

\*\*\*\*The below Social Work policy information is an excerpt from the complete Student Handbook and Field Manual (updated Jan 2018). The full document can be located on the Creighton University Social Work program website.

## ADVANCEMENT & DISMISSAL POLICIES

### COLLEGE OF ARTS AND SCIENCES MAGIS CORE CURRICULUM

The Social Work program is housed within the Department of Cultural and Social Studies, part of the larger College of Arts and Sciences (CCAS). Students within the CCAS will complete 35 hours of Core curriculum that we believe provides a solid foundation as an educated citizen, able to problem solve and lead in a diverse world. Social Work as a discipline is founded on a base of information from the liberal arts, which is what students will experience at Creighton University.

Many of the Social Work courses are approved as part of the Magis Core Curriculum, allowing students to easily add minor areas of study of specific interest, double major, or explore classes to broaden the educational perspective.

### REQUIREMENTS FOR BACHELOR OF SOCIAL WORK DEGREE

Students must meet minimum grades in Social Work required and supporting courses, as detailed in the following “Advancement” section, as well as maintain a 2.0 overall grade point average. Students who do not meet such minimum grades on the listed courses will not be able to advance in the Social Work curriculum, as the course will not fulfill the prerequisite for a subsequent required social work course.

Core Curriculum: 35 credit hours

Social Work Requirements: 33 credit hours

Required Support Courses: 13 credit hours

Total hours required to graduate from Creighton University: 128 credit hours

\*Students who receive a grade below a "C" in any pre-requisite or co-requisite course must re-take the course. This includes: PSY 201, SOC 101, SOC 314, PLS 310 or SOC 313 or any research course required by a co-major and accepted by the Social Work program.

Students should refer to the Creighton University NEST system for the most current course descriptions and availability. The Social Work Program website has an up-to-date list of required, supporting, and elective courses.

### Advancement – Academic and Field Practicum Performance

The advancement of students is founded on a developmental model demonstrating that students have increased their skills in the practice courses. Having been admitted into the Social Work program, the Social Work student must maintain the prescribed level of performance in order to advance through and complete the program. As per the CSWE EPAS

statement of 2015, advancement is implemented to assure that students proceed through the program with the knowledge, values, skills and cognitive and affective processes necessary for an undergraduate generalist practice. Students must maintain a satisfactory level of performance meeting or exceeding the following criteria:

#### GRADING POLICY

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Grading is an important function of assigning final course evaluation to students. The process consists of designing exams and assignments to the course goals and objectives. It also entails creating evaluation criteria/standards that students have ready access. Consequently, the Social Work Program uses the following student performance policy comprising both academic and professional evaluation.

Each faculty member (full-time & adjunct) must:

1. Publish a written syllabus based on the mission, goals and objectives of the Social Work Program
2. Publish all student performance measures (tests, assignments, reports, papers etc.) in all course syllabi
3. Present clear instructions for all performance related measures employed in the classroom
4. Instructors are free to establish an array of student performance measures fitting the course

#### ACADEMIC PERFORMANCE - POLICIES AND PROCEDURES

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1. The Creighton grading system is a 4.0 system with final grades assigned at seven levels: A=4.0, B+=3.5, B=3.0, C+=2.5, C=2.0, D=1.0 and F=0.0. Criteria for evaluating a student's academic performance and assigning a grade is spelled out in the course syllabus.
2. The department policy on evaluating a student's academic performance based on the standard measure as described in the course syllabus is as follows;

A	93-100%	Outstanding achievement and an unusual degree of intellectual initiative
B+	87-92%	High level of intellectual achievement
B	83-86%	Noteworthy level of performance
C+	77-82%	Performance beyond basic expectations of the course
C	73-76%	Satisfactory work
D	63-72%	Work of inferior quality, but passing
F	62% and below	Failure – no credit

3. It is University policy that a student must maintain at least a 2.0 G.P.A. to remain in good standing. Within the social work program, students must maintain a 2.5 G.P.A. in the major courses (including pre and co-requisite coursework). Failure to maintain a 2.5 G.P.A. in the

major and/or receiving less than the required course grade as designated below. Social Work course will require the student to complete a remediation plan if the student wants to continue in the program. Remediation plans must be approved by the Program Director. Unsuccessful completion of the remediation plan will result in dismissal from the program. Students may reapply at a future date if the cause(s) for being dismissed are resolved.

Students receiving less than a **C in social work non-practice courses:**

SWK 261

SWK 275

SWK 298

PSY 201

SOC 101

Research Courses

or less than a **C+ in the following social work practice courses:**

SWK 345/346

SWK 359

SWK 435

SWK 460/461

or less than a **B in the following social work practice courses:**

SWK 480/481

will need to re-take the course a maximum of one time to meet the grade expectation of the course

### ADVANCEMENT INTO THE PRE-PRACTICUM AND FIELD SEQUENCE

Students will progress into pre-practicum and senior field practicum only after completing all pre-requisite courses with the minimum required grades. At the completion of pre-practicum (SWK 345/346), students will have a final evaluation completed by the field supervisor and/or course faculty. This document will be reviewed with the student to promote professional development and growth, as well as to serve a gate-keeping function for the social work program and their community agency partners. This completed document will be forwarded to the Field Education Coordinator who will review the documents and follow-up with students with any indicated areas of concern regarding either academic or non-academic issues. If such concerns do exist, the student must meet with the faculty and develop an agreed upon plan for remediation, delay or progression with conditions. This plan must be approved by the social work program Director. If the student does progress into senior practicum, the identified concerns must be incorporated into the student learning contract. Students are not guaranteed advancement into field practice which is a requirement of the social work major. Students who are unable to advance into field after two semesters of remediation or delay will

be counseled out of the major. Any exceptions to this must be approved by the Program Director, fully addressing the practice and professional concerns inhibiting advancement.

Students are admitted to Field Practicum 1 (SWK 460-461) and Field Practicum 2 (SWK 480-481) based on the following criteria:

- Accepted major
- Senior standing
- Completion of all non-practice social work courses and requisite courses (PSY 201, SOC 101 and, research methods/stats)
- In compliance with the Program's Admission and Advancement & Termination policies
- Completion of SWK 345 and 346 with a grade of C+ or better\*

\*Remediation plan at the SWK 345 and or SWK 346 level will be considered on a case-by-case basis; with all exceptions to the above policy being prior approved by the program director.

- Students must read and acknowledge via signature that they have read the Student Handbook and Field Practicum Manual where expectations and criteria for evaluation and advancement of students in practicum are fully explained. The signature holds the student accountable for all practices and procedures within the manual
- Students taking SWK 261, SWK 275, SWK 345, and SWK 346 concurrently must complete an interview with identified social work faculty for field assessment prior to registration.

**\*\* Per Legal Counsel at Creighton University, Social Work supervising faculty are able to share information and discuss student performance with the Practicum Supervising Staff at the community agency in order to enhance the learning experiences and protect the wellbeing of the student and potential clients. Such communication intends to promote professional development within the student role and social work standards.**

#### COLLEGE OF ARTS AND SCIENCES POLICIES AND PROCEDURES

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its Colleges and Schools and their faculties, its libraries, and the computer center. Students are expected to engage in and demonstrate honesty and integrity in all aspects of the program including academic performance and professional behavior.

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## ACADEMIC MISCONDUCT

Students are responsible for knowing the academic misconduct and code of conduct policies. Excerpts are provided below, but the current policies are located in the annual student handbook.

“Academic or academic-related misconduct” as defined by **Creighton University College of Arts and Sciences Policy on Academic Honesty** includes, but is not limited to,

1. Unauthorized collaboration or use of external information during examinations.
2. Plagiarizing or representing another’s ideas as one’s own.
3. Submitting without specific permission of the instructor, work that has been offered for credit in another course
4. Falsely obtaining, distributing, using, or receiving test materials.
5. Misusing academic resources.
6. Obtaining or gaining unauthorized access to examinations or academic research materials.
7. Soliciting or offering unauthorized academic information or materials.
8. Furnishing false academic information to the University
9. Improperly altering or inducing another to improperly alter any academic record.
10. Engaging in any conduct that is intended or reasonably likely to confer upon one’s self or another unfair advantage or benefit respecting an academic matter.
11. Falsifying experimental data or appropriating the experimental data of another without explicit permission of the instructor

\* to view the full and most current policy, click this link

<https://ccas.creighton.edu/sites/ccas.creighton.edu/files/media/Academic%20Honesty%20Policy.pdf>

Further information regarding academic or academic-related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Creighton University Handbook for Students or the College of Arts and Sciences web page <http://www.creighton.edu/students/studenthandbook/> . However, students are advised that expulsion from the University is one of the sanctions which may be imposed for academic or academic-related misconduct.

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## ACADEMIC MISCONDUCT- POLICIES AND PROCEDURES FOR GRIEVANCE

The school or college, in which the student is enrolled, in accordance with the procedures of the school or college of enrollment, handles matters of academic misconduct. However, school or college of enrollment procedures relating to academic and academic-related misconduct disciplinary matters shall conform to the provisions of this Handbook pertaining to such matters. Academic disciplinary procedures differ from school to school. If the school or college

of enrollment imposes a serious penalty (i.e., expulsion from the University, suspension or a request for withdrawal), the student shall have the right to appeal to the University President, subject to the provisions outlined below.

With the consent of the Dean and the student, matters of academic and academic-related misconduct **may be resolved informally and without right of appeal**. Such informal resolution shall be reached by the accused student and a University administrator or faculty member designated by the Dean. Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

Sanctions or penalties established by the school or college of enrollment may include but are not limited to reprimand, repetition of an examination or assignment under a different format, reduction of grade for an assignment, examination or course (including assignment of a failing grade, and/or suspension or expulsion from a course), and probation. Serious penalties are expulsion from the University, suspension, and a request for withdrawal.

In academic or academic-related misconduct disciplinary cases, the following provisions shall govern appeals:

- An appeal shall be allowed from a decision of the Dean of the school or college of enrollment only if the Dean imposes a serious penalty (**i.e., expulsion from the University, suspension, or a request for withdrawal**).
- In such cases, the affected student has the right to appeal to the University President; however, if the standards applicable to the accreditation of the school or college of enrollment require that the school or college have final authority for academic or academic related disciplinary matters, then an appeal to the University President regarding any such matter shall be heard only at the discretion of the University President.
- Both the "Intent to Appeal" form, available from the Dean and written appeal shall be delivered by the student to the office of the University President. The student shall also deliver copies thereof to the office of the Dean of the school or college of enrollment.
- In all other respects, such appeals shall be governed by the provisions, time limitations, grounds for appeal, and other conditions, limitations and procedures stated in the "Appeal Process", "Grounds for Appeal", and "Sanctions" sections under "Non-Academic Disciplinary Procedures."

To view the most up-to-date version of the policy for grade appeals, click this link:

<https://ccas.creighton.edu/sites/ccas.creighton.edu/files/media/Grade%20Appeals%20Policy.pdf>

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## SOCIAL WORK PROGRAM TERMINATION POLICIES AND PROCEDURES

The previous section summarizes the policies and procedures related to academic and performance within the university that applies to the Social Work Program as well as the policies and procedures related to grievance. What follows are the policies and procedures describing the termination of student's enrollment in social work program for reasons of academic, non-academic and professional performance.

A significant part of the social work profession is conducting oneself as a professional. Therefore, the Social Work Program adheres to and expects that students entering and advancing through the program abide by the following policies of professional behavior and conduct. Students who violate these policies are subject to review for a plan for remediation or dismissal for non-academic reasons.

The program uses the NASW Code of Ethics as a policy to determine whether students should be dismissed from the program for non-academic reasons. Each code is clearly described as to the nature and scope of behavior that is acceptable and encouraged for social workers in these instances including the student capacity. A summary of the major principles is listed below, while a full copy of the Code of Ethics can be found at <https://www.socialworkers.org/About/Ethics>

### THE NASW CODE OF ETHICS: SUMMARY OF MAJOR PRINCIPLES

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#### SOCIAL WORKERS' VALUES, COMMITMENT, AND CONDUCT

*Service* – Social workers' primary goal, above self-interest, is to help people and to address social problems

*Social Justice* – Social workers should challenge social injustice and pursue social change, particularly for vulnerable and oppressed people, and promote participation in decision making.

*Dignity and worth of the person* – Social workers should respect the inherent dignity and worth of all persons.

*Importance of human relationships* – Social workers should value relationships as a vehicle of change.

*Integrity* – Social workers should act in a trustworthy manner consistent with the profession's mission and values.

*Competence* – Social workers should practice within and strive to increase their areas of knowledge and competence.

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#### SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO CLIENTS

*Commitment to clients* – Social workers' primary responsibility is to clients, although this may be superseded by legal obligations or obligations to the larger society under some circumstances.

*Self-determination* – Social workers respect and promote the rights of clients to self-determination and assist them in attaining their goals, unless these could lead to serious harm to the clients or others.

*Informed consent* – Social workers should offer services to clients only with the informed consent of those clients. Social workers should make accessible information on client rights and on the potential outcomes of services.

*Competence* – Social workers should provide services only in those areas in which they are competent.

*Cultural competence* – social workers should understand culture, have knowledge of their clients' cultures, recognize the strengths within cultures, and be aware of diversity and oppression.

*Conflicts of interest* – Social workers should avoid conflicts of interest, take action to inform clients of potential conflicts, maintain appropriate boundaries, and protect clients from negative consequences of dual relationships.

*Privacy and confidentiality* – Social workers should respect their clients' right to privacy, protecting client confidentiality and informing clients of the parameters of confidentiality.

*Access to records* – Social workers should provide clients with reasonable access to their own records.

*Sexual relationships* – Social workers should not engage in sexual contact with current clients. Social workers should usually not engage in sexual contact with people in the clients' personal lives. In most cases, social workers should not have sexual contact with former clients or take on clients with whom they have had a sexual relationship.

*Physical contact* – Social workers should engage in physical contact with clients only when such contact is not potentially harmful and when it is within clear, culturally appropriate boundaries.

*Sexual harassment* – Social workers should not sexually harass clients.

*Derogatory language* – Social workers should not use derogatory verbal or written language with or about clients.

*Payment for services* – Social workers should set fees that are fair and reasonable, and that give consideration to clients' ability to pay. They should not make bartering arrangements with clients.

*Clients who lack decision-making capacity* – Social workers should strive to protect the interests and rights of clients who are unable to make informed consent decisions.

*Interruption of services* – Social workers should try to maintain continuity of services.

*Termination of services* – Social workers should terminate services to clients when such services are no longer necessary or beneficial. They should attempt to avoid abandoning clients who are still in need of services. They may terminate services to clients for failure to pay only after attempts to address the issue with the clients and when such termination does not pose a danger.



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## SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO COLLEAGUES

*Respect* – Social workers should respect colleagues and their qualifications and views, avoiding unwarranted professional or personal criticism of colleagues. They should cooperate with colleagues when beneficial to clients.

*Confidentiality* – Social workers should respect the confidentiality of shared client information.

*Interdisciplinary collaboration* – Social workers on interdisciplinary teams should draw in the perspectives, values, and experience of the social work profession. Ethical concerns of social workers on teams should be resolved

\* Source: Summarized from National Association of Social Workers (2008), page364-365 in "Introduction to Social Work: An Advocacy-Based Profession," 2<sup>nd</sup> edition by Cox, Tice, and Long (2019).

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### Procedures for Dismissal for Non-academic reasons

1. If a faculty member (full and/or part-time) or any social work program constituency has a concern about a student's professional or ethical conduct or action (using the non-academic reasons for termination policies), they must write to the Program Director describing the concern.
2. The Director contacts the student and the student's advisor in writing listing the concerns of the faculty member.
3. The Director will convene the faculty of the program to decide and act on the concern. The decision reached may be appealed through the process in the University Student Handbook.

<http://www.creighton.edu/students/studenthandbook/>

***Professional behavior concerns based on the NASW Code of Ethics.*** Ethics as evidenced by the following specific behaviors but not limited to:

- Repeated presentation in class or practicum setting in unprofessional attire, unkempt, and/or poor hygiene as expected in professional setting and not following through with recommended changes by faculty and/or practicum supervisor; lacks self-reflection, does not seek help and/or unresponsive to feedback from faculty or field supervisors
- Sexual and/or inappropriate relationships with clients or staff
- Repeated violation of the boundaries of professional relationship
- Violation of the client's confidentiality and privacy
- Repeated disrespect for diversity of clients
- Repeated failure to complete assignments including learning contract
- Repeated late submission of assignments and under-preparation for class
- Repeated tardiness and absenteeism in the practicum or classroom setting

- Unwillingness to consider alternative viewpoints when problem-solving
- Improper use of client's finances
- Failure to excuse or disqualify yourself in dual relationships
- Repeated violation of agency policy and regulations
- Irresponsible use of agency resources
- Arriving or being under the influence of alcohol and/or drugs in the practicum setting
- Refusing to submit to a drug test while in the practicum setting as per the agency guidelines
- Convicted of a felony while in the social work program

## DISMISSAL POLICY AND PROCEDURES—APPEAL PROCEDURES

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If a student falls below a satisfactory level of performance in their overall GPA and in the Social Work major including field practicum and/or has violated the criteria for termination for non-academic reasons, the student situation must be reviewed by the Social Work Faculty (see above for minimum academic performance levels and dismissal for non-academic reasons criteria). The Faculty notifies the student's advisor and Director of the social work program for discussion and consultation with the student. If remediation is planned, a document regarding all activities signed by all parties is required in order to alleviate the problem and raise academic performance to a satisfactory level or rectification of the non-academic problem. This document must be signed by the student, advisor and Program Director. If the student does not achieve satisfactory academic performance levels of remediation of the non-academic issue by the initiation of pre-practicum or senior field sequence (SWK 346, SWK 461, SWK 481), they are dismissed from the Social Work Program. Other situations will be reviewed in consultation with the faculty member and on an individual basis and approved by the Program Director.

Dismissal from major status in the Social Work Program may be appealed to the Program Director. If the student does not agree with the Program Director's decision, they may appeal within two weeks timeframe to the Chair of the Department of Cultural and Social Studies. The student will receive a reply within two business weeks. A student not satisfied with this decision has the right to appeal through the College of Arts and Sciences, per their policy.