



# BACHELOR OF SOCIAL WORK PROGRAM

## COLLEGE OF HEALTH SCIENCES

The Bachelor of Social Work (BSW) Student Handbook is used as a reference tool for students and faculty in understanding the standards, roles, and relationships that govern the students' undergraduate experience at The University of Texas at El Paso Department of Social Work.

Our mission is to educate students from diverse backgrounds to become ethical, competent, culturally responsive, and community-engaged generalist social work practitioners equipped to practice at the micro, mezzo, and macro practice levels to promote social, racial, and economic and environmental justice in partnership with the diverse population of the U.S.-Mexico border region and beyond; and engage in high-impact, interprofessional, and advanced research-informed practice to strengthen community well-being and enhance social and health equity.

Bachelor of Social Work  
Program Handbook

College of Health Sciences  
The University of Texas at  
El Paso

Department of Social Work  
1851 Wiggins Rd.  
El Paso, Texas 79968  
915-747-5095

[socialwork.utep.edu](http://socialwork.utep.edu)

Revised – April 5, 2024  
(Subject to change)

# Table of Contents

<b><i>¡BIENVENIDOS(AS)!</i></b> .....	<b>3</b>
UTEP Mission .....	3
BSW Program Mission, Goals, and Objectives .....	3
<b><i>Department of Social Work Faculty and Staff</i></b> .....	<b>5</b>
Full-Time Faculty .....	5
Part-Time Faculty .....	6
Department Staff .....	6
<b><i>The Student Association of Social Work (SASW)</i></b> .....	<b>7</b>
<b><i>The Bachelor of Social Work Curriculum at UTEP</i></b> .....	<b>7</b>
Introduction .....	7
BSW Honors Program .....	8
Grading .....	8
Overview of Typical Progression through the BSW Program .....	8
<b><i>Field Practicum</i></b> .....	<b>10</b>
Background Checks.....	10
Confidentiality Policy.....	10
<b><i>Academic and Professional Advising</i></b> .....	<b>11</b>
Advising Calendar.....	12
<b><i>Policy: Formal Admission to the BSW Program</i></b> .....	<b>13</b>
Declaration of Major .....	13
Admissions Process .....	14
Admissions Criteria.....	15
Leaves of Absence .....	16
Formal Withdrawal from the Program.....	16
<b><i>Policy: Formal Admission to the BSW Honors Program</i></b> .....	<b>16</b>
Admissions Process .....	16
How to Apply .....	16
Admissions Criteria.....	17
Fast Track Application .....	18

<b><i>Transfer Coursework Guidelines</i></b> .....	<b>18</b>
Community College Transfer Students.....	19
Transfer Students from Four-Year Universities .....	19
Policy on Certification of Course Work from Other Schools or Previous Catalogs .....	19
<b><i>Student Rights and Responsibilities in the BSW Program</i></b> .....	<b>20</b>
Introduction.....	20
Appeals Regarding Grades .....	22
Denial or Termination of Admission to the BSW Program.....	23
Appeals Process .....	25
<b><i>The University of Texas at El Paso Policy Statements</i></b> .....	<b>27</b>
The University of Texas at El Paso Statement on Sexual Misconduct and Sexual Harassment .....	27
University Policy of Non-Discrimination on the Basis of Disability .....	28
Confidentiality of and Access to Student Records .....	28
Other Issues .....	28

# ¡BIENVENIDOS(AS)!

Welcome to the University of Texas at El Paso's (UTEP) Bachelor of Social Work Program. Ahead of you are two years of hard work in learning a profession that will bring you immense satisfaction. Our students, faculty, and Community Advisory Board have helped us develop this manual, with the purpose of guiding you through the policies and procedures of the program. It will outline what you can expect as you proceed through your social work education, as well as your responsibilities as a student social worker.

As you explore your new profession in classes, field practicum, and with your fellow students, we look forward to sharing your journey. ¡Buena suerte! Good luck!

## **UTEP Mission**

UTEP, a 21<sup>st</sup> Century University, is a comprehensive public research university that is increasing access to excellent higher education. We advance the discovery of public value and positively impact the health, culture, education, and economy of the community we serve.

## **BSW Program Mission, Goals, and Objectives**

The BSW program mission is to educate students from diverse backgrounds to become ethical, competent, culturally responsive, and community-engaged generalist social work practitioners equipped to practice at the micro, mezzo, and macro levels to promote social, racial, economic and environmental justice in partnership with the diverse population of the U.S.-Mexico border region and beyond; and engage in high-impact, interprofessional practices, and advance research-informed practice to strengthen community well-being and enhance social and health equity.

As a community-engaged university, UTEP is closely linked to the greater El Paso region by involving faculty and students in community-engaged projects and collaborating with community agencies in the areas of research, teaching, and outreach. University faculty and administrators believe that the institution is not a stand-alone university, but rather it is intertwined with and rooted in the community it serves. It is critical that the University is able to support community-based organizations, practice engaged scholarship, and value and reward the community's contribution. There are several benefits associated with community engagement for the University and the department. By becoming more fully community-engaged, UTEP reaffirms its membership as a *Carnegie-designated Community Engaged Institution* and continues to be listed on the *President's Higher Education Community Service Honor Roll*. It also helps UTEP maintain national recognition as an institution that helps promote social engagement and mobility among its students. Community engagement is a reciprocal process that sustains the University and its neighbors and stakeholders as they work together to promote the public interest, advance social mobility, and together cultivate global citizenship. The University and department are committed to the development of lasting and sustainable community partnerships that augment student growth through high-impact experiences while promoting civil society.

The University's service area can be broadly defined as the urban and rural regions of far-west Texas, southern New Mexico, and northern Mexico. The urban service regions are comprised of two major bi-national metropolitan centers, with El Paso and Ciudad Juarez constituting the two largest urban cities in far west Texas and northern Mexico. These two cities are joined together by a shared geographical border

and a commonality of cultural, racial, and ethnic histories. At the rural end of the spectrum, many geographically isolated, economically impoverished, and unincorporated *colonias* dot the landscape on either side of the border.

Given the uniqueness of the region and its inhabitants, the BSW program envisions the preparation of generalist social work practitioners who are able to understand, define, and act upon the complex forces that prevent individuals, groups, and communities from attaining social and economic justice and equality. More specifically, the program seeks to achieve its mission through the fulfillment of the following program goals and objectives:

### ***BSW Program Academic Goals***

1. Provide students with liberal arts-based, generalist social work knowledge, skills, and values related to professional practice with individuals, families, groups, organizations, and communities from a social and economic justice perspective.
2. Preparing generalist social workers equipped with professional knowledge, values, and skills necessary for culturally competent practice within the bi-national, multicultural context of the Paso Del Norte border region and beyond.
3. Provide students with skills in scientific inquiry and evidence-based practice.
4. Preparation of BSW students for graduate education in social work.

### ***BSW Program Educational Objectives***

The BSW program will develop graduates that have:

1. The capacity to use liberal arts-based generalist knowledge, theories, skills, and values related to professional social work practice with individuals, families, groups, organizations, and communities from a social and economic justice perspective.
2. Ability to apply critical thinking skills within the context of professional social work practice with an emphasis on social justice and border-related issues.
3. Preparation to engage in generalist social work with diverse client populations with particular emphasis on the bi-national, multicultural population of the El Paso/Ciudad Juarez border region.
4. The capacity to critically utilize research as a tool to guide social work evidence-based practice and the capacity to use research methods to evaluate one's own practice.

## Department of Social Work Faculty and Staff

Department of Social Work  
Office: College of Health Sciences Rm. 431 1851 Wiggins Rd.  
Phone: 915-747-5095 [socialwork@utep.edu](mailto:socialwork@utep.edu)

### Full-Time Faculty

**Eva Moya, LMSW, Ph.D.**  
Department Chair  
Professor

[emmoya@utep.edu](mailto:emmoya@utep.edu)  
747-8493  
HSSN 429

**Alma Armendariz, MSW**  
Clinical Instructor  
Field Coordinator

[aramendariz2@utep.edu](mailto:aramendariz2@utep.edu)  
747-6595  
HSSN 440

**Erica Balderrama, MSW**  
Clinical Instructor  
BSW Program Coordinator

[erbalderrama@utep.edu](mailto:erbalderrama@utep.edu)  
747-8306  
HSSN 433

**Christina Saenz, LMSW**  
Clinical Instructor  
BSW Field Coordinator

[csaenz27@utep.edu](mailto:csaenz27@utep.edu)  
747-8078  
HSSN 442

**Bruce Friedman, Ph.D.**  
Professor

[bdfriedman@utep.edu](mailto:bdfriedman@utep.edu)  
747-8078  
HSSN 437

**Hyejin Jung, Ph.D.**  
Associate Professor

[hjung2@utep.edu](mailto:hjung2@utep.edu)  
747-5795  
HSSN 436

**Yok Fong Paat, LCSW, Ph.D.**  
Associate Professor

[ypaat@utep.edu](mailto:ypaat@utep.edu)  
747-5789  
HSSN 427

**Jennifer Salinas, Ph.D.**  
Associate Professor

[jsalinas7@utep.edu](mailto:jsalinas7@utep.edu)  
747-7292  
HSSN 435

**Jason Mallonee, DSW, LCSW-S**  
Assistant Professor

[jmallonee@utep.edu](mailto:jmallonee@utep.edu)  
747-8588  
HSSN 426

**Viridiana Ortiz, Ph.D., LCSW-S**  
Clinical Assistant Professor

[vsigala2@utep.edu](mailto:vsigala2@utep.edu)  
747-  
HSSN 430

**Rosario Olivera, MSW**  
Clinical Instructor

[reolivera@utep.edu](mailto:reolivera@utep.edu)  
747-8352  
HSSN 428

### Part-Time Faculty

**Silvia Chávez-Baray, MS, Ph.D.**

[smchavezbaray@utep.edu](mailto:smchavezbaray@utep.edu)

**Adam McCormick, Ph.D.**

[agmccormick@utep.edu](mailto:agmccormick@utep.edu)

**Margie Rodriguez LeSage, Ph.D.**

[mrodriguezlesage@utep.edu](mailto:mrodriguezlesage@utep.edu)

**Roberto Vara, MSW**

[rvara@utep.edu](mailto:rvara@utep.edu)

**Yahell Zuñiga, LCSW**

[yzuniga@utep.edu](mailto:yzuniga@utep.edu)

**Bobbi Jo Ortiz, LCSW**

[bjortiz3@miners.utep.edu](mailto:bjortiz3@miners.utep.edu)

**Jessica Ayala, LMSW**

[jayala8@utep.edu](mailto:jayala8@utep.edu)

**Griselda Villalobos, Ph.D., LCSW**

[gvillalobos1@utep.edu](mailto:gvillalobos1@utep.edu)

*\*Please note that part-time faculty may change from semester to semester*

### Department Staff

**Anthony Thornton, LCSW**  
Project Manager  
Child Welfare Training Collaborative  
(CWTC)

[athornton2@utep.edu](mailto:athornton2@utep.edu)  
915-747-8317  
HSSN 436

## **The Student Association of Social Work (SASW)**

The Student Association of Social Work (SASW) has been in existence at UTEP since 1991. SASW provides students with opportunities to become active in their profession, practice professional roles, and learn more about the profession and the community while still students in either the Bachelor or Master of Social Work programs. SASW has a faculty advisor who meets with members on a regular basis. SASW also provides ongoing feedback to the Department of Social Work about policies that affect and impact students.

In the past, SASW was open only to undergraduate social work students; in Fall 2017, the graduate student organization, Master Social Work Student Organization (MSWSO) merged with SASW to become one student organization serving students in both programs. Together, the organization has become stronger, more efficient, and above all, a better team to serve UTEP and the surrounding community. In Fall 2022, the SASW Board voted to accept declared social work major students into the organization prior to being accepted to either the BSW or MSW programs. This has only strengthened the organization and its efforts in supporting the community.

SASW is involved in and supports multiple departmental, university, and community projects each year. Members may have opportunities to attend the state National Association of Social Workers (NASW) conference, participate in donation drives that benefit local schools and non-profit agencies, provide food for needy families and students from UTEP, and raise funds for social causes and other activities.

Students are required to pay a one-year (academic year) membership fee each Fall they request to be a member of the organization.

## **The Bachelor of Social Work Curriculum at UTEP**

### **Introduction**

The Social Work curriculum is built on a strong liberal arts foundation. Social work majors complete 43 credit hours of required UTEP university core courses in Biology, English, Fine Arts, History, Humanities, Math, Political Science, and Psychology. Additionally, students complete 18 hours of supporting pre-professional coursework prior to beginning upper-division professional coursework. Pre-professional coursework includes an Introduction to Social Work and Social Welfare, Sociology, Modern Language, Statistics, and a Professional Writing course. Students are required to take the writing course as part of their lower-division coursework because success in social work professional coursework relies heavily on clear and precise writing.

The Social Work curriculum meets the standards of accreditation established by the Council on Social Work Education (CSWE). Since social work is a practice-oriented discipline, the program's curriculum is designed around rigorous course requirements and sequential course offerings in five content areas: Human Behavior and the Social Environment; Social Welfare Policies and Services; Social Work Research;



Social Work Practice Methods; and Field Instruction. In addition, students are required to complete a total of 16 hours of Social Work-related electives and/or support courses in other departments. Electives and support courses are designed to broaden students' knowledge base in social work and the social sciences. However, in compliance with CSWE Curriculum Policy, **no credit for life experience and previous work experience can be awarded.**

The BSW program stresses community involvement and students gain practical experience through service learning or volunteer service at approved agencies. In the first year of professional coursework, pre-internship experiences of 30 hours are incorporated into Practice I (SOWK 3355) and Practice II (SOWK 3358) courses.

An essential component of the social work degree is the completion of a minimum of 460 hours (over two semesters) of field practicum in the final year of coursework. This provides the student with an opportunity to integrate and utilize the knowledge, skills, and values learned in the classroom. **All students must complete an average of 15 clock hours of field practicum each week during both the fall and spring semesters.**

### **BSW Honors Program**

The BSW Honors Program application is open to current BSW Juniors who are interested in continuing to the Advanced Standing Program at UTEP. This program is intended to help students have a smoother, more prepared transition from the Bachelor of Social Work degree to the Advanced Standing Master of Social Work degree program. Students in the Honors program will take three (3) Graduate level courses (Theory & Practice with Individuals; Groups; and Families) as electives over three semesters beginning in the summer before their Senior year. Honors students complete these classes alongside MSW students to better prepare them to enter the MSW Program in its second year. Honors students will also register for a special field seminar – which replaces the regular field seminar – that will be tailored to increase knowledge and practice skills. To be eligible for the Honors program, students must have a minimum overall GPA of 3.3 (to include any GPA earned from transfer institutions) and a minimum BSW GPA of 3.5. This program is competitive and will only admit a limited number of BSW Junior students per cohort.

### **Grading**

The BSW Program bases grades on the standards in the UTEP Undergraduate Catalog. Grades will be assigned as follows:

A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Average
D	60-69%	Below Average
F	Below 60%	Failure

### **Overview of Typical Progression through the BSW Program**

Graduate from High School or transfer to UTEP from another college or university
--

<p>Apply and be admitted to UTEP, or apply and be admitted to EPCC</p> <p>Declare your major</p> <p>Work with the College of Health Sciences (CHS) Student Support Center (SSC) to develop a degree plan</p> <p>Complete lower division (University Core and Pre-professional)</p> <p>Attend the online orientation to the BSW Social Work Program</p> <p>Apply for admission to the UTEP BSW Program in the month of January</p>	
<p>Fall semester, first year taking Professional Courses:</p>	<ul style="list-style-type: none"> <li>• Take Social Work Core courses: <ul style="list-style-type: none"> <li>○ Human Behavior and Social Environment I (SOWK 2331)</li> <li>○ Social Welfare Policy and Services I (SOWK 2320)</li> <li>○ Generalist Social Work Practice I (SOWK 3355)</li> <li>○ Research Methods in Social Work (SOWK 3430)</li> </ul> </li> <li>• Take support and/or elective courses as advised</li> <li>• Participate in group and/or arrange for individual advising regarding courses to be taken in the spring semester</li> <li>• Apply for admission into Field</li> <li>• Attend field orientation-related activities, and meet with Field Instructor to plan field placement</li> </ul>
<p>Spring semester, first year in the program (Junior year):</p>	<ul style="list-style-type: none"> <li>• Take Social Work Core courses: <ul style="list-style-type: none"> <li>○ Human Behavior and Social Environment II (SOWK 3341)</li> <li>○ Social Welfare Policy and Services II (SOWK 3320)</li> <li>○ Generalist Social Work Practice II (SOWK 3358)</li> <li>○ Culturally Grounded Social Work (SOWK 3325)</li> </ul> </li> <li>• Take support and/or elective courses as advised</li> <li>• Participate in group and/or arrange for group advising regarding courses to be taken in the summer and fall semesters</li> <li>• Receive assignment for 440-hour Field Placement</li> <li>• Honors Students: Apply for the Honors Program, which takes place your final year, by the 3<sup>rd</sup> Friday in February</li> </ul>
<p>Summer, first year in the program:</p>	<ul style="list-style-type: none"> <li>• Take support, and/or elective courses as advised</li> <li>• Honors Students: Take Theory and Practice with Individuals (SOWK 5331)</li> </ul>
<p>Fall semester, second year in the program (Senior year):</p>	<ul style="list-style-type: none"> <li>• Take Social Work Core courses: <ul style="list-style-type: none"> <li>○ Diagnostic Systems for Generalist Social Work (SOWK 3350)</li> <li>○ Generalist Field Seminar I (SOWK 4381) OR Honors Field Seminar I (SOWK 4383)</li> <li>○ Field Instruction I (SOWK 4380) – 440-hour Field Placement</li> <li>○ Honors Students: Theory and Practice with Groups (SOWK 5333)</li> </ul> </li> <li>• Take support and/or elective courses as advised</li> <li>• Apply for Graduation</li> <li>• Participate in group and/or arrange for group advising regarding courses to be taken in the spring semester</li> </ul>
<p>Spring semester, second year in the program (Senior year):</p>	<ul style="list-style-type: none"> <li>• Continue 440-hour Field Placement</li> <li>• Take Social Work Core courses: <ul style="list-style-type: none"> <li>○ Generalist Social Work Practice III (SOWK 4370)</li> <li>○ Generalist Field Seminar II (SOWK 4382) OR Honors Field Seminar II (SOWK 4384)</li> <li>○ Field Instruction II (SOWK 4390)</li> <li>○ Honors Students: Theory and Practice with Families (SOWK 5332)</li> </ul> </li> <li>• Take support and/or elective courses as advised</li> </ul>

# Field Practicum

During the final year of study, students complete their field practicum working 15 hours per week in an approved agency or organization under the supervision of a degreed social worker. Students are required to be registered for (or have completed) the following social work courses: SOWK 2310, 2320, 2331, 3320, 3325, 3355, 3341, 3358, and 3430 **before** formally starting their field practicum. Students are to work with the Field Coordinator(s) in the Fall semester of the first year of professional coursework to begin planning for their placement and must secure their placement between 6-8 weeks prior to the start of the Fall semester of their second year of professional coursework.

Some field practicum agencies may require a criminal background check, drug testing, immunizations, CPR training, and/or citywide safety training among other possible requirements. As a result, students seeking placements in some agencies may need to begin the screening process as early as six weeks before beginning the field placement. The BSW Field Coordinator will assist students in determining which requirements must be fulfilled for a particular agency.

Please refer to the Field Education Manual for more information on the field practicum.

## **Background Checks**

The UTEP Department of Social Work does not require students to undergo a criminal background check or drug screening for admission into the program. Please be advised that several field practicum agencies require students to secure a criminal background check and to submit to drug screenings or other medical testing as a prerequisite to the field practicum with said agency. Also, the Texas State Board of Social Work Examiners requires applicants for Social Work licenses to report if they have been convicted of a crime, although having done so does not necessarily preclude licensure. Additionally, organizations that employ social workers may require criminal background checks and drug screening as part of the process of applying for employment.

Students may choose not to be subjected to a background check. The BSW Field Coordinator will work with students to address concerns related to criminal background checks and the practicum experience but cannot guarantee referral to an alternate site that does not require background checks. Any student wishing to discuss concerns about a criminal background check may do so by meeting with the BSW Field Coordinator. All students must complete field education requirements for graduation.

## **Confidentiality Policy**

Below are the guidelines pertaining to confidentiality, with consideration given to the NASW Code of Ethics.

### *Regarding Clients*

Under no circumstances are students to use clients' actual names or other identifying information in assignments, in class discussions, or in meetings with faculty or faculty field liaisons. In addition, students are to follow ethical standards and agency policies on confidentiality.

In some cases, students placed in different agencies will have client systems in common. If a signed release of information has not been given by the client for the purpose of information sharing, the student is

responsible for guarding such information and not disclosing specific characteristics that might allow another student to identify their mutual clients.

#### *Regarding the Service -Learning or Practicum Agency*

Agency practices will be discussed for the purpose of learning. If discussing questionable practices of an agency colleague, a student will protect the identity of that individual. In discussions of any problematic agency politics, practices, or policies, all students will maintain confidentiality and will not divulge the topics or substance of these discussions outside the classroom, including in the field practicum agency and in conversations with colleagues or field instructors. If students observe practices that may constitute unethical or unprofessional behavior, they should discuss their observations and analysis with their field instructor/supervisor.

#### *Regarding Colleagues*

Students will not discuss, in their agency or in the community, information about classmates that relates to their professional roles or their contributions to class discussions.

### **Safety Policies**

Students should refer to the University of Texas Regents Rules and Regulations, the UTEP Handbook of Operating Procedures (Student Conduct and Discipline section), and the “Standards of Conduct Guide” for general university-wide safety policies and procedures. During the volunteer/service-learning experience (Junior year) and field practicum (Senior year), social work students are expected to learn and follow safety policies and standards set by their respective agencies.

Students will not drive clients in their private vehicles. Students should report any accident or mishap experienced in field to the Field Coordinator(s).

## **Academic and Professional Advising**

Academic advising for students working on lower-division requirements and who have earned more than 46 credit hours or who have been admitted to the BSW program is provided by the Academic Advisors in the Student Support Center (SSC) at the College of Health Sciences (915-747-7234) located in HSSN 200. The College of Health Sciences is located across from the UTEP Library. The website for the College’s student advising program is <https://www.utep.edu/chs/ssc/>. The SSC advisors help students plan for the successful completion of UTEP university core courses, pre-professional coursework, and the BSW degree plan. The SSC begins the process of early and periodic evaluation of each student’s performance and guides students in selecting areas of coursework. The SSC can help students anticipating a social work degree ensure that coursework complies with the current BSW degree plan. Students can make an appointment with the SSC by calling their office at 915-747-7234, or by emailing [studentsupportcenter@utep.edu](mailto:studentsupportcenter@utep.edu) to request an appointment with their assigned advisor.

When a student nears completion of the university core and pre-professional courses on the Social Work degree plan, including Introduction to Social Work and Social Welfare (SOWK 2310), the student should consult with their academic advisor in the Student Support Center regarding next steps for completing the BSW degree plan and applying to the program.

The BSW degree plan is designed to ensure coverage of the social work competencies and requirements determined by the Council of Social Work Education (CSWE). This degree plan is based on the building block analogy of social work education. The curriculum is designed to provide a broad liberal arts base to support success in subsequent professional courses.

The BSW program and UTEP maintain “advising holds” that prevent students from registering for classes until they have met with their academic advisor and the advisor has approved their registration plan. This process is implemented every semester to ensure students are progressing in their degree plans. Students are assigned an Academic Advisor with the SSC by the first letter of their last name. A list of assigned advisors can be found on the SSC’s website or at <https://www.utep.edu/chs/ssc/students/advising101.html>.

When students are admitted to the BSW program, they are assigned a Faculty Advisor. Students are allowed to request a change of Faculty Advisor at any time while in the program. Any change of advisors must be cleared with the Bachelor of Social Work Program Coordinator and approved by the newly requested Faculty Advisor. Students are encouraged to meet with their Faculty Advisors for professional and educational guidance and/or support. Faculty Advisors do not academically advise students for the purpose of course registration or removal of semester registration holds. Faculty Advisors hold regular office hours and students are encouraged to schedule individual appointments with their Faculty Advisor on a regular basis. These meetings are a great opportunity to discuss the program, problem-solve any challenges you may be experiencing, learn more about the social work profession, and begin to build your social work professional identity. We recognize that it may be intimidating to reach out to your Faculty Advisor, but please know that the social work faculty are committed to ensuring your success through meaningful mentorship and advising.

Because the BSW Program is structured in the sequencing of courses, academic advising is typically done within a group format. Approximately two-thirds of Junior and Senior students receive advising during this group advising session. Group advising sessions are held each semester. Students are notified in advance of the scheduled group advising date(s). At the group advising sessions, students will meet with their Academic Advisor from the SSC to clear them for registration for the upcoming semester. Those students who are unable to attend the group session will be required to meet with their advisor individually at a time best suited for both the student and the advisor. The BSW Program Coordinator provides an overview of information relevant to the program and a review of the course schedule for the next semester during these sessions. Students will be provided with a brief presentation by the SSC advisors and will then meet with their advisors to discuss their degree progress and answer any questions. Recommendations are made for the courses to be taken the next semester. If there are no complications or issues with the student’s progression through the degree plan, the advisor will approve the removal of student holds. If more attention is needed to assist the student, the advisor will schedule an additional meeting with the student.

Students may also schedule individual meetings with their Academic Advisors throughout the semester. Academic Advisors can be contacted by phone at 915-747-7234 or by emailing the SSC at [studentsupportcenter@utep.edu](mailto:studentsupportcenter@utep.edu) to schedule an appointment. The hours available to meet with the student’s Faculty Advisor vary, and students should coordinate meetings directly with their Faculty Advisor by visiting their office in the College of Health Sciences on the 4th floor or by emailing or calling them.

### **Advising Calendar**

<b>Task</b>	<b>Where/Who</b>	<b>Goals</b>
-------------	------------------	--------------

<b>Initial Advising –</b> Freshman/Sophomore	Academic Advising Center  (students will return here until they have earned 46 credit hours)	<ul style="list-style-type: none"> <li>• Declare social work as major</li> <li>• Prepare/review BSW degree plan</li> <li>• Receive advising for registration of Summer/Fall/Spring semester(s)</li> </ul>
<b>Spring of Sophomore Year –</b> Advising for summer and first semester of Junior Year	CHS Student Support Center	<ul style="list-style-type: none"> <li>• Prepare/review updated degree plan reflecting completion of University Core and Pre-Professional coursework</li> <li>• View Online Orientation to BSW Program</li> <li>• Complete and submit Application for Admission to the BSW Program in January</li> <li>• Attend advising and New Student Orientation for Summer/Fall semesters (only applicable to students admitted to the BSW Program)</li> </ul>
<b>Fall of Junior Year –</b> Group advising for Spring semester	Department of Social Work and Student Support Center	<ul style="list-style-type: none"> <li>• Review Spring course schedule and other program requirements including Field Education</li> <li>• Meet with Academic Advisor from Student Support Center for advising to register for Spring</li> </ul>
<b>Spring of Junior Year –</b> - Group advising for Summer/Fall semester(s) - Attend all required Field Education events	Department of Social Work and Student Support Center	<ul style="list-style-type: none"> <li>• Review Summer/Fall course schedule and other program requirements</li> <li>• Meet with Academic Advisor from Student Support Center for advising to register for Summer/Fall</li> </ul>
<b>Fall of Senior Year –</b> - Group advising for Spring semester - Begin 460-hour Field Placement	Department of Social Work and Student Support Center	<ul style="list-style-type: none"> <li>• Review Spring course schedule and other program requirements and graduation</li> <li>• Meet with Academic Advisor from Student Support Center for advising to register for Spring</li> </ul>
<b>Spring of Senior Year</b>	Student Support Center and Department of Social Work (if applying to MSW program)	<ul style="list-style-type: none"> <li>• Apply for graduation</li> <li>• Apply for Master of Social Work program (if applicable)</li> </ul>

## **Policy: Formal Admission to the BSW Program**

### **Declaration of Major**

When students are considering declaring social work as their major, they are encouraged to schedule a meeting with an advisor from the Student Support Center (915-747-7234 or [studentsupportcenter@utep.edu](mailto:studentsupportcenter@utep.edu)) or visit their offices in HSSN Room 200 in the College of Health Sciences. Students may then declare Social Work as their major. Declaring a major does not guarantee admission to the upper division of required Social Work courses, the Bachelor of Social Work Program.

## **Admissions Process**

The UTEP BSW Program requires that students apply for and be admitted to the program in order to begin Professional Coursework.

### **The application for admission to the UTEP Social Work Program should be submitted when:**

- The student has met with the Student Support Center at the College of Health Sciences and developed a social work degree plan and has declared Social Work as their major.
- The student has completed all University Core and Pre-Professional courses. (Students may apply if they have no more than 2 lower-division courses to complete before the next Fall semester)
- The student has viewed the online orientation to the BSW program. This PowerPoint presentation is available on the Department of Social Work website.

Applications for the BSW program are only accepted during the month of January each year. In addition, students will not be admitted to the Field Practicum and will be blocked from taking upper-division courses unless they have already been fully admitted to the BSW program.

### ***How to Apply***

Once a student is in their last semester of University Core and Pre-Professional coursework and has viewed the BSW Program Orientation, the student may begin submitting their application for admission online. The application includes:

1. **Application for Admission to the Bachelor of Social Work Program**  
The Application for Admission to the Bachelor of Social Work Program can be found on the Department of Social Work's website (<https://www.utep.edu/chs/sw/>). Incomplete applications will not be considered. Follow the directions on the application to complete it in its entirety. All 5 pages of the Application for Admission must be submitted.
2. **Recent transcripts**
  - a. Unofficial transcripts from EPCC, UTEP, and any other 2-or 4-year institutions the student has attended must be submitted. A separate transcript for each institution, even if transfer courses are reflected (such as EPCC coursework displayed on UTEP transcripts), is required.
  - b. If not reflected in the transcripts described in point (a), a transcript showing grades for the Fall semester just completed and courses in progress for the current Spring semester is required.
3. **A completed Personal Statement**  
Instructions for completing the Personal Statement are included in the Application for Admission and can also be found on the Social Work website.
4. **Resume**  
A resume showing work and volunteer experience. Resumes should indicate if employment is/was full-time or part-time and the number of volunteer hours completed. Tasks performed as an employee/volunteer should also be indicated.
5. **Experience Summary Sheet**  
This form captures the students' work/volunteer experience both full-time and part-time. It also indicates the type of work/volunteer roles and activities completed by the student.

## 6. Two (2) Letters of Recommendation – work or school

The application requires two Letters of Recommendation forms. Students must submit the Letter of Recommendation forms found on the website from former supervisors or professors. Additional letters of support can be submitted. The forms found on the website are REQUIRED. Students will request their recommendations through the online portal.

**Students will submit a completed application on the Social Work Application Portal found on the Department of Social Work website.**

## Admissions Criteria

Requirements for consideration for admission to the BSW program include:

- a. Completed Application for Admission to the BSW Program with all required documents received by the due date (January 31<sup>st</sup>)
- b. Completion of University Core and Pre-Professional Courses (students in the last semester of lower-division coursework or who have no more than 2 lower-division courses to complete before the start of the next fall semester may still apply)
- c. Viewing the online orientation to the BSW program
- d. Cumulative GPA is 2.80 or higher

Once submitted, applications are reviewed for completeness and, if complete, are viewed by the BSW Admissions Committee made up of Social Work faculty. The decision to admit a student is based on ratings of the following:

- a. Cumulative GPA
- b. Hours of human services experience (paid and volunteer, indicated on resume and experience form)
- c. Student Personal Statement
- d. Two (2) letters of professional recommendations

Students are notified of faculty decisions at their UTEP email. There are three possible admissions decisions:

- *Full Admission:* The student is fully admitted to the Bachelor of Social Work program with no additional conditions placed on that admission. We are a small program, and a limited number of students will be admitted each year.
- *Conditional Admission:* The student is admitted to the program, with conditions. To gain full admission to the BSW Program, students must meet admission conditions prior to the start of the Fall semester. Students who do not meet the requirements for full admission will be dropped from or will not be cleared to enroll in Professional social work courses. **Exceptions for conditionally admitted students to fulfill the conditions of their admission due to extenuating circumstances are rare and will be considered on a case-by-case basis by the BSW Program Coordinator.**
- *Waitlist:* Students who do not initially receive admission to the BSW program, but have strong application scores, will be placed on a waitlist. The Department uses the waitlist should spaces become available before the beginning of the Fall semester.
- *Denied Admission:* This decision indicates denial of formal admission to the social work program. Students can re-apply to the program the following year.

If a student is admitted to the program but does not enroll in classes for the Fall semester, admission to the



program is withdrawn and the student will need to re-apply the following year.

Students may request a 1-year deferment of their admission to the program for personal or medical reasons. Deferments must be coordinated with the BSW Program Coordinator. If the student cannot return after 1 year, they will be required to re-apply to the program.

### **Leaves of Absence**

Students who wish to temporarily withdraw from the program due to personal or medical emergencies must request a leave of absence from the BSW Program Coordinator. Students may be approved for leave for up to 1 year. If the student is unable to return after 1 year, the student will be required to re-apply for admission. Extended leave greater than 1 year may be granted with appropriate documentation. If a student stops attending classes and/or officially withdraws without approval, the student will be withdrawn from the BSW Program and would be required to re-apply for admission.

### **Formal Withdrawal from the Program**

A student who voluntarily withdraws from the BSW Program (by leaving the university or changing majors) or is officially withdrawn will be required to re-apply for admission to the program should they wish to return. If admitted, they will be required to adopt the degree plan active at the time of re-admission.

## **Policy: Formal Admission to the BSW Honors Program**

### **Admissions Process**

The UTEP BSW Honors Program requires that students must already be admitted to and attending classes in the BSW Program. BSW Junior students (students who are in their first year of Professional Coursework) who meet the eligibility requirements may apply for admission to the Honors program in the Spring semester of their Junior year.

Applications for the BSW program are accepted only once a year. Applications are due to the BSW Program Coordinator by the end of January of each year.

#### ***Eligibility:***

- The student is currently enrolled in the first year of BSW Professional coursework
- The student has an overall GPA of at least 3.3 (including transfer GPAs) and a social work GPA of 3.5
- The student is interested in applying to the Advanced Standing MSW program at UTEP following graduation with a BSW degree

### **How to Apply**

Once a student is in the Spring semester of their Junior year, the student may complete the application packet that will be submitted to the BSW Program Coordinator. Incomplete applications will not be reviewed. The application includes:

### **1. Honors Program Application and Experience Summary Form**

- a. The Honors Program Application can be found on the Department of Social Work website (<https://www.utep.edu/chs/sw/>) and includes a coversheet and the Experience Summary Form.
- b. The coversheet includes a list of application materials, statements to initial, and a list of courses that must be completed before entering the Honors Program.
- c. The Experience Summary Form is the same as was filled out for the BSW program application but must be updated with current activities, as applicable.

### **2. Recent transcripts**

- a. Unofficial transcripts from UTEP and any other 2-or 4-year institutions the student has attended must be included. A separate unofficial transcript for each institution is required. Transcripts must reflect GPA earned at each institution.
- b. If not reflected in the transcripts listed above, a transcript showing grades for the Fall semester just completed and courses in progress for the current Spring semester is required.

### **3. Recommendation forms**

- a. Students will notify instructors from the following courses of their intention to or submission of an application to the Honors Program for recommendation (forms will be submitted internally)
  - i. Policy I
  - ii. Practice I
  - iii. Research Methods

**The student should submit a completed application to the BSW Program Coordinator in HSSN 433**

## **Admissions Criteria**

Requirements for consideration for admission to the BSW Honors program include:

- a. Completed application to the BSW Honors Program along with all required documents received by the due date
- b. Completion of the first semester of Social Work Professional Courses and the Introduction to Social Work and Social Welfare course with a 3.5 GPA or higher; students are expected to maintain a 3.5 or higher GPA in the final year of the BSW Program.
- c. Cumulative GPA is 3.3 or higher (cumulative GPA includes GPAs from any transferred institution)

Once submitted, applications are reviewed for completeness, and if complete, are reviewed by an admissions committee made up of BSW and MSW faculty. The decision to admit a student is based on ratings of the following criteria:

- a. Cumulative GPA and Social Work GPA

- b. Hours and types of human services experience (paid and volunteer, indicated on updated experience form)
- c. Recommendation forms from professors/instructors of the Policy I, Practice I, and Research Methods courses

Students are notified of faculty decisions through UTEP email. There are three possible admissions decisions:

- *Admission:* The student is fully admitted to the Bachelor of Social Work Honors Program with no conditions placed on the admission status
- *Waitlist:* Students who do not initially receive admission to the BSW Honors Program, but have strong applications, will be placed on a waitlist. The Department uses the waitlist should spaces become available before the beginning of the summer semester.
- *Denied Admission:* This designation indicates denial of formal admission to the Honors program. Students denied admission will continue with the regular BSW Program courses. Should students still wish to apply to the Advanced Standing track of the MSW Program, they will still be eligible with their BSW degree.

### **Fast Track Application**

Students admitted to the BSW Honors Program are **REQUIRED to apply to the UTEP Graduate School.**

- Students will complete a Fast Track application which has fewer requirements and is much quicker to complete than a regular Graduate School application for a Master's program. **DO NOT** use the Social Work Summer application under the program choices listed on the Graduate School's website.
- The Graduate School Application can be found at <https://www.utep.edu/graduate/>. Click the "Apply Now" link and follow the instructions.
- The Fast Track Application form found on the Social Work website, will be provided to Honors students at group advising and will be signed by the student's Academic Advisor.
- There is a one-time \$45 application fee for the Graduate School that will be applied to the student's account after submitting their application. This fee will not be required when Honors students submit their application for Advanced Standing should they continue into the MSW program at UTEP.

## **Transfer Coursework Guidelines**

Transfer guidelines are established by the Texas Board of Higher Education. For complete information regarding the allowable transfer of coursework, please see a representative of the College of Health Sciences Student Support Center (915-747-7234).

## **Community College Transfer Students**

Students may transfer up to 66 hours of courses from community college. These courses are listed as “University Core”, or “Pre-Professional Courses”. These may include some courses listed in the Professional Courses, and/or electives or support courses. All transfer students must meet with a UTEP College of Health Sciences advisor to develop a Social Work degree plan.

## **Transfer Students from Four-Year Universities**

It is important that transfer students meet with an advisor in the Student Support Center before registering for classes at UTEP. In addition to the University Core and Pre-Professional core requirements, transfer coursework from a 4-year university’s CSWE-accredited BSW program may include the following:

1. An Introduction to social work course (3 hours)
2. Up to 6 hours of social policy
3. Up to 6 hours of Human Behavior and the Social Environment
4. Up to 9 hours of Social Work practice courses
5. Up to 3 hours of research coursework

Only students who have been admitted to the BSW Program and satisfactorily completed all degree plan requirements will be recommended for graduation with a BSW degree.

Students must complete at least 25% of the semester hours needed for graduation (a minimum of 32 hours) in residence at UTEP, and 24 of the last 30 semester hours must also be completed in residence.

Students must complete the two-semester field practicum and seminar (SOWK 4281 and SOWK 4282) at UTEP.

Students must complete 12 advanced hours in their major, in residence, in the three years prior to graduation.

## **Policy on Certification of Course Work from Other Schools or Previous Catalogs**

Transfer students attending UTEP who wish to become social work majors must first seek advising from the College of Health Sciences Student Support Center in order to gain certification of appropriate previous coursework as prerequisites necessary for the Social Work Program. **No credit for previous life or work experience may be awarded.**

### ***Categories of Students Covered by the Policy***

Students who matriculated at other schools must satisfy academic requirements for all courses presently specified by the current CSWE standards, the policies of UTEP, and the Department of Social Work’s

accredited degree plan. Additionally, students who matriculated under a previous UTEP catalog must follow this policy.

### ***Procedures for Student Submission of a Request of Previous Course Work***

Following are procedures for students who wish to graduate from the current BSW degree plan and who matriculated under a previous catalog at UTEP or matriculated at another school. Each student is required to:

1. Submit, in writing, to a CHS advisor, a request for the review of an old degree plan; students from other schools must submit a transcript.
2. Submit a syllabus pertaining to the previous coursework in question.
3. Schedule a meeting with the CHS advisor to review the policy on the certification of coursework.
4. Develop a new plan, in writing, that clearly specifies the necessary steps to complete the degree requirements.
5. Take proficiency exams for credit, take and/or retake courses, and pay the appropriate fees to complete the degree requirements specified in the new degree plan.

The student is ultimately responsible for meeting all requirements for the degree plan. It is the student's responsibility to check and review the coursework approved by the advisor to ensure that it meets the requirements for the degree plan. If the written requirements are in conflict with what an advisor says, it is the written requirements that take precedence. The student should make this known to the advisor. The student may transfer up to 66 hours into the Social Work degree plan from an accredited two-year college, or 87 hours from an accredited four-year college or university. Twenty-four of the last 30 semester hours must be completed at UTEP; this includes the field practicum.

## **Student Rights and Responsibilities in the BSW Program**

### **Introduction**

University policies related to student behavior can be found in the Handbook of Operating Procedures at [www.utep.edu/hoop/](http://www.utep.edu/hoop/). Once in the Handbook of Operating Procedures, select the "Student Affairs" link. The first chapter, titled "Student Conduct and Discipline", contains the information discussed here. The Handbook of Operating Procedures also describes the process for investigating, hearing, and disciplining a student based on any of these violations.

The UTEP Scholastic Dishonesty policy states:

#### **1.3.1 Scholastic Dishonesty**

It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to

University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other coursework as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Disciplinary proceedings may be initiated against any student for any of the following acts or omissions:

**1.3.1 "Cheating" includes:**

- a. copying from the test paper of another student, engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another student during a test;
- b. possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed "crib notes";
- c. using, obtaining, or attempting to obtain by any means the whole or any part of non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor permission;
- d. substituting for another person, or permitting another person to substitute for one's self, to take a test; and e. falsifying research data, laboratory reports, and/or other records or academic work offered for credit;

**1.3.1.2 "Plagiarism"** means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.

**1.3.1.3 "Collusion"** means the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

Social Work students are expected to adhere to the NASW Code of Ethics, to be familiar with the UTEP Scholastic Dishonesty policies, and the Department of Social Work Student Honor Code, as well as specific classroom and field confidentiality policies. As stated in the Department of Social Work syllabi:

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing

unauthorized materials during a test, or falsifying research data. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

### BSW PROGRAM STUDENT HONOR CODE

UTEP's policies on academic dishonesty are important to the faculty of the Department of Social Work. Social work, like other professions, is based on ethics and values. A key professional value, identified by the Code of Ethics of the National Association of Social Workers (NASW), is integrity. Synonyms for integrity are honor, honesty, truthfulness, veracity, reliability, and uprightness.

Integrity is important to social workers because they encounter people when they are most vulnerable. Also, the input of professionals can change the course of people's lives. Based on professional verbal or written opinions people can be labeled as having mental disorders, convicted of breaking laws, have their children removed from the home, be committed for observation for psychiatric problems, and so forth. It is important that social workers are competent to assess a person, diligent about producing accurate documentation, and respectful of even their most vulnerable or difficult clients.

In addition to requiring students to avoid academic dishonesty themselves, the Bachelor of Social Work Program supports a student Honor Code. The Student Honor Code acknowledges that when a student cheats it hurts not only other students but damages the cheater as well. As a group, social workers are responsible for monitoring the professional conduct of their peers. The Honor Code is the mechanism by which UTEP social work students protect the integrity of the group.

Also, as stated on the application for Admission to the BSW program:

By applying for formal admission to the UTEP BSW program, students confirm that they have read, understand, and agree to abide by the Scholastic Dishonesty statement, BSW Student Honor Code Statement, and the NASW Code of Ethics available at [NASW Code of Ethics-English/NASW Code of Ethics-Spanish](#). Also, application for admission to the BSW program indicates that the student understands that failure to adhere to academic and professional standards can result in disciplinary action which could include, but is not limited to, receiving failing grades on assignments or in a class(es), dismissal from the Bachelor of Social Work program, denial of formal entry into the BSW program and/or field practicum and/or referral for disciplinary action to the Dean of Students in the Division of Student Affairs.

For general information about student's rights and responsibilities please refer to UTEP's university-wide policies and procedures, see <http://www.utsystem.edu/board-of-regents/rules>.

### **Appeals Regarding Grades**

Appeals regarding grades should be handled based on information found in the UTEP Handbook of Operating Procedures. Information about grade appeals can be found at [Grade Grievance - Dean of Students](#).

## **Denial or Termination of Admission to the BSW Program**

The Council on Social Work Education (CSWE) requires that accredited social work programs have policies that describe admission requirements and circumstances under which a student may be denied admission to or terminated from the social work program for academic reasons or for reasons related to professional ethics. Also, the BSW program has established a process through which students may appeal such decisions.

The following policies describe circumstances under which students may be denied admission or terminated from the UTEP Bachelor of Social Work Program, and the procedures that will be followed in doing so. Also described is the process for appealing such decisions.

### ***Causes for termination include one or more of the following:***

- Persistent academic failure:
  - If a student fails to maintain an overall GPA of 2.0 or a Social Work GPA of 2.5 for two consecutive semesters.
  - If an Honors student fails to maintain an overall GPA of 3.3 or a Social Work GPA of 3.5 after being admitted.
  - If a student earns a grade below a “C” in more than two SOWK courses in the professional course curriculum.
  - If a student withdraws from the same course more than twice.
- Confirmed violation of university policies related to scholastic dishonesty
- Violation of the BSW Program Student Honor Code
- Violations of the NASW Code of Ethics, including engagement in academic activities while impaired
- If a student receives a grade below a “C” in Generalist Field Instruction (SOWK 4380 or 4390) or a non-passing grade in Generalist Field Seminar (SOWK 4381 or 4382) or Honors Generalist Field Seminar (SOWK 4383 or 4384). (Refer to Field Education Manual for more details)

### ***Identifying Concerns***

Academic concerns: BSW Program faculty members review student’s files on a periodic basis such as at the end of each Fall and Spring semester, as part of advising for registration, upon application for admission to the program, in response to student’s academic performance in the classroom, in preparation for the field practicum, or in response to other circumstances. Faculty members will report concerns to the student’s Academic and Faculty advisors and the BSW Program Coordinator if a student performs poorly in the classroom or earns grades of “D” or “F” in any social work course.



Scholastic Dishonesty: Instructors are responsible for monitoring student assignments and behavior during quizzes and tests for signs of scholastic dishonesty. UTEP policy requires that instructors report suspected scholastic dishonesty to the UTEP Dean of Students in the Division of Student Affairs. Scholastic dishonesty may be the focus of concern whether the student in question is or is not admitted to the program.

Professional Competence: In the classroom or in volunteer or field activities, those who supervise students may arise concerns about student's adherence to the NASW Code of Ethics, such as the possibility that a student is providing services while impaired.

#### *Bringing Concerns to the Attention of the Student*

It is the responsibility of the Social Work faculty members to bring the concerns mentioned above to the attention of students so that students have an opportunity to respond to these issues.

For the most part, these concerns will be addressed with students in an informal manner within the context of individual advising meetings between the faculty member and the student. The student and faculty member may develop an informal plan to address the problem. These meetings will be documented in the students' Department of Social Work file. While the faculty member may discuss concerns and work with the student to develop a plan to address concerns, it is the sole responsibility of the student to follow the agreed-upon plan and/or to take other action needed to address the concern.

In some instances, depending on the nature of the problem, the student may be referred to the Dean of Students in the Division of Student Affairs or the student may be counseled to change majors/degrees programs and/or be dismissed from the BSW program.

#### *Actions if Concerns Are Not Addressed*

The program may deny or rescind admission to the BSW program for persistent academic failure and may rescind admission to the BSW program for evidence of scholastic dishonesty, failure to comply with the BSW program Honor Code, or with the NASW Code of Ethics.

In compliance with UTEP policies, any concerns related to scholastic dishonesty will be referred to the Dean of Students Office and the Office of Student Conduct and Conflict Resolution (OSCCR) for resolution. This may happen whether a student has or has not been admitted to the BSW program. Depending on the nature of the concern and the actions of the OSCCR, students may have admission to the BSW program rescinded.

Students who are identified by classroom instructors, or volunteer or field supervisors as being present in agency settings while impaired will be formally counseled by their Academic Advisor, may be counseled to change majors/degree programs and if necessary, may have their admission to the BSW Program rescinded.

Students who are identified by Social Work faculty or by volunteer or field supervisors as potentially impaired due to emotional, psychological or substance abuse problems will be encouraged to seek evaluation and assistance through the Counseling and Psychological Services <https://www.utep.edu/student-affairs/counsel/>. If, based on the evaluation of the Counseling and Psychological Services the student has an identifiable diagnosis as defined by the Americans with Disabilities Act, it is the student's responsibility to seek assistance through the Center for Accommodations and Support Services (CASS) office (<https://www.utep.edu/student-affairs/cass/>). Students with emotional, psychological, or substance abuse problems that could negatively influence the provision of ethical or effective social work services may be counseled to change majors/degree programs and if necessary, may have their admission to the program rescinded. The faculty of the Department of Social Work reserves the right to review any student's appropriateness for continued admission status in the BSW Program.

## **Appeals Process**

Students who are declared Social Work majors and have been denied admission to the program or have been admitted to the BSW Program but who have had their admission rescinded have the right to appeal decisions made by the social work program regarding their admission status. Students are assured freedom from reprisals for filing appeals.

Students who wish to appeal a decision made by the OSCCR should consult the UTEP Undergraduate Catalog or contact the OSCCR for information on grievance procedures.

Students who wish to appeal decisions about admission status to the BSW Program may do so following the procedure below.

### **Initial Appeal**

1. The student notifies the BSW Program Coordinator of the intent to file a formal appeal to a decision to deny or terminate admission to the BSW Program. The notification by the student must be in writing, such as via a letter or email, and must be submitted to the BSW Program Coordinator within 20 calendar days from the date on the letter sent to the student with notification of admission status.
2. UTEP policies and procedures state that the faculty should contact the Associate Dean in the Office of Student Conduct and Conflict Resolution (OSCCR) in cases of suspected scholastic dishonesty. UTEP policies also state that the circumstances of a case of suspected scholastic dishonesty are confidential. Once the case has been referred to OSCCR, Social Work faculty will not discuss the case with the student unless directed to do so by the OSCCR. The BSW Program Coordinator will respond within 10 calendar days of receipt of the student's letter to arrange a meeting.
3. If the student does not respond to the request for a meeting within 10 calendar days of the BSW Program Coordinator's communication to the student, the appeal will be dropped.

4. The BSW Program Coordinator and student meet to discuss the admission decision. In preparation for the meeting with the student, the Program Coordinator may gather information about the decision from the involved faculty and other parties. Similarly, the student may gather information regarding admission-related issues. When the BSW Program Coordinator and student meet, the circumstances of the admission decision will be discussed. The student may choose to provide evidence that issues related to the rescinding of admission or denial of admission have been addressed. As a result of the student/Program Coordinator meeting, the BSW Program Coordinator may recommend several possible courses of action. A timeline for the completion of any actions will be established.

*Possible Actions:*

- a. Admission to the program
  - b. Dismissal from or denial of admission to the BSW Program pending academic improvement
  - c. Dismissal from or denial of admission to the BSW Program pending outcomes of external referral (e.g., referral to the Counseling and Psychological Services)
  - d. Referral of the student's appeal to the Social Work Department Chair for faculty review
  - e. Permanent dismissal from or denial of admission to the BSW Program
  - f. Other actions deemed appropriate
5. Based on the outcome of the meeting between the student and the Program Coordinator, the student may follow the recommendations, appeal to the Social Work Department Chair, or choose not to follow the recommendations. If the student chooses to follow the recommendations, actions must be in accordance with the established timeline. Choosing not to follow the recommendations may result in permanent dismissal from the BSW Program
  6. After completion of the agreed-upon actions, the student may reapply for admission to the program.

### Final Appeal

If the student wishes to appeal the decision of the BSW Program Coordinator or disagrees with the recommendations and/or timeline established by the Program Coordinator, the student may submit an appeal to the faculty of the Social Work Department.

1. Within 20 days of the meeting with the BSW Program Coordinator, the student may write a letter to the Social Work Department Chair describing:
  - a. The student's current status within the BSW Program
  - b. A summary of the meeting with the BSW Program Coordinator, including the recommendations made
  - c. The student's concerns about the outcome of the meeting with the BSW Program Coordinator
  - d. A statement about the action(s) the student would like to see taken

2. At the next regularly scheduled Social Work Department Faculty meeting, the student's letter will be discussed and disposition of the final appeal will be decided.
3. The Social Work Department faculty may take any of the following actions:
  - a. Admit the student to the program
  - b. Concur with recommendation made by the BSW Program Coordinator
  - c. Recommend alternate actions and/or timelines to be overseen by the BSW Program Coordinator
  - d. Other actions deemed appropriate

The student will be notified by letter of the Social Work faculty's decision within 20 days of the Social Work Department Faculty meeting during which the disposition of the appeal was reached.

If the student chooses to follow the Social Work faculty's recommendations, actions must be in accordance with the established timeline and will be monitored by the BSW Program Coordinator. Choosing not to follow the Social Work faculty's recommendations will result in permanent dismissal from the BSW Program.

After completion of the agreed-upon actions, the student may reapply for admission to the program unless permanently denied admission to the BSW Program.

## **The University of Texas at El Paso Policy Statements**

### **The University of Texas at El Paso Statement on Sexual Misconduct and Sexual Harassment**

The University of Texas at El Paso is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in any federally funded educational programs or activities.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination including sexual misconduct, sexual harassment, and acts of sexual violence. Sexual violence may include rape, sexual assault, sexual battery, sexual coercion, stalking, and relationship violence. Title IX prohibits institutions from excluding, separating, denying benefits, or otherwise treating individuals differently on the basis of sex. Sex based discrimination is prohibited at UTEP both by law and by University and UT System policies.

For additional information or questions, please contact the Title IX Coordinator, who can be reached by phone at (915) 747-8358, by email at [titleix@utep.edu](mailto:titleix@utep.edu), or by mail at 500 W. University Ave., El Paso, TX 79968, Kelly Hall, Room 312. Instructions for filing a report or complaint can be found on the Title IX website, <https://www.utep.edu/titleix/>.

In addition to or in lieu of contacting the Title IX Coordinator, inquiries and complaints may also be sent to the Assistant Secretary of the Office for Civil Rights by mail at 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, by phone at (214) 661-9600 or by email at [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov).

### **University Policy of Non-Discrimination on the Basis of Disability**

To the extent provided by applicable law, no person shall be excluded from participation in, denied benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas at El Paso on the basis of race, color, national origin, religion, sex, age, genetic information, veteran status, disability, sexual orientation, or gender identity.

Complaints regarding discrimination should be reported to the University's Equal Opportunity Office. The University's full policies, including complaint resolution procedures, on equal opportunity, sexual harassment and misconduct and accommodations for individuals with disabilities are available in the Handbook of Operating Procedures (<https://www.utep.edu/hoop/section-6/ch-1.html>) and on the website of UTEP's Equal Opportunity Office (<https://www.utep.edu/eoaa/>). Inquiries regarding applicable policies should be addressed to the University's Equal Opportunity Office, Kelly Hall, 3rd Floor, at (915) 747-5662 or [eoaa@utep.edu](mailto:eoaa@utep.edu).

### **Confidentiality of and Access to Student Records**

Student academic records are maintained by the Social Work Program. These are kept in locked file cabinets as well as electronically using UTEP's OneDrive platform. Student records are kept confidential and can only be accessed by authorized program staff and faculty. Students may view their records by requesting access through their Faculty Advisor.

### **Other Issues**

For more information on other issues, please refer to the UTEP Student Life Policies and Procedures.