

A photograph of a stone wall with the words "UNIVERSITY OF WYOMING" carved into it. The wall is made of large, light-colored stone blocks. In the background, there are trees with green and yellow leaves, and a brick building. People are walking on a path in the distance.

Division of Social Work

Creating Positive Change

A photograph of a university campus scene with a large stone wall in the foreground and a brick building in the background. The wall has the words "UNIVERSITY OF WYOMING" carved into it. There are trees with green and yellow leaves, and people are walking on a path.

Bachelor of Social Work (BSW)

Student Handbook 2026-2027

*Pursue your BSW Degree at either of the two campuses
Laramie or UW-Casper*

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This handbook is available online at <http://www.uwyo.edu/socialwork/current-students/bsw-program/>

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Dear BSW Students,

Welcome to the Bachelor of Social Work (BSW) Program at the University of Wyoming! We are excited to have you join our learning community, where we are committed to preparing ethical, competent, and compassionate social workers in Wyoming and beyond.

By entering this profession, you are joining a field with growing demand and diverse opportunities. Social workers serve individuals, families, groups, organizations, and communities in schools, healthcare, behavioral health, child welfare, corrections, housing, human service organizations, policy, advocacy, and many other settings. Many students secure employment before graduation, and our program prepares you for a meaningful career dedicated to improving the well-being of others.

Throughout your time in the program, we hope you will grow not only in knowledge and skills, but also in your professional identity, ethical decision-making, self-awareness, and confidence as a future social worker committed to lifelong learning.

Our program has been continuously accredited by the Council on Social Work Education (CSWE) since 1974, ensuring your degree meets national standards and may provide opportunities for Advanced Standing in many Master of Social Work (MSW) programs.

This BSW Student Handbook contains important information about our program, faculty, university resources, and student expectations. Please review it carefully during your first weeks in the program. You will also be assigned a faculty advisor who is here to support, encourage, and guide you throughout your academic journey. We encourage you to connect with your advisor each semester to discuss your progress, goals, and professional development.

We believe every student has the capacity to grow, and we look forward to partnering with you as you develop into an ethical, compassionate, and competent social worker ready to make a meaningful difference.

On behalf of our faculty and staff, welcome to the University of Wyoming Division of Social Work. We are honored to be part of your journey and are so glad you are here.

Sincerely,

Karen Drew

Karen Drew Ph.D., MSW, LCSW
 BSW Program Director
 Assistant Lecturer
 Division of Social Work
 University of Wyoming

About the Social Work Profession

Social work originated in the late 1800s, with a commitment to improving conditions for immigrants in large cities and families experiencing poverty, especially widows and their children. That commitment continues today through efforts to expand access to opportunities, resources, and essential services for vulnerable populations.

Social workers assist individuals, families, groups, communities, organizations, and institutions in planning and implementing change by using a range of professional skills and techniques, including the problem-solving process. Social workers practice in a wide range of human service organizations, including health care, behavioral health, schools, child welfare, aging services, and community-based agencies, where they work to effect change and, at times, prevent social problems. They address clients' needs, conduct research across various fields of study, and work to improve social policies, programs, and conditions that affect individuals, families, and communities.

The BSW Program prepares students for professional social work practice in Wyoming and beyond by helping them develop a strong foundation in the values and ethics of the profession, foundational entry-level practice skills, a strong professional identity, and the knowledge needed to work across a wide range of practice settings. Students also learn to identify, access, and create resources that support clients and effective social work practice.

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world with nearly 120,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies (<https://www.socialworkers.org>). NASW created a Code of Ethics that all certified and licensed social workers are required to abide by. The NASW Code of Ethics guides ethical professional social work practice (see Appendix A).

Career Opportunities for Social Workers

Social workers have career opportunities in a wide variety of county, state, and federal agencies, including hospitals, mental health centers, schools, adolescent treatment facilities, childcare centers, nursing homes, substance abuse treatment centers, public assistance agencies, probation and parole offices, correctional centers, community action agencies, and research facilities.

The Department of Labor Statistics Occupational Outlook Handbook (2024) states, "Employment of social workers is projected to grow 7 percent from 2022 to 2032, faster than the average for all occupations" (<https://www.bls.gov/ooh/community-and-socialservice/social-workers.htm>).

During your academic career, you may use the Advising • Career • Exploratory Studies Center (ACES) (307-766-2398) to help prepare you for locating jobs. The Advising • Career • Exploratory Studies Center can review and give suggestions on cover letters, resumes, and professional readiness. The Division of Social Work receives job opening notifications from agencies. These are emailed to students to help identify potential jobs.

Social work is a dynamic field with a variety of career opportunities. You can visit the NASW social work website *Help Starts Here*, which explores many fields of practice and career opportunities. The website can be found at <http://www.helpstartshere.org/>.

About the University of Wyoming

The University of Wyoming is a land grant institution and the state's only provider of baccalaureate and graduate education, research, and outreach services. UW combines major university benefits and small- school advantages. An outstanding facility, and world-class research faculties are all set against the idyllic backdrop of southeastern Wyoming's rugged mountains and plains. The University was granted its status when Wyoming was still a U.S. territory and maintains rich archives documenting Wyoming's growth and development since 1890. The University is also a Federal Repository, housing all federal government documents, and is institutionally accredited through the Higher Learning Commission.

The main campus is located in Laramie, approximately two hours north of Denver. The University also has a residential satellite campus in Casper, in collaboration with Casper College, known as the University of Wyoming-Casper (UW-Casper). As a land grant institution, UW has Cooperative Extension Service centers in each of the state's 23 counties and on the Wind River Indian Reservation.

Land Acknowledgement

In late spring of 2020, ASUW passed Senate Bill #2699 for a land acknowledgment to be read at their ASUW meetings, and the bill was unanimously passed. This land acknowledgment was written to be inclusive and collaborative among our Native Communities, Native Students, and UW partners across campus. We, in the Division of Social Work, honor and support this land acknowledgment and have included it below:

"We collectively acknowledge that the University of Wyoming occupies the ancestral and traditional lands of the Cheyenne, Arapaho, Crow, and Shoshone Indigenous peoples along with other Native tribes who call the Great Basin and Rocky Mountain region home. We recognize, support, and advocate alongside Indigenous individuals and communities who live here now, and with those forcibly removed from their Homelands." – ASUW Senate Bill #2699.

University of Wyoming Mission Statement (2023)

As Wyoming's university, we unlock the extraordinary in every person through education, research, innovation, engagement, and service.

University of Wyoming Vision (2023)

Use our unique strengths to make Wyoming and the world a better place.

About the College of Health Sciences

The College of Health Sciences is one of eight colleges at the University of Wyoming. It houses the Division of Social Work, Division of Communication Disorders, Division of Kinesiology and Health, Division of WWAMI Medical Education, Fay Whitney School of Nursing, School of Pharmacy, and the Wyoming Institute for Disabilities (WIND).

College of Health Sciences Mission Statement

The University of Wyoming College of Health Sciences advances health and well-being in Wyoming and beyond through excellence in education, research, clinical practice, and work within human service organizations and in community-based settings.

We prepare practice-ready graduates to foster interdisciplinary collaboration, promote innovative solutions to rural health and social challenges, meet Wyoming's health care workforce needs, and empower communities to achieve optimal health and well-being across the lifespan.

College of Health Sciences Vision Statement

We envision a future where collaborative partnerships, rigorous scholarship, and innovative solutions promote thriving communities and expanded access to health and human services in Wyoming and beyond.

About the Division of Social Work

The Division of Social Work at the University of Wyoming, in the College of Health Sciences, offers both bachelor's (BSW) and master's (MSW) degrees in social work. Both programs are accredited by the Council on Social Work Education (CSWE) and are guided by the Council's Educational Policy and Accreditation Standards.

Social work courses were first offered in the Sociology Department in 1967; in 1974, the BSW program was accredited by CSWE, and the department became independent. In 1984, the department moved from the College of Arts and Sciences to the College of Health Sciences with other professional programs.

Currently, an average of 153 undergraduates major in social work annually. The first group of master students entered the program in the fall of 1997, and 21 students graduated in May 1999. The Division has 12 faculty members and many professionals who teach on a contract basis for the program. The Division maintains affiliations with human service organizations throughout the state, region, and nation.

Division of Social Work Mission Statement

Guided by the ethics, values, scholarly inquiry, and practice principles of the social work profession, the mission of the University of Wyoming's Division of Social Work is to educate and prepare students to become effective, ethical, and competent generalist social workers by providing quality learning opportunities for leadership in rural communities, with skills transferable to various practice settings. Graduates are equipped to navigate complex challenges and to celebrate unity in differences across the state of Wyoming, as well as nationally and internationally.

Division of Social Work Vision Statement

The Division of Social Work envisions a global community in which our graduates serve as ethical social work leaders who promote social, economic and environmental justice, human rights, along with health and well-being for individuals, families, organizations, and communities.

BSW Mission Statement

Guided by the ethics, values, scholarly inquiry, and practice principles of the social work profession, the mission of the University of Wyoming's Division of Social Work BSW Program is to educate and prepare students for entry-level generalist social work practice as effective, ethical, and competent professionals in health care, educational, human service, and community-based settings by providing quality learning opportunities and developing skills transferable across a variety of practice settings.

Graduates are prepared to serve individuals, families, groups, organizations, and communities while celebrating unity in differences across the state of Wyoming, as well as nationally and internationally.

Evaluating Outcomes of the BSW Program

The Division of Social Work has an elaborate approach to evaluating the outcomes of our program. At the end of each course, students are asked to evaluate that course and the instruction of delivery of the instructor by completing a course evaluation. These evaluations are anonymous and reviewed by the Division Director and the faculty instructor only after grades are posted. In addition to receiving grades in courses, students are also evaluated on their movement toward achieving the Core Competencies established by CSWE (2022). All Council on Social Work Education programs measure and report student learning outcomes. Students are assessed on their mastery of the competencies that comprise the accreditation standards of the Council on Social Work Education. These competencies are dimensions of social work practice that all social workers are expected to master during their professional training. A measurement benchmark is set by the social work program for each competency. An assessment score at or above that benchmark is considered by the program to represent mastery of that particular competency.

The University of Wyoming's Division of Social Work program benchmark is that at least 85% of students will meet the competency benchmark of 3 (on a 4-point scale of competence demonstration) on a Field Instructor Assessment Instrument and, at minimum, the default competency threshold of the Social Work Education Assessment Project (SWEAP), Foundation Curriculum Assessment Instrument (FCAI). The aggregate of the two outcome measure scores (Field Instructor Assessment Instrument & FCAI) is used to indicate the attainment of each competency.

All the evaluation data gathered provides important information to the Division to help determine whether it is reaching its objectives and goals. The information is reviewed, and changes are made as appropriate.

Section I: Division of Social Work Faculty

The faculty in the Division are highly educated and professionally trained social workers who bring a rich array of professional experiences to their teaching and research activities. As students engage with faculty, they learn from faculty about their own experiences helping others, learning about social change, and exploring the areas of research that have contributed to the faculty's expertise. Faculty serve as advisors for many students and educators in the classroom environment. Faculty information, phone numbers, and e-mail addresses can be found on our [division's web page](#). Below is the list of current faculty and their primary areas of expertise and interest.

Full-Time Social Work Faculty

Billie Chapman, MSW, LCSW, Associate Lecturer, is the Director of Field Education. Billie completed her Bachelor of Arts in Psychology and Master of Social Work at the University of Wyoming. She has worked in inpatient psychiatry, a transitional program for veterans who are homeless, and nursing home programs for the Veterans Health Administration. She has also worked with children diagnosed with behavior disorders. Her areas of interest are geriatrics and extended care, hospice and palliative care, grief and bereavement, and ethical decision-making.

Bethany Cutts, MSW, BSW, LCSW, Assistant Lecturer, is the MSW Program Coordinator for UW- Casper's part-time MSW program. She completed her undergraduate and graduate studies at the University of Wyoming. She has worked in various non-profit organizations and has experience working with women who have experienced intimate partner violence, trauma survivors, individuals experiencing poverty, substance abuse disorders, and families. Her areas of interest include integrating trauma-informed modalities, such as Somatic Experiencing, DBT, and EMDR, to develop a holistic approach to healing and building healthy agency practices to foster healthier communities, and mentoring social workers to integrate Social work values and ethics to be a change agent in all systems of care.

Karen Drew, Ph.D., MSW, LCSW, BSW Program Director, Assistant Lecturer, earned all three degrees at the University of Wyoming. She served as the Assistant Dean of Students overseeing student welfare for over five years. She has experience in crisis and risk management, case management, student support and retention, and leadership in Student Affairs. Her areas of interest include suicide prevention, intervention, and postvention, students' academic success, Trauma-informed care, and social work practice.

Jordan Dyett, Ph.D., MSW, Assistant Professor, received her B.A. from Westminster University in Salt Lake City, her MSW, and her Ph.D. from the State University of New York at Albany. Jordan has direct practice experience with system(s)-impacted youth, youth with disabilities, and supporting individuals with substance use histories and criminal (in)justice involvement. Informed by her practice experience, her research focuses on exploring ways to interrupt carceral violence that communities who have been impacted by the war on drugs face. Using community-based participatory methods, her research aims are to amplify and uplift community resilience and strategies for reducing substance-related harms. Likewise, Jordan's teaching draws on critical pedagogies that recognize students' lived experience and expertise, emphasize critical reflexivity, and promote critical consciousness-raising.

Quinn Hafen, MSW, PhD, Assistant Professor is a macro social worker who has experience in grassroots organizing, policy advocacy, and nonprofit management. Their research focuses on identifying and addressing ways helping professions reproduce interlocking systems of power and oppression. They use critical frameworks to explore organizational and institutional change, transformative social and emotional learning, and LGBTQ+ well-being.

Jessie Klein, MSW, BSW, Assistant Lecturer, is the BSW Field Coordinator for UW-Laramie. Jessie earned his BSW from the University of Wyoming and his MSW from the University of Kentucky. He previously worked as a learning assistant with the LAMP program under the science initiative at UW. His practice areas of experience have been in outpatient mental health working with clients and patients of unique cultural backgrounds. Jessie's clinical practice is informed by narrative theory of SFBT and CBT techniques.

Brenda Kost, MSW, LCSW, Assistant Lecturer, received her BSW and MSW from the University of Wyoming. Brenda has extensive clinical practice experience in community mental health, medical social work, and school social work, providing her with the opportunity to work with children, adolescents, and adults.

She emphasizes a client-first approach, starting where the client feels most comfortable, and empowering individuals to succeed by learning essential life skills. Brenda is trained in Solution-Focused Brief Therapy, Dialectical Behavioral Therapy, and Play Therapy. Brenda's teaching values hands-on experiences and encourages open, honest discussions without fear of judgements of retribution.

Sandy Leotti, Ph.D., MSW, Associate Professor, received her MSW from the University of Montana and her Ph.D. from Portland State University. Her research examines social work's engagement with criminalized women and the expanding boundaries of the criminal justice system. Sandy's teaching and scholarship is driven by an emphasis on social justice and aims to strengthen the relationship between critical and feminist theories and social work education, research, and practice.

Neely Mahapatra, Ph.D., MSSW, Professor, received her Master's degree and doctorate in Social Work from The University of Texas at Austin. She has experience conducting program evaluations and research studies on interpersonal violence, including dating violence, intimate partner violence, and human trafficking. Her overall vision is the development of best practices with women and victimization, training social worker researchers about victimization against minority women and children, men and violence, and facilitating multidisciplinary research.

Ray Pacheco, MSW, B.S, Assistant Lecturer, holds a BS in Political Science from Carroll College in Helena, Montana, and a MSW from the University of Wyoming. Ray's practice focuses on supporting individuals aged 10 through seniors, with specialized expertise in grief, divorce, trauma (utilizing EMDR), CBT, and mindfulness techniques for managing chronic depression and anxiety. He employs a variety of modalities to assist houseless individuals and is deeply committed to community organizing, public service, social justice advocacy, and fostering a community where the most vulnerable have a voice and can thrive.

Valerie Thompson-Ebanks, Ph.D., MSW, Professor, is the Director of the Division of Social Work. She received her Master's degree from the University of the West Indies and her Ph.D. from Colorado State University. Dr. Thompson-Ebanks's research interests include students with disabilities in higher education, retention issues in higher education, human diversity, children, youth, and families, qualitative research methods, and social work practice.

Christine Vencill, MSW, BSW, LCSW, Assistant Lecturer, completed her undergraduate and graduate studies in Social Work at the University of Wyoming. She has clinical experience with children in foster care, families in divorce/custody, trauma care, and psychiatric inpatient and outpatient care. She has worked primarily in the nonprofit sector, allowing for experience with fundraising, program development, and community relations. Her areas of interest include communities, children's welfare, and direct practice with clients.

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Section II: About the BSW Program

The BSW Curriculum

The Bachelor of Social Work curriculum is based on the generalist practice model and the problem-solving process. The generalist practitioner operates within the ethical guidelines prescribed by the NASW Code of Ethics and utilizes the problem-solving model to intervene with all levels of client systems (individuals, families, groups, organizations, communities, and institutions). Assessment by the generalist practitioner is grounded in a systems and person-in-environment framework with the goal of identifying multiple potential points for intervention. Interventions by the generalist practitioner attempt to prevent or help solve difficulties within the functioning of client systems as well as enhance and strengthen the inherent capacities of a wide range of diverse client systems. The generalist practitioner utilizes problem solving methods, which are infinitely flexible in their application. The concepts of generalist practice guide the curriculum plan (i.e., course content and the order in which courses are taken) and student learning objectives for the BSW program.

The BSW curriculum prepares students to master the nine core competencies established by the Council on Social Work Education (2022).

BSW Generalist Social Work Practice

The generalist social work practice model at the BSW level has two central features. It is a problem-solving centered rather than methods driven, and it uses the ecological or person-in-environment perspective for assessment and intervention. This perspective demands that the practitioner not only view the individual social functioning (which includes both individual and environmental factors) but also focuses on the transactions between individual and environment. The BSW generalist social work practitioner is prepared for entry-level social work practice. The BSW degree is built on a liberal arts perspective and provides a generic behavioral and ecosystems knowledge base requiring students to be theoretically and methodologically open, involves intervention at all system levels, focuses on practice in rural areas, and is research-based.

Generalist practice is grounded in the liberal arts and the person and environment framework. To promote human and social well-being, 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.

The baccalaureate program in social work prepares students for generalist practice. The descriptions of the nine Social Work Competencies presented in the EPAS identify the knowledge, values, skills, cognitive and affective processes, and behaviors associated with competence at the generalist level of practice.

Educational Policy 3.1—Generalist Practice

Social work courses combine theory with practice to prepare graduates for entry-level generalist practice, for continuing their education at the graduate level, or both. Graduates demonstrate initial competency as established by CSWE (2022). The curriculum is organized by sequences: human behavior and the social environment (HBSE), social work generalist practice methods, social policy, social work research, and field practicum. In addition to a strong foundation in SOWK 3650 (Ethical Social Work Practice), ethics and values are infused throughout the curriculum. Populations at-risk in Wyoming and the region are integrated into the curriculum. To broaden students' understanding of the populations and communities served by the social work profession, students complete SOWK 4060 (People, Places, and Social Work).

Theories concerning different levels of systems are presented in HBSE courses, while practice skills based on those theories are taught in the generalist practice methods courses. The policy course provides content about the interaction between policies (such as state and federal legislation and organizational procedures) and client systems. Social work research is essential for a number of reasons: it increases the capacity of a social worker to think critically, provides social workers with skills in determining the quality of other research and its application to their own practice, and prepares them to evaluate the efficacy of their own and of their organization's practice.

Electives in areas such as child welfare, aging, disabilities, health care/medical social work, mental health, trauma-informed care, addictions and substance use, and holistic practice allow students to deepen their knowledge and develop specialized expertise in fields of interest. Students integrate knowledge from all college work in their capstone course, the 400-hour field practicum. All course work must be completed prior to or concurrently with the field practicum. In tandem with field practicum, students complete field seminar courses as a means to assist students in achieving initial competency in areas established by CSWE (2022).

Degree Requirements

CSWE Educational Policy and Accreditation Standards call for curricula that build on a liberal arts perspective to promote the breadth of knowledge, critical thinking, and communication skills. The University of Wyoming requires all students to complete the University Studies Program [USP] (see current catalog for USP requirements). While all the USP courses are of vital importance, due to the robust writing requirements in the BSW program, all students applying to the Admitted Major are required to have completed both a **Communication 1/COM 1 and Communication 2/COM 2** course in which they earn a C letter grade or higher.

University Studies Program (USP) Requirements

“The University Studies Program [USP] ensures that each student's program includes the elements essential to a lifetime of personal and professional growth: habits of mind, practices of active citizenship, and development of intellectual skills. The University Studies Program requires students to develop skills necessary for full participation in a technologically complicated world. These include the ability to express oneself in speech and writing, to locate, evaluate, and effectively use information, and to examine problems from quantitative, qualitative, and scientific perspectives. University Studies encourages students to become active citizens in diverse democracy.

Through multi-and inter-disciplinary inquiry, students gain the perspectives necessary to deal with complex issues, appreciate the viewpoints of others, function effectively in multicultural communities, understand the responsibility to participate in a democratic society, and communicate clearly in a civic environment” (available at: <http://www.uwyo.edu/unst/>).

All students who graduate from the UW must complete the courses specified by the USP (2015) and the requirements for their major. Please work with your advisor to ensure that you are completing the correct USP requirements.

USP 2015

Under USP 2015 students who have completed the core requirements by having already completed a bachelor’s degree or who have earned an AA, AS, or AB from any US, accredited community college are exempt from USP 2015 with the exception of C3, V, and possibly an FYS. See Degree Evaluation to determine requirements; see [page 35](#) for instructions on how to view your Degree Evaluation.

SOWK USP Course Offerings

Social work offers SOWK 4570 (Research-Informed Practice), a USP 2015 C3 course, that is taken in the senior year (final semester) of the BSW program.

Division of Social Work Requirements

The total degree program requires:

- Acceptance into the BSW program as an Admitted Major;
- Successful completion of Social Work curriculum requirements; and
- Successful completion of 120 credit hours and maintaining or exceeding a 2.5 GPA.

The social work major requires 53 credits of social work courses (see [Social Work Course Schedule](#))

Academic credit for life experience and previous work experience is not given, in whole or in part, in lieu of the field practicum or for courses in the professional foundation areas specified in the CSWE Educational and Accreditation Standards.

In addition to the social work courses, the required curriculum includes a substantial liberal arts and science component. Students take courses in English, political science, human biology, macroeconomics, mathematics and statistics, humanities, fine arts and general elective courses to enhance their preparation as a social work practitioner (the University’s course catalog can be found on the [UW Office of the Registrar’s web page](#)).

Overview of the Curriculum

A new set of Education Policy and Accreditation Standards (EPAS) was implemented by the Council on Social Work Education (CSWE), the accrediting body for social work education, in 2022. The social work curriculum is reflective of dynamic knowledge, and previous coursework may not meet current standards. The BSW curriculum was updated in Spring of 2024 to meet the CSWE's Commission on Accreditation (COA) requirement that all accredited programs are expected to operate under the 2022 EPAS by July 1, 2025.

BSW Scholastic Requirements

University and College of Health Sciences policies governing scholastic requirements, including major changes, probation, and dismissal, apply to students enrolled in the BSW Program. In addition to University and College requirements, the BSW Program has the following scholastic requirements:

- Students must earn a grade of **C** or higher in all social work courses. The University has implemented a policy concerning repeating coursework. Before withdrawing from or retaking a course, students should review this policy (see the current *UW General Bulletin* for details).
- Students must complete all field seminar courses with an **S (Satisfactory)** grade.
- In addition to earning a grade of **C** or higher in all social work coursework, students must achieve and maintain a minimum **2.5 GPA** in all social work coursework and in their overall coursework (including transfer coursework).

Failure to meet these scholastic requirements may prohibit students from progressing in the BSW Program and/or entering field practicum.

Disclosure Requirement

Students who have any encounters with the legal system after applying to or while enrolled in the BSW Program must immediately notify both the BSW Program Director and the Division Director. Such circumstances may affect a student's eligibility for field placement, even if they do not affect enrollment in the program.

Academic and Professional Performance

Students enrolled in the Bachelor of Social Work (BSW) Program are expected to demonstrate both academic achievement and professional behavior consistent with the standards of the social work profession and the expectations of the University of Wyoming. Academic success alone does not constitute readiness for professional social work practice.

Academic expectations include meeting the scholastic requirements of the BSW Program and making satisfactory progress toward degree completion. Professional expectations include demonstrating ethical conduct, sound professional judgment, and professional behavior consistent with the **NASW Code of Ethics**, the **University of Wyoming Student Code of Conduct**, this BSW Student Handbook, the Field Education Handbook, and other applicable University, College of Health Sciences, and Division of Social Work policies.

Academic and professional performance is evaluated throughout the program by Division faculty, field instructors, and others involved in the student's education. Evaluation may occur in the classroom, field education, advising meetings, electronic communication, and other Division-sponsored activities.

When academic or professional concerns are identified, the Division may address those concerns through consultation with the student, feedback, and, when appropriate, the development of a **Professional and Academic Success Plan**. The plan is intended to support student success by identifying areas for improvement, establishing expectations, outlining strategies and available resources, and providing a reasonable timeline for demonstrating progress.

Field education is the signature pedagogy of social work education and requires students to demonstrate both academic readiness and professional readiness before beginning field practicum. When academic or professional concerns affect a student's readiness for field education, progression to field practicum may be delayed while the Division evaluates the student's readiness and monitors progress toward meeting program expectations. A delay in field progression may extend the student's time to degree completion and graduation.

Students are expected to demonstrate satisfactory progress in addressing identified concerns and meeting the expectations outlined in their Professional and Academic Success Plan, when applicable. If concerns are not satisfactorily resolved or program requirements continue to be unmet, the Division may delay a student's progression in the program, place the student on program probation, or terminate the student's enrollment in the BSW Program in accordance with applicable University, College, and Division policies.

Prerequisites

Social Work **required** prerequisites must be completed with a grade of C or higher to be eligible to apply for the professional degree program, Admitted Major:

1. Human biology course (typically PSYC 2080 or KIN/ZOO 2040)
2. PSYC 1000 (General Psychology)
3. SOC 1000 (Sociological Principles)
4. POLS 1000 (American Government)
5. ECON 1010 (Macro Economics)
6. STATS 2050 or 2070 (meets USP QB requirement)
7. SOWK 2000 (must be completed at a school accredited by CSWE or by an institution that has an articulation agreement with the UW Division of Social Work)

In addition, all students applying to the Social Work Admitted Major are required to have completed a Communication 1 (COM 1) and Communication 2/COM 2 course in which they earn a C letter grade or higher.

Transferring Credits of Social Work Courses from Other Institutions

Social work course credit earned through a program accredited by the Council on Social Work Education (CSWE) is reviewed and evaluated by the BSW Program Director, in consultation with the Division of Social Work Director and faculty as appropriate, to determine equivalency with University of Wyoming BSW degree requirements. Students may be required to submit course syllabi and other supporting documentation. Courses are evaluated based on course objectives, content, learning outcomes, credit hours, and alignment with the University of Wyoming BSW curriculum and the 2022 Educational Policy and Accreditation Standards (EPAS). Requests to transfer upper-division social work practice courses and other core social work courses are reviewed on a case-by-case basis.

For prerequisite coursework completed at another institution, course syllabi may be requested and submitted to the appropriate academic department for review and approval. For example, STAT 2070 is a required prerequisite course. If an applicant submits a statistics course that is not readily determined to be equivalent, the course syllabus is forwarded to the Department of Mathematics and Statistics for evaluation of equivalency to STAT 2070.

In accordance with CSWE accreditation requirements, the University of Wyoming BSW Program does not award social work course credit for coursework completed through non-CSWE-accredited social work programs.

An Introduction to Social Work Course or a Foundations of Social Work Course (SOWK 2000) is required of all students applying to the majors. Students who have taken an Introduction to Social Work course at a Wyoming community college prior to transferring to the University of Wyoming **may** be asked to submit syllabi from the course. Course syllabi are reviewed periodically to determine if the Division of Social Work can accept the credits.

These program-specific transfer credit policies ensure that students receive appropriate recognition for prior coursework while maintaining the integrity of the University of Wyoming BSW curriculum and compliance with CSWE accreditation standards.

About Social Work Courses

Typically, students begin their social work coursework in the fall semester of their junior year (see Appendix C for Suggested Social Work Four-Year Program). Prior to this time, students complete Social Work prerequisite courses and University requirements. Students must apply for admission to the social work program to be accepted into “Admitted Major” status (see Section III: SOWK Pre-admit and Admitted Major) **in the spring before the fall semester** they wish to begin the core social work curriculum. Students who are accepted as an Admitted Major begin the social work professional curriculum with four social work classes during the Fall semester: SOWK 3530, SOWK 3630, SOWK 3640, and SOWK 4060. **Courses build on one another and must be taken in sequence.** This means if you are unable to take the next semester’s social work courses, you may have to wait until the next year to continue in your social work coursework.

Students are expected to complete their degrees in a timely manner. Students who have not attended UW for a calendar year should refer to the current General Bulletin and Section III, Absences from Educational Program of One Year or More. Students who have not completed social work classes for one year or more should read the *Absences from Educational Program of One Year or More* section in the BSW Student Handbook.

The check sheet for the degree of social work is included in the appendix (See Appendix D for BSW Program 2015 USP Check Sheet and Appendix E for BSW Program 2015 USP Check Sheet for students who have completed the core requirements by having already completed a bachelor’s degree or who have earned an AA, AS, or AB from any US, accredited community college.

All social work courses, including those at the Laramie campus, UW Casper, and online, follow the UW Academic Calendar.

Social Work Course Schedule

The following is the order in which social work classes are offered and completed. See the current bulletin for prerequisites for courses.

Social Work Course Schedule <i>STUDENT MUST BE ACCEPTED TO ADMITTED MAJOR STATUS TO COMPLETE THE SOCIAL WORK COURSES LISTED BELOW</i>			
Fall – Phase I	Credit Hours	Spring – Phase II	Credit Hours
SOWK 3530 Human Behavior and the Social Environment	3	SOWK 3540 Human Behavior and the Social Environment II	3
SOWK 3630 Generalist Social Work Practice I: Individuals and Families	3	SOWK 3640 Generalist Social Work Practice II: Groups	3
SOWK 3645 Ethical Social Work Practice	3	SOWK 3650 Generalist Social Work Practice III: Communities and Organizations	3
SOWK 4060 People, Places, and Social Work	3	SOWK 4850 Human Rights, Social Justice, and Social Policy	3
Fall – Phase III	Credit Hours	Spring – Phase IV	Credit Hours
SOWK 4560 Social Work Research	3	SOWK 4570 (2003 USP-WC requirement; 2015 USP-C3 requirement) Research Informed Practice	3
SOWK 4990* Social Work Practicum	5	SOWK 4990* Social Work Practicum	5
SOWK 4991 BSW Field Seminar I (taken concurrently with SOWK 4990)	2	SOWK 4992 BSW Field Seminar II (taken concurrently with SOWK 4990)	2
SOWK Elective (fall or Spring)	3	SOWK Elective (fall or Spring)	3

*SOWK 4990 is taken as a concurrent placement across two semesters, fall and spring (5 credit hours per semester). All coursework for the BSW degree must be completed prior to or in the same semester(s) as SOWK 4990. **SOWK 4991 and 4992 must be taken concurrently with SOWK 4990.**

Academic and Professional Success Plan

The Division of Social Work is committed to helping students reach their academic and career goals. The Academic and Professional Success Plan is designed to help admitted majors develop a plan for returning to good academic standing and is informed by the policies of the Division, College, and University. For a template of the Academic and Professional Success Plan, see Appendix E.

Social Work Electives Requirement

All students must complete two (2) social work electives offered by the Division of Social Work or another accredited social work program. Electives must be taken at the 3000 or 4000 level and may be completed at any time during the program of study. Social Work electives that meet these requirements but were completed before full admission to the BSW Program will be applied toward the BSW degree once full admission is granted. Please refer to the policy on Exceptions to the Social Work Elective Requirement.

Field Education

The Field Education sequence consists of a field practicum (SOWK 4990) and competency assessment/field seminar coursework (SOWK 4991/4992). All Admitted Major students are required to complete the field education sequence. Typically, the sequence is completed in the student's final year of the BSW program. In SOWK 4990, students are expected to complete 400 hours of supervised practice.

Students complete this requirement over two semesters, fall and Spring (5 credit hours each semester for a total of 10 credit hours). All coursework for the BSW degree must be completed prior to or in the same semester(s) SOWK 4990 is completed. SOWK 4991 (fall semester) and 4992 (spring semester) must be taken concurrently with SOWK 4990. Students must maintain a passing grade in SOWK 4991/4992 in order to continue in SOWK 4990.

Students must submit a Field Request application to the Field Director to be placed in a field practicum. See the Field Manual for requirements and application procedures. Students who have obligations to the legal system (probation, parole, court stipulations and/or concerns) may not enter field practicum until obligations to the court have been fulfilled (see the Field Manual).

Certain field practicum sites require students to complete additional background checks and/or other tests or immunizations (typically at your expense). Student placement in these sites will be contingent upon passing the required screenings.

Educational Policy 3.3—Signature Pedagogy: Field Education

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

Social Work Admitted Majors Who Have More Than a Year Lapse in Coursework Prior to the Field Practicum

Because the Division has a sequenced academic program, if students have more than a year lapse in their Phase 1, 2, 3 and/or 4, as outlined in the BSW Student Handbook, students may find that their prior coursework is not current enough to move into the Field Practicum. Students not completing social work courses for one year or more may be asked to audit, complete or retake courses before being allowed to proceed in the program.

Section III: Majoring in and Applying to Social Work (SOWK) Pre- Admit and Admitted Majors

Students who declare Social Work as their major are initially designated as Pre-Admit Social Work majors. Pre-Admit status is the preliminary step toward applying for and being accepted into the professional Bachelor of Social Work (BSW) program.

Students transferring from another University of Wyoming program or another institution must have a minimum cumulative grade point average (GPA) of 2.3 to be assigned a College of Health Sciences advisor. Transfer students with a GPA below 2.3 are referred to the University of Wyoming Advising, Career, and Exploratory Studies (ACES) Center for academic advising until they meet the eligibility requirements for assignment to a College of Health Sciences advisor.

Pre-Admit students work with their assigned advisor to complete prerequisite coursework, prepare for admission to the professional BSW program, and develop an academic plan. Upon admission to the professional BSW program, students are assigned a Division of Social Work faculty advisor who provides academic and professional advising throughout the remainder of the program. Additional information regarding advising responsibilities is provided in the Advising section of this handbook.

Admitted Major Application Cycle

The core social work program (Admitted Major status) operates as a cohort model and runs on an academic year cycle from late August-May. The program has one primary admission cycle in the spring but has been testing a fall and summer admission cycle as seats allow.

Students must apply for admission to the professional degree social work program to be accepted into “Admitted Major” status (the Application for Admitted Major can be found on our [web page in the spring prior to the fall semester](#), they wish to begin the core social work curriculum.

However, students who have completed all seven social work prerequisite courses, with a C or better or are currently enrolled in the remaining prerequisites, may apply to be considered as an Admitted Major during the semester they are completing these prerequisites. For example, students who have completed all seven required courses may apply in **November** to be considered for the following academic year.

Additionally, students who are enrolled in the last few prerequisite courses may also apply during the same semester as they are enrolled in these courses. Students who have outstanding prerequisite courses and are not enrolled in these classes will not be considered in any admission cycle.

Application for Admitted Major

The applicant must be a student at the University of Wyoming (UW). If the student is not currently a student at UW, they must apply for admission to UW through UW Admissions and submit their Admitted Major application to the Division of Social Work concurrently. Students must be accepted at the University of Wyoming before being accepted into Admitted Major status.

Students must earn a minimum grade point average (GPA) of 2.5 in all UW coursework, as well as all coursework completed at other academic institutions. The student’s GPA is calculated using all college and university credits counted toward graduation from the University of Wyoming.

1. Students must earn a grade of C or higher in a Human Biology course, STAT 2050/2070 or its equivalent, General Psychology (PSYC 1000), Macroeconomics (ECON 1010), Sociological Principles (SOC 1000), American and Wyoming Government (POLS 1000), and Introduction to Social Work (SOWK 2000).
2. Students must earn a grade of C or higher in a Communication 1 and a Communication 2 course.
3. Students must agree to adhere to the UW Student Code of Conduct and the NASW Code of Ethics.
4. Students cannot exhibit behavior that will infringe on the present or future ability to fulfill responsibilities as a social work professional.
5. Have junior status (completed at least 60 credit hours) by the end of the spring semester in which they are applying.
6. References will be prompted through email to complete a form after the application is submitted; applicants should notify their references when they submit so they can check their email (including spam) for the request.

- The individual completing the reference **cannot** be the *instructor for SOWK 2000, a family member, or a friend*. Select an individual who can address the following areas about your:
- a. Integrity and responsibility;
 - b. Willingness to learn;
 - c. Openness to new experiences and ideas;
 - d. Academic or Work/Volunteer experience;
 - e. Interpersonal skills within the classroom or work/volunteer experience;
 - f. Ability to manage stress.
7. Students must sign statements declaring that they have:
 - a. Read and understood the current BSW Handbook;
 - b. Read the NASW Code of Ethics and agree to adhere to them;
 - c. Read the UW Student Code of Conduct and agree to behave accordingly; and
 - d. Read and understand non-academic Reasons for Dismissal from the BSW program.
 8. Students must complete a background screening, in accordance with the College of Health Sciences policy (the policy can be found on the College of Health Sciences web page: [-check-policy-revised-2013.pdf](#)). Criminal convictions may result in rejection of the candidate for admission to Admitted Major. Please see “Criminal Background Screening” on the next page. If you want to notify us of a criminal offense that you have been convicted of, submit the incident in writing to the BSW Director. If needed, the BSW Director may ask for court documents that clarify successful completion of court requirements.
 9. Applicants to the BSW program are required to complete a background check through Certiphi Screening as part of the College of Health Sciences professional program requirements. Please note that your background check must be completed before your application can move forward to the review committee for consideration. The cost of the background check is \$79.
 10. Students must complete the Admitted Major application and submit the required essay by the established deadline.
 11. Students who are qualified to apply for Admitted Major beginning Fall 2027 should apply in Fall 2026 OR Spring 2027 (see Admitted Major Application Cycle information above). To be considered, students must complete the Admitted Major application by the designated due date.

The application should be submitted to the Division of Social Work. The \$30.00 application fee should be paid online prior to submitting the application (link for the application fee can be found on the Division of Social Work web page).

After the applications have been reviewed, the BSW Program Director notifies students via email whether or not they have been provisionally accepted as an Admitted Major. Notification of final acceptance will be made via email upon review of transcripts during the semester students apply to ensure all prerequisites have been completed, and the GPA standards have been met.

If a student is denied admission and wishes to continue in the major, the student should meet with her/his advisor and develop a plan. It may also be resolved that a student may not re-apply for Admitted Major based on violations of the criteria outlined above or lack of suitability for the major. In this event, the student should consult with his/her advisor about other majors.

Students who are accepted into Admitted Major who are not enrolled in UW for more than one academic year must not only reapply to the University but must also reapply for Admitted Major status.

The BSW Admissions Review Process

Admission to the BSW program is a competitive process. All applications are carefully reviewed by the BSW Committee. Two or more committee members independently review each application. Decisions are based on a review of all application materials, including considerations of the following criteria: grades and GPAs, including those from transfer institutions; written essay where students have the opportunity to respond to essay prompts to demonstrate their writing skills, ability to self-reflect on why they choose social work, personal qualities they bring to the profession, and their understanding of professional social work values and ethics. Using the above-mentioned criteria, students whom the BSW Committee determines to have the strongest applications will be selected.

The BSW Program reserves the right to admit a limited number of students each year to maintain the capacity and quality of the program. Following review by the Committee, the applicant will be notified in writing of the Committee's decision. Committee options include full admission, conditional admission, or denial of admission (see below).

Meeting the minimum requirements makes a student eligible to apply for admission to the BSW program; however, it does not guarantee admittance. Students who are denied admission may consult with their academic advisor if they wish to reapply.

Criminal Background Screening

All students applying for admission to Admitted Major must undergo a criminal background check in accordance with the requirements of the College of Health Sciences policy.

“Students seeking admission into the College of Health Sciences are required to obtain and pay for a criminal background check. These background checks are routinely required by schools, hospitals, and other agencies that participate in the clinical/practice education of our students. The results of your criminal background check may determine if you will be admitted to our program. You must inform the Dean of the College if you are convicted of a crime while enrolled in your training program. Depending on the requirements of your program, you may also be required to update your criminal background check each year (experimental application/placement). Each training site will be informed that you have completed a background check prior to your placement at that site” (College of Health Sciences Student Background Check Policy, revised August 2013).

Background screenings are obtained through Certiphi Screening, Inc. Students will receive instructions for completing the screening as part of the application process. The cost of the screening, \$79.00, is the responsibility of the student and must be paid by debit or credit card. The time required to receive results varies and may depend on several factors, including the jurisdictions being searched and the availability of records.

Students are encouraged to complete the background screening as soon as possible to avoid delays in the admission process.

If a student has any issues that surface during the background check process, the Dean of the College of Health Sciences or her/his designee makes the final decision regarding admission to the Division of Social Work in consultation with the Division Director. Neither advisors nor other social work faculty members have access to background screening information.

Criminal Background Screening and Obligations

In accordance with the College of Health Sciences (CHS) Criminal Background Screening Policy, a criminal background check is a required component of the admissions process for the Division of Social Work. Applicants are evaluated based on their completed application materials, including the required background check, and must meet the requirements established by the University of Wyoming, the College of Health Sciences, and the Division of Social Work.

Applicants must disclose in their application essay any pending criminal charges, court proceedings, probation, parole, diversion programs, or other unresolved court-ordered obligations.

Consistent with CHS policy, the results of a criminal background check may affect admission to the BSW Program. Applicants with pending criminal charges or unresolved legal obligations are not eligible for admission until those matters have been fully resolved. Depending on the nature and circumstances of a criminal conviction, applicants may also be denied admission. The BSW Program Director may request additional information or documentation, including court records verifying that all legal requirements have been completed.

Students who are charged with a criminal offense or become subject to court-ordered obligations after admission to or while enrolled in the BSW Program must immediately notify both the BSW Program Director and the Division Director. These circumstances will be reviewed to determine their impact on the student's continued enrollment, progression in the program, and eligibility for field education.

Consistent with CHS policy, students may not begin or continue in activities requiring professional placement until all legal obligations have been fully resolved, and documentation verifying completion has been received and reviewed. Because field education is a required component of the BSW curriculum, students are not eligible to begin a field practicum until all court-ordered obligations have been satisfied and all applicable Field Manual requirements have been met.

Students who incur pending criminal charges or court-ordered obligations after admission to or while enrolled in the BSW Program must immediately notify both the BSW Program Director and the Division Director. Such circumstances will be reviewed to determine their impact on the student's continued enrollment, progression in the program, and eligibility for field education.

For detailed information regarding field education requirements and policies, students should refer to the Division of Social Work Field Education Handbook.

Admission Status

Full Admission:

The student is granted Full Admission when applicants meet the prescribed GPA and other academic and non-academic expectations as outlined in the UW Catalog and have received a positive decision from the BSW Committee. Students must remain in Good Standing as Admitted Majors until graduation.

Conditional Admission:

The BSW Committee may grant conditional admission when applicants have GPA or other academic or non-academic issues that do not meet the requirements as stipulated in Full Admission. In determining conditional admission, the BSW Committee will specify time frames, academic, and non-academic expectations to move a student to Full Admission status.

Denial of Admission:

Students who are denied admission to the BSW Program are not eligible to take the core professional social work courses. Admission is competitive; submitting an application does not guarantee admission.

Good Standing Program Status for Admitted Majors

Students are in good standing when they have a 2.5 or above GPA at the University of Wyoming, 2.5 or above GPA overall and maintain a 2.5 GPA in social work courses, adhere to the UW Student Code of Conduct and conduct oneself in accordance with NASW Ethical Standards. Students who have any encounters with the law after applying to or while enrolled in the program must immediately inform both the program director and division director, as this may impact their field placement, even if it doesn't affect their enrollment in the program.

Students cannot miss more than two consecutive semesters and must complete the program within five years. Students may be required at any time to submit to a criminal background check. A student who leaves the program must return within an academic year. Longer absences require reapplication to Admitted Major.

Probationary Status:

At the end of each semester, the BSW Program Director will review the status of Admitted Majors. If it is determined that a student does not meet current program status standards or has been placed on academic probation by the University of Wyoming, the BSW Program Director will follow procedures for Student Academic and Professional Performance Review. A student who does not meet the above criteria may be placed on Probationary Status and receive a letter stating conditions and times for resolution.

Section IV: Student Rights, Responsibilities, and Resources Policies

Exceptions to the Social Work Elective Requirement

Social work electives are an important component of the BSW curriculum. They allow students to deepen their knowledge and skills in specialized areas of social work practice, support individual career interests, and broaden their preparation for professional practice. Elective coursework is intended to complement the required curriculum by providing opportunities for focused learning in areas such as child welfare, aging, trauma-informed care, disabilities, healthcare, mental health, and other fields of social work practice.

In exceptional circumstances, a BSW student may request that an upper-division course completed in a related discipline be substituted for one required social work elective. Exception requests are intended to address situations in which completing an additional social work elective would create a significant academic or financial hardship while still ensuring that the substitute course supports the student's professional preparation.

Requests must be submitted in writing to the BSW Committee. The committee will review each request using Division-approved criteria and notify the student of its decision. To be considered, the student must demonstrate that:

- Completing the required social work elective would cause the student to exceed the 120-credit minimum required for graduation.
- Completing an additional social work elective would create an academic or financial hardship.
- The proposed substitute course is in a field related to social work.
- The proposed substitute course is an upper-division course.
- A grade of B or higher was earned in the course.
- The student provides a written rationale demonstrating how the course content supports social work knowledge, values, skills, or practice.

A maximum of **three (3) credit hours** may be approved to satisfy the social work elective requirement through this exception process.

Absences from Educational Program of One Year or More

From time to time, students may have reasons to leave their educational program. Any student who has not attended UW for one calendar year is required to reapply to UW for admission. Social work students who had previously been admitted to Admitted Major status and are reapplying to UW for admission must also reapply to Admitted Major.

Division of Social Work Readmission Policy

Readmission to a program (BSW or MSW) is not automatic or guaranteed, and the decision regarding readmission is final. The decision to readmit is based on the professional judgment of the BSW or MSW Program Admissions Committee following a readmission hearing and is contingent on space available in the program. **Students must meet the standards and curriculum requirements in effect at the time of readmission, and students may also be required to repeat previous coursework.** Readmission to any program/option requires a hearing.

The process for a readmission hearing is as follows:

1. The student will submit an application for readmission to the Program Director (BSW or MSW) which includes the following:
 - A letter requesting a readmission hearing;
 - A typed explanation of the circumstances that led to withdrawal or caused the unsatisfactory performance;
 - A typed proposal addressing the student's plan to satisfactorily complete the program; and,
 - Any additional information may be submitted to the panel a minimum of four days prior to the hearing.
2. The BSW or MSW Program Admissions Committee conducts the readmission hearing:
 - The chairperson of the BSW or MSW Program Admissions Committee or designee will serve as the chair of the hearing panel and receive the application from the student.
 - The panel is composed of the BSW or MSW Program Admissions Committee members.
 - The hearing will be limited to the panel members and the student.
3. The chairperson or designee will:
 - Notify the student of the time, place of the meeting, and the timeline of the delivery of the final decision.
 - Preside over the hearing.
 - Call the meeting to order.
 - Ask the panel members and students to identify themselves.
 - Review the procedure:
 - The student will be asked to present his/her case. The panel may ask questions and/or ask for clarification.
 - The student will be excused from the hearing.
 - The panel will consider the student's oral and written presentations, the student's file in the Division of Social Work, the University records, and any other relevant materials.
 - The panel will deliberate and make a final determination about the student's readmission.

- The panel will submit their recommendation to the appropriate Program Director within five business days of the hearing.
- The Program Director will notify the student in writing of the outcome within ten business days of the hearing.

(APPROVED BY DOSW ADMIN TEAM ON July 7, 2017)

Student Email and Web Access

All students enrolled in a social work course must have continuing access to uwyo.edu email and the Internet. UW email is the official means of communicating with students by the Division and the instructors. The Internet provides access to WyoWeb, WyoCourses, and other required information. Students are expected to exhibit basic computer skills.

Written Work

Writing skills are emphasized throughout the curriculum. All written work submitted to the Division of Social Work shall follow the format of the *Publication Manual of the American Psychological Association* (7th ed.) [see Appendix G for a list of APA Style writing references and resources].

Evaluating Academic and Professional Performance

Students enrolled in the Bachelor of Social Work (BSW) Program are expected to demonstrate both academic achievement and professional behavior consistent with the standards of the social work profession and the expectations of the University of Wyoming. Each course syllabus outlines the academic expectations for that course, including attendance, participation, assignments, grading criteria, and other course requirements.

In addition to meeting academic requirements, students are expected to demonstrate ethical conduct, sound professional judgment, and professional behavior that reflect the values and responsibilities of the social work profession. Professional behavior is expected in the classroom, field education, advising meetings, electronic communications, on campus, and all other Division of Social Work activities.

Professional expectations are based on the University of Wyoming Student Code of Conduct, the National Association of Social Workers (NASW) Code of Ethics, this BSW Student Handbook, the Field Education Handbook, and other applicable University, College of Health Sciences, and Division of Social Work policies.

Academic and professional performance are evaluated throughout the BSW Program by Division faculty, field instructors, and others involved in the student's education. Evaluation supports students' academic success, professional development, readiness for field education, and preparation for entry-level generalist social work practice.

When academic or professional concerns are identified, the Division will review the circumstances and determine the most appropriate response based on the nature, seriousness, and frequency of the concern. Whenever appropriate, students will be informed of the concern, provided an opportunity to respond, and notified of any expectations or required actions. Depending on the circumstances, concerns may be addressed through consultation, constructive feedback, a Professional and Academic Success Plan, delayed progression to field education, program probation, or other actions consistent with applicable University, College, and Division policies.

Academic and Professional Success Plan

An **Academic and Professional Success Plan (APSP)** is a formal, individualized written plan designed to address academic and/or professional performance concerns and support student success in the BSW Program. Depending on the nature of the concern, the plan may address a single issue or multiple areas requiring improvement.

The plan identifies the concern(s), establishes expectations for improvement, outlines strategies and available resources to support student success, identifies methods for evaluating progress, and includes a timeline for completion. The plan is reviewed with the student and documented with the appropriate signatures.

Students are expected to demonstrate satisfactory progress in meeting the expectations outlined in the plan. Failure to make satisfactory progress or continued failure to meet academic or professional expectations may result in additional actions consistent with applicable University, College, and Division policies.

Delayed Progression to Field Education

Field education is the signature pedagogy of social work education. Students must demonstrate both academic readiness and professional readiness before beginning field education.

When academic or professional concerns affect a student's readiness for field education, progression to field may be delayed until the student has satisfactorily addressed the identified concerns and demonstrated readiness for professional practice. A delay in field education may extend the student's program of study and anticipated graduation date.

Program Probation

Program probation may be imposed when academic or professional concerns require ongoing monitoring or when a student has not demonstrated satisfactory progress in meeting program expectations. The terms and conditions of probation will be communicated to the student and may include continued participation in a Professional and Academic Success Plan or other requirements established by the Division.

Termination from the BSW Program

Termination from the BSW Program may occur when a student fails to meet the academic or professional standards of the program or when the seriousness of the conduct is inconsistent with continued enrollment in the program. Each situation is reviewed individually, and decisions are made in accordance with applicable University, College, and Division policies.

Due Process

When the Division determines that delayed progression to field education, program probation, termination from the BSW Program, or another formal program action may be warranted, the student will receive written notice describing the concern(s), the applicable policies or professional standards, and the basis for the proposed action, consistent with applicable University, College, and Division policies.

Students may appeal final Division decisions regarding academic or professional performance through the Division of Social Work Student Grievance and Appeals Process.

Procedures, timelines, hearing processes, and appeal rights are described in the **Student Grievance and Appeals Process** section of this handbook.

Attendance Policy

Social work education is designed to help you prepare for professional practice. To model ethically appropriate practice, **please treat coming to classes and participating in in-class and online assignments/activities as you would treat working at an agency.** Given the Council on Social Work Education's emphasis on competency-based, practice-based education and its requirements for professional behavior, *attendance for all classes is required.*

In the rare incidence of an emergency, the student will notify the instructor and arrange alternative/make-up assignments. *Only university excused (authorized) absences (UW Regulation 2-108 (Student Attendance Policy))* will be accepted for the opportunity to make-up work. University excused (authorized) absences allow the student the opportunity to make up the time and material that was missed during their absence. It is the student's responsibility to provide the appropriate documentation regarding university excused (authorized) absences by coordinating with the Dean of Students Office at dos@uwyo.edu or 307-766-3296.

We understand that the past several years have required us to make adjustments at times to deliver the program. However, with increased vaccination rates and declining infection rates, it is important to return to the Program's original in-person format. Therefore, alternative program delivery will not be provided for situational cases. The student is solely responsible for ascertaining what work was missed if they are absent for any session.

If a student has three unexcused absences in a course (or the equivalent of 9 hours of a 3-credit course/6 hours of a 2-credit course), the student will automatically receive one letter grade lower than their final grade when points are totaled at the end of the semester. If a student has four unexcused absences in a course (or the equivalent of 12 hours of a 3-credit course/6 hours of a 2-credit course), the student will automatically receive two letter grades lower than their final grade when points are totaled at the end of the semester, and the student will be placed at risk of failing the course. Likewise, if a student has three unexcused absences (misses 3 sessions) of the live (face-to-face or zoom) or the online portion of a course that is taught in a hybrid format the student will automatically receive one letter grade lower than their final grade when points are totaled at the end of the semester. Missing four sessions will result in the lowering of two letter grades. **Five or more absences (excused or otherwise) will result in course failure.**

Tardiness

Failure to report to class **at the beginning of the class period** equals a tardy. Three tardies equal one unexcused absence. Students who miss more than fifteen (15) minutes of a class will be marked absent. Likewise, early departure from class is unacceptable. A student who leaves the classroom without the instructor's permission will be marked absent. Absence, early departure, or lateness to class is acceptable only for compelling reasons and should be discussed with the instructor of the class.

Meeting work obligations, and going for interviews, whether they be for practicum purposes or keeping other appointments are not considered compelling reasons. Multiple unexcused departures or late arrivals will also result in course failure.

Attendance Policy Summary

1. Individual class attendance will be considered when determining a student's final grade for a course regardless of grades on assignments.
2. The final grade in a course will be lowered by one or more letter grades depending on the number of sessions missed, regardless of grades on assignments.
3. Excessive absences justify a non-passing grade for the entire course.
 - a. Because this is a competency-based, accredited program, even with reasonable extenuating circumstances or excused absences, students who are absent for 5 or more class sessions **will not** receive a passing grade in the class regardless of grades on assignments. These students will be encouraged to retake the course the following year when the course is offered or at a later time when they can dedicate time to consistent class attendance.
4. Excessive absences will impact admission to the field practicum experience.
5. Attendance issues can also lead to dismissal for those accepted into the program.

Academic Honesty

Academic honesty is expected. Academic dishonesty, such as cheating and plagiarism, will not be tolerated; the provisions of UW Regulation 6-802 apply (see The Office of the General Counsel at

http://www.uwyo.edu/generalcounsel/_files/docs/uw%20reg%20updates%202016/uw%20reg%206-802.pdf

University of Wyoming Non-Discrimination Statement

A campus environment characterized by diversity, free inquiry, free expression, and balanced by interpersonal civility has always been and continues to be, a top priority of the University of Wyoming. Civil discourse is an essential aspect of the search for and transmission of knowledge. Words and actions that promote and encourage self-worth, respect, and dignity are consistent with the University's mission. Conversely, words or actions that reflect prejudice, stereotypes, and discrimination are antithetical to the mission of the University and cannot be countenanced. Specifically, racist and other discriminatory or harassing conduct based on gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age impair and disrupt legitimate University functions. The University does not discriminate based on sexual orientation. Every effort, within the context and protection of First Amendment rights, will be expended to eliminate such conduct from the campus community. Teaching our students to live productively in a multicultural/multiethnic society is a process that must take place within a constructive and harmonious multicultural/multiethnic environment here at the University of Wyoming. It is the obligation of faculty, staff, students, and the administration of the University of Wyoming to provide this environment.

Sexual Misconduct Policy

The University of Wyoming strives to create a respectful, safe, and non-threatening environment for its students, faculty, and staff. This policy sets forth resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents (including sexual assault, sexual harassment, and other unwelcome sexual behavior). The PDF outlining the Sexual Misconduct Policy and Procedures can be found at <http://www.uwyo.edu/regs-policies>.

Student Code of Conduct

UW Regulation 8-30 outlines Student Conduct:

The University of Wyoming is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, and freedom of expression are sustained.

The exercise and preservation of these freedoms require respect for the rights of all in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the institution or with the rights of other members of the University of Wyoming cannot be tolerated.

When students enter the University of Wyoming, they assume responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the purpose of the institution. Student conduct, therefore, is not considered in isolation within the University community but as an integral part of the educational process. As such, students are expected to conduct themselves in accordance with the rules and regulations of the University. Students, like all members of the University community, assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the University of Wyoming (UW Regulation 8-30).

(The complete Student Code of Conduct can be found on the Dean of Students web page <http://www.uwyo.edu/dos/conduct/>.)

Graduation

In order to graduate with a Social Work degree, students must:

- Meet University requirements for graduation (see applicable UW *Bulletin*);
- Complete 42 upper division credit hours;
- Have been accepted to Admitted Major;
- Complete all courses required for the social work major;
- Maintain a C or better in all social work courses;
- Have achieved a C or better in the social work prerequisite classes;
- Have a minimum of a 2.5 GPA in social work courses;
- Have a minimum of a 2.5 overall GPA;
- Have a minimum of a 2.5 UW overall GPA;
- Complete 120 credit hours.

Students formally declare the semester they plan to graduate by completing the **Anticipated Graduation Date form** (available from http://www.uwyo.edu/registrar/Students/Forms_and_Petitions.html) and submitting it to the Office of the Registrar or to the UW-Casper office. This form is typically submitted one semester prior to the anticipated graduation date.

A degree check is conducted by a degree analyst at the Office of the Registrar to ensure all criteria for graduation have been or will be met by the end of the semester the student plans to graduate (see Appendix D or E for appropriate check sheet).

Students are ultimately responsible for ensuring that requirements have been met for graduation and should periodically access their own degree evaluation available through WyoWeb to review their progress (see Page 35 to review how to complete a degree evaluation).

Division of Social Work Student Grievance and Appeals Process

Any student or student group may use the Division of Social Work procedures for resolution of student disputes arising from decisions or actions of Division faculty, staff, or administrative officials. The only grounds for appeal shall be allegations of prejudice towards the appellant; capricious evaluation; or capricious treatment. Refer to the Student Code of Conduct (<http://www.uwyo.edu/dos/conduct/>) and UW Regulation 11-2, University Hearing Officers (<http://www.uwyo.edu/regs>). Appeals must be completed within the time frames specified.

Students should first attempt to resolve the issue informally with the person involved. When the issue relates to an action regarding a class, the student should meet with the instructor of the involved course first. If the student is not satisfied with the outcome of the informal resolution, an appeal can be made to the Division of Social Work (DOSW) and will proceed pursuant to the process outlined below. The written appeal should be forwarded to the DOSW Student Affairs Committee via the DOSW administrative offices. The appeal must be presented to the Director of DOSW or designee no later than fifteen (15) school days after the act complained of has occurred. If the act complained of occurred between academic terms, the student shall file the complaint no later than fifteen (15) school days after the beginning of the next academic term. A written appeal shall consist of a letter to the Student Affairs Committee presenting the action being appealed, the basis of the appeal, and any supporting documents.

The Chair of the Student Affairs Committee or designee will make a preliminary inquiry to ascertain whether the appeal is supported by available evidence. If not, the Chair or Designee shall dismiss the appeal. The Chair, in consultation with the Director of the DOSW, may also assist in the resolution of the matter through administrative disposition. Otherwise, an appeal hearing shall proceed according to the process outlined below.

The Student Affairs Committee will hear the appeal. Neither the faculty member involved in the academic decision/action that is the focus of the appeal, nor the director will be a member. The chair for the hearing is elected by the committee members.

The Chair or Designee Will:

1. Coordinate the appeal process.
2. Notify the student and faculty member of the time and overall process of the hearing. Notify both the student and faculty member that all materials pertinent to the review, including whether any witnesses will be called, must be submitted to the Chair or designee at least (5) business days prior to the hearing.
3. Distribute all materials pertinent to the appeal from the student and faculty member to members of the hearing panel and the student and faculty member at least three (3) business days prior to the hearing.
4. Preside over all sessions of panel; ensure procedural conduct consistent with fairness. Maintain, with the assistance of DOSW staff, integrity (of the record) and confidentiality of the proceeding except as required by administrative or other legal process.
5. Dismiss any person from hearing room who becomes disorderly during proceedings; document behavior and subsequent action; and keep documentation with the record of the proceedings.
6. Submit the panel's findings of fact and the recommendation to the Director in writing and with a rationale within five (5) days of the hearing. All panel members shall sign the findings of fact and recommendation.

Appeals Hearing:

1. The chairperson shall call the meeting to order. The chairperson will ask the appeal panel members, the student, and the faculty member to identify themselves. The chairperson shall review the procedural guidelines and the specific aims and limitations of the appeal process, e.g. the purpose is to ensure fairness to the student and not to substitute the judgment of the instructor.
2. The conduct of the hearing will be informal and will be determined by the panel. None of the parties may be represented by legal counsel at the hearing, although a support person, approved by the chair of the hearing panel, may be present at the hearing. The support person may not testify or participate in the hearing.
3. During the hearing, both parties will be allowed to make a statement to the panel in support of their case. Following this, both student and faculty members will have an opportunity to respond to the other's statement.
4. After the student and the faculty member(s) have presented their statements and responses, questions may be raised.
5. Witnesses may present statements on behalf of either the student or faculty/staff. The student, faculty member, and committee members can ask questions of the witnesses.
6. In the course of any hearing, the panel is authorized to request the appearance or additional evidence of any student, faculty, staff member, or other employees of the University as a witness.
7. If the student or faculty member/staff does not appear at the hearing, the written statements will be the entire presentation by that person, and the panel's recommendation will be made accordingly.
8. The hearing may take place by audio/visual conferencing. The conference will be scheduled by DOSW personnel and, at the discretion of the chairperson, may be set up with an impartial independent proctor to accompany the student at the distance site. At the end of the hearing, after the student and faculty are dismissed from the call if needed, the audio/visual teleconference will be re-established with just the members of the hearing panel.

9. The panel has five (5) business days following the hearing to render its findings of fact and recommendations.
10. The panel shall submit, to the Director, its findings of fact and recommendations in writing, with all panel members' signatures.
11. The panel shall follow established procedures maintaining confidentiality of the hearing and related records.

The Director Will:

1. Receive the findings of fact and recommendation of the panel.
2. Make a final decision within ten (10) business days after receipt of the panel's findings of fact and recommendation.
3. Notify the parties in writing of her/his decision immediately thereafter. This does not preclude verbal communication of findings.

Further Appeal:

Further appeal shall be in accordance with the College of Health Sciences Appeals procedures (APPROVED BY DOSW ADMIN TEAM ON July 7, 2017).

College of Health Sciences Policies for Guidelines and Procedure for Student Academic Appeals

The College of Health Sciences supports students' rights "to expect thoughtful, non-capricious evaluation of their academic performance." While acknowledging that, "Academic standards and approaches to grading may vary across colleges, units and instructors" (College of Health Sciences Policies for Guidelines and Procedure for Student Academic Appeals, p.1).

The College of Health Sciences policy encourages students to seek resolution of academic disputes within the department. Each academic unit has written procedures for addressing disputes (see Division of Social Work Grievance and Appeals Process). If a student is not satisfied with the outcome and wishes to appeal the academic unit's decision, they can request a formal appeal at the college level.

A formal appeal should be considered carefully by the student before submission to the College of Health Sciences and should be based on substantial evidence. Prior to filing a formal grade appeal, the student should exhaust all channels of relief at the closest level to the issue (e.g., division/ school (College of Health Sciences and Procedures for Academic Appeals, p.1).

The College of Health Sciences Guidelines and Procedures for Student Academic Appeals can be found on the linked pdf https://www.uwyo.edu/hs/_files.

Student Feedback and Participation in the BSW Program

Student Feedback

The Division of Social Work values student feedback and encourages students to share their perspectives on all aspects of the BSW Program. Student feedback provides important information that helps the Division evaluate and strengthen the program, enhance student learning, and support continuous quality improvement. Students are encouraged to provide feedback regarding their educational experiences, courses, field education, program policies, student support services, learning activities, assessment methods, and the overall learning environment.

Student feedback may be gathered through course evaluations, field evaluations, advising meetings, student organizations, surveys, meetings with faculty or program administrators, program assessment activities, and other opportunities established by the Division. Feedback is reviewed by Division faculty and administrators and is used to inform program assessment, curriculum development, strategic planning, and the ongoing evaluation of both the explicit curriculum (courses, field education, and learning experiences) and the implicit curriculum (the learning environment, student support, and program culture).

Student Participation

Active student participation is an essential component of professional social work education. Students are expected to actively engage in required educational experiences, including classroom learning, field education, experiential learning, competency-based assessments, and other curriculum requirements.

Students are also encouraged to participate in leadership, service, professional development, community engagement, student organizations, orientation activities, recruitment events, Division committees (when appropriate), and other Division-sponsored educational and professional activities.

Participation in these activities provides opportunities for students to strengthen their professional identity, develop leadership and collaboration skills, engage with the social work profession, and contribute to the continued improvement of the BSW Program. The Division is committed to providing meaningful opportunities for participation to students across all program options and campus locations.

Student Resources

Student Orientation

The BSW Student Orientation introduces the student to the Division of Social Work and the expectations of the student as outlined in the *BSW Student Handbook*. The handbook is available on the Division's web page; students are expected to have read this prior to entering the program and beginning the core curriculum.

Student Orientation is held the week before the start of the Fall semester and is mandatory for all newly admitted BSW majors.

Advising

The University of Wyoming Division of Social Work is committed to providing comprehensive academic and professional advising throughout students' progression in the Bachelor of Social Work (BSW) Program.

Prior to admission to the professional BSW program, Pre-Admit Social Work students are assigned an academic advisor through the College of Health Sciences. Academic advisors assist students with degree planning, course registration, completion of prerequisite coursework, monitoring academic progress, and preparation for admission to the professional BSW program.

Upon admission to the professional BSW program, each student is assigned a full-time Division of Social Work faculty advisor who holds an MSW degree and teaches in the BSW program. Faculty advisors provide academic and professional advising throughout the student's enrollment in the program.

Academic Advising

Academic advising is intended to support students' successful progression through the BSW curriculum. Faculty advisors assist students with degree requirements, course sequencing, registration planning, monitoring academic progress, reviewing degree evaluations, graduation planning, and completing University petitions when required.

Students are expected to meet with their faculty advisor during each semester's advising period to review completed coursework, discuss progress toward degree completion, and develop an academic plan for the upcoming semester. Faculty advisors also review and, when appropriate, approve University petitions requiring advisor approval and provide guidance regarding other University academic processes.

Students are ultimately responsible for monitoring their progress toward degree completion, including tracking earned and remaining credit hours, satisfying graduation requirements, and scheduling advising appointments as needed.

Professional Advising and Mentorship

In addition to academic advising, Division of Social Work faculty advisors provide professional advising and mentorship throughout students' enrollment in the BSW program. Professional advising supports students' development as emerging social work professionals and includes mentoring related to professional identity, ethical practice consistent with the NASW Code of Ethics, career planning, graduate education opportunities, scholarship and professional development opportunities, and connecting students with appropriate University and community resources.

Faculty advisors also serve as mentors and resources when students encounter academic, professional, or personal challenges that may affect their success. During this advising and mentorship, faculty/student boundaries and scope of practice will be maintained. Advisors are available during advising periods, during posted office hours, and by appointment throughout the academic year to discuss concerns, provide guidance, help students access appropriate resources, and assist with navigating applicable University processes. The student and advisor may meet at any time to explore potential career and graduate education options.

Advising Expectations

- Students are expected to initiate contact with their faculty advisor and schedule advising appointments during each semester's advising period and as needed throughout the academic year.
- During advising appointments, students and their faculty advisor review completed coursework, remaining degree requirements, and planned coursework for the upcoming semester.
- Pre-Admit Social Work students meet with their College of Health Sciences academic advisor to review their progress toward admission to the professional BSW program.
- During the spring advising period of the junior year, students and their faculty advisor review the student's WyoWeb degree evaluation and develop a plan to ensure all graduation requirements are completed by the anticipated graduation date.
- To review your degree evaluation:
 1. Go to WyoWeb>WyoRecords>Students;
 2. Log in using your UW username and password;
 3. Click on the Student Resources tab;
 4. Select the Degree Evaluation tab;

You can view the video that explains the degree evaluation at
http://www.uwyo.edu/registrar/degree_evaluations/

Coe Library

The University of Wyoming has a core of well-rounded librarians. Many of the reference librarians are familiar with journals and source materials that relate to social work issues and are available to help connect you with the sources you need.

They can assist you in identifying search engines, useful terms when searching for a particular topic, or to help expand or narrow your search. They are happy to help you via e-mail, phone, or in person.

You can contact any reference librarian at Coe Library by calling 307-766-3190 or E-mail your questions to libcirc@uwyo.edu.

UW library has multiple electronic journals available for student use that can be accessed through UW library's article and databases. Still can't find what you are looking for? Then utilize the interlibrary loan service. Login to your online LibrariesAccount or submit a Renewal Request form.

Interlibrary loan is available to all UW students. For on campus students, it allows access to documents and books that are not available through the UW library system. For students off campus, it allows ready access to documents and books that are located on the UW campus, as well as books and documents located at other types of institutions.

Dean of Students

The Dean of Student's office provides many valuable services to students.

The Dean of Students office (DOS) at the University of Wyoming (UW) promotes student services, advocacy, leadership, involvement, civic engagement, civility, publications, and diversity by creating positive experiences for UW students. DOS's mission is to provide assistance, training, and education to individual students, student groups, and the university community. DOS works to help students to succeed academically and become contributing members of our campus and community.

Our services may be supportive in times of personal distress, facilitative in times of conflict, educational in times of development, or remedial in times of difficulty or discipline (Dean of Students, 2011)

The Dean of Student's office can assist with Authorized Absences, Campus Withdrawals, Campus Safety, Crisis Intervention and Response, Students' Attorney Program (SAP), and Multicultural Affairs. Visit their website at <http://www.uwyo.edu/dos/index.html> or by searching for them on the UW web page for a complete list of services.

University Disability Support Services (UDSS)

Students who have disabilities can register to receive educational support services through University Disability Support Services in the office of Student Educational Opportunity.

"UDSS strives to ensure successful access and services for students with disabilities. UDSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities" (UDSS, 2013).

UDSS is a program within Student Educational Opportunity and the Division of Student Affairs at UW. To contact or to register with University Disability Support Services e-mail them at udss@uwyo.edu or call 307-766-3656 (Office); 307-766-3073 (TeleType) or stop by the office in 128 Knight Hall.

Useful Phone Numbers			
<i>UW-Laramie Students</i>		<i>UW- Casper Students</i>	
Department:	Number:	Department:	Number:
Advising, Career Explorations Services (ACES)	307-766-2398	UW-Casper Office Admissions Requests Financial Aid Inquires	307-268-2713
Campus Directory Operator	307-766-1121	BSW Advising	307-268-2930
Campus Express (Student ID Card)	307-766-5267	Casper College Bookstore	307-268-2202
Coe Library	307-766-3190	Casper College Career Center	307-268-2662
Dean of Students Office	307-766-3296	Casper College Counseling	307-268-2663
Financial Aid Office	307-766-2116	Casper College Fitness Center	307-268-2553
IT Help Desk	307-766-4357	Casper College Library	307-268-2269
On-Campus Housing	307-766-3175	Casper College Writing Center	307-268-2610
Road and Travel Information	1-888-996-7623	Educational Opportunity/TRIO Program	307-268-2483
Registrar	307-766-5272	Housing	307-268-2394
Student Health Clinic	307-766-2130	Student Health NURSE	307-268-2263
Student Organizations	307-766-3160	Student Services	307-268-2201
Student Educational Opportunity Academic Services Disability Support Services McNair Scholars Program Student Success Services	307-766-6189	<i>UW Casper students can access all Casper College (CC) student services. A portion of UWC student fees goes to CC to help pay for access to those services, so UWC students are encouraged to take advantage of them.</i>	
Union Bookstore	307-766-3264	<i>**Please note that all UW-Casper Social Work Courses follow the UW Academic Calendar**</i>	
UW Counseling Center	307-766-2187		
UW Writing Center	307-766-5250		

Social Work Student Organizations

Association of Student Social Workers (ASSW)

Any student with an interest in social work may join the Association of Student Social Workers (ASSW). Social work majors are urged to become active members in ASSW. ASSW is dedicated to helping students expand their worldview and advance their understanding of networks, groups and their functions. The goals of ASSW are:

- To serve as a setting for student involvement in the Division of Social Work as well as the University;
- To act as a platform to aid students in serving the community and surrounding areas; and
- To seek out opportunities to facilitate the advancement of fellow human beings.

To serve as many people in the organization and community as possible, ASSW conducts fund raising activities and sponsors a community project every semester. Other activities include supporting the social work month activities; hosting social gatherings; and performing various civic duties. Through these activities, the members gain perspective and knowledge that help them become professional Social Workers.

Membership drives are held at the beginning of each semester. Students interested in joining ASSW should contact any member or call 766-6112 in Laramie or 268-2848 at UW-Casper.

Members are expected to adhere to the NASW Code of Ethics during all activities.

Phi Alpha Honor Society

The Epsilon Delta Chapter of Phi Alpha at the University of Wyoming received a Charter in 1995 and was recognized as a university student organization through Associated Students of the University of Wyoming in 1996. The Phi Alpha National Social Work Honor Society, which began in 1962, now has over 60 chapters nationwide at accredited MSW and BSW programs. The Epsilon Delta chapter has established the goals of academic excellence, through support for ASSW activities, student study groups, individual tutoring, and establishment of a Learning Resource Center. Two outstanding community social workers may be recognized each year through selection for honorary membership in Phi Alpha.

An undergraduate student is eligible for membership if the student has:

- declared social work as a major;
- achieved senior status;
- completed eighteen or more semester hours of required social work courses;
- achieved an overall grade point average of 3.0; and
- achieved a 3.5 grade point average in required social work courses.

A membership drive is held at the end of the Fall semester and at the beginning of the Spring semester. Membership eligibility may be determined at other times upon request. Induction for members is held once a year during the Spring semester.

To apply for membership, a student completes the application (which includes certification by the advisor that the student has achieved the required GPA) and submits it with the lifetime membership fee of \$65.00 to the campus membership representative.

National Association of Social Workers (NASW)

Students are strongly encouraged to join the professional organization, the National Association of Social Workers (NASW). Applications are available in the Social Work office or on-line <https://www.socialworkers.org/join>. In addition, local NASW representatives can be found on this website.

The National Association of Social Workers may be reached at 1-800-638-8799. Student rates are \$60.00 per year and include the following benefits:

- A subscription to *Social Work*-The Journal of the National Association of Social Workers;
- A subscription to *NASW News*-reporting on issues of interest from NASW, state chapters of NASW, and on national and state political concerns;
- Eligibility to purchase professional liability, health, life, and other types of insurance for social workers;
- Notification of Annual NASW conferences at the state, regional, and national levels and notification of workshops and meetings of interest to social workers.
- A BSW Regular Full Membership is \$158 per year.
- BSW students are encouraged to participate in the Wyoming Chapter of NASW <http://wyomingnasw.com>. A representative to this chapter may be selected from current BSW students.

Please see the Wyoming Chapter of NASW to identify the current BSW representative for NASW.

State Professional Licensing Board

Graduates of the Bachelor of Social Work Program at the University of Wyoming are eligible to apply for State Certification.

For State Certification information and requirements, contact:

Wyoming Mental Health Professions Licensing Board
 2001 Capitol Ave, Room 104
 Cheyenne, WY 82002
 Phone: (307) 777-3628
 Fax: (307) 777-3508
 Email: wyomhplb@wyo.gov
 Website: mentalhealth.wyo.gov

For information on all state's professional social work certification and licensing, contact:

Association of Social Work Boards
 400 Southridge Parkway, Suite B
 Culpepper, VA 22701
 Phone: 1-800-225-6880
 website: www.aswb.org

Appendix A: Excerpt from the NASW Code of Ethics

Approved by the 1996 NASW Delegate Assembly and revised by the 2017 NASW Delegate Assembly

Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society.

Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

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

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- Service
- Social Justice
- Dignity and Worth of the Person
 - Importance of Human
 - Relationships Integrity
- Competence

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

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The *NASW Code of Ethics* sets forth these values, principles, and standards to guide social workers' conduct. The *Code* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The *NASW Code of Ethics* serves six purposes:

- The *Code* identifies core values on which social work's mission is based.
- The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
- The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
- The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
- The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
- The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.

In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it. *The complete text of the NASW Code of Ethics can be found on the NASW website: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>*

Appendix B: Suggested Four-Year Schedule for Declared Major Plan of Study USP 2015

Students must be accepted into the Social Work program as an '*Admitted Major*' to proceed in the program and enroll in professional degree courses beginning in the fall of their junior year. Students should apply to the Social Work program in the spring of their sophomore year or during the semester they are completing all prerequisite courses. In addition to prerequisite courses (noted with an * below), students must have a minimum 2.5 GPA, have completed a criminal background check as required by the College of Health Sciences policy, and have submitted a completed application, accompanying fee and reference form. Admission to the program occurs in the spring semester or during the semester they are completing all prerequisite courses. Admission to the program is a competitive process. The program begins in the fall of each academic year.

Freshman Fall Semester		Hrs	Min Grade required	Notes
	USP First-Year Seminar	3	C	FYS
ENGL 1010	College Composition and Rhetoric	3	C	C1
MATH 1000	Problem Solving	3	C	Q
PSYC 1000	General Psychology*	3	C	H
	Free/General Elective **	3		Suggested SPAN 1010 (First Year Spanish I)
	Credit hours subtotal:	15		
Freshman Spring Semester		Hrs	Min Grade required	Notes
	Human Biology Prerequisite Course***	4		PN; Suggested LIFE 1003 (Spring Semester only)
POLS 1000	American and Wyoming Government*	3	C	V
SOC 1000	Sociological Principles*	3	C	H
	Free/General Elective**	3		
	Free/General Elective**	3		Suggested SPAN 1020 (First Year Spanish II)
	Credit hours subtotal:	16		
Sophomore Fall Semester		Hrs	Min Grade required	Notes
	USP Communication 2	3	C	C2
	USP Physical & Natural World	3	C	PN
SOWK 2000	Introduction to Social Work*	3	C	
STAT 2070	Introductory Statistics for the Social Sciences*	4	C	
	Human Biology course***	3	C	
	Credit hours subtotal:	16		
Sophomore Spring Semester		Hrs	Min Grade required	Notes
ECON 1010	Principles of Macroeconomics*	3	C	H; Cross listed with AGEK 1010
	Free/General Elective**	3		Suggested RELI 1000 (Intro to Religion)

	Free/General Elective**	3		Suggested WIND 2100 (Intro to Disability Studies)
	Free/General Elective**	3		Suggested SOC 2350 (Race and Ethnic Relations)
	Free/General Elective**	3		
	Credit hours subtotal:	15		
Application for Admitted Major Status due middle of spring semester or middle of fall semester.				
Students should apply during the semester they are completing all social work prerequisite courses				
Junior Fall Semester (Admitted Major Status required)		Hrs	Min Grade required	Notes
SOWK 3530	Human Behavior and the Social Environment I	3	C	
SOWK 3630	Generalist SW Prac I, Individuals & Families	3	C	
SOWK 3645	Ethical Social Work Practice	3	C	
SOWK 4060	People, Places, and Social Work	3	C	
	Free/General Elective**	3		Suggested FCSC 3110
	Credit hours subtotal:	15		
Junior Spring Semester		Hrs	Min Grade required	Notes
SOWK 3540	Human Behavior and the Social Environment II	3	C	
SOWK 3640	Generalist SW Practice II, Groups	3	C	
SOWK 3650	Generalist SW Prac III, Communities & Orgs	3	C	
SOWK 4850	Human Rights, Social Justice and Social Policy	3	C	
	Free/General Elective**	3		
	Free/General Elective**	2		Suggested FCSC 4112 (Family Decision & Resource Mgt)
	Credit hours subtotal:	17		
Senior Fall Semester		Hrs	Min Grade required	Notes
SOWK 4560	Social Work Research	3	C	
SOWK 4990	Social Work Practicum	5	S	
SOWK 4991	BSW Field Seminar I	2	C	
	Social Work Elective**	3	C	
	Credit hours subtotal:	13		
Senior Spring Semester		Hrs	Min Grade required	Notes
SOWK 4570	Research-Informed Practice	3	C	C3
SOWK 4990	Social Work Practicum	5	S	
SOWK 4992	BSW Field Seminar II	2	C	

	Social Work Elective**	3	C	
	Credit hours subtotal:	13		
TOTAL CREDIT HOURS: 120				
This sample degree plan is a guide for course work in the major. Actual course sequence may vary by student. Course sequencing may need to be altered if ACT or Math Placement scores require a student to take pre-college courses before taking required math or English courses. Please refer to the online student degree evaluation and consult with an academic advisor. • Not all courses are offered every semester, and some electives may have prerequisites. Students should review the course descriptions in the <i>University Catalog</i> and consult with their academic advisor to plan accordingly.				
University of Wyoming requirements:				
Students must have a minimum cumulative GPA of 2.0 to graduate • Students must complete 42 hours of upper division (3000- level or above) coursework, 30 of which must be from the University of Wyoming • Courses must be taken for a letter grade unless offered only for S/U • University Studies Program (USP) Human Culture (H) and Physical & Natural World (PN) courses must be taken outside of the major subject but can be cross-listed with the major				
College of Health Sciences Notes:				
Performance expectations for majors in the College of Health Sciences exceed institutional requirements; please discuss with an academic advisor to understand the difference • Admission to the clinical portion of Health Sciences majors is competitive and is not guaranteed even with minimum qualifications. Be prepared to meet and exceed expectations • Background checks are required at some point within all Health Science majors and careers; students should understand the long-term ramifications of all decisions and actions early on so as not to jeopardize future academic and career goals				
Division of Social Work requirements:				
Students must be accepted into the Social Work program as an 'Admitted Major' to proceed in the program and enroll in professional degree courses beginning in the fall of their junior year. Students should apply to the Social Work program in the spring of their sophomore year or during the semester they are completing all prerequisite courses. In addition to prerequisite courses (noted with an * above), students must have a minimum 2.5 GPA, must have completed a criminal background check as required by the College of Health Sciences, and must have submitted a completed application, along with the accompanying fee and reference form. Admission to the program occurs in the Spring semester or during the semester they are completing all prerequisite courses depending on seat availability. Admission to the program is a competitive process. The program begins in the fall of each academic year. Social Work students must have a minimum cumulative GPA of 2.5 to graduate. • Students must complete at least 53 hours in Social Work to graduate. • Students must complete a criminal background check as required by the College of Health Sciences. Application for Admitted Major Status will be due in the middle of the spring semester or in the middle of the fall semester. Students should apply during the semester they are completing all social work prerequisite courses.				
*Prerequisite for admission to the Social Work program. **Students should work with their academic advisor to determine the best courses to select as electives for a particular career path. It is possible for students to earn a minor with careful course selection. *** This course should be a prerequisite for one of the approved courses for the "Human Biology Course" in the Sophomore Spring Semester (listed directly below). ***Approved courses include: KIN/ZOO 2040 (Human Anatomy), PSYC 2080 (Biological Principles. Additional courses are available through Wyoming Community Colleges. Please ask your advisor about other courses that might meet this requirement.				

Appendix C

BSW Program 2015 USP Check Sheet

(120 total credit hours)

USP courses. Select appropriate course from University of Wyoming USP list.		Course Taken	Credit Hours	Completed Semester/Year
First Year Seminar (FY) (C or better)			3	
Communication 1 (C1) (C or better)		ENGL 1010	3	
Communication 2 (C2) (C or better)				
Quantitative Reasoning (Q)		MATH 1000	3	
Physical and Natural World (PN) suggest: LIFE/BIO 1000/1003/1010/1020			3	
Physical and Natural World (PN)			3	
REQUIRED PREREQUISITES for SOCIAL WORK. Must be completed with a C or higher.				
Human Biology select 1 course from the following: (Please note all require a biology prerequisite)		PSYC 2080	3	
		KIN/ZOO 2040		
Statistics: Select 1 from the following:		STAT 2070	4	
		STAT 2050		
General Psychology (H)		PSYC 1000	3	
Macro Economics (H)		ECON 1010	3	
Sociological Principles (H)		SOC 1000	3	
Constitution (V)		POLS 1000	3	
Introduction to Social Work		SOWK 2000	3	
FREE/GENERAL ELECTIVES				
Number may vary, depending on total number of hours completed in other areas. Total number of all credit hours must equal 120.				
Must be accepted into Admitted Major to proceed in social work courses. See BSW Handbook for requirements.				
Semester	Required Social Work Courses <i>A minimum grade of C is required for all courses.</i>		Credit Hours	Check When Complete
	Fall Semester of Core Classes (Phase 1)			
Fall	SOWK 3530 HBSE I		3	
Fall	SOWK 3630 Generalist Practice I, Individuals and Families		3	
Fall	SOWK 3645 Ethical Social Work Practice		3	
Fall	SOWK 4060 People, Places, & Social Work		3	
	Spring Semester of Core Classes (Phase 2)			
Spring	SOWK 3540 HBSE II (Prerequisite: SOWK 3530 with a C or better)		3	
Spring	SOWK 3640 Generalist Social Work Practice II, Groups (Prerequisite: 3630 and 3530 with a C or better)		3	
Spring	SOWK 3650 Generalist Social Work Practice III, Communities and Organizations (Prerequisite: 3530 and 3630; SOWK 3540 pre or concurrent)		3	
Spring	SOWK 4850 Human Rights, Social Justice and Social Policy (Prerequisite: ECON 1010, SOWK 4060)		3	
	Fall Semester of Core Classes (Phase 3)			
Fall	SOWK 4560 Research Methods (Prerequisite: STAT 2050 or 2070)		3	
Fall	SOWK 4991 BSW Field Seminar I (Co-requisite: SOWK 4990)		2	

Fall	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
	Spring Semester of Core Classes (Phase 4)		
Spring	SOWK 4570 Research Informed Practice (Prerequisite: SOWK 4560 and Admitted Major Status (<i>fills USP 2015 C3 requirement</i>))	3	
Spring	SOWK 4992 BSW Field Seminar II (Co-requisite: SOWK 4990)	2	
Spring	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
Social Work electives may be taken at any time depending on the prerequisites 2 required; must be completed at the 3000 or 4000 level			
	SOWK	3	
	SOWK	3	

NOTE: The BSW program requires a total of 120 credit hours. 53 social work credit hours are required. Students must complete all university and social work requirements, 48 upper division hours required (social work courses account for 50 upper division hrs.), maintain a 2.5 GPA overall, a 2.5 GPA in social work coursework, and achieve a grade of C or better in all social work courses, requirements and prerequisites.

Social work courses must be earned at a CSWE accredited social work program. No course credit may be counted twice.

Appendix D

BSW Program 2015 USP Check Sheet (120 total credit hours)

For students who have completed the core requirements by having already completed a bachelor's degree or who have earned an AA, AS, or AB from any US, accredited community college. Student may have to complete the USP requirements FY and/or V please see Degree Evaluation

REQUIRED PREREQUISITES for SOCIAL WORK. Must be completed with a C or higher.			
Human Biology select 1 course from the following: (Please note all require a biology prerequisite)	PSYC 2080	3	
	KIN/ZOO 2040		
Statistics: Select 1 from the following:	STAT 2070	4	
	STAT 2050		
General Psychology (H)	PSYC 1000	3	
Macro Economics (H)	ECON 1010	3	
Sociological Principles (H)	SOC 1000	3	
Constitution (V)	POLS 1000	3	
Introduction to Social Work	SOWK 2000	3	
FREE/GENERAL ELECTIVES			
Number may vary, depending on total number of hours completed in other areas. Total number of all credit hours must equal 120.			
Must be accepted into Admitted Major to proceed in social work courses. See BSW Handbook for requirements.			
Semester	Required Social Work Courses <i>A minimum grade of C is required for all courses.</i>	Credit Hours	Check When Complete
	Fall Semester of Core Classes (Phase 1)		
Fall	SOWK 3530 HBSE I	3	
Fall	SOWK 3630 Generalist Practice I, Individuals and Families	3	
Fall	SOWK 3645 Ethical Social Work Practice	3	
Fall	SOWK 4060 People, Places, and Social Work	3	
	Spring Semester of Core Classes (Phase 2)		
Spring	SOWK 3540 HBSE II (Prerequisite: SOWK 3530 with a C or better)	3	
Spring	SOWK 3640 Generalist Social Work Practice II, Groups (Prerequisite: 3630 and 3530 with a C or better)	3	
Spring	SOWK 3650 Generalist Social Work Practice III, Communities and Organizations (Prerequisite: 3530 and 3630; SOWK 3540 pre or concurrent)	3	
Spring	SOWK 4850 Human Rights, Social Justice and Social Policy (Prerequisite: ECON 1010, SOWK 4060)	3	
	Fall Semester of Core Classes (Phase 3)		
Fall	SOWK 4560 Research Methods (Prerequisite: STAT 2050 or 2070)	3	
Fall	SOWK 4991 BSW Field Seminar I (Co-requisite: SOWK 4990)	2	
Fall	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
	Spring Semester of Core Classes (Phase 4)		
Spring	SOWK 4570 Research Informed Practice (Prerequisite: SOWK 4560 and Admitted Major Status (<i>fills USP 2015 C3 requirement</i>))	3	
Spring	SOWK 4992 BSW Field Seminar II (Co-requisite: SOWK 4990)	2	
Spring	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
Social Work electives may be taken at any time depending on the prerequisites 2 required; must be completed at the 3000 or 4000 level			
	SOWK	3	
	SOWK	3	

NOTE: **The BSW program requires a total of 120 credit hours.** 53 social work credit hours are required. Students must complete all university and social work requirements, 48 upper division hours required (social work courses account for 50 upper division hrs), maintain a 2.5 GPA overall, a 2.5 GPA in social work coursework, and achieve a grade of C or better in all social work courses, requirements and prerequisites.

Social work courses must be earned at a CSWE accredited social work program. No course credit may be counted twice.

(Please See Next Page)

Appendix E: Academic and Professional Success Plan Template

Student Name:		W#:
Faculty Name:		Date:
Course:		

Details	
Area(s) of Concern:	
Description of Concern (s):	
Strategies for Success:	
Expected Outcomes:	
Timeline for Completion:	

Progress Review (s):

Outcome:

Acknowledgement

Student Signature/Date:

Faculty Signature/Date:

Advisor Signature/Date:

BSW Program Director Signature/Date:

Appendix F: American Psychological Association (APA) Writing Guideline Resources

It is strongly encouraged that students purchase the *Publication Manual of the American Psychological Association, 7th Edition*. The resources below are intended to help you navigate and understand APA formatting.

American Psychological Association - APA Style: <http://www.apastyle.org>

Purdue Online Writing Lab APA Style: <http://owl.english.purdue.edu/owl/resource/560/01/>

Purdue Online Writing APA Style Workshop: <http://owl.english.purdue.edu/owl/resource/664/01/>

Purdue Online Writing Lab APA Reference List Basic Rules:
<http://owl.english.purdue.edu/owl/resource/560/05/>

Appendix G: Block Articulation Agreement with Wyoming Community Colleges

The Division of Social Work at the University of Wyoming has articulation agreements with most of Wyoming's community colleges. These articulation agreements mean that students earning an associate's degree in any major with an emphasis or concentration in social work at a Wyoming community college that has an articulation agreement specifically with the Division of Social Work and who have met the minimum 2.5 GPA requirement can transfer to the University of Wyoming and are eligible to apply to the BSW program to be **considered for admission** and earn their bachelor's degree in social work in just two years. Updated information about all articulation agreements can be found here: <http://www.uwyo.edu/transfer/articulation/index.html>

Appendix H: BSW Admitted Major Application APPLICATION FOR ADMITTED MAJOR STATUS

Fall 2027 Cohort University of Wyoming College of Health Sciences Division of Social Work

When you declared social work as your major, you were classified as a Social Work Pre-Admit Major. The Division of Social Work adopted this procedure to give you an opportunity to make an informed and positive choice to adopt social work as an academic major and a profession. Now, it is time for you to seriously reflect on your choice and decide if you wish to continue as a social work major. Both scholarly and personal attributes are very important to a career in social work and given your introductory course work and time as a Social Work Pre-Admit Major, you should be in a position to assess both your long-term interest and suitability for such a career.

If you decide to continue as a social work major, please complete the attached Application for Admitted Major Status and submit it for review by the BSW Committee. You must be accepted into Admitted Major status to take the professional social work courses in the coming fall. **Admission to the program is competitive.**

In order for your application to be reviewed, all social work prerequisites must be successfully completed by the end of the Spring 2027 semester. Additionally, all applicants must have a C or better in a Communication 1 (COM1) and Communication 2 (COM2) course.

Following the BSW Committee's review, an email will notify you whether or not you have been selected for Admitted Major status. Selected applicants who are enrolled in prerequisites will be conditionally/provisionally admitted into the Fall 2027 cohort. After final grades have been posted for the semester in which you completed the prerequisites, grades and GPA will be reviewed, and qualified applicants will be fully accepted into Admitted Major status. Students must maintain a 2.5 GPA or above in order to enroll in the Fall 2027 professional social work courses. For more information on this process, please consult the [Bachelor of Social Work Handbook](#).

Students must meet the following criteria to be accepted into Admitted Major status:

1. Students must be a student at the University of Wyoming (UW). If the applicant is not currently admitted at UW, he or she must apply for admission to UW through UW Admissions and submit the Admitted Major application to the Division of Social Work concurrently. Students must be accepted at UW before being accepted into Admitted Major status.
2. Students must earn a minimum overall grade point average (GPA) of 2.50 in all UW coursework and all coursework completed at other academic institutions. The student's GPA is calculated using all college and university credits counted toward graduation from the University of Wyoming.
3. Students must earn a grade of C or higher in a Human Biology course, Statistics 2050 or 2070, Macroeconomics (ECON 1010), General Psychology (PSYC 1000), Sociological Principles (SOC 1000), American and Wyoming Government (POLS 1000), and Introduction to Social Work (SOWK 2000) or their equivalents.
4. Students must earn a grade of C or higher in a Communication 1 (COM1) and Communication 2 (COM2) course.
5. Students must have junior status (completed 60 credit hours) by the end of Spring 2027 semester.
6. Students must agree to adhere to the NASW Code of Ethics.
7. Students cannot exhibit behavior that will infringe on the present or future ability to fulfill responsibilities as a social work professional.
8. References will be prompted through email to complete a form after the application is submitted; applicants should notify their references when they submit their application so personal reference can check their email (including spam) for the request. The individual completing the Professional Recommendation Form **cannot** be the applicant's instructor for SOWK 2000, a family member, or a friend. Suitable recommenders include work or volunteer supervisors, professors, advisors, or coaches. Select an individual who can address the following areas:
 - a. Your integrity and responsibility;
 - b. Your willingness to learn;
 - c. Your openness to new experiences and ideas;
 - d. Your academic, work, or volunteer experience;
 - e. Your interpersonal skills within the classroom, work, or volunteer experience; and
 - f. Your ability to manage stress.

9. Students must sign statements declaring that they have:
 - a. Read and understood the current BSW Handbook;
 - b. Read, understood, and agree to adhere to the UW Student Code of Conduct
 - c. Read, understood, and agree to adhere to the NASW Code of Ethics
 - d. Read and understood the academic and non-academic Reasons for Dismissal from the BSW Program

10. Students must complete a background screening, in accordance with the College of Health Sciences policy. Applicants to the BSW program are required to complete a background check through Certiphi Screening as part of the College of Health Sciences professional program requirements. Please note that your background check must be completed before your application can move forward to the review committee for consideration. The cost of the background check is \$79.

Criminal convictions may result in the student's rejection for admission to Admitted Major. Please see the Criminal Background Screening section in the BSW Handbook. If you would like to notify us of a criminal offense of which you have been convicted, submit a written statement describing the incident to the BSW Program Director. If needed, the BSW Program Director may ask for court documents that confirm the successful completion of court requirements. **Students must fulfill any court obligations, such as probation or community service, before being admitted to the program. While enrolled, if any run-in with the law occurs, the program and division director must be notified, and the student must complete all court requirements before being placed in a practicum.**

11. Students must complete the Admitted Major application by the published application deadline. Applications for **early admission** to the **2027 BSW cohort** are due by **Friday, November 13, 2026, at 11:59 p.m.** Regular applications are due by **Friday, April 9, 2027, at 11:59 p.m.** If space remains available after all regular applicants have been notified of their admission status, a summer application deadline may be posted on the Division of Social Work website: www.uwyo.edu/socialwork

Applications can be completed online, mailed, or hand-delivered on campus to: Health Sciences Building, Rm, 310 in **Laramie, WY** or University Union, Rm 434 at **UW Casper, WY** **All mailed applications should be sent to this address:** Division of Social Work 1000 E University Ave Dept. 3632 Laramie, WY 82071.

(If applications are mailed, they must be postmarked by the published deadline)

Checklist for Admitted Major Application

Before you submit your application, do you have:

- _____ GPA of 2.5 or higher, both UW and overall
- _____ Minimum 60 credit hours, transferrable to UW
- _____ Completed a Communication 1 (COM1) and Communication 2 (COM2) course with a C or better
- _____ Completed with a C or better, or are currently enrolled in all 7 prerequisites courses below:

	Human Biology (At UW, we will accept PSYC 2080, KIN 2040, or ZOO 2040. Please contact the Division of Social Work to find out which courses are acceptable from other institutions)
	STAT 2050 (Fundamentals in Statistics) or STAT 2070 (Intro to Statistics for Social Sciences)
	ECON 1010 (Macroeconomics)
	PSYC 1000 (General Psychology)
	SOC 1000 (Sociological Principles)
	POLS 1000 (American and Wyoming Government)
	SOWK 2000 (Intro to Social Work)

Before you submit your application, have you read and understood:

- _____ BSW Handbook
- _____ UW Student Code of Conduct
- _____ NASW Code of Ethics
- _____ Academic and non-academic reasons for termination
- _____ College of Health Sciences Background Check Policy

Submit your application:

- _____ Application Information Sheet (pages 61 and 62 of this document)
- _____ Certification of Information and Background Check Policy signature sheet (page 63 of this document)
- _____ BSW Student Handbook signature sheet (page 64 of this document)
- _____ UW Student Code of Conduct and NASW Code of Ethics signature sheet (page 64 of this document)

_____ Non-academic termination signature sheet (page 65 of this document)

_____ Essay (prompt is on page 66 of this document)

_____ **Unofficial** transcripts for all undergraduate work

_____ Completed Professional Recommendation Form, *which must be sealed in an envelope with the recommender's signature on the seal.* (Request letter, to be given to your recommender, can be found on page 12 of this document, and the Professional Recommendation Form is on page 13 of this document)

Also:

_____ Submit official transcripts for all undergraduate work to the UW Registrar

_____ Apply to the University of Wyoming, if you have not already done so

Applications can be submitted online through the UW Division of Social Work website: <https://www.uwyo.edu/socialwork/prospective-students/bsw-admissions/apply-bsw.html>

BSW Application Information Sheet
University of Wyoming College of Health Sciences Division of Social Work

I am applying to the:

_____ UW Laramie campus program

_____ UW Casper campus program

Student Information:

Name: _

W#: _____

Email address: _____

Phone #: _____

UW Email address: _____

Local address:

Permanent address, if different from local address:

Correspondence should be mailed to my:

_____ Local address

_____ Permanent address

Please list the institution at which you completed the following prerequisite courses. If you have not completed a prerequisite, please indicate in which semester and from which institution you will be taking the course.

Human Biology: _

Statistics: _

Macroeconomics: _

General Psychology: _

Sociological Principles: _

American and Wyoming Government: _

Intro to Social Work: _

Certification of Information and Background Check Policy Signature Sheet

Health Sciences Background Check Policy

Students seeking admission into a College of Health Sciences program are required to obtain and pay for a criminal background check. These background checks are routinely required by schools, hospitals, and other agencies that participate in the clinical and practice education of our students. The results of your criminal background check may determine if you will be admitted into our program.

You must inform the Dean of the College of Health Sciences if you are convicted of a crime while enrolled in your program. Depending on the requirements of your program, you may also be required to update your criminal background check each year. Each training site will be informed that you have completed a background check prior to your placement at that site.

Applicants to the BSW program are required to complete a background check through Certiphi Screening as part of the College of Health Sciences professional program requirements. Please note that your background check must be completed before your application can move forward to the review committee for consideration. For the 2026- 2027 academic year, the cost of the background check is \$79. This cost is subject to change.

After submitting your BSW application, our Office Associate will enter your name and email address into the background check system. You will then receive an email from studentedition@verticalscreen.com with instructions for completing the background check process. If you do not see the email in your inbox, please check your junk or spam folder, as it may have been filtered there. Please complete the background check as soon as possible to avoid delays in the review of your application. If you have any questions, please contact the Division of Social Work for assistance.

Signing this form verifies:

1. You have completed the necessary steps to apply for Admitted Major status;
2. The information you have provided is correct to the best of your knowledge; and
3. You have read the Health Sciences Background Check Policy (above) and understand the requirements and consequences.

Student Signature:

Date:

Submit the following materials if you are mailing or hand-delivering your application: three signed signature pages, your essay, unofficial transcripts, and a professional recommendation.

For mailed or hand-delivered applications, include a completed Recommendation Form in a signed and sealed envelope addressed to: Health Sciences Building 310 in **Laramie**, WY **or** University Union 434 in **Casper**, WY. **Or mailed to:** Division of Social Work 1000 E University Ave Dept 3632 Laramie, WY 82071.

For online applications, recommenders will complete and submit their forms through the application platform.

(If applications are mailed, they must be postmarked by the published deadline)

BSW Student Handbook Signature Sheet

University of Wyoming
College of Health Sciences
Division of Social Work

I, _____, have read the BSW Student Handbook.

I am aware of the policies and procedures that guide the Division of Social Work and that the BSW Student Handbook is a guide for students. It is not a contract and does not supersede University and Trustee regulations. I understand that I should use the BSW Student Handbook as a resource to proceed smoothly through the social work program.

Student Signature: _____ Date: _____

UW Student Code of Conduct and NASW Code of Ethics Signature Sheet **University of Wyoming College of Health Sciences Division of Social Work**

I, _____, have read the UW Student Code of Conduct and the NASW Code of Ethics. I understand that all students who attend the University of Wyoming must adhere to the UW Student Code of Conduct. The NASW Code of Ethics are the national standards that define the professional behavior of social workers. I agree to behave according to the UW Student Code of Conduct and the NASW Code of Ethics. I am aware that I may be sanctioned, placed on probation, or terminated from the social work program for violating the UW Student Code of Conduct and/or the NASW Code of Ethics. I also understand that I may utilize the Student Grievance Procedure articulated in the UW Student Handbook, the BSW Student Handbook, and the Field Practicum Handbook if I believe the decision to terminate was made with “prejudice, capricious, or arbitrary treatment”.

Student Signature: _____ Date: _____

Non-academic Termination Signature Sheet

University of Wyoming
College of Health Sciences
Division of Social Work

I, _____, understand that I may be sanctioned, placed on probation or terminated from the social work program for non-academic reasons. These reasons are articulated in the UW Student Handbook, the BSW Student Handbook, and the Field Practicum Handbook.

Non-academic termination may be initiated if one or more of the following occurs:

- Student violates the UW Student Code of Conduct.
- Student fails to behave according to the NASW Code of Ethics.
- Student fails to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice.
- Student fails to demonstrate the effective interpersonal skills necessary to perform professional helping relationships.
- Student displays inappropriate or disruptive behavior toward clients, colleagues, faculty, or staff, which interferes with professional judgment or jeopardizes the best interest of those to whom the social work student has a professional responsibility.

I understand that I will be notified before being sanctioned, placed on probation, or terminated from the social work program and may utilize the Student Grievances Procedure articulated in the UW Student Handbook, BSW Student Handbook, and Field Practicum Handbook if I believe the decision to terminate was made with “prejudice, capricious, or arbitrary treatment”.

Student Signature: _____ Date: _____

Essay Prompt
University of Wyoming
College of Health Sciences
Division of Social Work

Please write a 3-4 page response (approximately 1200 words), typed, double spaced, that responds to the following questions. We expect that your response will provide insight into who you are and how you imagine you will be as a future social worker. There is no “right” response to the below questions. We want to learn about you and how you have come to apply to the social work program.

1. Describe a significant experience or event in your life that inspired you to pursue a career in social work. How did this experience influence your decision, and what motivates you to continue on this path?
2. What personal strengths and qualities do you possess that will help you succeed as a social worker?
3. Identify two values from the NASW Code of Ethics. Explain how these values align with your personal values and how they influence your view of social work.
4. Discuss a social issue that you are passionate about and explain why it is important to you. How do you envision contributing to addressing this issue as a social worker?
5. Please provide any additional comments you would like the BSW Admissions Committee to take into account.



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Dear, _____ is requesting the completion of a Professional Recommendation Form from you concerning his or her suitability to be admitted into the professional program for a Bachelor of Social Work degree (BSW). Because federal legislation requires student access to educational records, the Division of Social Work cannot guarantee the confidentiality of your statement.

The Professional Recommendation Form will not be accepted from any family members of the applicant, friends of the applicant, or the instructor who taught the applicant in SOWK 2000 (Introduction to Social Work) or its equivalent.

Social work is a professional degree that emphasizes well-being and social justice. Social workers assist individuals, families, groups, communities, organizations, and institutions in planning and instituting change by using many professional skills and techniques, including the problem-solving process.

The Council on Social Work Education (2022) states:

“The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally.”

Because social work is a demanding profession that works with vulnerable individuals, we ask that you rate the individual in the categories specified on the Professional Recommendation Form and provide comments that will help inform the review committee of the applicant’s strengths and challenges.

If you have any questions regarding the Professional Recommendation Form or the application process, please feel free to contact me at kdrew@uwyo.edu or 307-766-5590.

Please submit this form directly to the applicant in a sealed envelope with your signature across the seal. Thank you for providing this information and assisting us with our application process.

Sincerely,
Karen Drew, Ph.D., MSW, LCSW
UW Division of Social Work
BSW Program Director

Professional Recommendation Form for Social Work Admitted Major

Printed name of Applicant: _____

Please provide a recommendation concerning the person named above. Information is particularly desired concerning his or her suitability to be admitted into the professional program for a Bachelor of Social Work degree.

	Poor	Fair	Average	Good	Excellent
Integrity and responsibility					
Comments:					
Willingness to learn					
Comments:					
Openness to new experiences and ideas					
Comments:					
Academic or work/volunteer experience					
Comments:					
Interpersonal skills within the classroom or work/volunteer experience					
Comments:					
Ability to manage stress and challenges					
Comments:					
Ability to get along well with people					
Comments:					

Relationship to applicant: _____

Years known: _____

Signature of Recommender: _____

Date: _____

Name of Recommender: _____

Agency: _____

Title/Position: _____

Submit the completed reference in a sealed envelope with your signature across the seal directly to the applicant.