Division of Social Work
STUDENT ACADEMIC AND PROFESSIONAL PERFORMANCE REVIEW POLICY
APPROVED BY DOSW FACULTY ON April 2, 2014

One of the most important considerations in successfully completing the degree requirements in the Division of Social Work is for students to perform at the appropriate level academically and professionally. While this is the case for the vast majority of Division of Social Work students, there are occasions where there may be faculty concerns about a student’s academic and/or professional performance.

Listed below are representative areas of academic and/or professional performance by students that should trigger a concern, although other areas could as well.

- Student receives a grade Unsatisfactory in field practicum or a highly negative mid-term or final semester field evaluation;
- Student receives an overall cumulative grade point average below 3.0 for graduate students or 2.5 for undergraduates;
- Student is dismissed from field practicum;
- Student receives a grade of C or below in a required social work course;
- Student exhibits a pattern of behavior that is judged to hinder the student’s development as a professional. Behaviors prescribed in the University of Wyoming Student Code of Conduct and the National Association of Social Workers Code of Ethics will be used by faculty as a guide;
- Matters of academic dishonesty need to follow the procedures documented in UNIREG 6-802.

Procedure

Concerns raised by a faculty member should initially be directed to the appropriate program director (BSW, MSW, Field). In the event the program director believes the concern warrants further action, she or he will consult with the Director of the Division of Social Work to determine whether an Academic and Professional Performance Committee needs to be constituted to address the concern. In the event the decision is an affirmative, the Division Director will select three Division of Social Work faculty members to serve on an ad hoc Student Academic and Professional Performance Review Committee. These faculty members will then select one to serve as Chair of the committee.

Referrals of concerns will then be made to the Chair who, in turn, will collect information from appropriate faculty members, student’s faculty advisor, and referring faculty member. Once the information has been collected, the Chair will poll the committee to determine whether to initiate a full committee review. In the case that a full committee review is not recommended, the Chair may recommend that the student, referring faculty member, and program director develop and document a plan to resolve the concern. Progress on goals should be monitored and documented.
However, if a full committee review is recommended, the student, faculty advisor, and individual faculty member filing the concern will be notified in writing by the Chair that a full review will occur. Additionally, the committee chairperson will notify the student of the specific concern being raised. A full committee review will require the committee to do the following:

1. Collect and review written and other materials related to the student’s academic or professional performance;

2. Have the option of requesting to speak with the student and faculty member filing the concern separately (Likewise, the student and faculty member have the option of meeting with the committee, but separately);

3. Have the option of speaking with other relevant persons such as the faculty advisor or other faculty member chosen by the student for support; the faculty liaison, the field instructor or other representative of the field agency, field coordinator, and field director if it is a field education performance issue; and/or the course instructor if it is a classroom or course performance concern; and

4. Render a decision and make a recommendation to the Division of Social Work Director, which may include, but is not limited to: a) No action, b) Modification of program of study; c) Remediation plan, d) Placement on probationary status, e) Field placement change with or without remediation, f) Leave of absence, or g) Dismissal from the program.

Finally, an unfavorable decision can be appealed to the following successive levels:
1) Director’s Office of the Division of Social Work,
2) Dean’s Office of the College of Health Sciences

*Excluded from the above procedures is any allegation involving discrimination or harassment in violation of the University of Wyoming’s Policy on Sexual Discrimination, Violence, and Harassment Involving Students. Those matters shall follow the procedures outlined in the above stated policy.*