School of Social Work

MSW - ASP

One-Year Advanced Standing Program (ASP)

Student Handbook

2026

The MSW ASP Student Handbook includes information compiled from the various University offices/divisions and professional social work organizations to assist our dedicated ASP students in finding and using information integral to their successful MSW degree pursuit within a year. Whenever possible, we tried to provide the web-resources from which the information was captured through hyperlinks so that you can easily access the University resources when viewing this handbook online. Although every effort has been made to ensure the accuracy of the information contained in this handbook, it is important to be aware that policies and procedures are subject to ongoing review and revision.

Disclaimer: The MSW Student Handbook reflects the most current information available to the School of Social Work. If any component of the handbook is revised due to standards, policy, procedures, etc. updates, the School of Social Work will make timely adjustments.

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School of Social Work (SSW)
California State University, Los Angeles
Master of Social Work (MSW)
One-Year Advanced Standing Program (ASP)

WELCOME

Welcome to the MSW One-Year Advanced Standing Program (ASP) at the School of Social Work, Rongxiang Xu College of Health and Human Services (HHS) and the College of Professional and Global Education (PaGE), California State University, Los Angeles (Cal State LA). Our program has been accredited by the Council on Social Work Education (CSWE) and the School of Social Work is very proud of its ASP program and its urban generalist practice focus. The faculty and students of the Cal State LA School of Social Work extend a warm welcome and congratulate you on your entrance to our prestigious program. Embarking on your graduate education is an important decision and demonstrates your commitment to attaining a Master of Social Work (MSW) degree within a year.

The School of Social Work (SSW) is one of the eight schools and departments within in the Rongxiang Xu College of Health and Human Services. The SSW main office is located in Simpson Tower (ST) 804, and the main phone number is 323-343-4680. The ASP program is jointly administered through the School of Social Work and the College of Professional and Global Education (PaGE). The ASP program is offered at the downtown (DTLA) campus located at 801 S. Grand Avenue 6th Floor, Los Angeles, CA 90017. DTLA Campus Phone Number: 888-541-DTLA (3852).

This ASP Student Handbook was created to assist you with the successful completion of the Program. This handbook includes information about graduate ASP social work courses, program requirements, School and University policies and procedures, and campus resources. We strongly encourage you to review this handbook to become familiar with the ASP program, policies and procedures of the School and University, and campus resources. Please know that the ASP Coordinator, School faculty, and DTLA PaGE staff are available to assist you with advisement needs and information.

This manual refers to primarily to academic classroom program requirements and is to be used in conjunction with the Practicum Manual.

The School of Social Work Director, faculty, staff, and PaGE wish you optimal academic success and a productive career in the social work profession.

Warmly,

Faculty and Staff
School of Social Work &
College of Professional & Global Education (PaGE)

Academic Calendar

(AY 2025 - 2026 Summer, Fall & Spring)

SUMMER 2025 SEMESTER	DAY(S)	DATE(S)
Student Orientation Summer Semester Begins;	Monday	June 27, 2025
First Day of Classes; Summer Instruction Begins	Tuesday	July 7, 2025
Summer Semester Ends	Wednesday	July 31, 2025
FALL 2025 SEMESTER		
Fall Semester Begins; University Convocation	Monday	August 18, 2025
First Day of Classes; Fall Instruction Begins	Tuesday	August 19, 2025
Holiday - Labor Day; University Closed	Monday	September 2, 2025
Holiday - Veterans Day; University Closed	Monday	November 11, 2025
Fall Recess - No Classes; University Open	Mon-Wed	November 25-27, 2025
Holiday - Thanksgiving; University Closed	Thurs-Sat	November 27-29, 2025
Fall Classes End	Monday	December 9, 2025
Final Exams	Tues-Mon	December 8-13, 2025
Fall Grades Due	Thursday	December 17, 2025
Fall Semester Ends	Friday	December 20.2025
SPRING 2026 SEMESTER	**DAY(S)**	**DATE(S)**
Spring Semester Begins	Monday	January 20, 2026
First Day of Classes; Spring Instruction begins	Tuesday	January 21, 2026
Spring Break	Mon-Sun	March 30 - April 5, 2026
Holiday - Cesar Chavez Day; University Closed	Tuesday	Mar 31, 2026
Spring Classes End	Saturday	May 9, 2026
Final Exams	Mon-Sat	May 11-16, 2026
University Commencement	Mon-Fri	May 18-23, 2026
Spring Grades Due	Wednesday	May 20, 2026
Spring Semester Ends	Saturday	May 23, 2026

PART I: PROGRAM OVERVIEW

A. California State University, Los Angeles

Cal State L.A. has been a dynamic force in the education of students, setting a record of outstanding academic achievement for more than 50 years within the California State University system and beyond. Cal State LA is ranked number one in the nation for its students' upward mobility according to a study published by researchers at Harvard University.

Our University mission is to "transform lives and foster thriving communities across greater Los Angeles. We cultivate and amplify our students' unique talents, diverse life experiences, and intellect through engaged teaching, learning, scholarship, research, and public service that supports their overall success, well-being, and the greater good."

B. School of Social Work

The School of Social Work offers BASW and Master of Social Work (MSW) degrees.
Our programs have been accredited by the Council on Social Work Education (CSWE) since 1979 (BASW) and 2000 (MSW). We offer 2-year and 3-year MSW programs. In 2016, the School of Social Work started its MSW Advanced Standing Program (ASP), located in the University's Downtown LA campus. The MSW ASP is a one-year program designed for students who have a social work undergraduate degree. In all levels of the program, our focus is to train urban generalist social workers. Our practicum education is also a core component in our programs, which enables our students to integrate their classroom learning into social work practice. Our students have been building their field experience in a wide range of social work settings including school districts, hospitals, victim services, child welfare agencies, housing agencies, and other community based agencies.

C. MSW Program Mission and Goals

MSW PROGRAM MISSION:

The MSW Program at California State University, Los Angeles educates students to assume leadership roles in professional practice. Our advanced urban generalist graduates analyze, intervene, evaluate and advocate with diverse, underserved and oppressed clients and communities.

MSW PROGRAM GOALS:

Goal 1:
To educate advanced urban generalist social work practitioners who are capable of autonomous practice with diverse populations of individuals, families, groups, organizations, and communities.

Goal 2:
To educate advanced urban generalist social work practitioners as leaders in the profession who are committed to serving, advocating for, and mobilizing client communities to address the special needs of under-served, poor, and oppressed populations.

Goal 3
To educate advanced social work practitioners to be ethical urban generalists who demonstrate sensitivity to and competence in addressing issues of race, culture, ethnicity, class, sexual orientation, disability, gender, and age over the life course.

Goal 4:
To educate advanced urban generalist social work practitioners to be competent consumers of social research and to engage in critical self-evaluation in practice settings with individuals, families, groups, organizations, and communities.

D. Master of Social Work (MSW) Program

Through this program mission, we prepare our MSW students for leadership positions in social service organizations that serve diverse and changing urban communities. Our graduates are capable of autonomous social work practice. Our program mission is consistent with the primary mission of the social work profession as we prepare students 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" (NASW Code of Ethic Preamble).

Our MSW program's approach to social work education, with its emphasis on power differences in society, its reliance on cross-cultural practice with diverse communities, and its recognition of the status of oppressed or at-risk populations is inherently a value-based approach. The value-based approach presumes that our clients are likely to be among the economically and politically disenfranchised, and that it is our role as social work practitioners to build upon their strengths to help them improve their personal, economic, social, and political status. These value-based assumptions inform every aspect of the curriculum. We carefully incorporate this fundamental value-based approach to develop ethical professionals who understand and embrace the core values of the social work profession, including service, social justice, dignity and worth of the person, importance of human relationships, integrity, competence, human rights and scientific inquiry.

Our urban generalist MSW curriculum is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, urban generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.

E. Student Advising

The advisement process is an opportunity to plan and evaluate the graduate career, examine issues associated with advanced urban generalist practice in social work, explore professional goals and practice options within the fields of social work, discuss future academic and professional goals and for mentoring activities.

MSW students are welcome to reach out to the School of Social Work faculty. Faculty make themselves available for telephone, Zoom, in-person, and email consultation as needed. Faculty office hours are posted on the School of Social Work website. Directors of MSW Program and Practicum Education are available to students who need guidance in further exploring or determining their post-MSW professional paths.

For academic advising related to degree progress such as the following, students are encouraged to contact the ASP Director.

- Meeting the credit/course requirements
- Leave of absence and return advisement
- Major disqualification advisement
- Major and university appeal processes (grading and/or performance matters)
- Advancing to MSW candidacy & Graduation checks
- Others (e.g., concerns about classes, extenuating challenges that hinder students' academic performances, etc.).

If MSW students are unsure whom or where to contact regarding their professional or academic advisement needs, please start by reaching out to the ASP Director who can address concerns or direct students to the most appropriate starting point.

F. Student Input and Participation in the MSW Program

The Cal State LA School of Social Work values student voice as an integral part of program governance and continuous improvement. Students are encouraged to share feedback and participate in shaping both the learning environment and the curriculum through a variety of formal and informal channels.

Student Organizations and Faculty Meetings. Student representatives from the School of Social Work student organizations are invited to the monthly faculty meetings to share and listen to curricula and program issues or activities. Recognized student organizations include the MSW Student Organization (MSWSO), MSW Student Organization United (MSWSO-United), the Tau Eta Chapter of Phi Alpha National Social Work Honor Society, and the Lobby Days Caucus. Representatives from MSWSO and MSWSO-United attend as standing invitees; other organizations are invited when they have relevant agenda items. Each student organization also meets regularly with a designated faculty advisor throughout the academic year.

Course and Curriculum Feedback. Student Opinion Surveys (SOS) are administered during the final two weeks of each fall and spring semester through the university's online learning

management system and close before final exam week. Responses are anonymous and inform both course-level updates and broader curriculum review at SSW Curriculum Meetings. Many instructors also offer mid-semester evaluations. Students may contact their course instructor or the ASP Director at any time with questions or concerns about course content or delivery.

Additional Channels. Students may also raise concerns or share feedback through Town Halls, faculty office hours, and — regarding specific faculty — written communication to the SSW Director at any time.
The MSW Program administration, faculty, and staff are committed to maintaining an open and supportive relationship with students and to using student input in ongoing program improvement.

G. CSWE Core Competencies and Practice Behaviors

MSW Core Competencies and Behaviors

The MSW program at Cal State LA is guided by the CSWE Educational Policy and Accreditation Standards (EPAS), which uses competency-based approach. Upon completion of the MSW ASP program, students are expected to demonstrate the integration and application of the following competencies and behaviors in practice.

Core Competencies	Behaviors
Competency 1: Demonstrate Ethical and Professional Behavior	• Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context • Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations • Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication • Use technology ethically and appropriately to facilitate practice outcomes; and • Use supervision and consultation to guide professional judgment and behavior
Competency 2: Engage Diversity and Difference in Practice	• Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels • Present themselves as learners and engage clients and constituencies as experts of their own experiences; and • Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice	• Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels • Engage in practices that advance social, economic, and environmental justice
Competency 4: Engage In Practice-informed Research and Research-informed Practice	• Use practice experience and theory to inform scientific inquiry and research • Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings • Use and translate research evidence to inform and improve practice, policy, and service delivery
Competency 5: Engage in Policy Practice	• Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services • Assess how social welfare and economic policies impact the delivery of and access to social services • Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice
Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities	• Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies • Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies
Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities	• Collect and organize data, and apply critical thinking to interpret information from clients and constituencies • Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies • Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies • Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities	• Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies • Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies • Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes • Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies • Facilitate effective transitions and endings that advance mutually agreed-on goals
Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	• Select and use appropriate methods for evaluation of outcomes • Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes • Critically analyze, monitor, and evaluate intervention and program processes and outcomes • Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

PART II: UNIVERSITY INFORMATION AND RESOURCES

A. Getting Started: GET, E-mail, Student ID, and Parking

To settle into your role as a Social Work graduate student at CSULA, you will need to navigate several systems to *register for classes and view on-line grades* (GET) and *obtain a CSULA email account and library materials* (MyCalStateLA Account). You will also need a valid student ID. Below are resources to help you in each area:

 GET: The Golden Eagle Territory (GET) is a self-service website designed for students. A tutorial on GET, as well as office hours, & other information can be found at: https://www.calstatela.edu/registrar/get

 MyCalStateLA Portal: This portal which you access with your MyCalStateLA account allows you access to campus networks and resources, including **e-mail**, our learning management system, other software, and the **library databases** that you will need access to for your graduate research. **All students in the program must obtain a My CalStateLA account.** To apply for and obtain this account, you will received instructions from the University once your GET account is created and you should inquire with the ITS Help Desk for assistance as needed. It is located in the Library Palmer Wing (LIB PW) Lobby. A current GET account is required. The account will be ready after 1 business day. http://www.calstatela.edu/its/helpdesk

 Student ID (Golden Eagle) Card: The Golden Eagle One Card is a multipurpose identification card with features that allow access to all university services. You can obtain your card by visiting the Golden Eagle One Card Office located in the Student Services Building, Room 2232 or call (323) 343-6800. http://www.calstatela.edu/gec/one-card

 Parking Permits: Parking permits for the are virtual so you do not need a hang tag. You can obtain a virtual parking permit for the semester or month by visiting the Parking and Transportation website or for the day at kiosks on campus. Please be sure to park only in designated student lots unless otherwise noted on parking lot signs. http://www.calstatela.edu/parking

- **Parking**: Parking is available in the above ground structure located at 801. S. Grand Avenue. The structure is accessible from Grand Avenue Monday-Friday until 10:00 PM and from 8th Street Monday-Friday after 7:00 PM and on Saturdays. Students pay the subsidized rate of $6.00 per day. Other parking lots and structures are available in the vicinity. For additional information on surrounding parking options, visit https://www.parkme.com/los-angeles-parking

- **Public Transportation**: Cal State LA Downtown is located three blocks from the 7th Street Metro Center Station, which is served by the Metro Red, Purple, Blue and Expo lines. For additional information and schedules, visit: www.metro.net.

B. Office of Students with Disabilities (OSD)

Office for Students with Disabilities: The Office for Students with Disabilities (OSD) provides services designed to make the educational and social experiences of students with disabilities as similar as possible to those of students without apparent disabilities. Students with verified permanent disabilities are provided appropriate disability-related services. You can visit the OSD Office in the Student Services Building, Room 1320.
For a complete listing of all services, go to https://www.calstatela.edu/osd/osd-services
To register for services, visit http://www.calstatela.edu/osd/register-osd
You can also call (323) 343-3140; VP (323) 275-9052; FAX (323) 343-6429, or email them at OSD@calstatela.edu.

Graduate Student Resource Center: The Graduate Student Resource Center offers writing support and consultation as well as workshops and webinars to support your graduate education journey and to help you achieve your goals.
https://www.calstatela.edu/graduatestudies/graduate-resource-center

Office of the Dean of Students: The Dean of Students Office has a team of staff who support students through a variety of resources including basic needs programs for food and housing security, temporary emergency grants and housing, technology loans, career clothing, as well as coordination with other student support services on campus.
https://www.calstatela.edu/deanofstudents
They also direct students to a variety of on-campus resources designed to support student academic success, overall well-being, and community connections as found here:

https://www.calstatela.edu/deanofstudents/campus-resources-0

C. Financial Aid and Scholarship Information

Students who demonstrate financial need and/or who excel in a certain area can apply for both college and division scholarships. Applications can be obtained through the Financial Aid office, and all students applying for scholarships must have applied through the Financial Aid office and qualified as a student needing financial assistance. For more information go to: http://www.calstatela.edu/financialaid/types-aid

Information for specific scholarships and student support programs can be found in the Office of Graduate Studies (LIB N A124). For more information go to: http://www.calstatela.edu/graduatestudies

- For information on financial aid resources for graduate students at Cal State LA, please visit: www.calstatela.edu/nisfep/fellowships
- The California Pre-Doctoral Program
- The California Forgivable Loan/Doctoral Incentive Program
- International Graduate Student Tuition Waiver Program

PART III: PROGRAM DESCRIPTION & REQUIREMENTS

A. Cohorts and Scheduling

A cohort approach is used for sequencing the experiences candidates will have throughout the program. This promotes collegiality among the candidates. Courses offered to students are taken in a hierarchical sequence leading to more advanced and specialized knowledge and practice Given that we are a cohorted program, there is very little room in the schedule for deviation from the presented structure. Required courses are only offered once a year.
Candidates not passing a course and having to repeat and/or not taking a required course when indicated may result in delaying their graduation for an entire year.

B. Curriculum & Course Sequence

The One-Year Advanced Standing Program (ASP) of the School of Social Work offers courses in three semesters (summer, fall and spring). Its classroom curriculum consists of core courses offered in summer and advanced year MSW courses which provide students with the necessary competency and proficiency in the following professional areas: (1) advanced generalist social work practice; (2) social service agency administration and social welfare policy and services; (3) advanced social work research methods and research project (micro and macro practice); and advanced year field practicum. The course schedule is utilizing a hybrid model that consists of in-person and synchronous zoom class sessions.

While practicum education is independent of the classroom curriculum, it is a vital and integrated part of the curriculum. The practicum courses seek to examine, apply, and integrate knowledge and values related to social work practice in their agency. The practicum placement supports and contributes to the generalist curriculum by allowing students to apply the theories, concepts and skills related to social work practice with individuals, families, groups, and organizations to real-world situations. Practicum is taken in conjunction with the micro and macro practice sequence. Please refer to the Practicum Manual for any social work practice related questions and policies.

Go to the next page to view the ASP Course Sequence: Overview table.

Advanced Standing Program (ASP) Course Sequence: Overview

Below is a chronological sequence of courses taken in 3 semesters (Summer, Fall & Spring).

Summer	Fall	Spring
SW 5401 (3 Units) Social Work Research Methods	SW 5203 (3 Units) Mental Health Assessment	SW 5204 (3 Units) Advanced Generalist Social Work Practice
SW 5805 (3 Units) Child Welfare (Elective) Or SW 5802 (3 Units) Recovery & Empowerment in Mental Health (Elective)	SW 5303 (3 Units) Administration of Social Service Agencies	SW 5304 (3 Units) Advanced Policy Analysis & Practice
Practicum Readiness Workshop (0 Units)	SW 5970 (3 Units) Advanced Research Methods/ Project	SW 5995 (3 Units) Research Project
	SW 5950 C (3 Units) Field Practicum III	SW 5950 D (3 Units) Field Practicum IV
		SW 5804 (3 Units) Trauma, Substance abuse & Violence (Elective)
Total: 6 Units	**Total: 12 Units**	**Total: 15 Units**
A Total of 33 Units Required for Graduation		

Go to the next page to view the ASP Program Sheet.

C. Program Sheet

MASTER OF SOCIAL WORK DEGREE
One Year Advanced Standing Program (ASP)

Name: _____CIN:_____ Catalog Date: **25/26**

Address: _____City:_____State: CA Zip: _____

Mobile Phone:_____Work Phone:_____ Overall GPA: _____

Course	Title	Units	Term Completed	Grade
Summer (6 Semester Units)				
SW 5401	Social Work Research & Statistics	3		
SW 5805	Child Welfare (Elective)	3		
Total		**6**		

Fall & Spring Semester Courses (27 Semester Units)				
SW 5203	Mental Health Assessment & Diagnosis	3		
SW 5204	Advanced Evidence based SW Practice	3		
SW 5303	Administration of Social Service Agencies	3		
SW 5304	Advance Policy Analysis and Practice	3		
SW 5970	Advanced Social Work Research	3		
SW 5995	Research Project	3		
SW 5950C	Field Practicum	3		
SW 5950D	Field Practicum	3		
SW 5804	Issues in Trauma, Substance Abuse and Violence (Elective)	3		
Total		**27**		

Electives* (6 units)

SW 5802	Recovery & Empowerment in Mental Health	3		
SW 5804	Issues in Trauma, Substance Abuse and Violence	3		
SW 5805	Child Welfare	3		

* One elective taken in summer; the other taken in spring.

_____ _____ Classified: _____
Student Signature Date

_____ _____ Advancement to Candidacy: _____
Adviser Signature Date Date

D. Grade Standards

To be in good academic standing, students must have a *minimum* of a 3.0 cumulative grade point average or above on a 4.0 scale. If at any time a student's GPA drops below the 3.0 minimum average, students will be placed on academic probation. The ASP Director will meet with the student individually to determine the appropriate course of action and offer the necessary supports.

Class must be passed with a "C" or better in order to pass the class C"; however, the cumulative GPA must be at a 3.0. Students who receive a "C-" or lower will be asked to repeat the course for credit.

As mentioned above, candidates not passing a course and having to repeat and/or not taking a required course when indicated may result in delaying their graduation for an entire year. If a candidate does not pass a prerequisite course, the candidate will not be allowed to continue to the next course (e.g. Candidates are required to pass SW 5301 to move on to SW 5302). Instead, they will need to repeat the course in which they received a C- or lower before proceeding to the next course in the sequence. This is permitted one time. If they do not pass the pre-requisite for the next course in the sequence the second time they take the course, they will be dismissed from the program.

Certain courses must be taken at the same time as the practicum as they are all co-requisites. These are the practice sequence courses (5201, 5202, 5203 and 5204) as well as the practicum seminar sequence courses (5950A/B/C/D). If a student is required to drop the practicum seminar sequence, they must also disenroll from the corresponding practice sequence course(s) until they resume a practicum placement.

E. Academic Probation

Classified and conditionally classified graduate students who are on academic probation are subject to disqualification from pursuing the master's degree program in which they were classified if after being placed on scholastic probation they do not raise their average to B (3.0) after completion of 12 semester units or two semesters in residence, whichever comes later.

http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2596#scho_stat_grad

F. Administrative Probation

Per University Policy, the School of Social Work has made provision whereby students may be placed on administrative-academic probation for failure to comply, after due notice, with a routine academic requirement or regulation. This applies to practicum placement requirements as well. Notice is given in writing of the conditions for removal from administrative -academic probation, as well as circumstances that would lead to disqualification should probation conditions not be rectified.

http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2596#scho_stat_grad

G. Incompletes

An "Incomplete" is an interim grade designed for students who are passing but who through extenuating circumstances have not been able to complete a portion of the work required for the course. An "Incomplete" grade shall be assigned at the discretion of the faculty member only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. A grade of "Incomplete" will be awarded only in case of illness or extraordinary circumstance, and only if at least half of the required coursework has been completed satisfactorily per University policy.
A student obtaining a grade of "Incomplete" must discuss the remaining work and timeline for submitting the work with their faculty member, then complete the agreed upon requirements of the course, submit these requirements to the course instructor, and allow the instructor ample time to review the requirements before earning a grade change from "Incomplete".

The course instructor then must file a "Grade Change" through the GET system once the work has been completed and evaluated by the instructor. This must be processed before the grade change will be evident on the student's transcript.

An Incomplete grade may be removed by completing the outstanding work by the date specified on the Incomplete Grade Agreement which shall be within one calendar year after the end of the term in which the Incomplete grade was assigned. An Incomplete that is made up within the time allowed will be replaced on the student's permanent academic record by the letter grade earned followed by an indication that the original grade was an Incomplete and the date that the Incomplete was removed.

H. Credit for Transfer Work

To receive credit toward a master's degree for acceptable postbaccalaureate work taken at other colleges and universities, students must have official transcripts forwarded to the Office of Graduate Studies and must request a transfer with the ASP Director. Cal State LA will allow credit for work taken at another college or university only when it appears on the student's official transcript from that institution, is acceptable for master's degree credit at the offering institution, and is deemed appropriate by the ASP Director. The following guidelines apply:

- Graduate credit for social work courses taken at another accredited graduate social work school may be recommended for transfer of credits up to 18 semester units.
- Transfer course units must be at the graduate lever—5000 or higher-and applied to a graduate degree from an accredited program.
- All requirements for the degree are satisfied, including completion of transfer courses, and the School of Social Work courses, within the 7-year required time limit.

Transfer credit is not automatic. To accept a course for transfer, the ASP Director, with the advisement of the head of the curriculum sequence, completes a full evaluation of each relevant course. Students requesting transfer of course work are responsible for providing official transcripts regarding the course work and relevant copies of course syllabi, including course bibliographies. If the student was in another accredited graduate social work program, they must also provide a letter of good standing from the institution wherein the course(s) were completed.

The School does not grant credit for previous professional work or life experience.

I. Leave of Absence

At times, due to life circumstances, a candidate cannot carry the required load or needs to take a leave of absence. If this occurs, the candidate must speak directly with the ASP Director to discuss an alternative plan prior to stopping out of the program.
https://www.calstatela.edu/registrar/forms
See online forms for Policy and Graduate Candidacy Petition for Leave of Absence.

J. Discontinuance or Dismissal from the Program

Once formally admitted to the Social Work program, your faculty and staff make every effort to support your success. If at any time you find yourself struggling to meet program requirements it is critical that you speak to a faculty member and/or the ASP Director to plan strategies for success. Our support of your success will come in the form of providing time and opportunities for remediation. There are specific times during which you will meet with the ASP Director to discuss your current performance. Please do not wait until these points if you have more immediate concerns. Further, if you do not feel comfortable approaching your faculty member, please talk to another faculty member or the ASP Director. All faculty are available to address your concerns.

Recommendation for dismissal from the program may be discussed and appropriate actions may be warranted if a student repeatedly fails to demonstrate competency in meeting the knowledge, skills, and/or dispositions for the social work profession. In such cases, the faculty and ASP Director/Practicum Education Director/ and the Director of the School of Social Work comply with all university and college policies and procedures regarding recommendation of dismissal of a student from the program, and the student is advised of their right to due process.

This includes the student's right to come before the School of Social Work Student Performance Committee for review. Information about student grievance procedures may be found in the University Catalog: Appendix I- Student Grievance Procedures.
https://www.calstatela.edu/academicsenate/handbook/apph

PART IV: GRADUATION REQUIREMENTS

A. Diploma/Degree Process and Fees

Note that your graduate academic degrees are *not* granted automatically when you complete their requirements. You must apply for graduation within the application filing periods noted for your degree. For Spring Semester graduation, the Graduation Application is due November 15. Check the Schedule of Classes, or the University Graduation Office website, for filing periods and details: http://www.calstatela.edu/graduation

The ASP Coordinator and/or Enrollment Services will hold a meeting for Graduation Checks

toward the middle of the Fall Semester.

Below is a list of the Graduation Application Procedures for Graduate Degrees:

1. The ASP Coordinator and/or Enrollment Services will hold a meeting for Graduation Checks toward the middle of the Fall Semester. The student will need to bring the Graduation Application as well as an unofficial transcript.

2. Complete a Graduation Application, also known as "The Graduation Check" ("Grad Check"). It is a checklist that specifies graduation requirements and indicates degree requirements that have been met and/or needs to be completed prior to degree issuance. This application for graduation is available in the Office of Enrollment Services, Adm. 146 in person; or download it from

   http://www.calstatela.edu/sites/default/files/groups/Graduation/Docs/grad_app_grad.pdf

   The ASP Coordinator and/or Enrollment Services will sign off on the Application.

3. Submit the completed (e.g., signed) Graduation Application to the Cashier's Office with **the required $20 application fee and $10 diploma fee (for students who desire a diploma).** The Cashier's Office will forward the form to the Graduation Office for processing.

B. Graduation/ Regalia Rental Process and Fees

Information about graduation, tickets, and regalia are given to you once you complete the Grad Check (Application for Graduation). Commencement Ceremonies are held at the end of spring semester.

Caps and gowns can be rented from the University Bookstore; please be aware of the deadlines to rent regalia during the Spring Semester, as there are only certain dates in which the gowns will be rented to students.

You can get more information at http://www.calstatela.edu/commencement

PART V: SAFEGUARD PROCEDURES AND POLICIES

A. Professional Standards

The School of Social Work is committed to all legal and ethical guidelines, and professional and state standards relevant to the school social work profession and the internship. Over your course of study, you will acquire knowledge of professional standards, ethical standards, and legal issues as they relate to the provision of social work services and social work-related research. These standards are reviewed in your academic and professional courses, as well as reviewed in regularly scheduled seminar meetings for all students on internship; however, *it is your responsibility to become knowledgeable of these guidelines and to understand fully how your professional plans and individual program of study must comply with these guidelines and standards.*

Both the Council of Social Work Education and National Association of School Social Work publish ethical practice standards to which professionals and students must adhere. The Council on Social Work Education publishes state standards for graduate programs in social work to which Cal State LA's program adheres.

- **National Association of Social Workers**
  https://www.socialworkers.org

  https://www.socialworkers.org/About/Ethics/Code-of-Ethics

- **Council on Social Work Education**
  https://www.cswe.org

B. Student Conduct: Rights and Responsibilities

Standards for Student Conduct:

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life. Student behavior that is not consistent with the Student Conduct Code (Subsection 41301 of Title 5, *California Code of Regulations*) is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Reports of student misconduct should be directed to the Judicial Affairs Officer in the Student Affairs Building, Room 117. Please refer to Appendix E in the University Catalog for a detailed list of the grounds upon which student discipline can be based. Copies of the Student Conduct Code (aka Standards for Student Conduct) and the Student Conduct Procedures (CSU Executive

Order 1043), which govern enforcement of these regulations, are also available in the Student Affairs Building, Room 117 or online at http://www.calstatela.edu/univ/stuaffrs/jao/

Academic Honesty:

The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can be neither justified nor condoned as this would destroy the ideals and purposes of higher education. Students enter the University to gain the knowledge and tools necessary for participation in society. Academic integrity is one foundation for a society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.
The following are included as violations of the Academic Honesty Policy (See Appendix D in the University Catalog):

- **Cheating**-the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

- **Plagiarism**-the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources.

- **Misrepresentation**-Knowingly furnishing false academic information to a University official, faculty member, or campus office.

- **Collusion**-Any student who intentionally helps another student perform any of the above acts of cheating, plagiarism or misrepresentation.

Artificial Intelligence

Artificial Intelligence (AI) is a powerful tool that can enhance learning, which requires critical thinking and training to use responsibly. However, absent a clear statement from an instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. When the submission is not the student's own work, it must clearly acknowledge the source. The instructor will share the technical aspect of how to cite and reference AI sources, using APA, 7th edition.* The instructor can establish what thresholds for AI use are acceptable and not acceptable for each course and assignment. The instructor may require students to include a statement about how you utilized AI, and how much of it contributed to your submission. When AI use is permissible, it will be clearly stated in the assignment prompt posted in Canvas.

Note that expectations for "plagiarism and acceptable AI assistance" applied to student work may vary across your courses and instructors. Noncompliance with the Academic Integrity

statement above will be considered a violation of CSULA policy, the NASW Code of Ethics and the Cal State LA School of Social Work's Honor Pledge, reviewed and amended below:

HONOR PLEDGE

I acknowledge that my answers for this exam or this submission reflect my own knowledge of this course or subject matter. I affirm that all work on this exam or paper will be/are my own. I will not work with another student to produce or provide answers nor will I share questions with others who may take the exam after me. I will use my own words rather than taking directly from the text book, course materials, study guide or generative AI for any open-ended answers. I will not post or distribute any part of this exam or paper assignment to others or online platforms. This reflects my commitment to upholding ethical professional behavior as a social worker."

Signature: _____Date: _____

Furthermore, noncompliance will result in appropriate disciplinary action as described in the Golden Eagle Handbook, referenced above.

Academic Consequences:

Faculty have the right to establish the standards by which the academic performance of students will be evaluated, including the consequences of students not meeting some portion or all of the academic requirements of a course through acts of cheating, plagiarism, misrepresentation or collusion. These consequences may include but are not limited to assigning a lowered grade, zero or "F" on an individual assignment, or lowering the student's grade or assigning an "F" in the course. Faculty may alternatively permit the student to repeat an assignment/test or complete and submit additional assignments.

Administrative Sanctions:

Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage also violate the Student Conduct Code (Subsection 41301 of *Title 5, California Code of Regulations*). To that end, violations of the Academic Honesty Policy should also be reported to the Judicial Affairs Officer. The University can impose administrative sanctions in addition to academic consequences. As stipulated in Executive Order 1043, Student Conduct Procedures, among other places, cheating, plagiarism, misrepresentation or collusion, in connection with an academic program or campus may warrant, but is not necessarily limited to Disciplinary Probation, Suspension or Expulsion. Repeat offenders will receive particular consideration for administrative sanctions. Please note that a record of all disciplinary charges, including cheating and plagiarism, will be maintained in the Judicial Affairs Office for a minimum of five years. Disciplinary files are separate from academic files and subject to disclosure to third parties by prior written consent of the student, or a court ordered subpoena.

Reporting Procedures:

When satisfied that a reasonable evidentiary standard has been met and as soon as possible after discovering the alleged violation, the faculty member should arrange an office conference in order to inform the student of the allegations and the intended academic consequences of the violations. At the conference, the student should be informed of the supporting evidence, the intended consequences and the Academic Honesty Policy.

In the event that the student disputes the findings of academic dishonesty, he or she shall be given the opportunity to respond (orally or in writing). The faculty member must consider any information or evidence that the student presents during or after the conference, and determine whether such information or evidence mitigates or refutes the charge of academic dishonesty. In every case, the student shall have 10 days beyond the date of the conference to respond to the allegations, before a report is made to the University Judicial Affairs Office (as outlined in section III-3 of the Academic Honesty Policy).

Appeal Procedures:

At the conference, the student should also be informed of the University's Grade Appeals/Academic Grievance Policy. Under that policy, the student may appeal the determination that he or she has committed academic dishonesty, the academic consequences stemming from such a determination or the administrative sanctions.
Please refer to the Academic Honesty Policy and the Grade Appeals/Academic Grievance Policy for complete procedures and details. Copies of these policies are available in the Student Affairs Building, Room 117 or online at: http://www.calstatela.edu/univ/stuaffrs/jao/

Student Grievances:

A grievance is a formal complaint by a student arising from an alleged unauthorized or unjustified act or decision by a member of the faculty, staff, and/or management employee which adversely affects the status, rights, or privileges of a student. Student Grievance Procedures have been established to provide safeguards that protect the rights of all concerned parties and insure that grievances are handled fairly. These procedures are one channel for solving problems; however, they should not take the place of negotiating in good faith or open, honest communication. To that end, students are expected to attempt to resolve the dispute informally before filing a formal grievance. The procedures and timelines for informal resolution are outlined in the Student Grievance Procedures. If they are not able to resolve the matter informally, students may file a formal grievance to be considered by the University Student Grievance Committee (USGC).

The formal grievance should be submitted to the Judicial Affairs Officer, located in the Student Affairs Building, Room 117. Please refer to Appendix I in the University Catalog for a copy of the official Student Grievance Procedures.

Students wishing to appeal a course grade or other academic decision should refer to the Academic Grievance/Grade Appeals Policy. This includes, but is not limited to appeals of an accusation of academic dishonesty and any academic consequences of such an accusation. As

with the Student Grievance Procedures, students must attempt to resolve the dispute informally before filing a formal grade appeal or other academic grievance.

Copies of the Student Grievance Procedures and the Interim Academic Grievance/Grade Appeals Policy are available in Student Affairs, Room 117 or online at: http://www.calstatela.edu/univ/stuaffrs/jao/

Student Rights and Responsibilities:

The Statement of Student Rights and Responsibilities enumerates the rights guaranteed to, and the responsibilities of, all Cal State L.A. students. These include, but are not limited to Academic Advisement, Freedom of Expression, Academic Evaluation, Instructional Practice, Writing and Plagiarism, Access to Official Records and Information, Freedom of Information, Freedom of Access to Higher Education and Freedom of Association.

Please refer to Appendix J in the University Catalog for a copy of the official Statement of Student Rights and Responsibilities. Copies of this document are also available in the Student Affairs Building, Room 117 or online at: http://www.calstatela.edu/univ/stuaffrs/jao/

C. Policy on the Prohibition of Sexual Harassment

California State University, Los Angeles will take action to prevent and eliminate sexual harassment, as mandated by Chancellor's Executive Order No. 927.

Sexual harassment is conduct subject to disciplinary action, including termination. Sexual harassment includes but is not limited to:

- Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Any act that contributes to a workplace or learning environment that is hostile, intimidating, offensive, or adverse to persons because of the sexual nature of the conduct.
- Conditioning an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

Although this policy focuses on the treatment of persons lacking or holding lesser authority by persons possessing greater authority, it does not preclude the possibility that sexual harassment may also be perpetrated by persons lacking or holding lesser authority, e.g., employees, students, or applicants. In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct are considered. The prohibition against sexual harassment applies to all transactions of University business, whether on or off campus.

All University employees *except* physicians, licensed counselors, and sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any Sexual Violence incidents of which they become aware. For details about Privileged and Confidential Communications, please visit the Office of Equity and Diversity office homepage.

In all cases, the University strongly encourages victims to report Sexual Violence directly to the Title IX Coordinator at the Office for Equity, Diversity and Inclusion (OEDI) at http://www.calstatela.edu/hrm/oedi-title-ix and the Title IX Officer can be reached at the information below:

5151 State University Drive
Administration Building, Room 606
Los Angeles, California 90032
(323) 343-3040
acamero6@calstatela.edu
Office hours: Monday through Friday, 8 am to 5 Pm

When you tell the Title IX Coordinator or another University employee about a sexual violence incident, you have the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
To disclose any such violence confidentially, and/or to seek additional support and services contact:

- Cal State LA Student Health Center
- Counseling and Psychological Services: (323) 343-3314
- Medical and Health Promotion Services & Project SAFE: (323) 343-3302
- Sexual Assault Victim's Advocate:
    - Sonia Rivera, Director of Sexual Assault & Emergency Services: (800) 585-6231 (hotline)
- National 24-Hour Hotlines:
    - National Domestic Violence Hotline: (800) 799-7233 | (800) 787-3224 (TTY) | Live chat at www.thehotline.org
    - National Sexual Assault Hotline: (800) 656-4673 | Live chat at www.rainn.org

Specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are available in the following locations: Office for Human Resources Management, Office for Equity and Diversity; Office of the Vice President for Student Affairs; University Counseling Center; and Women's Resource Center.

For questions about sexual harassment, please contact the Office for Equity and Diversity, Administration 606, (323) 343-3040.

Procedures for Discrimination and Sexual harassment complaint:

If you feel you have experienced sexual harassment, please make your concern known. You may file a complaint with the Office for Equity and Diversity located in Administration 606 or contact the Office at (323) 343-3040. For more information, you can also click here to visit the Division of Student Life homepage.

Your concerns will be investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid.

For the full statement regarding Cal State LA policy and related state/federal laws on the prohibition of discrimination and sexual harassment, and resources including information on privileged and confidential communications, please see the Golden Eagle Handbook at

http://www.calstatela.edu/studentservices/golden-eagle-handbook

D. Campus Nonviolence Policy

California State University, Los Angeles is committed to creating and maintaining a working, learning, and social environment for all members of the University community that is free from violence.

Civility, understanding, and mutual respect toward all members of the University community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful workplace, and to maintenance of a campus culture and environment that serves the needs of its many constituencies. Threats of violence or acts of violence not only impact the individuals concerned, but also the mission of the University to foster higher education through open dialogue and the free exchange of ideas. The University prohibits and will take decisive action to eliminate verbal harassment, violent acts, threats of violence, or any other behavior which by intent, action, or outcome harms another person. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil or criminal prosecution as appropriate.

The University has no tolerance for violence against and by members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure that federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

Established University faculty, staff, and student and Department of Public Safety procedures will serve as mechanisms for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence, or any other behavior, which by intent, act or outcome harms another person.

Nondiscrimination Statement:

California State University, Los Angeles, affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religious creed, national origin, sex, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, pregnancy, age, marital status; political affiliation, sexual orientation, disabled veteran's status,

Vietnam Era veteran's status, or any other classification that precludes a person from consideration as an individual.

Further, the University's commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation related to such a complaint. This policy is in accord with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans' Readjustment Act of 1974, and related administrative regulations and executive orders.

Inquiries concerning the application of Title IX, Sections 503 and 504, and other nondiscrimination laws may be referred to the Office for Equity and Diversity (Telephone: [323] 343-3040), the campus office assigned the administrative responsibility of reviewing such matters. Title IX inquiries may also be directed to the Regional Director of the Office for Civil Rights, Region IX, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

E. Student Discipline

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

Student behavior that is not consistent with the Student Conduct Code (Subsection 41301 of Title 5, California Code of Regulations) is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Reports of student misconduct should be directed to the Judicial Affairs Officer in the Student Affairs Building, Room 117. Please refer to Appendix E in the University Catalog for a detailed list of the grounds upon which student discipline can be based. Copies of the Student Conduct Code and the Student Conduct Procedures (CSU Executive Order 970), which govern enforcement of these regulations, are also available in Student Affairs, Room 117 or online at http://www.calstatela.edu/univ/stuaffrs/jao/

F. Student Performance Committee

Student Performance Issues

The School of Social Work is strongly committed to helping students maximize their learning opportunities in classes and educational practicum placements. Potential problems and demonstrated difficulties in class and in the internship, both personal and educational, should be identified and acted upon as soon as possible to allow resolution and/or corrective action as

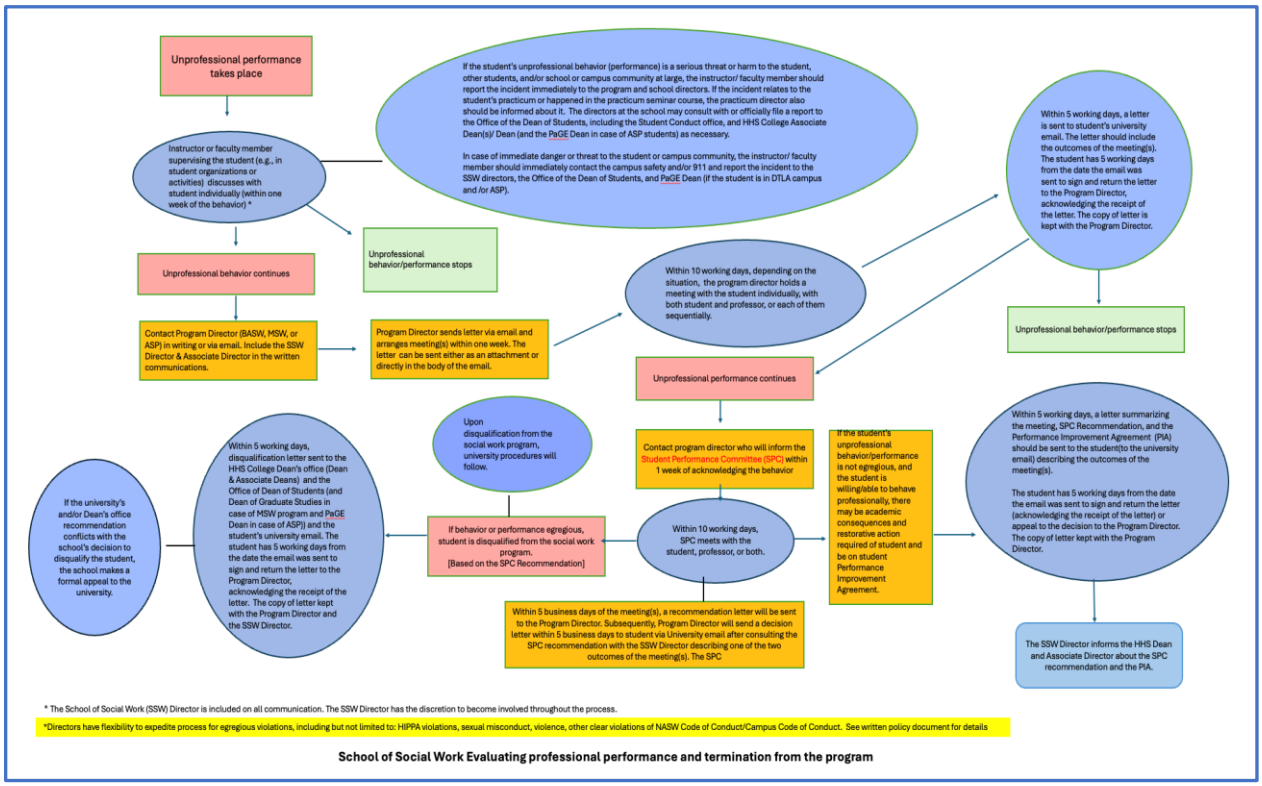
necessary. The Student Performance Committee (SPC) shall follow the procedures for judicial process and due process as stipulated in University and School documents. The SPC is a standing committee of the School of Social Work, composed of faculty members.

Student Practicum Performance Issues

A well-defined series of steps to address student performance issues in practicum is included in the Undergraduate and Graduate Practicum Manuals. All students are introduced to and have access to the appropriate manual prior at the time of the School's practicum orientation before the start of practicum placements. The manual is an online document that is posted on each program's learning management system page. Students are responsible for all information contained in their Practicum Manual.

Social work students are responsible for abiding by the NASW Code of Ethics at all times.

Chart 1. School of Social Work Student Performance Committee procedures



Student Performance Committee: Procedures and Processes

Cal State LA's Student Conduct Code also guides our SSW and MSW Program norms, expectations for behavior, and procedures. As needed, we consult with the Dean of Students Office.

When a student's unprofessional performance is reported or identified, the SSW policy include the following steps. The SSW Policy for evaluating professional performance is laid out in the above Chart 1.

1. The student's instructor or faculty member supervising the student (e.g., in student organizations or activities) discusses with student individually (within one week of the behavior)

NOTE: If the student's unprofessional behavior (performance) is a serious threat or harm to the student, other students, and/or school or campus community at large, the instructor/ faculty member should report the incident immediately to the program and school directors. If the incident relates to the student's practicum or happened in the practicum seminar course, the practicum director also should be informed about it. The directors at the school may consult with or officially file a report to the Office of the Dean of Students, including the Student Conduct office, and HHS College Associate Dean(s)/ Dean (and the PaGE Dean in case of ASP students) as necessary.

The program directors at the school may use their discretion to refer the student immediately to the SSW Student Performance Committee, and/or to consult with or officially file a report to the Office of the Dean of Students, including the Student Conduct office, as necessary, at any point, prior to subsequent steps, especially for egregious violations, including but not limited to: HIPPA violations, sexual misconduct, violence, other clear violations of NASW Code of Conduct/Campus Code of Conduct. This flexibility is to be used to afford expediency and efficiency for students when time is a pressing factor while respecting students' right to due process.

In case of immediate danger or threat to the student or campus community, the instructor should immediately contact the campus safety and/or 911 and report the incident to the SSW directors and the Office of the Dean of Students.

2. If the unprofessional performance continues, the faculty member will consult with the Program Director.

3. Within 10 working days, The Program Director will arrange a meeting with the student individually, the student and the faculty member together, or each of them separately.

   Within 5 working days, a letter is sent to the student's university email. The letter should include the outcomes of the meeting. The student has 5 working days from the date the email was sent to sign and return the letter to the Program Director, acknowledging receipt of the letter. A copy of the letter is kept with the Program Director.

4. If the unprofessional behavior continues or in case of egregious violation of professional performance, the faculty member will contact the Program Director who will inform the Student Performance Committee (SPC) within 1 week of acknowledging the behavior.

5. Within 10 working days, the SPC meets with the student, professor, or both.

6. Within 5 business days of the meeting(s), the SPC will send a recommendation letter to the Program Director.

   1) The SPC recommendation option 1:
   If behavior or performance is egregious, the student is disqualified from the social work program.

   Upon disqualification from the social work program, university procedures will follow.

   The student has 5 working days from the date the email was sent to sign and return the letter to the Program Director, acknowledging receipt of the letter.

   2) The SPC recommendation option 2:
   If the student's unprofessional behavior/performance is not egregious, and the student is willing/able to behave professionally, there may be academic consequences and restorative action required of student and be on student Performance Improvement Agreement.

   Within 5 working days, the Program Director will send a letter summarizing the meeting, SPC Recommendation, and the Performance Improvement Agreement to the student (to the university email) describing the outcomes of the meeting(s). The SPC Chair, School Director, and School Associate Director will be included in the email.

   The student has 5 working days from the date the email was sent to sign and return the letter (acknowledging the receipt of the letter) to the Program Director. A copy of the letter is kept with the Program Director.

7. The SSW Director informs the HHS Dean and Associate Dean about the SPC Recommendation and the Performance Improvement Agreement.