

Policy and Procedure Arizona State University		Number SWK 313
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Subject Probation and Termination		Effective 8/18/86 Revised 5/00

PURPOSE: To define probationary and unsatisfactory status and conditions for termination

SOURCE: School of Social Work Faculty Council

APPLICABILITY: All faculty and students, School of Social Work

POLICY: Probation and Termination

A. Probationary Status for Graduate Students and
Unsatisfactory Academic Status for Undergraduate Students

1. A BSW student is placed on unsatisfactory status automatically under the circumstances identified below. Students may also be put on unsatisfactory status for reasons other than grades (see Section E).
 - a. Undergraduate Students (Unsatisfactory Academic Status)
 - 1) A grade of D or E in any required social work course, regardless of GPA
 - b. Graduate Students (Probationary Status)
 - 1) Cumulative GPA of less than 3.00 at the end of any semester
 - 2) A grade of D or E in any required course, regardless of GPA
2. Probationary or unsatisfactory status shall require completion of a probationary/academic plan which indicates when and how deficiencies will be made up. The student writes the plan and it must be signed by the student's Faculty advisor. The plan is submitted to the Chair of the School's Academic and Professional Standards Committee. Copies of the plan are given to the student, the Faculty advisor, the Program coordinator, and the Field Coordinator. This plan must contain a provision to bring the overall GPA up to minimum standards at completion of 12 hours of letter graded course work. Probationary students may be denied registration in the absence of such a plan.

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B. Termination

1. A student shall be terminated from the program under any one of the following circumstances identified in 1a thru 1h.
 - a. Failure to carry out the plan developed during a probationary semester.
 - b. An E grade (failure) in the field practicum.
 - c. GPA falls below 3.00 any semester after the completion of 18 or more credits of graded work (graduate students only).
 - d. Lack of acceptance of/acceptance by three or more field agencies if, in the judgement of faculty and field staff, the placements can provide appropriate field experiences without undue inconvenience to the student.
 - e. Lack of adherence to the standards specified in the policies and procedures in this manual.
 - f. Lack of adherence to professional expectations and standards (see School of Social Work Academic Integrity and Professional Conduct Code - Section E, University Code of Conduct, NASW Code of Ethics, and CSWE Curriculum Policy Statement on file in the Director's office and with the Chairperson of the Committee on Academic and Professional Standards).
 - g. At any time that field instructors, faculty or the faculty advisor identify problems which indicate that a student cannot perform the required functions of a social worker, the Program Coordinator shall be notified, and the Program Coordinator and Faculty advisor shall consult and assess the written documentation which has led to such indications. If they agree that this documentation warrants further action, they shall meet with the student to engage in new goal setting and career planning.

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The responsibility for reviewing and determining the qualification of students whose behavior and/or performance are in question is vested in the Standards Committee. The committee's decision may require the dismissal or disqualification of a student from the program.

- h. In the case of termination from the program for any reason, the faculty advisor shall schedule an appointment with the student to engage in new goal setting and career planning.

C. Termination Appeals

1. Any student terminated from the program may appeal to the Committee on Academic and Professional Standards.
2. An undergraduate student may appeal the decision of the committee to terminate by application for a hearing before the University Undergraduate Admission Board.
3. A graduate student may appeal the decision of the committee to terminate based on grades to the Associate Dean of the College of Public Programs, and a final appeal may be made to the Assistant Dean for Programs at the Graduate College of the University.
4. Students who wish to appeal a decision to terminate based on unprofessional conduct may make application to the College of Public Programs Academic and Student Affairs Committee (See Section E).

D. Readmission of Disqualified Students

1. Students who do not appeal their disqualification or whose appeal has been denied, may apply for readmission to the School of Social Work provided that:

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- a. All the academic deficiencies have been made up.
 - b. At least one full semester has elapsed between the date of disqualification and intended enrollment.
2. All applications for readmission from formerly disqualified students must be reviewed by the committee, which submit a recommendation to the Director. The Director then forwards her/his recommendation to the Dean of Admissions - graduate or undergraduate.
- E. Academic Integrity and Professional Conduct Code.
1. Preamble

As a professional school, the Arizona State University School of Social Work (SSW) is responsible for preparing students for competent and ethical practice in organizational settings in which students can work with faculty, colleagues and supervisors in an effective manner. The delivery of quality services to diverse populations is a primary mission of the profession. Fundamental to the accomplishment of these goals is the incorporation of the National Association of Social Workers (NASW) Code of Ethics in both curricula and in procedures used to evaluate alleged violations of student conduct.
 2. Student and Professional Conduct Violations

Any member of the university community (e.g., faculty, staff, field instructors, students) may bring to the attention of the School of Social Work Academic and Professional Standards Committee (hereafter referred to as Committee) students whose conduct may violate the Arizona Board of Regents (ABOR) Student Code of Conduct and the NASW Code of Ethics. Such conduct violations may consist of the following:

 - Conduct which violates the ABOR Student Code of Conduct including all forms of academic dishonesty;
 - Assaultive behavior including harassment or discriminatory activities with members of the university community and includes actions which threaten

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or harm the physical and/or emotional well-being of students, faculty, and/or staff;

- Inappropriate conduct which occurs in a field placement or in connection with other social work or social work related duties including but not limited to behavior which indicates a lack of professional judgement, skills and demeanor necessary for effective and ethical practice;
- Conduct which occurs off campus and away from the field setting which may indicate a lack of suitability for social work practice. Such conduct can include violations of criminal codes;
- Conduct resulting in litigation or where other outside procedures are pending or have taken place (e.g., decisions of the Arizona Board of Behavioral Health Examiners, the filing of an internal grievance in relation to ethical practice in a social agency, NASW Code of Ethics, etc.)

3. Procedures for the School Committee on Academic and Professional Standards for the Resolution of Alleged Conduct Violations

- Review the evidence in order to determine whether the alleged conduct violation did occur; in cases where litigation or investigation of professional standards, etc. may be pending (see 5 above), the Committee will be responsible for requesting the outcome of those decisions that have been made and assessing whether there are grounds for action, e.g., disciplinary action(s) by the Board of Behavioral Health Examiners, etc.;
- Evaluate the likelihood of the alleged conduct reoccurring;
- Determine whether the alleged conduct is in violation of professional standards;
- Determine the appropriate sanction for the professional misconduct and the degree of potential harm to clients, staff, and other members of the University Community that the alleged conduct represents;
- Make a recommendation to the Director.

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4. Dispositions

After gathering information on the alleged conduct violations, the Committee will meet to make its disposition in a timely period, defined as not more than then (10) work days.

Upon finding the credible evidence exists that the alleged conduct violation did occur and that it is in fact a violation of either the School of Social Work or the ASU Student Code of Conduct, of the NASW Code of Ethics, the Committee shall make one of the following recommendations to the Director:

- Expulsion from the School of Social Work, which includes no Social Work degree awarded;
- Suspension from the School of Social Work for a specified period of time with an option for reinstatement. If this option is selected, the Committee shall identify the conditions the student must meet in order to be considered for reinstatement;
- Probation. The student may continue to be enrolled in the program if the student agrees to follow the conditions established by the Committee. Such conditions may include medical treatment with a licensed provider;
- Verbal or written warning. The Committee may provide the student with a written statement advising the student of the conduct violation and the consequences of future misconduct.
- No corrective action needed.

The Committee will make a recommendation to the Director. The student will be provided written notification by the Director of the disposition.

5. Appeal

The student may appeal the Director's decision in writing directly to the College of Public Programs Academic and Student Affairs Committee.