466

Janice Mathews – Social Work Librarian
Phone Number: (959) 200-3461
Email: janice.mathews@uconn.edu

UConn Library at Hartford Public Library supports graduate programs in social work, public policy, education, and business, as well as undergraduate programs at the University of Connecticut Hartford Campus. The Library provides access to collections, resources, databases for articles, books, data, and media, and laptops for use within the library. As part of the UConn Library System, users can request materials from any UConn Library and digital resources are available both on and off campus via your NetID. UConn members with a valid UConn ID can also check out physical materials from the Hartford Public Library.

UConn Library at Hartford Public Library has librarians and staff available to assist students with all aspects of the research process. The Library offers hands-on workshops related to digital scholarship, data discovery, data visualization, and the research process and provides individual, collaborative, and quiet study spaces. For more information on the UConn Library at Hartford Public Library, including hours, visit: http://lib.uconn.edu/libraries/hartford-campus-library/

**Veterans’ Benefits**
Students seeking VA benefits are encouraged to make an appointment for general inquiries regarding veterans’ benefits; verification of your original DD214 when applying for CT Combat Veterans Tuition
Waiver; and Chapter benefit information. Any applicable Chapter benefit forms such as the “certification of eligibility” will be accepted and forwarded to Storrs for processing.

**Note:** All students seeking VA benefits must complete the online Form D located at: [http://veterans.uconn.edu/](http://veterans.uconn.edu/). This website will also provide additional benefit information and programming events offered throughout the academic year. All veterans are welcome to attend any programs scheduled at any UConn campus.

Contact: Peter Tribuzio – Hartford Times Building, Room 116 – (959) 200-3803, peter.tribuzio@uconn.edu
SCHOOL RESOURCES

2018-2019 Academic Calendar
UConn’s Academic Calendar can be found at: https://registrar.uconn.edu/academic-calendar/.

Career Resources & Services
The School of Social Work is dedicated to providing career resources and services held during the fall and spring semesters for students. Students are encouraged to visit the Career Services webpage at http://ssw.uconn.edu/students/career-services/.

Personalized assistance is available from the UConn Hartford Center for Career Development. Students can go to https://career.hartford.uconn.edu/ to make an appointment and view resources.

Social Work Faculty/Staff Mailboxes
All faculty and staff mailboxes are located on the first floor in the mailroom located right outside of HSSW 104.

Housing
The School has no dormitory facilities. However, students are encouraged to utilize the UConn Off-Campus Housing to identify housing in the area. This can be found at https://offcampushousing.uconn.edu/property/search?campus%5B%5D=236. Please be sure to select “Housing” and then “Hartford Campus,” to ensure you will be searching for housing located in the School of Social Work area.

Husky One Card
The Husky One Card has many different functions. It is used as identification on campus for various functions and events, as a university library card, for copying and printing, and for discounts. You can take your photo for the Husky One Card anytime throughout the semesters. All students are urged to obtain a photo ID card. You may find additional information at http://onecard.uconn.edu/.

Google Apps@UConn Email
The official UConn student email system is Google Apps@UCONN. Email communications to students will be sent via Google Apps@UCONN email. It is essential that students check their account frequently to ensure they are aware of important information. Instructions on how to set up your account can be found at: http://g.uconn.edu/.

Parking & Ticketing
UConn Hartford will feature dedicated student parking in the Connecticut Convention Center garage and the Connecticut Science Center garage. The Front Street North garage will be available for students with mobility issues. On-street metered parking will be available surrounding UConn Hartford. For details, visit http://park.uconn.edu/downtown-hartford-campus-student-parking.

Public Transportation
UPass
Under the UPass program, all full-time UConn Hartford students will be eligible to ride any CT public transit route for free, including the CT Fastrak system. CT public transit offers local services in Hartford,
Waterbury, Stamford, and many more locations. For details, visit http://web2.uconn.edu/parking/hfdstudentparking/.

**Shuttle Service**
A weeknight shuttle runs between the Hartford Times Building and the Convention Center garage, with multiple stops included. Please see the route map posted on the Parking Services website for more specific details.

CTtransit’s free circulator bus, the dash bus, runs between 7:00 a.m. and 7:00 p.m. every weekday throughout downtown Hartford with stops at the campus and parking garages.

**SSW Community Area**
Located on the Ground Level of the School of Social Work is the SSW Community Room, which includes the following amenities available to students:
- Microwave
- Refrigerator
- Sink
- Vending and soda machines
- Lounge furniture and working stations
- Computers
- Restrooms
- Wellness Room

**Writing Center**
The Writing Center located in room 218 of the Hartford Times Building offers a peaceful study environment where undergraduate and graduate students can work independently or with writing consultants who take a collaborative, student-directed approach to learning. For further details, please visit http://wcenter.hartford.uconn.edu/.
STRUCTURE OF THE BSW PROGRAM

Plan of Study

Junior Year

<table>
<thead>
<tr>
<th>FALL</th>
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<tbody>
<tr>
<td>SOWK 3000: Intro</td>
<td>SOWK 3101: HBSE II</td>
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<td>4cr.</td>
</tr>
<tr>
<td>SOWK 3100: HBSE I</td>
<td>SOWK 3201: Policy Advocacy</td>
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<td>3cr.</td>
<td>3cr.</td>
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<tr>
<td>3cr.</td>
<td>3cr.</td>
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<tr>
<td>SOWK 3350: Research</td>
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<td><strong>Total:</strong></td>
<td><strong>Total:</strong></td>
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<tr>
<td><strong>12cr.</strong></td>
<td><strong>13cr.</strong></td>
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Senior Year

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<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>SOWK 3501: Micro Practice</td>
<td>SOWK 3503: Macro Practice</td>
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<tr>
<td>3cr.</td>
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</tr>
<tr>
<td>SOWK 3502: Mezzo Practice</td>
<td>SOWK 4100W: Senior Seminar</td>
</tr>
<tr>
<td>3cr.</td>
<td>4cr.</td>
</tr>
<tr>
<td>SOWK 3700: Field Education I</td>
<td>SOWK 3701: Field Education II</td>
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<tr>
<td>3cr.</td>
<td>3cr.</td>
</tr>
<tr>
<td>SOWK 3800: Field Seminar I</td>
<td>SOWK 3801: Field Seminar II</td>
</tr>
<tr>
<td>2cr.</td>
<td>2cr.</td>
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<tr>
<td>Elective</td>
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<td><strong>Total:</strong></td>
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<tr>
<td><strong>14cr.</strong></td>
<td><strong>12cr.</strong></td>
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</table>

Requirements for the Bachelor’s of Social Work Degree

The education program leading to the Bachelor’s of Social Work degree covers two academic years. A total of 51 credits is required for the degree including 42 credits in classroom courses and 6 credits in field education, taken concurrently. Social work course credit is not granted for life or previous work experience.
FIELD EDUCATION

Signature Pedagogies
Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline – to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum – classroom and field – are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program.

Concurrency between Practice Courses and Field
There are several structures and mechanisms for connecting the conceptual contribution of the classroom with each practice setting, thus fostering the implementation of evidence-informed practice. In the following ways, competencies central to the program’s curriculum are taught and reinforced in both educational arenas.

Field education and practice courses must be taken concurrently in order to strengthen the connection between class and field. Weeks before the student is expected to arrive at the field setting, field instructors are provided with the Field Education Manual that contains the EPAS competencies taught throughout the entire curriculum, and more detailed information about the specific courses required to be taken concurrently with field. The information about the required concurrent courses (SOWK 3501, SOWK 3502, and SOWK 3503) includes the classroom assignments that draw heavily on the students’ field experiences; the field seminar syllabi (SOWK 3800/SOWK 3801); the Senior Seminar in Social Work (SOWK 4100W); and suggested field education activities/assignments further promoting the strengthening of the competencies focused upon in those courses. Providing this information will help field instructors give advance thought to the learning plans that will be in the Educational Contract.

Written Materials for Field Instructors and Students
As indicated above, before students are scheduled to begin their placements, field instructors as well as students receive the Field Education Manual which includes content and forms designed to serve as a field curriculum and assignment guide to be implemented throughout the duration of the placement. In addition to including the EPAS practice behaviors, the Field Manual contains forms that serve as teaching tools. These include:

- The Learning Contract that offers suggested activities/assignments designed to help students gain skills in each competency and its practice behaviors. The contract is developed by the field instructor and student and is then submitted for approval to the field advisor.

- The mid-semester and end-of-semester Field, which field instructors use to evaluate each student’s level of skill for each competency. The evaluations are also forwarded to field advisors.
Meetings and Seminars with Field Instructors
All field instructors, either first time field instructors or those who have field instructed for other schools but not for our program, are expected to attend an orientation that outlines our field expectations and which focuses on the competencies that serve as major components of the program’s curriculum. Discussion also includes ways to make optimum use of the educational contract and student evaluations, both of which are based on competencies. All first time field instructors must attend an additional 16 hour Seminar in Field Instruction (SIFI). The content of the seminar relies heavily on the experiences they are currently having with their students, and includes an examination of how the educational contract, student evaluations, and additional teaching tools could be used most effectively for the education of their students.

Classroom Assignments
The following classroom courses use students’ field experiences as the basis for written and oral assignments and class discussion (SOWK 3101 and SOWK 3201 in the junior year; SOWK 3501, SOWK 3502, SOWK 3503, SOWK 3800, SOWK 3801, and SOWK 4100W in the senior year). This strengthens the connections between classroom content and field experiences and fosters students’ ability to gain both the knowledge and skills necessary to show mastery of the program’s competencies.

Agency Liaison Activities
Each student is assigned a field advisor who serves as both an academic field advisor and agency liaison. Field advisors make a minimum of one site visit per semester, and additional ones as deemed necessary. They maintain ongoing contact with field instructors over the course of the academic year. In addition to other functions, the advisor serves as an educational consultant to the field instructor, and seeks feedback about the field instructor’s view of how our program prepares students for practice in their setting.

Field and Classroom Assignments as Measures of Mastery of Competencies
Students’ mastery of the nine competencies is measured through assignments in the field seminar (SOWK 3800, SOWK 3801), the field instructor’s mid-semester and end-of-semester field evaluations, and embedded assignments in the practice courses (SOWK 3501, SOWK 3502, SOWK 3503). This further connects the class and field by assuring that the same content is delivered and measured in both venues.

How Field Provides Generalist Practice Opportunities for Students
The UConn School of Social Work BSW Program takes a field unit approach to address the full scope of generalist practice. Students will be placed together in small groups in one of several field sites, such as schools, community centers, or public libraries. The SSW has a long-standing relationship with the Hartford Public Library, for example, and opportunities for students to work on a range of micro, mezzo, and macro practice skills in that setting abound. For example, the Hartford Public Library serves a diverse population, including those who are immigrants and refugees, who may be homeless and/or
struggle with mental health and addiction challenges. A BSW intern placed there would have the opportunity to practice at the micro, mezzo and macro levels. For instance, a student could be tasked with working with an individual or group in order to identify social needs and make appropriate referrals. Students could also be tasked with providing training on issues of racism for library staff; run an after school youth group, do a community survey of needs of library patrons; collaborate with community police, attend community meetings related to library services; and do background research on best practices with homeless families.

Field Assignments
Field assignments within a field unit provide opportunities to connect and apply classroom content to agency or organizational practice. In order to add depth to their understanding of generalist competencies taught in the classroom, all students must have experiences that allow them to engage in micro, mezzo, and macro practice by working with individuals, families, groups, organizations, and communities within larger social systems.

How Field Students Demonstrate Competencies in Field
Students in the BSW program engage in field work that is informed by the core competencies as specified by EPAS – the ability to demonstrate ethical and professional in practice behavior (Competency 1) including engaging diversity and difference in practice (Competencies 2), advance human rights, social, economic and environmental justice and (Competency 3), engage in practice informed by research and research informed by practice (Competency 4), engage in policy practice (Competency 5) engage with, assess and intervene with individuals, families, groups, communities and organizations (Competencies 6, 7, 8) and evaluate practice with individuals, families, groups, communities and organizations (Competency 9).

The cohort model of BSW education being followed by the UConn SSW means that students take their courses together and participate in one of several field units throughout their senior year. Each unit is comprised of a small group of students, a field instructor, and works closely with the field advisor. Field unit sites are chosen based on their ability to provide different opportunities to demonstrate the competencies. For example, in a school setting students will typically meet individually and in groups with students and will have contact with their families. They will also work with interdisciplinary teams to understand and implement school policies within municipal and state law contexts. The urban Hartford community has a high proportion of persons of color, non-native speakers of English, and lower socio-economic status. Thus, students will have the opportunity to examine structural inequalities. Given the School’s proximity to the Connecticut State capital, students will have the unique opportunity to engage in legislative advocacy.

Assignment of Field Hours
Students take part in 500 hours of field and field-like experiences over the junior and senior year of the major.
In the junior year students complete 25 hours of experiential observation of a social worker’s practice in SOWK 3101 Human Behavior in the Social Work Environment II and 15 hours of policy advocacy related experiential learning in SOWK 3201 Advocacy for Social Policy Change for a total of 40 hours.

In the senior year students participate in an educationally supervised practicum of 200 hours per semester (approximately 14 hours a week) and 30 hours per semester of field experience through participation in a concurrent Field Seminar (meets weekly for two hours) for a total of 460 hours. Students will keep track of their field hours by using time sheets.

SOWK 3011 Experiential Observation 25 hours
SOWK 3201 Policy Advocacy 15 hours
SOWK 3800 Field Seminar 30 hours
SOWK 3700 Field Practicum 200 hours
SOWK 3801 Field Seminar 30 hours
SOWK 3701 Field Practicum 200 hours

Criteria for Admission into Field Education
Criteria for admission into the field includes successful completion of all General Education coursework and a 2.5 GPA for the junior year as well as an assessment of behavioral and social attributes, including the following:

- Willingness to work with and show respect for diverse populations;
- Potential for reflection and self-awareness;
- Ability to synthesize past experience with diversity with current understanding of social work;
- Ability to articulate the qualities and skills gained through their life experience;
- Ability to meet field and class requirements in a timely manner with reasonable accommodation if needed.

By mid-spring semester of the junior year, the student’s academic advisor will meet to assess readiness for the field. Following the meeting, the academic advisor will send a recommendation to the Field Office (completing the Field Education Readiness Form) so that a placement can be made.

Background Checks
All students who wish to enter the Field must acquire a background check. Additional information can be found in the BSW Field Manual.
Procedures for Placing Students in the Field

The following are procedures for placing students. Reasonable accommodations will be made for students who are registered with Disability Support Services.

The following criteria must be met:

1. The student has completed all junior year fall social work course requirements with a minimum of 2.0 GPA in all courses.

2. The student has demonstrated willingness to work with and show respect for diverse populations.

3. The student demonstrates potential for reflection and self-awareness.

4. The student has the ability to synthesize past experiences with diversity with current understanding of social work.

5. The student has the ability to articulate the quality and skills gained through their life experience.

6. The student has the ability to meet field and class requirements in a timely manner with approved accommodation if needed.

Application to Field

- The student’s academic advisor will fill out the Field Readiness Form to confirm whether the student has met these criteria. The academic advisor and student should schedule a meeting to discuss educational objectives and interests and approve the student’s readiness for field; they may also indicate any special circumstances (e.g., medical, public transportation, time constraints), which the School should consider in making field placement plans.
- Field advisors, BSW Program Director, and the BSW Field Coordinator will meet to discuss student interests, capacities and learning needs and make decisions about placement in the field unit;
- Based on these materials, the field staff will contact the appropriate agencies and notify students once the placement decision has been made; and
- If for some reason it is determined it is that the placement is not suitable, an alternate field unit site will be explored as necessary.
Monitoring Students

Students are assigned field advisors who are either full-time faculty or adjuncts. Each field advisor is expected to be familiar with his/her student’s coursework and overall professional development. Field advisors monitor students’ experiences in the field through their field liaison activities, which includes two field visits and communication with the field instructor around the educational contract and mid and end-of-semester evaluations. The educational contract initially developed between the field instructor and student is reviewed and approved by the advisor early in the year. The advisor also reviews students’ field evaluations at the mid-term and end of each semester. The evaluation identifies educational issues or problems that need further attention.
BSW DEGREE REQUIREMENTS

Academic Standing
Maintenance of good academic standing in The BSW Program requires a cumulative grade point average of 2.00 or higher at all times while enrolled in an undergraduate program, including the School of Social Work. Whenever a student’s cumulative average falls below 2.00, the student’s record is to be reviewed by the academic advisor and the BSW Program Director to determine whether or not the student shall be permitted to continue undergraduate study. The student may be brought before the Performance Review Committee for a final decision.

Academic and Professional Advising
Prior to the fall semester, students will be assigned an academic advisor from the faculty of the UConn School of Social Work. The academic advisor assists students as they prepare to become competent social workers. The advisor monitors student progress, provides consultation in planning a course of study, and assists in problem solving with regard to both classroom and academic concerns. Once the student begins field placement, they will be assigned a Field Advisor. The field advisor serves as the liaison between the student’s field instructor and the School. The field advisor serves as point person with whom the student may confer regarding any field or professional issue or concern.

The student’s academic advisor will:

1. Help the student identify and clarify personal career goals in the context of realistic professional opportunities and socialization into the social work profession;

2. Assist the student to develop a plan of study, and evaluate academic progress in the context of an educational experience to ensure a sufficient number of credits each semester congruent with degree completion requirements, and for maintenance of required GPA and individual social work course grades.

3. Assist the student to develop a plan of study, evaluate academic progress, and monitor GPA to ensure the requirements for graduation are met;

4. Help the student identify and use campus and community services when needed for financial aid, personal counseling, academic skill enhancement, and professional performance;

5. Facilitate grievance and appeal processes for a student who is failing to meet the program’s academic and professional requirements; and

6. Assist student with grievance and appeal procedures for academic and non-academic reasons.

Students meet one-on-one with their assigned academic advisor from the School of Social Work each semester to ensure that they are on track for successful completion of the BSW program in a timely manner. Academic advisors will contact their assigned advisees to arrange meetings at set times during the course of the BSW program. However, students should feel that they could contact their assigned academic advisor from whenever they have questions about their status or progress in the BSW program.
As the program also has a field component, students will also be assigned a field advisor. Most placements will have field units comprised of 3-5 students, the same advisor will advise all students in the field unit, offering consistency and familiarity with the agency. The student’s field advisor will also serve as the field seminar instructor.

The student’s **field advisor** will:

1. Be a liaison between the student’s field instructor and the School
2. Meet with the student and the student’s field instructor
3. Assign a grade for the student’s field education
4. Facilitate performance contract and performance review processes for a student who is failing to meet the program’s professional requirements
SOCIAL WORK POLICIES AND PROCEDURES

Policies and Procedures for Professional Performance; Grievance Procedures
The School’s policies and procedures around academic performance and academic grievance are all aligned with the larger university.

Class Attendance
The instructor describes the computation of the grades and the relation between grades and attendance at the beginning of the semester. Where grades depend on classroom participation, absences may affect the student’s grade. However, if a student were absent and the instructor reduced the grade, the reduction would be due to lack of class participation, not the student’s absence. Except for final examinations, instructors have final authority in permitting students to submit assignments late or make up examinations.

Final Examinations
Instructors of undergraduate courses shall provide a clear form of assessment of student work that shall be consistent with and sufficient for the learning goals of the course.

During the semester or term, examinations shall be held only during regularly scheduled class periods. Permission for exceptions to this rule may be granted by the deans or designees of the school or college in which the course is offered. Exceptions must be granted prior to the start of registration. Sections of courses for which such exception has been granted shall carry a footnote to that effect in the published Schedule of Classes. In the event of student absences from assessments given during the semester, decisions regarding possible make-up assessments shall be the prerogative of the instructor.

In-class final examinations must be given in the places and at the times scheduled by the University. In the case of online final examinations, though faculty may choose to make examinations available an extended period of time, students must be allowed the opportunity to take the examination during the time scheduled by the University.

Each instructor shall determine for his or her own courses the weight to be assigned to the final assessment in computing the semester grade of a student. Each instructor in charge of a course will assume responsibility for proctoring in-class assessments, including those during finals week.

Final Examinations for Courses Given at Non-standard Times
In undergraduate courses scheduled by arrangement or at non-standard times, final examinations must be given during the same scheduled week as courses scheduled at standard times. Instructors of graduate courses scheduled by arrangement may schedule the final examination during the final examination period, provided (1) space is available, (2) no student will have a conflict and (3) no student has more than two examinations in one day.

Absences from Final Examinations
A student who is prevented by sickness or other unavoidable causes from completing a scheduled final assessment must apply to the Dean of Students or designee for validation that will authorize the student’s instructor to give a substitute assessment. A student whose absence is excused by the Dean of Students or designee shall have an opportunity to complete a substitute assessment without penalty. A student whose absence from a scheduled final assessment is not excused in this way shall receive a failure for this assessment.
Rescheduling Final Examinations
Students should check their final examination schedule to see if they have either:

a. four examinations in two consecutive calendar days  
b. three examinations in one calendar day  
c. three examinations in consecutive time-blocks spanning parts of two consecutive days

If any of the above apply, they may request the Dean of Students Office to rearrange their schedule. The Dean of Students Office will select one of the examinations for rescheduling and notify the instructor, usually with a letter given to the student.

Grades, Grade Points, Credits, and Skills
Instructors grade undergraduate courses based on the following letter and point system. These grades are used to calculate students’ Grade Point Averages.

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Grade</th>
<th>Points</th>
<th>Credits</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Very Good</td>
<td>B+</td>
<td>3.3</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>3</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>2.3</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>2</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Fair</td>
<td>C-</td>
<td>1.7</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Merely Passing</td>
<td>D-</td>
<td>0.7</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Explanation</td>
<td>Grade</td>
<td>Points</td>
<td>Credits</td>
<td>Skills</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------</td>
<td>--------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Pass/Fail Pass</td>
<td>P@</td>
<td>N/A</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Pass/Fail Failure</td>
<td>F@</td>
<td>N/A</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td>N/A</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>N/A</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Audit</td>
<td>Au</td>
<td>N/A</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>N/A</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Continuing Registration</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Grade Point Formulas**

Grade points for courses graded “A”-“F” are the product of the course credits and the points per credit for the grade earned. For example, given a “B-” for a 3-credit course, points earned for the course are 8.1 (2.7 x 3). For any period, the total grade points for the courses graded “A”-“F” divided by the total credits give the grade point average. The term GPA includes all courses graded “A”-“F” in a semester or summer session. The cumulative GPA averages all courses graded “A”-“F”.

If a student repeats a course that may not be repeated for credit, the Registrar records the grades for both attempts. If the repeat occurred prior to Summer Session 2002, both attempts are included in the GPA calculations. If the repeat occurred after Spring 2002, only the second attempt is included in the GPA calculations although both grades appear on the transcript. The student should note that when a lower grade is earned on the second attempt, the lower grade is the one that is used in the calculations.

Students withdrawing from a full-year course at the close of the first semester will, if they have passed the first part of the course, receive credit for the work of the first semester, unless the course description states otherwise.

**Dean’s List**

At the end of each semester the Dean of each school and college names to the Dean’s List those students who (1) were registered for at least 12 credits calculable for grade points, (2) received no grade below “C”, including the actual letter grade awarded in any course under the Pass/Fail option, (3) earned at least 3.0 times as many grade points as the number of calculable credits recorded by the Registrar, and (4) were in at least the upper quartile of their school or college.

Undergraduate students whose disabilities warrant the adjustment of carrying less than a full-time course load per semester can be determined eligible for Dean’s List status. The Center for Students with Disabilities will notify the Registrar each semester regarding students who are eligible.
Annually, at the conclusion of the Spring semester, the deans of the various schools and colleges shall issue a list of those degree-seeking students who did not attain full-time status at any time during the previous 12 months, but who, during this 12 month period (including summer and intersession sessions) (a) were registered for a total of at least twelve calculable credits, (b) received no mark below “C” nor received a ‘U’ in any course, (c) earned at least a 3.0 grade point average, and (d) were in the upper quartile of their respective school or college based on the Spring data. These students will receive the distinction: “Dean’s List (Part-time).”

Satisfactory/Unsatisfactory
The S/U grade option is determined by the faculty; it is not a student-driven option. This course designation is available only for courses that have been approved as such by the Senate Curricula and Courses Committee. Instructors assign a grade of “S” to represent satisfactory work or “U” to represent unsatisfactory work. These courses may or may not award credit, but in neither case will grade points be awarded. No course used to fulfill the General Education Requirements may be assigned an S/U grade.

Pass/Fail Option
The University Senate, the schools, the colleges and some programs have restricted the credits placed on Pass/Fail in various ways. Thus, students planning to place a course on Pass/Fail should consider the consequences carefully. The advantage to the student is that the grade for a course placed on Pass/Fail does not affect their grade point average. However, they should discuss with their academic advisor the immediate, the long-term, the direct, and the indirect effects.

A student who has earned at least 24 credits and is not on scholastic probation may elect a maximum of 12 credits to be distributed over not more than three courses, to be recorded as “P” for Pass or “F” for Fall on his or her permanent record. Students who are selecting a course for the Pass/Fail option must do so within the first two weeks of the semester. Students who are removing a course from the Pass/Fail option must do so within the first nine weeks of the semester. For courses taught outside of the fall and spring semesters, these deadlines will be adjusted in a pro-rated fashion by the Registrar.

During the semester, the student completes the course and is graded in the usual way by the instructor; and the instructor submits a letter grade. This letter grade is translated into a “P” (“D-“ or above) or remains an “F”. In neither event will a course taken under the Pass/Fail option be included in the computation of the semester or cumulative grade point average, but a grade below “C” makes the student ineligible for the Dean’s List. The individual schools and colleges have the privilege of adopting the Pass/Fail option with or without supplementary restrictions. Students are referred to the detailed statements of the various schools in the Undergraduate Catalog for such restrictions.

Restrictions on Pass/Fail Courses
Courses placed on Pass/Fail may only be used as electives; they may not be used to satisfy the General Education Requirement, the major or related requirements, the skill requirements, the minor requirements, or any school or college course requirement. Pass/Fail credits may not be acceptable when a student changes majors or schools within the University. Pass/Fail credits may not be transferable to another institution.

Students working on a degree at another institution need written approval from their dean, or other official, at the other institution to place a course on Pass/Fail.

The Registrar does not place a student on the Dean’s List if the instructor’s grade for a Pass/Fail course is less than “C”. Note that at least 12 credits must contribute to the semester grade point average placing a student on the Dean’s List. As the Pass/Fail marks have no grade points, the instructor’s grade does
not contribute to the grade point averages. Note also that at least 54 credits must contribute to the grade point average for students to graduate cum laude or higher.

Restriction by School or College
Listed below are the Pass/Fail supplementary restrictions imposed by each school and college.

- In the School of Business, students may not elect the Pass/Fail option for any of the departments of the School.
- In the School of Education, students may not elect the Pass/Fail option for courses offered in the School of Education which are required for certification as a teacher.
- In the School of Engineering, no course taken on Pass/Fail may be counted for credit toward graduation.
- In the School of Pharmacy, no specifically required courses (all courses for which no alternate choice is given in the curricular listings) can be taken on Pass/Fail.
- In the Ratcliffe Hicks School of Agriculture students may only place one course on the Pass/Fail option.

Temporary Grades
Temporary grades signify that credit has not been earned in that course, and may subject the student to scholastic probation or dismissal. Temporary grades shall not prevent the calculation of either the semester or the cumulative grade point average.

Temporary Grades Related to Incomplete Work
An instructor may assign a temporary grade for a course when student work is not completed within the semester.

<table>
<thead>
<tr>
<th>Temporary Grade</th>
<th>Conditions for Assigning a Temporary Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>N (No basis for grade)</td>
<td>A student has completed few or no assessments and no make-up schedule has been agreed upon with the instructor; the instructor has no basis for a grade.</td>
</tr>
<tr>
<td>I (Incomplete grade)</td>
<td>A student has not completed all of the assessments but work completed is of passing quality and a make-up schedule has been agreed upon with the instructor.</td>
</tr>
<tr>
<td>X (Final assessment absence)</td>
<td>A student did not submit a final assessment and might by means of a satisfactory performance on the assessment complete the course with a passing grade. If in the opinion of the instructor such a student would fail the course regardless of the result of the assessment, the student shall be given a grade of “F.”</td>
</tr>
</tbody>
</table>

The student must complete all outstanding work on a schedule determined by the instructor and by the end of the third week of the following semester. Exceptions to this deadline are made by the Dean of Students or designee with the consent of the instructor.

Once the student submits the outstanding work or completes the final assessment, the instructor must submit a change of grade within 10 working days.
If the student does not submit outstanding work by the agreed upon deadline and has not been granted an exception, the instructor will calculate the student’s grade based on work completed for the course.

Passing grades will replace temporary grades on the transcript. For students who do not complete the missing work and therefore fail the course, the temporary grade will be retained on the transcript and followed by “F.”

**Temporary Grades Related to Course Scheduling**

An instructor should assign a temporary grade of “Y” to students enrolled in a course that extends beyond the standard semester schedule. The “Y” is intended as a placeholder until the course is complete, at which time the instructor will replace the “Y” grade with a permanent grade. If a student has work outstanding, the “Y” grade should be changed to a temporary grade that reflects the type of work outstanding.

**Extensions for I and X Grades**

In exceptional instances, after consulting the instructor, the Dean of Students or designee may extend the time for completing courses marked “I” or “X.”

**Academic Assessment of Students**

The authority to determine a student’s grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements must be stated in the syllabus for the course.

**Mid-Semester and Semester Grade Reports**

Instructors of 1000 and 2000-level courses notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning less than a “C,” or “U,” or “N” grades. The Registrar alerts the students, their academic advisors, and others, such as the First Year Programs Office, as appropriate, via the University’s e-mail system. These reports are not part of the permanent record. They are designed to be of diagnostic aid to the student. If a student is doing unsatisfactory work, the full responsibility for improvement is left to the student. The student is strongly advised, however, to confer with his or her academic advisor, with the instructors concerned, and with others qualified to assist him or her in improving his or her standing in the University. The mid-semester report grade information is not part of the student’s permanent file.

The Registrar provides to the student a semester report, which includes all courses for which the student is registered, the credit value of each course, and the student’s grade in each course. At the end of each semester, students may view their grades on the [Student Administration System](#).

**Changes of Course Grades**

Grades are part of the student’s permanent record; they should never be changed for reasons unrelated to course requirements or quality of work. Once the grade in the course has been submitted, an instructor may neither accept additional work nor give additional examinations.

Instructors should change grades for the following reasons: a computational error, clerical error, and the discovery of overlooked components in a student’s body of work. In cases when the instructor concludes that a course grade ought to be changed, the instructor determines a corrected grade and initiates the
grade change process. The head of the department or program offering the course and the dean of the school or college in which the course is taught will be notified of a grade change to ensure consistency.

**Appeals of Assigned Course Grades**

If a student believes that an error in grading has occurred, the student may request (within six months of the final grade being posted) that the instructor review the grade. If the student cannot contact the instructor, then the student should contact the department head. When the course is in a non-departmentalized school or college, the student should contact that dean or the dean’s designee.

If the instructor agrees that a grade change is justified, the instructor will initiate the grade change using procedures described by the Registrar.

If the instructor believes that the original grade is correct, the student has 30 days to appeal the decision to the head of the department in which the course is taught. The department head will seek input from the instructor and the student to determine his/her opinion related to the merits of the grade appeal.

If after this review the instructor and the department head agree that a grade change is justified, the instructor will initiate the grade change according to the procedures described by the Registrar.

If the instructor and the department head agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 working days to request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel.

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel. The department head’s request shall be made within 10 working days of completion of the grade appeal review.

The Faculty Review Panel is composed of three full-time faculty members appointed by the dean of the school or college in which the course is taught. The panel will convene a hearing within 10 working days of notification of a case. Both the appealing student and the course instructor should be present at the hearing. The student will be given an opportunity to state the grounds on which he or she is appealing the grade.

The instructor will be given the opportunity to document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the department head.

If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the Registrar a change of grade request signed by all the members of the panel. The panel will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision. This decision is considered final.
Disability Support Services
The Center for Students with Disabilities works with students with disabilities in the development and implementation of appropriate and reasonable accommodations for educational and extracurricular programs. Services are provided for students with a range of disabilities. Accommodations have been provided for students with learning disabilities, hearing impairments, physical disabilities, visual impairments, psychiatric/emotional disabilities, ADD/ADHD and health impairments. Services include priority registration, accommodations for alternate testing, serving as a resource for identifying assistive technology, providing assistance with academic accommodations, and serving as a resource for students, faculty and staff on issues concerning disability support services.

Student Rights and Responsibilities
Every student with a documented disability has the following rights:
1. Equal access to courses, programs, services, jobs, activities, and facilities available through the University.
2. Reasonable and appropriate accommodations, academic adjustments, policy modifications, and/or auxiliary aids determined on a case-by-case, course-by-course basis.
3. Appropriate confidentiality of all information pertaining to the condition(s) with the choice of whom to disclose disability specific information to except as required by law.
4. Information available in accessible formats.
5. File a formal grievance through the Office of Institutional Equity (OIE) and/or through external agencies (e.g., Office of Civil Rights) as a result of disability discrimination, including the failure to provide reasonable accommodations, and/or discrimination or harassment based on a disability. OIE can be contacted at:
   - Elizabeth Conklin, J.D.
     ADA Coordinator, Associate Vice President
     Office of Institutional Equity (OIE)
     241 Glenbrook Rd., Unit 4175
     Storrs, CT 06269
     Tel: (860) 486-2943
     Email: Elizabeth.Conklin@uconn.edu
     Website: www.equity.uconn.edu

Every student with a disability has the responsibility to:
1. Meet the University’s qualifications and essential technical, academic, and institutional standards, including the Student Code of Conduct.
2. Identify oneself as an individual with a disability to the Center for Students with Disabilities when seeking an accommodation. Procedures for registering with the CSD can be found on the Center’s website at: www.csd.uconn.edu/request-accommodations/
3. Provide documentation from oneself and/or an appropriate professional source as indicated that verifies the nature of the disability, functional limitations, and the need for specific accommodations.
4. Participate in an interactive process with CSD staff, faculty, and other University resources as indicated to obtain and coordinate reasonable and appropriate accommodations, academic adjustments, policy modifications, and/or auxiliary aids and services.
Policies and Procedures for Student Termination

All students are admitted under the assumption that they have the potential academic ability and personal suitability for completing all aspects of the program. All students in the BSW program are expected to adhere to University of Connecticut community standards which include academic integrity and student conduct. The University of Connecticut’s *Responsibilities of Community Life: Student Code* outlines the student behavior necessary to adhere to in order to be a part of the UConn community.

*Responsibilities of Community Life: The Student Code* speaks to what we want to be as well as how we want to interact with each other within our campus community. Making a commitment to uphold community ideals such as honesty, fair play, and personal accountability calls for self-restraint and the courage to trust. The more we know that each of us will voluntarily honor the basic tenets of this code, the more that each of us will be able to pursue our full potential. Ironically, when we willingly govern ourselves, we have more freedom, not less.

During your tenure at the University of Connecticut, you will be presented with countless opportunities to promote the values expressed in this code. How you respond will be your choice. However, please remember that the decisions you make may have an impact on the overall health of our community, and, ultimately, on the quality of your own experience. For *The Student Code* to be meaningful, all members of the UConn community must embrace, share and reflect the values expressed in the code. *Responsibilities of Community Life: The Student Code* relies upon student input and participation to keep it fresh and relevant. As a student, it is up to you to breathe life into this code. It is up to you to measure its worth in human terms and in everyday events.

Similarly, the University’s policy on Academic Integrity in Undergraduate Research and Education, describes the types of acts that are considered academic misconduct.

**Student Academic Misconduct**

Academic misconduct is dishonest or unethical academic behavior that includes, but is not limited to, misrepresenting mastery in an academic area (e.g., cheating), failing to properly credit information, research, or ideas to their rightful originators or representing such information, research, or ideas as your own (e.g., plagiarism).

Where there is a question regarding a student’s academic misconduct referrals, please follow the procedures below.

**Academic misconduct procedure**

*IF AN INSTRUCTOR BELIEVES A STUDENT HAS VIOLATED THE ACADEMIC INTEGRITY IN UNDERGRADUATE EDUCATION AND RESEARCH POLICY:*

1. Gather evidence to support your allegation. Retain the evidence in its original form. You do not need to return any of the original papers or other materials to the student. Student can request copies.
2. Meet with the student to explain your allegation of academic misconduct. You can also utilize this meeting to gather additional information, explain next steps and your imposed academic consequence, and to discuss strategies to avoid academic misconduct in the future. This meeting is not mandatory but it is highly encouraged.
3. Notify the student in writing of the allegation and inform them of their rights to contest the allegation and to an Academic Integrity Hearing. The student has five business days from receipt of the notification to request a hearing. Written notification should include:
   o Date, course, place (or situation) and type of academic misconduct
   o Evidence collected that supports the allegation
   o Academic consequence to be imposed and the date that it will go into effect
   o Date by which student may contest the allegation and request a hearing (five business days from receipt of written notification). The student must submit request in writing to the instructor. A copy of the request should be provided by the instructor to Community Standards by emailing: community@uconn.edu.
   o Refer student to Responsibilities of Community Life: The Student Code to review the Academic Integrity hearing process
   o Inform student that notification will be forwarded to Community Standards or the Regional Campus Student Affairs Office
   o Refer to Community Standards (phone: 860-486-8402; email: community@uconn.edu) or Regional Student Affairs Office for questions on process
   o Sample notification letter.docx

4. Complete the Academic Integrity Reporting Form to notify Community Standards about the academic misconduct. Attach your notification to the student, your syllabus, and any other material collected that supports the alleged behavior to the referral form.

**IF THE STUDENT REQUESTS A HEARING:**
1. Forward the student’s request to Community Standards (community@uconn.edu) or Regional Student Affairs Office.
2. If a resolution will not occur until after a grading period ends, the student’s grade should be entered as an “I.”
3. Community Standards will set up a date, time, and place for an Academic Integrity Hearing and will give written notification to the instructor and the student.
4. Attend the hearing. The instructor’s role in the hearing will include: Presentation of the facts; Academic Integrity Hearing Board members and accused student will have the opportunity to ask the instructor questions; The instructor will have the opportunity to ask the accused student questions; Make a final comment.
5. The Academic Integrity Hearing Board, which consists of two faculty members and two students, will make a determination of whether there has been a violation of the Academic Integrity Policy. A hearing is not a forum to contest the academic consequence. If there is a finding of “in violation,” the academic consequence will be imposed. If there is a finding of “not in violation” the instructor is asked to reevaluate the student’s course grade in light of the Board’s finding.
6. Your role in the process is complete.

**STUDENT’S RIGHTS:**
- Contest allegations of academic misconduct
- Be heard
- Be advised of all evidence collected by the instructor and witnesses
- Submit evidence and bring forth witnesses with direct knowledge of the case
- Decline or refuse to respond to questioning or to make a statement
- Be free of the assumption of “in violation” because of declining or refusing to speak
- Decline to appear at the hearing, which will be heard in the student’s absence
- Bring a person of support to the hearing
• Be allowed to admit responsibility for all allegations

A. INSTRUCTOR’S ROLE
1. Instructors shall take reasonable steps to prevent academic misconduct in their courses and to inform students of course-specific requirements.
2. When the instructor of record or designee (instructor) believes that an act of academic misconduct has occurred, the instructor is responsible for saving the evidence in its original form and need not return any of the original papers or other materials to the student. Copies of the student’s work and information about other evidence will be provided to the student upon request.
3. When an instructor believes there is sufficient information to demonstrate a case of academic misconduct, the instructor shall notify the student in writing of the allegation of misconduct and the academic consequences that the instructor will impose. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. For offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit. The written notification shall also inform the student whether the case has been referred to the Academic Integrity Hearing Board (Board) for consideration of additional sanctions. The instructor shall send the written notification to the student and send a copy to the Office of Community Standards (Community Standards) within five business days of having discovered the alleged misconduct. At the Regional Campuses, a copy shall be sent to the Office of Student Affairs (Regional Campus Student Affairs). Cases that are purely technical in nature, without any perceived intent to achieve academic advantage, may be reported at the discretion of the instructor.
4. In certain cases, the Dean of a school or college or designee may become aware of alleged academic misconduct and may bring a complaint forward to the Board.
5. The student has five business days from receipt of the written notice to respond to the instructor and/or to request a hearing (see “Academic Integrity Hearing Board”). If the student does not respond within the allotted time the instructor’s sanctions shall be imposed. If the student requests a hearing the instructor shall forward the request to Community Standards or the Regional Campus Student Affairs. If the student and the instructor reach a mutually acceptable resolution of the case, the instructor shall notify Community Standards (or Regional Campus Student Affairs) of the agreement. The instructor shall also notify Community Standards (or Regional Campus Student Affairs) if the instructor withdraws the allegation of misconduct. A student who has been notified about an accusation of academic misconduct may not withdraw from the course in which the alleged misconduct has occurred without the approval of the instructor and the appropriate dean. If a student withdraws from a course during a pending academic misconduct case, any academic sanction imposed will overturn the withdrawal.
6. If a semester concludes before an academic misconduct matter is resolved, the student shall receive a temporary “I” (Incomplete) grade in the course until the instructor submits the appropriate grade.

B. THE ACADEMIC INTEGRITY HEARING BOARD
1. The Academic Integrity Hearing Board, which is administered by Community Standards, is comprised of two faculty members, two students, and a nonvoting chairperson, all of whom are appointed by the Director of Community Standards. At each Regional Campus, a designee working in conjunction with Community Standards is responsible for the organization and administration of their Academic Integrity Hearing Board. Hearing procedures will be in accordance with the hearing procedures described below. Community Standards will ensure
that appropriate Dean(s) and Faculty are kept informed of the status of misconduct cases in a timely fashion.

2. The respondent or the accusing instructor may refer a case of alleged academic misconduct to Community Standards for it to be adjudicated by the Board. Community Standards will review all academic misconduct cases as they are received to determine if a case needs to be heard by the Board to determine if additional sanctions need to be considered. After receiving written notification of the academic misconduct from the instructor, Community Standards may meet with students to discuss additional sanctions outlined in The Student Code to determine if an agreement about additional sanctions can be reached. If an agreement cannot be reached between a student and Community Standards, the case will be heard by the Board.

C. HEARING ON ACADEMIC MISCONDUCT

1. An essential component of any academic integrity hearing is the determination and the weighing of the facts that pertain to the allegation(s). Therefore, it is vital that personal statements and other information be presented clearly and factually. All participants are expected to be respectful of each other's purpose in the hearing process and to conduct themselves according to the direction of the Board.

2. Normally, an academic integrity hearing will be conducted within fifteen (15) business days of the respondent being notified of the hearing.

3. The complainant (instructor or designee) and the respondent shall each have the right to:
   a. Be notified of all alleged violations by means of the address (University e-mail, residence hall address, or permanent address) provided by the student via the Registrar's Office. Typically, this will be done via e-mail which will provide a link to the documentation.
   b. Review any written complaint(s) and supporting documents.
   c. Be informed about the hearing process.
   d. A reasonable period of time to prepare for a hearing.
   e. Request a delay of a hearing due to extenuating circumstances. The decision to grant or deny any such request is within the discretion of the hearing body.
   f. Submit a written account, a personal statement regarding the incident and/or any relevant documentation or records. All documentation must be provided by the date established by the non-voting chairperson. Documentation will not be accepted past the established deadline and failure to provide documentation by the established deadline will not be an acceptable reason for an appeal. The decision to not present information is not an admission of responsibility.
   g. Provide the names and contact information of incident witnesses, those who have direct knowledge of the incident, and provide a list of questions for any incident witnesses, including the involved parties. This information must be provided by the date established by the non-voting chairperson. Failure to provide witness information by the established deadline will not be an acceptable reason for an appeal. The non-voting chairperson will make every effort to interview those witnesses with direct knowledge; however, the witness cannot be compelled to speak with the non-voting chairperson.
   h. Be notified of the identity of witnesses who have been called to speak at the hearing or who have been asked to provide additional written information by the Board.
   i. Be accompanied by a support person during the portions of the hearing in which the student is participating. A student should select a support person whose schedule allows attendance at the scheduled date and time for the academic integrity hearing because delays will not be allowed due to the scheduling conflicts of a support person.
j. Be present at the pertinent stages of the hearing process as indicated by the Director of Community Standards. The deliberations of the hearing body are private.

k. Present a personal or community impact statement to the hearing body upon a finding of “Responsibility.”

4. An academic integrity hearing shall be conducted by the Board in accordance with the procedures listed below:
   a. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these proceedings.
   b. A hearing shall be conducted in private.
   c. Admission of any person into the hearing room shall be at the discretion of the Board. The Board shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
   d. When a hearing involves more than one respondent, the Director of Community Standards may, at the Director’s discretion, permit the hearings concerning each student to be conducted either separately or jointly.
   e. If a respondent or complainant, after receiving notification, does not appear for a hearing, the hearing will proceed without the absent party.
   f. Except as directed by the chair, the support person shall limit his/her role in a hearing to that of a consultant to the respondent or complainant.
   g. The identity of any witnesses must be provided to the Board at least two business days before the hearing. The Board may elect not to permit one or more witnesses to participate in the hearing if the information they are expected to provide is not relevant to any material issue and is deemed unnecessarily redundant of other information already in the record. The party proposing a witness is responsible for any communication with the witness regarding attendance at the hearing. The Board may request the attendance of witnesses not proposed by the parties. The Board cannot compel the attendance of witnesses at the hearing.
   h. The respondent, complainant, and any witnesses will provide information to and answer questions from the Board. Questions may be suggested by the respondent or complainant to be answered by each other or by other witnesses. This will be conducted by the Board with such questions directed to the Board, rather than to the individuals directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chair.
   i. Any additional information may be accepted for consideration by the hearing body at its discretion as long as such information was provided in accordance with The Student Code. Information presented by a student during a hearing that indicates a potential violation of The Student Code may be investigated at a future time.
   j. The Board shall determine whether the respondent has violated the Academic Integrity in Undergraduate Education and Research Policy. The Board’s determination shall be made on the basis of whether it is more likely than not that the respondent violated the policy.
   k. When a respondent has been found “In Violation,” the Board shall examine the student’s academic transcript and student conduct history, accept impact statements by both the respondent and complainant, and then impose the appropriate sanction(s).
   l. All procedural questions are subject to the final decision of the Board.
5. If the Board finds that the student is “Not in Violation” for the alleged misconduct, the Board shall not impose any sanctions and the instructor must reevaluate the student’s course grade in light of the Board’s finding.

6. If the Board finds that the student is “In Violation”, the instructor’s grading sanction shall be imposed. The Board does not have the authority to change or influence the grading sanction imposed by the instructor.

7. Upon consideration of a student’s record of misconduct and/or the nature of the offense, the Board may impose additional sanctions. The Board should apply these sanctions in proportion to the severity of the misconduct. These sanctions may include any sanction as described in The Student Code.

8. All academic integrity hearings will be recorded and the University will maintain the audio recordings as required by Connecticut state law and are the property of the University. Participants are prohibited from making their own recording. Upon written request, a respondent or complainant may review the audio recording and make appropriate arrangements for it to be transcribed on University premises. Arrangements for a transcriber and all associated costs involved in the transcription will be the responsibility of the requesting individual.

Decisions rendered by the University’s administrative hearing board may be appealed following the appeal process.

D. HEARING APPEAL

1. The decision of the Board may be appealed to the Provost or designee. An appeal is not a new hearing. It is a review of the record of the hearing.

2. An appeal may be sought on three grounds:
   a. On a claim of error in the hearing procedure that substantially affected the decision.
   b. On a claim of new evidence or information material to the case that was not known at the time of the hearing.
   c. To determine whether any additional sanction(s), not including academic consequences, imposed by the Board were appropriate for the violation based on the student’s conduct history and/or significance of the violation.

3. Appeals on such grounds may be presented, specifically described, in writing within five business days of the announcement of the Board’s decision.

4. The decision of the Provost or designee is final. There will be no further right of appeal.

5. The Provost or designee shall have the authority to dismiss an appeal not sought on proper grounds.

6. If an appeal is upheld, the Provost shall refer the case with procedural specifications back to the original Board who shall reconsider the case accordingly.

Violations of community standards
As members of the University community, students have an obligation to uphold The Student Code as well as to obey federal, state, and local laws. The Director of Community Standards or designee shall make the final determination on what constitutes a potential violation of The Student Code and shall establish the specific behavioral violation(s) as appropriate.

The following list of behaviors is intended to represent the types of acts that constitute violations of The Student Code. Although the list is extensive, it should not be regarded as all-inclusive. All community
members are responsible for knowing and observing all University policies and procedures. Students can find a list of the student code violations and the procedures in the BSW student Handbook (Student Handbook, pp Volume III).

1. Violation of the Academic Integrity in Undergraduate Education and Research policy (Appendix A).

2. Disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity, including, but not limited to: teaching, research, events, administration, student conduct proceedings, the living/learning environment, or other University activities, on or off-campus; or of other non-University activities when the conduct occurs on University premises; or of the living environment, on or off-campus.

3. Harming behavior, which includes, but is not limited to, the true threat of or actual physical assault or abuse and also includes harassment. For the purposes of The Student Code, bullying is considered a form of harassment. Harassment is the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another individual that has the effect of: causing physical or emotional harm to the individual or damage to the individual’s property; placing the individual in reasonable fear of harm to the individual and/or the individual’s property; or infringing on the rights of other University community members to fully participate in the programs, activities, and mission of the University. Bullying means the repeated use of a written, oral or electronic communication, or a physical act or gesture by one or more individuals, repeatedly directed at another individual that: (i) causes physical or emotional harm or damage to property, (ii) places the target of such behavior in reasonable fear of harm to self, or of damage to property, (iii) creates a hostile environment or otherwise infringes on the rights of such individual or (iv) substantially disrupts the education process. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. In determining whether an act constitutes harassment, Community Standards will consider the full context of the conduct, giving due consideration to the protection of University climate, individual rights, freedom of speech, academic freedom and advocacy. Not every act that might be offensive to an individual or a group constitutes harassment and/or a violation of The Student Code.

4. Violation of the University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence.pdf

5. Endangering behavior, which includes, but is not limited to, conduct that threatens or endangers the health or safety of any person including one’s self.

6. Hazing, defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades, or risks emotional, psychological, and/or physical harm, regardless of a person’s willingness to participate.

7. Misuse of alcohol and/or other drugs including but not limited to:
   a. Illegal consumption, possession, proximity. Possession of alcohol is limited to persons 21 years of age or older. If an individual is under 21 years of age, that person is not permitted to consume alcohol or carry alcohol on their person on or off University property.
b. **Strength of alcohol.** Any alcohol that is stronger than 80 proof is not permitted on University of Connecticut property except where approved for academic purposes of the University.

c. **Serving, distributing, or obtaining alcohol.** Serving, distributing to, or obtaining alcohol for any individual who is under 21 years of age is prohibited. Allowing any person under the age of 21 to consume alcohol is also prohibited. Providing alcohol to a person who is visibly intoxicated and/or pressuring others to use alcohol is prohibited.

d. **Public consumption.** No alcohol is to be consumed in public areas and open containers of alcohol are not permitted in public areas on University property except in designated locations where the permittee assumes all liability of properly monitored events. “Public areas” are defined as any area that could be used for general use including, but not limited to, stairways, hallways, lounges, bathrooms, dining halls, arenas, libraries, academic and administration buildings, and outside buildings on University property.

e. **Location for consumption.** Alcohol can only be consumed on University of Connecticut property where there is a liquor permit to serve alcohol or as defined by University policies. A consumer can only ingest alcohol at the event location.

f. **Alcohol procurement.** Alcohol may not be purchased with University funds or Student Trustee Organization funds.

g. **Tap systems.** No tap systems to administer alcohol may be used on University property except by a licensed permittee.

h. **Common source containers.** Common source containers containing alcohol are prohibited on University property. This includes, but is not limited to, kegs and beer balls.

i. **Off-campus functions.** All Registered Student Organizations (RSOs) must participate in the Student Activities Off-Campus Event Advising Process to receive risk management advising. Law School student organizations must assure compliance with the School of Law Alcohol Policy.

j. **Driving under the influence.** Driving under the influence of alcohol and/or drugs is prohibited.

k. **Illegal drugs and paraphernalia.** Possession and/or consumption of illegal drugs, including marijuana, is prohibited. Possession of drug paraphernalia is prohibited on University of Connecticut property.

l. **Medications.** Prescription drugs are permitted on University of Connecticut property if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited. Possession and/or use of prescription medications not prescribed to the user is prohibited. Although Connecticut state law permits the use of medical marijuana, the use, possession, and/or cultivation of marijuana remains a crime under federal law. As a recipient of federal funding, the University is required to prohibit the use and/or possession of all federally controlled substances, including marijuana. Therefore, the possession and use of marijuana in any form, even if accompanied by an authentic medical prescription, is prohibited on all University property and/or during any University activities.

m. **Selling, distributing, or manufacturing drugs.** The sale, distribution, and/or manufacturing of controlled substances or illegal drugs, including marijuana, except as expressly permitted by law, is prohibited.

8. Use, possession, or distribution of firearms, weapons, facsimile of weapons, fireworks, explosives, or dangerous chemicals.
9. Uncooperative behavior which includes, but is not limited to, uncooperative behavior and/or failure to comply with the directions of, providing false information, and/or failure to identify oneself to University officials or law enforcement officers acting in the performance of their duties.

10. The setting of or participation in unauthorized fires; the unauthorized or improper possession, use, removal, or disabling of fire safety equipment and warning devices; failure to follow standard fire safety procedures; or interference with firefighting equipment or personnel.

11. Assisting another person in the commission, or attempted commission, of a violation of The Student Code. This includes hosting a non-student who commits a violation.

12. Violation of published University policies, rules, or regulations.

13. Theft, which includes, but is not limited to, attempted or actual theft of property or services.

14. Forcible entry and/or unauthorized presence in University-owned buildings or property. Reasonable notice of authority, or lack thereof, shall be given.

15. Unauthorized possession, duplication, or misuse of University property or other personal or public property, including, but not limited to, records, electronic files, telecommunications systems, forms of identification, and keys.

16. Damage or misuse of property, which includes, but is not limited to, attempted or actual damage to or misuse of University property or other personal or public property.

17. Violation of federal, state or local law.

18. Abuse of the University student conduct system, including but not limited to:
   a. Disruption or interference with the orderly conduct of a student conduct proceeding.
   b. Falsification, distortion, or misrepresentation of information to a student conduct officer or hearing body.
   c. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
   d. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
   e. Attempting to intimidate or retaliate against a member of the hearing body or any other participant prior to, during, and/or after a student conduct proceeding.
   f. Institution of a student conduct code proceeding in bad faith.
   g. Failure to comply with the sanction(s) imposed under The Student Code.

Procedures for filing a report of student misconduct

A. ALLEGATIONS

1. Any person may file a report concerning alleged misconduct of any student or registered student organization. Reports shall be prepared in writing, either by the individual reporting the conduct or by the staff member collecting a verbal referral, and directed to the Director of Community Standards. Complaints regarding alleged misconduct by a student or registered student organization at a regional campus shall be directed to the Associate Vice Provost or designee at that campus. A report should be submitted as soon as possible after the alleged misconduct takes place.

2. The Director of Community Standards shall determine if a complaint alleges or addresses a potential violation of The Student Code and will notify the respondent of such allegations. The decision to continue a matter through the conduct process is the decision of the Director of Community Standards.
3. Generally, the Director of Community Standards will assign a student conduct officer(s) to the case who will investigate and schedule administrative conferences with the respondent(s) and other individuals as deemed necessary and appropriate.

**B. ADMINISTRATIVE CONFERENCES AND INVESTIGATIONS**

1. The administrative conference is a meeting between a respondent and a student conduct officer to review a complaint/incident, explain the student conduct process, and review possible options for resolving the matter. There may be multiple administrative conferences as an incident is investigated.

2. A fair and impartial investigation will be conducted by the student conduct officer. The respondent and complainant, if applicable, may provide information in person and/or submit a written account, provide the names of incident witnesses for possible interviews with the student conduct officer, provide witness statements and any documentation that may be relevant to the facts of the incident. The student conduct officer will make a reasonable effort to obtain supporting documentation regarding the incident from other University entities or other resources. Upon completion of the investigation, the student conduct officer, applying a preponderance of the evidence standard, will determine if any violations of *The Student Code* occurred.

3. After reviewing the incident and the investigation with the respondent and complainant, if any, the student conduct officer will determine whether the case may be resolved by way of a case resolution form or an administrative hearing. A student who agrees to resolve any violation(s) without an administrative hearing shall have no right to appeal.

4. Either party may request an administrative hearing. If the resolution will be through an administrative hearing, the complainant, if any, will have the same rights as the respondent as indicated in *The Student Code*. The student conduct officer or hearing body will, in writing, disclose to the alleged victim of any crime of violence, non-forcible sex offense, or sexual harassment the results of the conduct matter regarding factual determination(s) and sanction(s) that specifically pertain to the alleged victim.

**C. ADMINISTRATIVE HEARING BODIES**

The Director of Community Standards will assign either an administrative hearing officer(s) or an academic misconduct hearing board to conduct an administrative hearing depending on the nature of the matter.

1. **Administrative hearing officers**: Director of Community Standards designates and trains administrative hearing officers annually. Administrative hearing officers are University officials. They may conduct hearings on any type of alleged violation of *The Student Code*. Administrative hearing officers may impose any sanction as appropriate. Typically, a hearing will consist of one or two administrative hearing officers.

2. **Academic misconduct hearing board**: Academic misconduct hearing boards for undergraduate academic integrity issues shall typically consist of two faculty members, two students, and one hearing advisor. They may conduct hearings on any alleged violation regarding *Academic Integrity in Undergraduate Education and Research* (Appendix A). The board may impose any sanction as appropriate. Academic consequences are determined by the instructor.

**D. ADMINISTRATIVE HEARING**

Generally, an administrative hearing brings several people together in an effort to allow for the full consideration of an allegation that a student has violated *The Student Code*. The hearing participants may include the investigating student conduct officer(s), respondent(s), complainant(s), witnesses,
member(s) of the hearing body, a hearing advisor, and a support person for each respondent or complainant.

All participants are expected to be respectful of each other’s purpose in the hearing process and to conduct themselves according to the direction of the hearing body. In an effort to be as fair as possible to the respondent and complainant, if applicable, student conduct procedures may be modified. Community Standards may modify the procedures after taking into consideration the support and privacy needs of the parties and/or other potential hearing participants. This may include, but is not limited to, alteration of the hearing room setup, use of multiple rooms, video-conferencing equipment, or other electronic means.

1. Normally, an administrative hearing will be conducted within fifteen (15) business days of an investigation report being submitted to Community Standards.

2. The respondent and complainant, if applicable, shall each have the right to:
   a. Be notified of all alleged violations by means of the address (University e-mail, residence hall address, or permanent address) provided by the student via the Registrar’s Office. Typically, this will be done via e-mail, which will provide a link to the documentation.
   b. Review the completed investigation report, which includes all supporting documentation.
   c. Be informed about the hearing process.
   d. A reasonable period of time to prepare for a hearing.
   e. Request a delay of a hearing due to extenuating circumstances. The decision to grant or deny any such request is within the discretion of the hearing body.
   f. Be notified of the proposed information to be presented and to know the identity of witnesses who have been called by the hearing body to speak at the hearing or provide written information for the hearing when such information is known by the Director of Community Standards prior to the hearing.
   g. Be accompanied by a support person during the portions of the hearing in which the student is participating. A student should select a support person whose schedule allows attendance at the scheduled date and time for the administrative hearing because delays will not be allowed due to the scheduling conflicts of a support person.
   h. Be present at the pertinent stages of the hearing process as indicated by the Director of Community Standards. The deliberations of the hearing body are private.
   i. Submit a written response to the investigation report prior to the hearing. The decision to not present information is not an admission of responsibility.
   j. Propose witnesses for the hearing in accordance with procedures outlined below.
   k. Respond to statements and other information presented at the hearing.
   l. Present a personal or community impact statement to the hearing body upon a finding of “In Violation.”

3. An administrative hearing shall be conducted by a hearing body in accordance with the procedures listed below. When a University official serves as the sole member of the hearing body, that official may also be referred to as the “chair.” Specific hearing bodies may adopt additional procedures that are not inconsistent with the provisions of The Student Code.
   a. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these proceedings.
   b. A hearing shall be conducted in private.
   c. Admission of any person into the hearing room shall be at the discretion of the chair of the hearing body. The chair shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
d. When a hearing involves more than one respondent, the Director of Community Standards may, at the Director’s discretion, permit the administrative hearings concerning each student to be conducted either separately or jointly.

e. If a respondent and/or complainant, after receiving notification, does not appear for a hearing, the hearing will proceed without the student(s).

f. Except as directed by the chair, the support person’s role in a hearing shall be limited to that of a consultant to the respondent or complainant.

g. The identity of any witnesses, along with a summary of information expected to be provided by the witness, must be provided to the hearing chair at least two business days before the hearing. The hearing chair may elect not to permit one or more witnesses to participate in the hearing if the information they are expected to provide is not relevant to any material issue; is deemed unnecessarily redundant of other information already in the record; and/or they were interviewed in connection with the investigation and the information they are expected to provide is already captured in the investigation report. The party proposing a witness is responsible for any communication with the witness regarding attendance at the hearing. The hearing body may request the attendance of witnesses not proposed by the parties. The hearing body cannot compel the attendance of witnesses at the hearing.

h. The respondent, complainant, investigating student conduct officer, and any witnesses will provide information to and answer questions from the hearing body. Questions may be suggested by the investigating student conduct officer, respondent and/or complainant to be answered by each other or by other witnesses. This will be conducted by the hearing body with such questions directed to the chair, rather than to the individuals directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chair.

i. Pertinent records, exhibits, and written statements should be provided during the investigation stage of the process. Any additional information may be accepted for consideration by the hearing body at its discretion as long as such information was provided in accordance with The Student Code. Information presented by a student during a hearing that indicates a potential violation of The Student Code may be investigated at a future time.

j. The hearing body will review the final investigation report to determine whether the investigation was conducted in a fair, impartial, and reliable manner; the information is sufficient to support the factual findings; and there is a rational basis, applying a preponderance of the evidence standard, for the recommended findings regarding a potential violation of The Student Code. In conducting this hearing, the hearing body may accept or reject the investigating student conduct officer’s findings in whole or in part.

k. When a student respondent has been found “In Violation” of The Student Code, the hearing body shall review the student’s academic transcript and student conduct history, hear impact statements by the respondent, complainant, and investigating student conduct officer, and impose the appropriate sanction(s). Character references and/or letters of support are not accepted.

l. Following the hearing, the hearing body shall advise the respondent in writing of its determination and of the sanction(s) imposed, if any. The hearing body will disclose to the alleged victim of any crime of violence, non-forcible sex offense, or sexual
harassment, the results of the hearing, in writing, regarding factual determination(s) and sanction(s) that specifically pertain to the alleged victim.
m. All procedural questions are subject to the final decision of the chair or the hearing board advisor of the hearing body.

4. All administrative hearings will be recorded and the University will maintain the audio recordings as required by Connecticut state law. All such recordings are the property of the University. Participants are prohibited from making their own recording. Upon written request, a respondent or complainant may review the audio recording and make appropriate arrangements for it to be transcribed on University premises. Arrangements for a transcriber and all associated costs involved in the transcription will be the responsibility of the requesting individual.

E. SANCTIONS

1. The following sanctions may be imposed, individually or in various combinations, on any student found to have violated The Student Code. Please note this is not an exhaustive list of sanctions:
   a. Warning: A notice that the student has violated The Student Code and a warning that another violation will likely result in a more severe sanction, which could include University Probation, University Suspension, or University Expulsion.
   b. University Probation: University Probation is an indefinite period of time where the student is given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the University community in an effort to regain student privileges within the University community. After six months from being placed on University Probation, the student may apply for a review of the student’s probationary status. The student will need to meet with the Probation Review Committee and demonstrate significant contributions, both of an academic and co-curricular nature, to the University community. The Probation Review Committee will determine if the student will continue on University Probation or if the University Probation is lifted. The decision of the committee is final and not subject to appeal. If it is decided that University Probation will continue, the student may re-apply in six months after the committee’s decision. Due to the student’s conduct history, there is the possibility of University Suspension or University Expulsion if the student is found in violation of The Student Code a subsequent time.
   c. University Suspension: University Suspension is separation from the University for a designated period of time after which the student shall be eligible to apply for readmission to the University. Readmission to the University is not guaranteed. Conditions for consideration of readmission may be specified. A student’s reacceptance into the student’s school or college is at the discretion of the school or college. A student who is on suspension is prohibited from participating in any University activity or program. The individual may not be in or on any University owned or leased property without securing prior approval from the Director of Community Standards. A notation of “Suspension” shall be placed on the student’s official transcript until graduation. However, the student may petition the Director of Community Standards for earlier removal of the notation upon completion of the suspension. The University of Connecticut will not accept credits earned at another institution during a period of suspension.
   d. University Expulsion: University Expulsion is permanent separation from the University. A student who has been expelled is prohibited from participating in any University activity or program. The individual may not be in or on any University owned or leased
property. A permanent notation of “Expulsion” shall be placed on the student’s transcript.

e. **Additional Sanctions:** The following may be given in conjunction with any of the above:
   1. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
   2. **Restitution:** Compensation for loss of or damage to property or services rendered. This may take the form of appropriate service and/or monetary or material replacement.
   3. **UConn Compass:** The UConn Compass program has a sanction component which is designed to promote student engagement through co-curricular involvement. UConn Compass facilitators will assist students in designing a customized involvement plan based on their individual interests and academic plans.
   4. **Educational Initiatives:** Projects; participation in health or safety programs (the student may be required to pay a fee); service to the University or to the larger community; seminars; and other assignments as warranted.

2. The following sanctions may be imposed upon registered student organizations:
   1. Those sanctions listed above in **Part IV, E.1**.
   2. Any sanction as defined in *Blueprints: A Manual for Registered Student Organizations*.

3. **Aggravated Violations:** If a student is in violation of The Student Code and the behavior was directed toward an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disabilities, including learning disabilities, intellectual development disorders, and past/present history of a mental disorder, the student conduct officer or hearing body may enhance the sanctions.

F. APPEALS

1. A decision reached through the administrative hearing process may be appealed by the respondent(s) or complainant(s) to the next level of student conduct authority within five (5) business days of the decision. All appeals shall be in writing and shall be delivered to the designated appellate body via the mechanism identified by Community Standards. The decision reached as a result of an administrative conference may not be appealed.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the student case file. The audio recording of the administrative hearing shall be available for the appellate body for review as necessary. The review shall be for one or more of the following purposes:
   1. To determine whether the administrative hearing was conducted in conformity with prescribed procedures giving the complainant and investigating student conduct officer a reasonable opportunity to prepare and to present information that *The Student Code* was violated, and giving the respondent a reasonable opportunity to prepare and to present a response to those allegations.
   2. To determine whether the sanction(s) imposed were appropriate for the determined violation(s) of The Student Code.
   3. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original administrative hearing.

3. If an appeal is granted by the appellate body, the matter shall either be referred to the original hearing body for re-opening of the administrative hearing to allow reconsideration of the original determination or the appellate body will determine any change in sanctions. If an appeal is denied, the matter shall be considered final and binding upon all involved.
G. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

1. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

2. A student requesting an accommodation in regard to an administrative conference, hearing, or probation review meeting must follow the appropriate process for requesting an accommodation through the Center for Students with Disabilities. The Center for Students with Disabilities will make a determination regarding the request and notify the appropriate parties.

3. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.

Additionally BSW students are expected to conform to professional standards of behavior (e.g. NASW, CSWE) in fieldwork and classrooms. Students that do not conform to the professions values and ethics will be subject to review by a BSW Performance Review Committee. Standards and Procedures constituting a Performance Review are:

Criteria for Performance Review
Conduct that is not congruent with the values and ethics of the social work profession (e.g., NASW, CSWE) and the Academic Code of Conduct for Students at UConn constitutes grounds for review. This includes behavior in the student’s fieldwork and the classroom that does not conform to the profession’s values and ethics such as:

- Behavior that interferes with the student’s functioning, or jeopardizes the welfare of those to whom the student has responsibility, such as clients and co-workers, or both.
- Failure to communicate effectively, both verbally and in written form, including interviewing skills and interpersonal skills that permit comfortable interaction with other people.
- Failure to adhere to internship agency policies and professional standards.
- Failure to use sound judgment, both in work with clients and in regard to oneself, such as failure to seek professional help for physical or emotional problems which interfere with professional functioning.
- An ability to develop objective tolerance for human differences
- Accept and respect human dignity and human rights
- Having more than one Incomplete at a time in course work, or having received more than two grades of Incomplete in any course after admission to the program.
- Grade Point Average falls below 2.0.
- A request by a faculty member for a review due to student’s poor course work performance

Automatic Probation. The following circumstances will result in automatic probationary status:
- Failure to maintain a 2.0 grade-point average
- Receiving a grade of “C-” or below in any social work course.
- Receiving two incompletes in one semester.
• Incomplete in Field.

In the event of automatic probation, the following notification procedures are followed:
• The Director of Student and Academic Affairs will notify the academic and field advisors, and the BSW Program Director.
• Within five (5) working days of receiving the Automatic Probation Notification, The Director of Student and Academic Affairs will send, by certified mail, a written statement to the student indicating that she/he has been placed on probation and invite the student to meet with the Director of Student and Academic Affairs or BSW Program Director to discuss her/his academic plans. A copy of the letter will also be forwarded to the Director of Student and Academic Affairs.

When a student’s performance is evaluated as deficient or conduct that is not congruent with the values and ethics of the social work profession, the BSW Program Director will poll the review committee to ascertain if a full review is necessary. If not, the director can recommend the following:

Performance Improvement Contract. In situations where such action is feasible and desirable, a Performance Improvement Contract will be created.

The contract will set forth problems to be solved, actions to be taken to solve said problems, and a time period for completion of designated actions and re-evaluation of student performance.
• Consequences for non-performance will also be included in the contract.
• The student’s academic and field advisors will work together with the student and other relevant parties, if needed, to create a contract.
• If the student fails to fulfill the contract, or, while working on the contract some serious impropriety or failing academic performance occurs, a Full Performance Review Committee will be called and may decide that the student cannot continue in the BSW program.
• Dismissal can occur during any semester of enrollment in the BSW Program, including the last semester of enrollment.

Referral to Performance Review Committee. Automatic referral to the Full PRC will occur as a result of the following:
• Student already on probation receives a grade of a C- or lower in any social work course.
• Student fails to adhere to Performance Improvement Contract
• Student is dismissed from their field placement.
• In the event of an automatic referral, the following notification procedures are followed:
  o The Director of Student Affairs will notify the instructor for the course, the academic advisor, and BSW Program Director
  o Within five (5) working days of receiving the automatic referral notification, the BSW Program Director will send, by certified mail, a written statement to the student indicating that she/he has been referred to a Performance Review Committee and arrange a meeting and follow procedures outlined in the Procedures for Social Work Student Performance Review.

**Procedures for Social Work Student Performance Review**
The School has established mechanisms to respond to requests for students’ performance reviews. The following individuals can request a performance review of a student: Academic Advisor, Instructor, Field
Advisor, and Staff. At the beginning of the academic year, a Performance Review Committee, composed of a BSW Program Director, Director of Academic Affairs and a faculty member, shall be formed. BSW Program Director will be responsible for convening the meeting for the review process. The performance review committee is conceptualized as a mechanism to identify and resolve as early as possible any developing problems with students’ academic and/or professional performance. The functions of the Student Performance Review Committee will be to:

- Review those students who fall under “Criteria for Review by Performance Review Committee.”
- Receive faculty requests for student performance review.
- Receive advisor requests for student performance review.

The BSW Program Director acts as chairperson and convener of this committee. The committee comprises the following members: one BSW faculty, the Director of Student and Academic Affairs, the BSW field coordinator, and one student representative and an alternate are identified by the Undergraduate Student Government (USG). The student being reviewed determines participation by the student representative, and has the right to be present and participate in the fact-finding portion of the process. The student has the right to be accompanied by a support person who has an educational role in the School’s program. The BSW Program Director may allow others to be in attendance based on the circumstances.

The committee members will hear evidence presented by the person requesting the performance review as well as the student for whom the performance review is being held. The committee deliberates as to what recommendations are made to the Associate Dean of Academic Affairs. The Associate Dean will make the final decision. The student is notified of the decision through email within 10 days of the final decision.

**Appeal process**

The Associate Dean for Academic Affairs determines, based on the recommendation of the Performance Review Committee, the dispositional outcome and communicates this to the student. The student may appeal the decision, in writing, to the Dean of the School. Written appeal must be received within 30 days of date of the letter from the Associate Dean. This appeal does not constitute a new hearing. Rather, it is a review of the record of the original hearing and is entertained only on one or both of two grounds: (1) the claim of an error in the hearing procedure, and (2) the claim of new evidence or information that was not available at the time of the hearing. If the Dean upholds the disposition of the student, the student may appeal further to the Provost on only the same grounds as the appeal to the Dean. In any event, the decision of the Provost is final.

**Student Participation in Formation of Policies**

BSW students are viewed as competent adults who have not only the right but also the responsibility to participate in the decision-making process about the educational program in which they have enrolled. Students regularly contribute to the continued development and growth of programs in the School. Student input is highly valued across the continuum of the program. For example:

- All students enrolled at UConn have an opportunity at the end of each course to evaluate their instructors. Students are given standardized faculty evaluation forms to complete. These evaluations are confidential. Results are provided to the faculty to use in strengthening content, teaching, and learning methods to facilitate more effective instruction.
• Through their elected and volunteer representatives, BSW students provide input to and learn from each of the following committees: Performance Education Review, BSW Committee, BSW curriculum sub-committee, and various others which might be convened throughout the year. Student representatives are viewed as especially valuable members of these committees.

• Students have the opportunity to meet both informally and formally with any candidates being considered for faculty positions. Additionally, a student representative is selected to be a member of any screening committee commissioned in the hiring of new faculty. Students are asked to provide written assessments of each candidate to be included as a part of the recommendation package prepared by the School for employment purposes.
DIVERSITY

Description of Specific Efforts to Provide Learning Environment that Provides Affirmation and Support for Diversity and Difference

The program has a variety of efforts that contribute to an environment that espouses respect and affirmation for diversity. Framed in the context of social justice, the program purports the importance of understanding the concepts of power, privilege and dominant ideologies that create, maintain and perpetuate various forms of oppression that effect the most vulnerable populations.

The School also has a long and distinguished history of creating a learning environment that is diverse, welcoming, respectful and inclusive. This environment has been created and is maintained by initiatives supported by the Office of the Dean, administrative offices and Office of Academic and Student Affairs. Information for school centers, institutes and projects will be included below.

Opportunities for Student Involvement

The University of Connecticut has an Undergraduate Student Government (USG) for all undergraduate students enrolled in the University. The USG is open to all BSW students on the Hartford Campus. Under the auspices of USG, undergraduate students have the right to create a club if there is no existing organization that relates to that interest.

Create a Club

The University of Connecticut has a three-Tier System to organize and identify registered student organizations. The system reflects the variety of purposes, funding sources, and level of planned activity. Students can join one of our 40+ clubs on campus or they create their own. Anyone can be member of your club, but only UConn Hartford undergraduate fee paying students can vote, hold executive board member positions and must make up more than 50% of your overall membership.

Tier I orgs are simple associations of students who engage in low-risk activities, and basically need space to meet (do not host events), and do not rely on/seek funding. No advisor or constitution required, email paul.young@uconn.edu your availability to start the process.

Tier II orgs have a greater level of organization structure, can host events, engage in more visible and higher risk activities, and can seek funding. If interested in creating a tier II org, email the following information to paul.young@uconn.edu to start the process.

- Find seven (7) other eligible students who share your passion. Develop a member list. Choose a President, Treasurer, and Secretary.
- Select a UConn Hartford faculty or staff advisor who will show an active, sustained interest in your group.
- Draft a Constitution. View a sample constitution.

Tier III are supported by fees collected directly from the students, provide engagement and involvement opportunities to those students who pay the fee i.e. Undergraduate Student Government (USG).

For more information on USG-Hartford, please visit https://usg.hartford.uconn.edu/.
Opportunities for Student Representation
The BSW program also has its own committees that include faculty, staff and students. At the beginning of each academic year, the BSW Director will put out a call to all BSW students inviting them to express their interest in becoming a student representative. Listed below are the current committees:

- BSW Curriculum Committee. Reviews issues pertaining to the curriculum and practicum of the program.
- BSW Performance Review Committee. Makes formal recommendation after consultation regarding the academic status of students whose performance in either class or field is being questioned.
- Just Community. Supports and facilitates educational and advocacy efforts to enhance more anti-oppressive practice in the classroom, programming and daily interactions within the School.
- Field Education Advisory Committee. Reviews issues pertaining to field education.

For more information, contact the BSW Program Director at lisa.werkmeister_rozas@uconn.edu.

School Centers, Institutes, & Projects

**Center for International Social Work Studies (CISWS)**
*Chair: Dr. Rebecca Thomas*
*Phone Number: (959) 200-3681; Email: rlthomas@uconn.edu*

The Center for International Social Work Studies was established in 1992 to promote and support student and faculty interest and activities in international social work and human rights. These activities include international curriculum development, faculty exchanges, international field placements for students, cross-national research, an annual international day, and seminars and occasional conferences on international aspects of social work. The Center serves as a focal point to connect students, faculty, alumni, and area practitioners to learning opportunities in international aspects of social work and human rights.

The Center reflects the School of Social Work’s commitment to strengthening social work involvement in international problem solving and policy development. The aim of the Center is to replace the traditional dichotomy between domestic and international social concerns with a global perspective on human needs and social policy and practice interventions. While broadly focused on international knowledge related to social work and social development, the Center emphasizes the application of a global and human rights perspective to social workers’ practice in their own communities and internationally.

The Center aims to put this philosophy into practice by:

- sponsoring seminars on international topics
- developing internationally related curriculum in social work/social development;
- facilitating faculty research and publication on international issues and human rights;
- encouraging relevant global perspectives in social work courses;
- promoting cross-cultural competence;
- encouraging student and practitioner participation in international courses, seminars, exchanges, and other international activities;
- entering into exchange and linkage arrangements with schools of social work in other countries and with international organizations to further these purposes;
- participation in the Human Rights Initiative of the University of Connecticut.

Recent exchange and linkage projects include:
• a multi-faceted exchange program with the University of the West Indies Department of Sociology and Social Work in Jamaica, involving faculty exchange, consultation, joint research, and curriculum development, and development of field placement sites;
• consultation and curriculum development to assist with establishing social work education in Armenia and ongoing projects in Armenia with Yerevan State University;

Regular activities for students:
• Annual International Day Celebration
• Trip to Social Work Day at the United Nations
• Lunch-hour international seminars
• Social and cultural events with the student group – Social Workers for Global Justice

Nancy A. Humphreys Institute for Political Social Work (NAHPSW)
Director: Tanya Rhodes Smith
Phone number: (959) 200-3631; Email: tanya.smith@uconn.edu

The Humphreys Institute works to increase the political participation of all social workers as well as the communities they serve, including:
1. Increasing the number of social workers who pursue careers in electoral politics, political settings and/or as advocates;
2. Embedding civic and voter engagement into the work performed by social workers in both clinical and macro settings; and
3. Engaging all social workers to bring their social work skills and training to the political systems making decisions that affect the clients and communities they serve.

The Humphreys Institutes carries out these goals through its programming, which includes:
1. The Campaign School for Social Workers offered annually at UConn as well as select schools of social work;
2. The development of training and resources on nonpartisan voter registration, education and outreach for schools of social work, social work professionals and community organizations;
3. Partnering with Influencing Social Policy (ISP) and the Congressional Research Institute on Social Work and Policy (CRISP) on the National Voter Empowerment Campaign and the VotingIsSocialWork.com website;
4. Conducting research on political social work and the political participation of social workers and the communities they serve as well as evaluating its own impact;
5. Serving as a resource to UConn students, schools of social work, political social workers, social workers running for office, elected officials and NASW (through publications, policy analysis, etc.); and
6. Supporting field placements for MSW students in political social work settings such as Congressional offices and state legislatures.

Students have the opportunity to work with the Humphreys Institute as field education interns, graduate assistants (doctoral level), work study positions, and through special topic courses and independent studies.

Puerto Rican & Latin@ Studies Project (PRLSP)
Director: TBD
Phone number: (959) 200-3679

The Puerto Rican and Latino Studies Project helps prepare social workers to competently serve individuals, groups, families, and organizations within Latin@ communities through research, teaching, and service; to increase the advancement of knowledge and research regarding Puerto Rican and Latin@ matters.

Our core goals are:

1. **Research and Innovation**: To create distinctive and internationally recognized contributions to scholarship; and to address solutions for pressing issues affecting Puerto Ricans and Latin@s in Connecticut and globally.
2. **Teaching and Learning**: To increase Puerto Rican and Latin@s recruitment, retention, and MSW and PhD degree completion. To train social workers and service providers.
3. **Outreach and Engagement**: To establish mutually beneficial partnerships and collaborations with the Connecticut residents and agencies or institutions within Connecticut, and globally. Participate in community and interprofessional partnerships in order to promote the well-being and quality of life of Puerto Rican and Latin@ individuals, families and communities. To engage with the PRLSP Advisory Board in an exchange of knowledge and in the collaboration of efforts on current issues affecting Puerto Rican and Latin@ communities.

Students have the opportunity to work with the Project as work study students, mentees, and through the many programs that the Project sponsors throughout the year.

**A Supportive and Inclusive Learning Environment**

The following organizations and initiatives exist to assist students in learning about various forms of oppression as well as advocating and being an ally for members of various targeted social groups:

- **Alternative Breaks**
- **Human Rights Institute**
- **Initiatives on Campus Dialogues**
- **Office of Undergraduate Research**
- **Violence Against Women Prevention Program**

Students will have many opportunities to engage in learning about various forms of oppression as well as advocating and being an ally for members of various social groups. The Undergraduate Student Government, which strives to enhance the educational, social and cultural opportunities on campus as well as foster an inclusive and collaborative culture of engagement, will be an avenue for students to organize around social justice issues.

Additionally, the School has a Just Community committee comprising faculty, staff, Ph.D., MSW, BSW, representatives. Its purpose is to provide opportunities for the UConn School of Social Work community to come together to educate, discuss and debrief issues relevant to the social work profession within the context of our socio-cultural/political/historical and economic environment. These opportunities will help enhance personal and professional development, mobilize advocacy efforts and promote an inclusive environment. Its mission is to create a community that is capable of dialoguing with, learning from, and participating in mobilizing social justice efforts. One of the ongoing initiatives that this committee has created is Social Work Solidarity Hour. Held bi-monthly, this program is an opportunity
for students, faculty and staff to come together and dialogue about current hot topics that affect social workers’ work with clients.

We have ongoing programing put forth by various Undergraduate and Graduate, student organizations as well as and faculty led initiatives. For example, each year we have a range of programs for Hispanic Heritage month as well as Black history month. However, programming for these historically oppressed groups is not limited to the named months. Routinely, our Office of Research and Scholarship as well as the School’s projects and centers put on programming that focus on diversity.

**Cultural Competence Professional Development Training for Faculty, Staff and Students**

The School provides professional development training for students at the beginning and throughout their BSW experience: the Convocation on Joining Our Just Community. Faculty and staff attend this event as well. The Convocation is when the School’s social work community affirms their commitment to the social work profession. This is done through presentations by faculty, alumni and the Graduate Student Organization leadership with a particular focus on the NASW Code of Ethics.

The Convocation is held for new students before the beginning of the fall semester. All incoming students are required to attend this program. The purpose of this program is to encourage students’ commitment to the ongoing development of cultural competence while pursuing their BSW degree and in their future career.
UNIVERSITY POLICIES AND PROCEDURES

Emergency and Weather Related Closing, Cancellation, or Delay Information

Campus/Weather Related Closing Procedure
If the Hartford Campus closes (this includes the School of Social Work) due to an emergency or weather related conditions, the announcement will be included among other school closings/delays on major CT television and radio stations. You may also call the Hartford Campus Emergency Closing Line at (959) 200-3501.

If the campus does not close or delay, it is possible that a School of Social Work instructor may cancel or delay the start of their class. If an instructor decides to cancel a class, they will notify students by email.

University Alert Notification System
Campus safety is a vital concern at the University of Connecticut. The University Alert Notification System provides a number of ways in which the University may contact the community in the event of an emergency. The components of the University Alert Notification System include website alerts, email, voice mail, outdoor sirens and Code Blue Phone Kiosks. Each of these components is intended to enhance communications during an emergency situation.

In the event of an emergency, this website will provide the latest information, including possible action. Regular updates will be posted as they become available. Periodic testing of each of the alert components will be conducted; the University community will be notified in advance of any tests.

In any emergency situation, reacting quickly and calmly is of utmost importance. Obtain general information about University Alert Notification System and learn more about campus safety.

UConnAlert
Students are automatically enrolled in UConnALERT. Students’ email addresses and phone numbers are pulled from the Student Administration System. Each semester, students must update their emergency contact information prior to registering for classes. If you would like to update your information, go to Student Admin and sign in with your NetID and password. Scroll down and find the “Personal Information” section. While strongly discouraged, you may opt out of getting UConnALERTs if you choose. For further information please visit http://alert.uconn.edu/get-alerts.html.

Health Information

Insurance Information
All full time students are required by the University to maintain health insurance coverage.
Students may choose to be covered through:
- a personal insurance policy,
- a plan carried by their parents, or
- the group policy sponsored by the University, which is sold and administered through Consolidated Health Plan/Cigna.

Further information can be found at http://shs.uconn.edu/insurance-information. Please direct any inquiries regarding enrollment, plan coverage or voluntary enrollment to the University Insurance Coordinator, Tresca Smith at (860) 486-4456.
Enrollment in the University-sponsored Insurance Plan

The University uses what is called a “hard waiver” system to assure student health coverage. This means that full-time* students will be AUTOMATICALLY enrolled in and billed for the University-sponsored plan. If you want coverage under the University-sponsored plan, do nothing; you are automatically enrolled. (Part-time students who wish to enroll in the student health plan should contact 860-486-4535.) *A full-time student is defined as an undergraduate enrolled for 12 or more credits or a graduate student enrolled for 9 or more credits.

While most full time students are automatically billed for the UCONN Student Health Insurance, there are some university programs that are exempt from the health insurance requirement. Due to multiple changes of program classification it is advised that ALL students check their tuition fee bill to determine whether the fee for the insurance has been posted. If the charge has not been posted you may still be eligible to voluntarily enroll in the Student Health Insurance Plan (SHIP). To voluntarily enroll please call 860-486-4535.

If you wish to decline the university plan because you have other comparable coverage, you must waive it via the Health Insurance Waiver in the PeopleSoft Financial system. Because employers may change the benefits/plans they offer their employees, you must complete a waiver at the start of each school year, even if you completed one the previous year. To waive, simply log into your PeopleSoft account at http://www.studentadmin.uconn.edu, and click on “Self Service” then on “Student Center”. Scroll down to the Finances section of the Student Center and click on “Create Student Permissions”. The UConn Student Permissions page displays. Click the “Health Insurance Waiver” line, this will display the waiver form on your screen. Complete the form by filling in the data fields. A confirmation page will be displayed when the waiver processes. It is recommended that you print a copy of this confirmation page and retain it for your records.

It is strongly suggested that a review of your alternative coverage be conducted to determine payable benefits, by your carrier, for services performed at our facility. Many carriers have specific reimbursement rules related to out of area care or care rendered by out of network providers. In addition, many plans have high deductibles that may need to be met before any services will be considered payable.

The on-line waiver is only available from June 1 until September 15 for the fall semester. Students for whom Spring will be their first semester at UConn must waive by February 5. If you fail to complete the waiver in PeopleSoft, it will be assumed that you accept coverage offered under the University sponsored health insurance plan, and the charge for that coverage will remain on your fee bill.

Accidents/Emergency Care on Campus

In the event of any accident or emergency situation on the campus, contact the Hartford Police immediately at 911. Individuals will be responsible for the charges associated with any emergency care.

Immunization Records

State of Connecticut General Statutes as well as University of Connecticut regulations require each full-time or matriculating* student born after December 31, 1956, to provide proof of adequate immunization or screening against measles, mumps, rubella, varicella, meningitis and tuberculosis before permitting such student to enroll at the university. In accordance with these requirements, UConn Student Health Services will collect immunization information, assess compliance, and enforce the regulations as a condition of attendance. (*Matriculating students are defined as those enrolled in a degree-seeking
program.) Part time non-matriculating students are not required to have MMR and varicella immunizations although they are recommended to have those vaccines by Advisory Committee for Immunization Practices (ACIP). Further information including Information on recommended but not mandatory immunizations can be found at http://shs.uconn.edu/immunization-requirements/.

All students must complete the SSW Vaccination Record form and submit it to the UConn Student Health Services department by August 1. The UConn School of Social Work will only permit vaccination waivers for religious or medical reasons. Immunization information, requirements, and forms may be accessed on the school’s website at: http://ssw.uconn.edu/students/health-information/

Students who do not submit a vaccination record that meets all requirements, may be administratively withdrawn from classes, since all matriculated students must be properly immunized to attend classes at the School of Social Work.

Submit Completed Documentation & Attachments To:
  UConn Student Health Services
  Medical Records Dept.
  234 Glenbrook Rd, U-4011
  Storrs, CT 06269-4011
  FAX – 860-486-5300

Questions? Contact Student Health Services at 860-486-4700 or shs@uconn.edu
Don’t forget to make a copy and keep for your records!

Additional Student Health Records Requirement
Additional student health records information may be required if students are employed or conducting a field placement in a health care agency, hospital, or clinic. Students may be required to complete an additional health verification form showing evidence of measles, mumps, rubella; non-reactive PPD (not more than 6 months old) or documentation of treatment and resolution of an active TB episode, or documentation of negative chest X-ray after a positive PPD; Tdap; documentation of current varicella (chickenpox) or titer or verbal history; documentation of hepatitis B immunization; influenza vaccination; or physical.
MATRICULATED STUDY

Adding a Course
After the beginning of a semester or summer session, a student may not add a course if the instructor feels that elapsed time might preclude its successful completion. Courses added after the tenth (10th) day of a semester or after the fifth (5th) day of a summer session term must be submitted to The Office of the Registrar. Please obtain the schedule revision request at the following link http://grad.uconn.edu/enrollment-services/forms/, complete it with obtaining the appropriate signatures and submit it to the Office of Student and Academic Services for processing in conjunction with the Office of the Registrar.

Auditing Courses
Students wanting to have the fact that they were exposed to the material in a course recorded on their academic record, but not receive either credit or a grade, may choose to audit a course. The following conditions apply:

- In place of a grade, the record will show 'AU' (Audit).
- Students changing a course from credit to audit after the second week of classes receive both ‘W’ (for Withdrawal) and ‘AU’ marks.
- Students changing a course from audit to credit after the second week must complete a Schedule Revision form to add the course.
- The student may participate as the instructor permits.
- The instructor may disenroll a student not meeting the auditing criteria set forth by the instructor.
- The audited course cannot be used on your plan of study.
- Part-time students must pay the same fee to audit a course as they would pay if they took the course for credit.

The Course Audit Form can be obtained from the following link Course Audit Form. Once completed it should be sent directly to the Office of the Registrar.

Conferral

Application for BSW Degree
Formal application for a degree to be conferred must be filed online by the degree candidate using the Student Administration System. Information and instructions can be found on School website under the section titled Current Students. If filing is not timely, conferral is delayed to the next conferral period, even though all other degree requirements may have been completed on time.

Registration Terms

Fall and Spring Semesters Registration
Registrations are processed on-line through the University of Connecticut student administration system also known as PeopleSoft.

Intersession and Summer Term Registration
Matriculated students may register for Intersession and Summer courses through Student Admin. Please note these courses are fee based as they are offered through the Non-Degree Program. Please be sure to read the refund policy for each term.
**UConn Student Accounts**

UConn Student Accounts are accessed using your NET ID & Password.

**Student Administration Account allows access to the following:**
- Register for classes
- Add/Drop or Swap courses
- View and print your class schedule, final grades, and unofficial transcript
- Update address and phone number, update as needed
- Review your financial account and any holds placed on your record
- Submit payments via credit card or E-Check
- Update your personal information (address and telephone numbers)
- View the course catalog and schedule of classes

**GoogleApps@UConn – Official UConn Student Email System**

All School of Social Work correspondence will be sent through this system.

**HuskyCT – Online course management system**

Faculty may post syllabi, pre-class assignments, and reading materials.
FINANCIAL AID

The Office of Financial Aid is committed to assisting students determine eligibility for all financial aid to which they may be entitled according to federal, state and university regulations and policies. For more information on how to apply and/or manage your financial aid, please go to the Office of Student Financial Aid Services at https://financialaid.uconn.edu/.

Student Employment
Student Employment is available through Federal Work-Study, which is awarded to students as part of their financial aid package. Work-Study is a program that allows you to earn money to help pay for educational expenses. For more information, visit the Office of Student Financial Aid Services – Student Employment website.

Withdrawal from Social Work Program
You must notify the Director of the Office of Student and Academic Affairs immediately of your intent to leave the Social Work program.
**CAMPUS SAFETY**

**Clery Compliance Information for the University of Connecticut**
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education (ED). Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program. For more information please visit: [http://clery.uconn.edu](http://clery.uconn.edu).

**Hartford Campus Shuttle**
Shuttle bus operation: 5:30 pm to 10:00 pm Monday through Thursday. This evening-only shuttle will run from the former Hartford Times building to the student parking area at the Convention Center parking garage and will be a general drop-off service only.

**Campus Emergency Information/Health & Safety Plan**
Please familiarize yourself with the Campus Emergency Information / Health & Safety Plan available on the UConn Greater Hartford campus website: [http://emergency.hartford.uconn.edu](http://emergency.hartford.uconn.edu/)

**Reporting Crimes or Emergencies**
In the event you are a witness to or a victim of a crime on campus dial the University Police at (860) 486-4800. In the event of a fire and/or medical emergency, call 911 and provide all pertinent information. The University Police should also be notified (860) 486-4800 and an officer will follow up on your report.

One blue emergency phone, located at 38 Prospect Street, is available for public use in the event of an emergency.

**Weapons on Campus**
Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals are strictly prohibited and in many cases violate State law.

**Individual Safety Responsibilities**
Everyone must assume responsibility for their own personal safety and the security of their personal property by taking some simple, common sense precautions:

1. Do not jog alone at night.
2. When walking at night, walk with someone and only in well-lit areas.
3. Walk within the designated cross walk areas.
4. Lock your vehicle at all times.
5. Do not leave personal property unattended in the cafeteria, classrooms or library.
6. Use student lockers when necessary and padlock valuables.

**Security and Fire Safety Report**
The University of Connecticut Police Department invites all University employees and students to read Annual Security and Fire Safety Report. The University of Connecticut prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Connecticut General Statute 10a-55a and 10a-55m. This report includes statistics for the previous three years.
concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University of Connecticut; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The full text of this report is available online at: http://publicsafety.uconn.edu/police/clery/clery-annual-security-report/
CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly
Source: The full version of the Code of Ethics of the National Association of Social Workers may be accessed at: http://www.socialworkers.org/PUBS/CODE/CODE.ASP

Preamble
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. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals’ needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession’s history, are the foundation of social work’s unique purpose and perspective:
- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Ethical Principles
The following broad ethical principles are based on social work’s core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: Service
Ethical Principle: Social workers’ primary goal is to help people in need and to address social problems.
Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged
to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** Social Justice  
**Ethical Principle:** Social workers challenge social injustice.  
Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers’ social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** Dignity and Worth of the Person  
**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.  
Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients’ socially responsible self-determination. Social workers seek to enhance clients’ capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients’ interests and the broader society’s interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** Importance of Human Relationships  
**Ethical Principle:** Social workers recognize the central importance of human relationships.  
Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value:** Integrity  
**Ethical Principle:** Social workers behave in a trustworthy manner.  
Social workers are continually aware of the profession’s mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** Competence  
**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.  
Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.