



Eberly College of Arts and Sciences  
School of Social Work

Bachelor of Social Work (BSW) Program  
Student Handbook  
Revised December 2023

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## **GREETING FROM THE BSW DIRECTOR**

Welcome to the West Virginia University School of Social Work and to the Bachelor of Social Work (BSW) Degree Program! As an academic unit within the Eberly College of Arts and Sciences, we are pleased that you have chosen to pursue a career in social work. We know that you have made this decision carefully and the entire faculty look forward to working with you over your next few years of professional study. While working toward your degree, we invite you to link with the professional community of surrounding agencies in the greater Morgantown area, which offers many wonderful opportunities for your involvement as a social work student. We also encourage you to become involved in the Undergraduate Social Work Student Organization to gain additional experiences that are a valuable adjunct to your studies.

As you begin your education for a career in social work, you may have questions or concerns. We hope this handbook will address many of them by providing general information about the School of Social Work and your degree program. You will find this handbook helpful, but it will not include everything you need to know about life on the WVU campus. Sometimes the handbook will refer you to other sources for more information or to resources both on and off campus.

Your success in the program is important to all of us in the School of Social Work. It is our task to instruct and guide you while you are a student in our program and your task is to be the very best student that you can be. We wish you success in your academic studies while you are with us and hope that you will remain in contact with the School of Social Work long after you receive your degree.

Sincerely,

Megan Gandy, Ph.D., LCSW  
BSW Program Director  
Associate Professor

## WEST VIRGINIA UNIVERSITY SCHOOL OF SOCIAL WORK

### INTRODUCTION & OVERVIEW

West Virginia University's School of Social Work began training social workers in the early 1930's. We have been in constant operation since that time. Both the Bachelor of Social Work and the Master of Social Work degree programs are fully accredited by the Council on Social Work Education (CSWE). A Bachelor of Social Work (BSW) prepares students for generalist practice, and a Master of Social Work (MSW) prepares students for advanced integrated practice with individuals, families, groups, communities, and organizations.

### SCHOOL OF SOCIAL WORK MISSION STATEMENT

Through teaching, research, and service, the mission of West Virginia University School of Social Work is to educate students to become generalist social workers at the baccalaureate level and advanced integrated practice social workers at the master's level.

The School of Social Work mission is grounded in the purpose of the social work profession which is to “promote human and community well-being” (Council on Social Work Education [CSWE], 2015 p. 5). Our baccalaureate and graduate programs are “guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry” (CSWE 2015, p. 5). Our programs value “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” (CSWE 2015, p. 5).

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### BSW PROGRAM MISSION

**The mission of the BSW Program at West Virginia University is to educate students to become generalist social workers.** Generalist social work is grounded in the liberal arts, the person-in-environment framework, and competency-based education. Generalist social workers use a range of prevention and intervention methods in social work practice with diverse individuals, families, groups, organizations, and communities. Generalist social workers identify with the profession and apply ethical principles and critical thinking at the micro, mezzo, and macro levels of practice. Generalist practitioners are strengths-based, engage diversity in practice, and advocate for human rights and social and economic justice. They engage in research-informed practice and actively respond to the impact of context on professional practice.

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## **BSW PROGRAM GOALS**

Graduates of the BSW program will be prepared to:

1. Engage, assess, intervene, and evaluate practice with individuals, families, groups, and communities.
2. Model ethical and professional behavior in social work practice.
3. Apply a practice framework that engages diversity and difference while advancing human rights and social, economic, and environmental justice.
4. Critique practice-informed research and research-informed practice.
5. Analyze Policy practice.

## **NATIONAL ASSOCIATION OF SOCIAL WORKERS**

The National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. Its primary function includes creating professional standards for social work practice, advocating sound public social policies and programs, and providing services to its members. Find out more about NASW at <https://www.socialworkers.org/>.

NASW offers student reduced membership rates. You may complete an NASW membership application online at <https://www.socialworkers.org/Join>

The West Virginia Chapter of NASW holds an annual conference and hosts special events in which you may be interested. For further information about the West Virginia Chapter of NASW, and for updates on coming events, contact:

WV-NASW  
1608 Virginia Street East  
Charleston, WV 25311  
Phone: 304 345 6279  
Website: [www.NASWWV.org](http://www.NASWWV.org)

## **NASW CODE OF ETHICS**

The National Association of Social Workers (NASW) Code of Ethics outlines the primary mission of the social work field, the core values of the social work profession, and the ethical principles that all social workers are expected to follow. Abiding by these personal and professional standards at all times is paramount for professional social workers. As such, all students admitted to the BSW program at WVU are expected to follow the Code of Ethics at all times. The full NASW code of ethics is located at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English> and a copy of the student agreement form is in Appendix A. All students must review the Code and complete the agreement form

before they can begin coursework or placement.

## **PROFESSIONAL LINKS**

NASW – National Association of Social Workers: <http://socialworkers.org>

NASW – Code of Ethics: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Council of Social Work Education: <http://www.cswe.org>

International Federation of Social Workers: <http://www.ifsw.org>

NABSW – National Association of Black Social Workers: <http://nabsw.org>

## **ADMISSION TO THE MAJOR**

Social Work requires the ability to establish positive, supportive, and nonjudgmental interpersonal relationships. The ultimate test of a student's interpersonal skills is in relationship to clients. However, positive relationships with faculty and students serve as indicators of potential for future professional development and suitability for practice in the field. Social Work is a profession whose members are expected to adhere to the National Association of Social Workers *Code of Ethics* and to conduct themselves in a professional manner.

### **Criteria for Admission to the Professional Program**

The criteria for admission to the professional sequence of the BSW program include the following:

- Minimum 2.0 GPA on a 4-point scale. (Note: The GPA will be calculated to include coursework transferred to WVU from other institutions).
- Completion of 50 hours of appropriate human service activity (paid or volunteer) by the time of application for admission to the professional level of the major and a supportive or generally positive reference from the supervisor(s). Transfer students may submit the BSW Program Community Service Verification Form as documentation of human service activity completed prior to transferring to WVU.
- Completion of 58 credit hours by the conclusion of the semester during which application to the program is made. Students who have not completed 58 credits by application submission date, are advised to register for summer courses that will increase total credits to 58 by the fall semester and advise BSW Recruitment and Advising Coordinator of such a plan. Credit hours may include transfer credits recognized by WVU and the BSW Program.
- A final grade of “C” or higher in SOWK 147 and SOWK 151 by the time of application. (Students applying to the program from approved 2 + 2 programs or as transfer students from other institutions may receive equivalency transfer credit for SOWK 147 and SOWK 151 upon course review, and approval by the BSW Social Work Program Director.
- Successful completion of WVU’s General Education Foundations (GEF) requirements by

the conclusion of the semester during which application to the program is made. WVU grants transfer credit for general education courses that are substantially equivalent to WVU General Education Foundation (GEF) courses. Students who successfully complete WVU-approved 2+2 community/technical college programs automatically meet GEF requirements.

- Demonstrations of college-level writing skills through completion of an application personal statement (Assessed by writing Rubik).
- Sensitivity to and respect for human diversity, with a basic capacity for nonjudgmental behavior toward individuals whose values, beliefs, and lifestyles may be different from the student's own. This requirement is demonstrated in the applicant's personal statement.
- Reliability in carrying out responsibilities, as demonstrated in classes and completing volunteer experience and as demonstrated in the two pre-requisite courses, SOWK 147 and SOWK 151. (Punctual, dependable, observes assignment deadlines, meets attendance expectations). Transfer students who have been granted credit for the volunteer experience, SOWK 147, and SOWK 151 or equivalent courses are considered to have sufficiently met this requirement.

**IMPORTANT:** Applications are reviewed by the BSW Admission Committee. Students, including transfer students, who present an overall GPA of 3.0 or higher at the time of application, and meet the other criteria for admission, will receive priority for admission to the program. Students, including transfer students, who meet the 2.5 minimum GPA and all other admission criteria will be admitted on a space-available basis. Students, including transfer students, who do not meet one of the admission criteria may request an exception in writing to the BSW Admissions Committee. Such exceptions will be considered on a case-by-case basis and considered provisional admissions until the admission criteria are met by the fall semester.

### **Admission Process and Procedures**

All forms required for application are available in the BSW Recruitment and Advising Coordinator, Room 110 Knapp Hall. These forms are also available on our website at <http://socialwork.wvu.edu>.

1. To initiate review of your application, you must complete the application packet between January 1 and January 31 of any admissions cycle (for entry to the program the following fall). If you do not meet one of the criteria, such as GPA or completion of GEF requirements or human service activity at the time of application, the application must be accompanied by a written explanatory request for an extension to meet that criterion.
2. At the time you apply, you must submit documentation of 50 hours of human service activity (on the appropriate form, with the supervisor's reference section filled out), a letter of general reference, a completed self-assessment, and your typed personal statement.
3. When the application is complete, student files containing their admissions materials are evaluated by the BSW Admissions Committee according to how well the various admissions criteria are met. Point values are attached to each of the criteria. Students will



be prioritized for acceptance based on the total number of points they receive when their application is reviewed.

4. Following evaluation of your application, if the Admissions Committee requires additional information, you will be contacted and an interview with the Committee will be scheduled.

### **Notification of Admission Decision**

When the admission review process is completed, the BSW Recruitment and Advising Coordinator will send each student by WVU MIX e-mail a letter on behalf of the Admissions Committee that reflects the Committee's decision and any contingent conditions, such as provisional, associated with admission.

Therefore, student files that received contingent conditions will be reviewed a final time following the close of the spring semester to confirm that contingent conditions have been met. As pre-registration precedes the time that admissions are finalized, applicants will meet with their academic advisor to discuss pre-registration for the upper division social work courses with the understanding that they will be dropped from those courses if they fail to meet the contingent conditions reflected in the e-mail letter, they received from the BSW Recruitment and Advising Coordinator.

### **Summary of Admission Deadlines and Requirements:**

- The December before a January application: Must complete SOWK 147, SOWK 151 and SOWK 191 with the final grade of “C” or higher. As predetermined during your advising meeting, ensure you have registered for the spring semester courses needed to complete your admission requirements See the BSW Recruitment and Advising Coordinator to apply for admission review.  
(see May deadline, below).
- By January 31: Deadline to apply to the major for entry the following fall semester. Must have 50 hours of human service activity and document completion on the program's forms. Complete and submit the personal statement and a general letter of reference.
- By May following a January application: Must complete any of the following courses that were not completed at the time of application for admission: SOWK 147, SOWK 151 and SOWK 191. Maintain minimum overall 2.0 GPA.

## **THE BSW CURRICULUM**

### **The Liberal Arts Foundation**

The University’s requirements, approved by the Board of Trustees and accreditation standards advanced by the Council on Social Work Education (EPAS 2015) define the curriculum in social

work. Both sets of policies require a strong foundation in the liberal arts and competence in a major field of study (social work). As defined by WVU, the General Education Foundation objectives must be met. The liberal arts foundation must be completed by the time of admission to the professional level of the major (i.e., to enroll in the upper division social work courses). The University *Undergraduate Online Catalog* and *Schedule of Courses* provide more detailed information on the GEF requirements. Both can be found on the WVU website.

### **BSW Pre-Professional Sequence**

SOWK 147: Human Diversity  
SOWK 151: Introduction to Social Work  
SOWK 191: Orientation

### **BSW Professional Sequence.**

Students must apply to the BSW Program for admission into the professional sequence of course work. The professional sequence includes the following courses:

SOWK 300: Social Welfare Policy 1  
SOWK 310: Social Welfare Policy 2  
SOWK 320: Methods 1, Generalist Practice with Individuals  
SOWK 322: Methods 2, Generalist Practice with Families and Groups  
SOWK 324: Methods 3, Generalist Practice with Organizations & Communities  
SOWK 330: HBSE 1, Human Behavior in the Social Environment  
SOWK 345: Interprofessional Social Justice Practice  
SOWK 360: Research Methods & Statistics  
SOWK 370: Wellness and Resilience (Elective)  
SOWK 380: Child Welfare (Elective)  
SOWK 481: Senior Capstone  
SOWK 491: Field Practicum  
SOWK 495: Upper Division Special Topics Elective Courses (2 required)

### **Social Work Competencies (EPAS 2022)**

Competency 1: Demonstrate Ethical and Professional Behavior  
Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice  
Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (A DEI) in Practice  
Competency 4: Engage in Practice-Informed Research and Research-informed Practice  
Competency 5: Engage in Policy Practice  
Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities  
Competency 7: Assess Individuals, Families, Groups, Organizations and Communities  
Competency 8: Intervene with Individuals, Families, Groups, Organizations and Communities  
Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations and

## Communities

According to CSWE accreditation standards (2022), the professional foundation in social work includes content on social work values and ethics, diversity, social and economic justice, human behavior in the social environment, social welfare policy and services, social work practice, research, and the field experience.

Completion of the professional foundation coursework prepares you as a generalist practitioner. A generalist practitioner has a broad-based education that enables work with systems of all sizes, including individuals, families, groups, communities, and organizations. A generalist does not specialize in practice with any single population, system, or field of practice; neither is there specialization in the use of any single practice method or technique.

## FIELD EDUCATION

### Overview of Field Education

Field Education is an integral part of the professional social work curriculum and requires a close cooperative relationship between the School of Social Work and the selected field sites who accept our students for the placement experience. Field education has been designated by the Council on Social Work Education (CSWE) as the “signature pedagogy” and as equal to the coursework in social work higher education. Experiential learning complements the classroom learning and gives the student the opportunity to build a sense of professional competence and identity that serves as a foundation for ongoing professional growth. Field instruction provides the student with an opportunity to test classroom knowledge as well as to develop and refine practice skills. Students have the opportunity to complete their field placements with agencies throughout West Virginia and adjacent areas. To ensure that our students receive the best possible educational experience in the field, the field office and the SSW do a careful vetting of all field sites. Agencies must be approved by the field office and the SSW before students can be placed there.

**The BSW Field Experience** requires completion of 450 on-site hours and utilizes a “block placement” model that occurs during the student’s final semester of the undergraduate program. During the Spring semester of their final year, students are in field placement 4 days a week, for approximately 32 hours per week for 15-weeks, and will attend a concurrent 3-hour weekly Capstone during that time. All students will receive additional, detailed information regarding field placement requirements during Field Education Orientations scheduled during the academic year.

Field placement takes place after students have met all of the social work degree requirements with an overall GPA of 2.0 or higher, each of which must be completed with a C or higher (SOWK 300, 320, 330, SOWK 310, *Social Welfare Policy and Services 2*; SOWK 322, *Social Work Methods 2*; SOWK 350, *Human Behavior/Social Environment 2*; SOWK 324 *Social Work Methods 3* and SOWK 360, *Social Work Research and Statistics* and two upper division social

work special topic course electives.

In the semester before entering the field experience, students attend a field instruction orientation meeting to learn about the field application process. Students receive instructions to complete the online application for their preferred agency environments/populations. This form is reviewed by the field director and coordinator and students are matched with an agency. Students contact the agency to set up an interview and after must complete the Interview Feedback form.

Students enroll in SOWK 491, the Field Experience (12 credit hours, pass/fail), and also enroll in SOWK 481, the senior capstone course (3 credit hours, graded). The capstone course links the classroom to the field by applying theory to your practice activities.

The BSW Program requires 400 hours minimum of full-time field experience. Most students complete a block placement, during which they spend four full working days a week in the field, typically Tuesday through Friday, for eight hours a day. If your life circumstances prohibit you from doing a block placement, you may petition to complete a concurrent placement. This option allows you to spend two days a week at your field placement site over the course of two semesters.

Most field instruction sites are within the North Central West Virginia region. The Social Work Program permits field placements with a current or former employer if certain criteria are met (see the *BSW Field Manual*). The purpose of the field experience is to give you a variety of opportunities and practice experiences, so we encourage you to seek different opportunities in completing these requirements.

### **Credit for Life/Work Experience**

The BSW Program does not give credit for life experience or previous work experience in lieu of the field practicum or any of the other courses in the professional foundation areas (upper division social work courses).

### **Student Information Statement Regarding Impact of Criminal Background History, Drug Screen Results, And/or Record Of Child And/or Adult Protective Service Substantiated Complaints**

Students in a Professional Social Work Program are expected to demonstrate the capacity to practice with integrity and within the ethical guidelines outlined within the NASW Code of Ethics. Increasingly, students and employees are required by field placement sites or future employers to undergo a criminal background check, child and/or adult protective services check\* and initial baseline and/or random drug screen tests, prior to engaging in field work or employment. Felony convictions and some serious misdemeanors may negatively impact a student's forward progress and/or completion of her/his academic program as well as future professional licensure and future employment within the Social Work field.

Such information could impact the student in the following areas:

1. The ability to secure and complete the required Field Placement Experience, as most field placement agencies request criminal background investigations, fingerprint checks, child and/or adult protective services check and/or random drug screens; and/or
2. The ability to be considered eligible for licensure as a social worker by the West Virginia Board of Social Work (WBSW), which requires that licensure applicants must provide a sworn statement regarding the existence of a criminal history; as per the West Virginia State Code which states that certain misdemeanor or felony convictions could preclude the possibility of acquiring one's license to practice social work. See W. Va. Code § 30-30-1, et seq. and/or
3. The ability to secure employment within the social work practice field, as most employers within the social work field require that applicant either possess or be eligible for, a social work license, as well as require criminal background investigations, fingerprint checks, child and/or adult protective services check and/or random drug screens, as a condition for employment.

\*Even if the field placement site does not require one or all of these screenings/checks, a documented substantiated Child or Adult Protective Services Complaint will disallow student or employment candidate from being placed in or hired at any West Virginia Department of Health and Human Resources (WVDHHR) Office, as well as within ANY Program, Facility, Agency or Organization which contracts with WVDHHR.

### **Transfer of Credits**

Students are required to use the Online system for the transfer of credits earned outside of WVU. There are two different options. TESS and TERR, depending upon what the student needs. If they are in need of the database, then TESS. Students use this database if they want to look up courses from other institutions that have a WVU equivalent. If they need to submit syllabi for equivalencies, then TERR.

TESS:<https://treger.wvu.edu/#/>

TERR:<https://wvu.teamdynamix.com/TDClient/1976/Portal/Requests/ServiceDet?ID=22958>

Based on information provided by other institutions, the Transfer Section of the Office of Admissions and Records makes course equivalency decisions on all coursework without a social work prefix that is transferred into the WVU system.

When a transfer of credit decision is made, the student and the Office of Admissions and Records are informed and WVU's official transcript is adjusted to reflect the proper social work course number for which transfer credit has been granted. If it is determined that the course will not directly transfer toward a social work requirement, the course will be counted as an open-credit (elective) course.

## **PROFESSIONAL DEVELOPMENT**

Once you identify social work as your major field of study, your development as a professional person is a primary concern to the social work faculty. Accordingly, we encourage you to frequently consult with the BSW Recruitment and Advising Coordinator for advising and other related questions regarding the BSW degree. The information that follows is vital to your academic progress and professional development while in the Social Work program.

### **Academic Advising and Career Counseling**

If you intend to major in social work, you will be enrolled as a social work major at the initial level in the program until you complete the requirements to be admitted to the professional level. Our BSW Recruitment and Advising Coordinator, Rebekah Dunaway, assists all social work majors in planning an academic program through advising for pre-registration of courses. The BSW Recruitment and Advising Coordinator's office is located in 110 Knapp Hall. She may be reached by email at [rjdunaway@mail.wvu.edu](mailto:rjdunaway@mail.wvu.edu) or by phone at 304-293-6374. Once students are in their senior year in the major, they are assigned to Dr. Megan Gandy, BSW Program Director, to be their advisor. Her office is located in 118 Knapp Hall and she may be reached by email at [megan.gandy@mail.wvu.edu](mailto:megan.gandy@mail.wvu.edu) or by phone at 304-293-4482.

The BSW Recruitment and Advising Coordinator will keep you informed of your progress in the major and will be available to assist you with both academic and career decisions. It is important that you discuss your career objectives with your advisor. This will enable her to help you make appropriate curricular choices, including declaration of one or more minors. Office hours are posted outside the BSW Recruitment and Advising Coordinator and BSW Program Director's offices. You are responsible for making appointments with your advisor, as well as for using Degree Works to monitor your progress through the major.

### **Degree Plans and Student Records**

All students will work with the BSW Recruitment and Advising Coordinator to formulate a plan of study consistent with the policies of the BSW Program, the School of Social Work, and the University, as well as the Council on Social Work Education (CSWE) accreditation requirements. During every registration period your Degree Works plan will be updated in consultation with the BSW Recruitment and Advising Coordinator. Periodically check your record of completed coursework on Degree Works to stay current with your academic progress. It is the student's responsibility to monitor their progress through their degree plan.

### **Course Registration Announcements**

The University announces pre-registration dates well in advance. This allows you time to schedule an appointment to meet with your academic advisor who will release the STAR registration hold on your account after your advising appointment has been held. The last day to add a class is usually at the end of the first week of classes. The last day to withdraw from classes is usually shortly after midterm. All such transactions require your advisor's approval.

### **Human Service Activity and Volunteer Work**

As part of your professional development, you are required to complete 50 hours of human service activity, paid or volunteer, by the time you apply for admission to the social work major. The form to document this activity is included in the admission packet available on our program website and through their advisor. This requirement provides experience that allows you to determine if a career in social work is right for you. In addition, it allows you to gain some insight into and experience with working as a helper. Basically, we want you to have **post-high school, face-to-face helping experience** as opposed to hot line work, agency training experiences, life guarding, running errands or doing secretarial work for the agency, etc. Pre-approval of your activity is always a good idea to ensure that you meet the requirements. **All paid experiences used toward this requirement require pre-approval.**

To gain approval, please submit the following via email to the BSW Recruitment and Advising Coordinator:

- A detailed paragraph explaining where you worked
- What type of duties you performed
- The population of people you worked with
- The number of hours being requested for approval.

The BSW Program Director makes the final decision regarding the use of paid experiences toward the 50-hour requirement.

### **Standards for Academic and Professional Behavior**

One of the primary goals of the BSW program in the School of Social Work is to model ethical and professional behavior in social work practice. It is crucial that our graduates adhere to the academic and professional standards required for professional practice and that are described in the NASW Code of Ethics. Because of the importance we place on ethical and professional conduct, admission to the BSW program at WVU does not guarantee continuance, especially if concerns are raised regarding a student's ability to adhere to our standards of academic or professional conduct.

The school has delineated specific policies for intervention and consequences with students for times when there are concerns about academic or professional behavior. These interventions/consequences can include meetings to determine corrective action plans with advisors, field liaisons, and/or field instructors, academic probation, suspension, or dismissal from the program.

A student's academic performance or conduct may be reviewed, and potentially result in termination from the program, if a faculty member or field instructor expresses concerns about serious and persistent deficits in academic performance or violations of the NASW standards for ethical behavior. Examples of reasons why a student may be terminated from the program include (but are not limited to) the following:

- Failure to maintain the minimum GPA required by the program (2.0)

- Inadequate interpersonal or helping skills
- Violations of client confidentiality
- Sexual or romantic relationships with clients or constituents
- Lack of respect for differences based on gender, sexual orientation, or race/ethnicity
- Inability to keep personal values from interfering with practice decisions
- Substance abuse
- Criminal charges/convictions
- Violence/aggression towards others
- Excessive absenteeism
- Persistent inadequate performance on field or classroom assignments/projects
- Academic Dishonesty/Plagiarism

### **Academic Dishonesty/Plagiarism**

“Academic Dishonesty” refers to cheating or dishonest practices in connection with examinations, papers, and/or projects. It also includes forgery, misrepresentation, or fraud as it relates to academic or educational matters. “Academic dishonesty” in the SSW refers to any of the following:

1. **“Plagiarism”** - The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including but not limited to, the unacknowledged use of materials prepared by another individual.
  
2. **“Cheating and dishonest practices in connection with examinations, papers, and/or projects”** - Include (but not limited to):
  - Giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade
  - Depending upon the aid of sources beyond those authorized by the instructor or supervisor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments
  - The acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff
  - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion
  
3. **“Forgery, misrepresentation, or fraud as it relates to academic or educational matters”** - includes, but is not limited to:
  - Wrongfully altering, or causing to be altered, any records
  - Use of University documents or instruments of identification with the intent to defraud
  - Presenting false data or information or intentionally misrepresenting records
  - Furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation furnishing false statements in any University academic proceeding
  - Providing false or misleading information to gain an academic advantage



BSW students who engage in academic dishonesty will be subject to one or more of the following academic penalties:

1. Course-level academic penalties: When academic dishonesty occurs within the context of a BSW course (including independent study courses), examples of the penalties the instructor may impose include (but are not limited to):

- Change in assignment or test grade
- A lower final grade, including failure of a course
- A final grade of unforgivable failure (UF). The UF penalty can be recommended by the course instructor but must be reported to the appropriate office by the dean of the college or school offering the course after the time limit for a student appeal has expired or the appeal process has been completed, upholding the UF penalty. The student may repeat the course.
- Required repetition or revision of the assignment or test
- Exclusion from further participation in class

2. Other academic penalties. Depending on the severity and context, other penalties for academic dishonesty in the BSW program can include:

- Academic Review
- Probation, suspension or dismissal from field placement
- Academic probation or suspension from the BSW program
- Dismissal from the BSW program

## **DISCIPLINARY REVIEW PROCESS**

### **Three Level Review Process**

All students are expected to maintain a certain level of academic and professional standards in their coursework, engagement with faculty and other students, and in their field placements. Any behavior that is considered a violation of the NASW Code of Ethics (see Appendix A) is grounds for review within the program, as are any charges of academic dishonesty/plagiarism.

When concerns about a student's academic and/or professional behavior are raised, the SSW follows a three-level review process:

#### **Level 1**

If concerns arise related to academic performance or conduct within the classroom, the faculty member who has concerns should first communicate these directly to the student and work with the student to implement a corrective action plan. They may also notify the student's faculty advisor of the issue and plan. If concerns arise during field placement regarding a student's behavior or conduct, the agency field instructor should first raise these concerns directly with the student and work jointly with the student to implement a corrective action plan. The field liaison may notify the field director as well.

#### **Level 2**

If concerns persist despite the corrective action plan, the faculty member or field instructor should then coordinate a meeting with the student and the academic advisor (for academic concerns) or SSW faculty field liaison (for field-related concerns) to discuss the student's behavior and determine whether the current action plan should be modified or whether the student's case should be referred directly to the BSW committee for an academic review (see section on academic reviews). In cases involving field, the field director may be involved in this meeting as well.

### Level 3

If concerns about the student's behavior persist after the revised action plan determined during the Level 2 meeting has been implemented, the student's case will then be referred to the BSW committee for an academic review (see section on academic reviews). If the concerns are related to the student's placement, the student will not be allowed to continue with placement or field seminar until the academic review is completed. The student may be asked to refrain from attending and/or withdraw from other BSW courses as well.

### **Academic Reviews**

In situations in which a student's case requires an academic review, the BSW program director will coordinate a meeting time during which the BSW committee members will meet to review the various information regarding a student's progress in the program and any concerns that have prompted the review. The student will be informed, in writing, of the time and date of the review and invited to attend a portion of the meeting in order to provide the committee with any additional information he/she feels is important. The student is invited to bring 1-2 support person(s) as well. This can include family members, significant others, or anyone else who the student feels may be a support and advocate through the process.

After the committee reviews the available information and hears the student's statement, it will decide on an action plan regarding the student's continuance in the program. The student will be notified of this plan in writing via a letter from the BSW program director within one week of the review meeting. Students have the right to a copy of the written minutes from the academic review committee meeting.

## **DISCIPLINARY ACTIONS**

### **Probation**

The student remains eligible for continuance in the BSW program and in field placement (if applicable), but remains on a period of academic probation, the length of which is determined by the BSW committee. Assignment of probationary status is contingent upon the student's agreement to follow the specific corrective action plan recommended by the BSW committee. Failure to follow this plan during the probationary period may result in a second academic review, and/or suspension or dismissal from the program. If the student is unable to return to his or her prior field placement, and the BSW committee's decision is to place the student on probation, the field coordinator will assist the student, if possible, in finding a new placement.

## **Suspension**

The student is asked to withdraw from all BSW courses and field placement (if applicable) for a period of time to be determined by the BSW committee. During this time, the student may pursue coursework in other departments at the university or other academic institutions, but may not enroll in any additional coursework in the BSW program. Once the period of suspension has finished, a second academic review meeting will be held with the BSW committee in order to determine whether it is appropriate for the student to return to BSW courses and/or field. Students can be suspended from the program in cases in which there has been a prior probationary period, and the student has not followed the corrective action plan or in cases in which there is a serious violation of academic or professional standards. Suspension of a student without a previous probationary period occurs with approval of the SSW director, the dean of the Eberly College of Arts and Sciences, and the Associate Provost for Undergraduate Academic Affairs.

## **Dismissal**

The student is dismissed from the BSW program and will not be permitted to register for any BSW program courses or field. They can, however, apply and register for other programs within the university. Students can be dismissed from the program in cases in which there has been a previous period of probation or suspension, and the BSW committee decides that the student has not taken appropriate actions to remedy the previous concerns about academics or professional behavior or in cases in which there is a serious violation of academic or professional standards. Suspension of a student without a previous probationary or suspension period occurs with approval of the SSW director, the dean of the Eberly College of Arts and Sciences, and the Associate Provost for Undergraduate Academic Affairs.

## **APPEALS**

Situations in which students may submit an appeal include, but are not limited to:

- Appeals of final course, including the grade of Unforgivable Failure (UF), if determined by a violation other than academic dishonesty
- Appeals of imposition of academic probation
- Appeals of exclusion from class or field
- Appeals of dismissal from the BSW program
- Appeals of dismissal from the University

The College Dean or his/her designee is the final level of appeal for grade penalties, exclusion from class, final course grades, and academic probation from the BSW program. The Office of the Provost is the final level of appeal for dismissal from the program, not including suspension or probation imposed by the university upon the student for failure to maintain minimum academic standards.

## **Appeal of a Final Grade**

### **Level 1 Appeal**

1. The student may begin an appeal by [submitting a written appeal via WVU email](#)

to the [Level 1 appeal reviewer](#) within 10 class days after the grade is posted. The student's appeal must include the documentation and evidence forming the basis of their appeal.

2. The course instructor/coordinator must provide all relevant documentation and criteria for determining the student's final grade to the Level 1 appeal reviewer upon their request.
3. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 1 appeal reviewer communicates the decision in writing via WVU e-mail to the student and the course instructor/coordinator.
5. Depending on the outcome of the appeal, the Level 1 appeal reviewer submits a grade modification.
6. The reviewer retains all documentation related to the appeal for 5 years.
7. If the student accepts the Level 1 appeal decision, the appeal is concluded

### **Level 2 Appeal**

1. If the student does not accept the Level 1 appeal decision, the student may [submit a written appeal via WVU e-mail to the Level 2 appeal reviewer](#) within 10 class days after the decision at Level 1 is sent.
2. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer. Both the student and the course instructor/coordinator may provide additional information if they wish.
3. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 2 appeal reviewer communicates the decision in writing via WVU e-mail to the student, the course instructor/coordinator, and the Level 1 appeal reviewer.
5. Depending on the outcome of the appeal, the Level 1 appeal reviewer submits a grade modification.
6. The reviewer retains all documentation related to the appeal for 5 years.
7. The appeal is concluded.

### **Appeal of a Charge of and/or Penalty Based on Academic Dishonesty**

#### **Level 1 Appeal**

1. The student may begin an appeal by [submitting a written appeal via WVU email to the Level 1 appeal reviewer](#) within 10 class days after the penalty is communicated to the student. The student's appeal must include the documentation and evidence forming the basis of their appeal.
2. The individual or committee that made the charge and/or imposed the penalty must provide all relevant documentation concerning the charge and penalty to the Level 1 appeal reviewer upon their request.
3. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 1

appeal reviewer communicates the decision in writing via WVU e-mail to the student and the individual or committee that made the charge and/or imposed the penalty.

5. If the charge and/or penalty are upheld, the Level 1 appeal reviewer completes and [submits the Academic Dishonesty Form](#).
6. The reviewer retains all documentation related to the appeal for 5 years.
7. If the student accepts the Level 1 appeal decision, the appeal is concluded.

### **Level 2 Appeal**

1. If the student does not accept the Level 1 appeal decision, the student may continue their appeal by [submitting a written appeal via WVU e-mail to the Level 2 appeal reviewer](#) within 10 class days after the decision at Level 1 is sent.
2. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer. Both the student and the individual or committee that made the charge and/or imposed the penalty may provide additional information if they wish.
3. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 2 appeal reviewer communicates the decision in writing via WVU e-mail to the student, the individual or committee that made the charge and/or imposed the penalty, and the Level 1 appeal reviewer.
5. If the charge and/or penalty are upheld, the Level 1 appeal reviewer completes and [submits the Academic Dishonesty Form](#).
6. The reviewer retains all documentation related to the appeal for 5 years.
7. If the student accepts the Level 2 appeal decision, or the penalty does not include program suspension or dismissal, the appeal is concluded.

### **Level 3 Appeal**

1. If the penalty is suspension or dismissal from a program, the student may continue their appeal by [submitting a written appeal via WVU e-mail to the Level 3 appeal reviewer](#) within 10 class days after the decision at Level 2 is sent.
2. The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer on request. Both the student and the individual or committee that made the charge and/or imposed the penalty may provide additional information if they wish.
3. The Level 3 appeal reviewer must appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
  - Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program.
  - The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may

also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, then the meeting will proceed as scheduled.

- The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
- The student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
- Witnesses may be called by any of the parties involved.
- A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

4. The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, and makes a decision about the appeal. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers.

5. Regardless of the outcome of the appeal, the Level 3 appeal reviewer completes and [submits the Academic Dishonesty Form](#).

6. The reviewer retains all documentation related to the appeal for 5 years.

7. The appeal is concluded.

### **Appeal of an Academic Penalty (Other than a Final Grade, and not based on Academic Dishonesty)**

#### **Level 1 Appeal**

1. The student may begin an appeal by [submitting a written appeal via WVU email to the Level 1 appeal reviewer](#) within 10 class days after penalty is communicated to the student. The student's appeal must include the documentation and evidence forming the basis of their appeal.

2. The individual or committee that imposed the penalty must provide all relevant documentation concerning the penalty to the Level 1 appeal reviewer upon their request.

3. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal.

4. Within 10 class days after student has submitted the appeal, the Level 1 appeal reviewer communicates the decision in writing via WVU e-mail to the student and the individual or committee that imposed the penalty.

5. The reviewer retains all documentation related to the appeal for 5 years.

6. If the student accepts the Level 1 appeal decision, the appeal is concluded.

#### **Level 2 Appeal**

1. If the student does not accept the Level 1 appeal decision, the student may

- continue their appeal by [submitting a written appeal via WVU e-mail to the Level 2 appeal reviewer](#) within 10 class days after the decision at Level 1 is sent.
2. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer on request. Both the student and the individual or committee that imposed the penalty may provide additional information if they wish.
  3. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
  4. Within 10 class days after student has submitted the appeal, the Level 2 appeal reviewer communicates the decision in writing via WVU e-mail to the student, the individual or committee that imposed the penalty, and the Level 1 appeal reviewer.
  5. The reviewer retains all documentation related to the appeal for 5 years.
  6. If the student accepts the Level 2 appeal decision, or the penalty is not program dismissal, the appeal is concluded.

### **Level 3 Appeal**

1. If the penalty is dismissal from a program, the student may continue their appeal by [submitting a written appeal via WVU e-mail to the Level 3 appeal reviewer](#) within 10 days after the decision at Level 2 is sent.
2. The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer on request. Both the student and the individual or committee that imposed the penalty may provide additional information if they wish.
3. The Level 3 appeal reviewer may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
4. Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program.
5. The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, then the meeting will proceed as scheduled.
6. The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
7. Witnesses may be called by any of the parties involved.
8. A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.



9. The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers.
10. The reviewer retains all documentation related to the appeal for 5 years.
11. The appeal is concluded.

## **FINANCIAL CONSIDERATIONS**

### **TUITION & FEES**

We understand that the thought of undergraduate school expenses can be stressful. However, we have several ways to help you pay for college and make your education more affordable. In fact, WVU is one of the most affordable universities in the nation for both in-state and out-of-state students. Through scholarships, grants, loans, and work-study opportunities, we can help you make your dreams for the future a possibility within reach. You can determine an estimate of your tuition costs here: <http://tuition.wvu.edu/>

### **RESIDENCY CLASSIFICATION**

Students may request a reexamination of their residency status by completing an [Application for Classification as a Resident Student at WVU](#) with the Office of Admissions. The application will be examined by the Office of Admissions, and the student will be notified of the resulting decision. To be reclassified for a specific semester, the application must be submitted two (2) weeks prior to the deadline for the payment of tuition and fees. All applications received after the deadline will be considered for the next semester. Note: Time off from classes due to academic suspension does not count toward residency.

It is the student's responsibility to submit all supporting evidence to be considered with the student's application. No additional evidence or documentation will be considered after the application has been submitted unless it is requested by the Office of Admissions.

### **Appeals**

If the student wishes to challenge the decision of the Office of Admissions, the student shall be given the opportunity to appear before the institutional committee on residency appeals. If the student cannot appear when the committee convenes a meeting, the student has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

The student may appeal the decision of the institutional committee on residency appeals to the President's Office. The President's Office may request the student to appear at a hearing regarding the appeal. Residency appeals shall end at the



President's Office.

For more information regarding residency, please contact:

[Residency Officer](#)

Office of Admissions

West Virginia University

PO Box 6009

Morgantown, WV 26506-6009

Phone: 304-293-2121

### **FINANCIAL ASSISTANCE**

Financial Aid Office

62 Morrill Way; 2nd Floor Evansdale

Crossing PO Box 6004

Morgantown, WV 26506

Phone: 304-293-1988

Fax: 304-293-4890

<https://financialaid.wvu.edu/>

The WVU Financial Aid Office has information and applications for University financial aid programs including Work Study and Guaranteed Student Loans.

### **Title IV-E Child Welfare Training Project**

Tuition and monthly stipends are available through the School of Social Work and the West Virginia Department of Health and Human Resources.

In order to be considered for an award, a student must:

- Be admitted to BSW or MSW Degree Program (on campus or online) and continue
- to be in good academic standing in the Social Work Program
- Be interviewed by WVU faculty and DHHR representatives
- Agree to complete a field placement at the WV Department of Health and Human Resources.
- Pass a Criminal Investigations Background (CIB) clearance
- Have a valid driver's license eligible to receive a WV Social Work License
- Complete 9 credits in Families and Children, 3 of which are in Child Welfare
- Upon graduation, accepted a position offered by DHHR in any of its state or county offices in the state of WV for an equivalent time as tuition and waiver/stipends were received, or pay back all funds accepted.

### **IV-E Traineeship Application Process:**

Please forward the following to Linda Grandon as shown below:

1. Submit a resume that includes: local and permanent address(es) and phone(s), email, anticipated date of graduation, and names and phone numbers of references.
2. A brief personal statement describing your interest in public child welfare social

services

IV-E Project Staff: Linda Grandon – WVU School of Social Work  
P.O. Box 6830 – 113 Knapp Hall  
Morgantown, WV 26506-6830 304-293-  
3580, ext. 33580  
[Linda.Grandon@mail.wvu.edu](mailto:Linda.Grandon@mail.wvu.edu)

Principal Investigator: **Jacki Englehardt, MSW, ACSW**  
MSW Admissions & Recruitment Coordinator  
Title IV-E Coordinator  
Clinical Instructor  
School of Social Work  
Eberly College of Arts & Sciences  
West Virginia University  
Office: 304-293-3280  
Cell: 304-282-0321

## **Other Financial Considerations and Resources**

### **Outside Employment**

Students are permitted to engage in outside employment during their tenure in the BSW program, and the SSW places no formal limits on the number of hours students may work while in the program. However, it is strongly advised that students discuss their outside employment obligations with their academic advisors to ensure that they are allotting sufficient time to complete their academic coursework and field internship hours.

### **Additional Loans**

Many students use outside loans to fund their undergraduate education. In order to apply for student loans, students must complete a FAFSA prior to March 1.

### **Credit-Based Loan Options (PLUS and Private)**

There are a variety of different credit-based loan options from the federal government and private lenders. However, there are differences between federal and private loans such as the borrower, the lender, interest rates, fees, and terms. We have tools to help you determine what works best for you!

Students and parents can apply for private loans. More information available [View more on private loans](#).

Parent PLUS Loans are options for parents of dependent undergraduates. [View more on Parent Plus Loans](#).

### **Private Loans**

Private loans are non-federal educational loans through private lenders (banks) which allow students to borrow additional funds after federal student loans have been

exhausted.

Each lender has different eligibility requirements, interest rates, fees, and repayment terms. For example, some lenders may require students to be enrolled at least half-time in a degree-granting program, while other lenders may allow students who are nondegree or enrolled less than half-time to borrow.

Some lenders also require that a student make Satisfactory Academic Progress for financial aid eligibility to receive their loans.

**Borrower:** Student or Parent

**Additional Requirements:** Funds cannot be disbursed to the student's account until all requirements are complete. Students applying for any private (non-federal) educational loan must complete a Self-Certification form.

### **FAFSA Info**

The first step in securing any Financial Aid is to complete the FAFSA by March 1st. You can start that process here: <https://fafsa.ed.gov/>

### **Graduation**

When students pre-register for their final semester of coursework, they will complete an online application for graduation. This online form is to be accessed through the student's Degree Works page. Students will click on the link that says "Apply to Graduate." A few months before graduation you will receive additional information about graduation from the Dean's Office via your MIX email.

Students who are August graduates will be invited to come back to attend the University's December convocation or students can choose to walk with the May graduates, but they must advise Dr. Megan Gandy (118 Knapp Hall) of their preference.

### **ACADEMIC STANDARDS**

Students shall be guided by the following standards:

1. Sequencing of social work courses:

- SOWK 300: Social Welfare Policy 1\* is a prerequisite for SOWK 310: Policy 2\*\*
- SOWK 320: Methods 1\* is a prerequisite for SOWK 322: Methods 2\*\*
- SOWK 322: Methods 2 is a prerequisite for SOWK 324: Methods 3
- SOWK 324 (Methods 3) prerequisites: SOWK 300, 310, 320, 322, 324, 330, and 350
- SOWK 360: Research prerequisites: SOWK 300, 310, 320, 322, 324, 330, and 350

2. Advising of students will be based upon the principle that the University Catalog of record shall be the one in effect at the point of acceptance into the major.

3. A student wishing to enroll in 500-level courses must be a senior and have a 3.0 overall GPA. Prior to enrolling in a 500-level course, a student must secure an application and approval from their advisor/ BSW Recruitment and Advising Coordinator. Students will then secure permission

from the course instructor and follow the University policy specified in the WVU Undergraduate Catalog.

4. A normal study load for the social work major is 15 to 18 hours. Students desiring to take more must complete a course overload petition and have the permission of the Director of Undergraduate Studies of ECAS (Undergraduates only).

5. The awarding of credit hours from the social work program for the Board of Regents degree shall be handled by the BSW Program Director in the School of Social Work. The BSW Program Director shall work cooperatively with the School's Director in carrying out this task.

6. Social Work 495: Independent Study (1-6 credit hours) The specific number of credit hours to be carried for the study should be negotiated between faculty and students with attention given to estimate time requirements (generally one credit hour for 3 hours/week involvement with the study).

### **Declaration of a Minor**

A minor is not required for the social work major. However, students may pursue one or more minors if they wish. It is the responsibility of the student and her/his advisor to obtain information about declaring a minor. Please be sure to discuss declaring a minor with your advisor, as the Declaration of Minors must be processed through the ECAS Dean's office.

### **GRIEVANCES POLICY**

Students have the right to submit a formal grievance regarding courses, instructors, staff, or another aspect of the BSW program at any time. The steps for filing a formal grievance are as follows:

Level 1- If the grievance involves an individual faculty/staff member, if at all possible, The student should attempt to resolve this issue directly with the faculty/staff member involved.

Level 2- If the issue is not resolved, the student is unable to raise the issue directly with the faculty/staff member involved, or if the issue is related to another aspect of the program, the student should send a written notice detailing the grievance to the BSW program director. The BSW program director will contact the student, review the information, and determine what corrective action is necessary.

Level 3- If the problem persists, and the student is dissatisfied with the results of the current plan, he/she can file a written grievance with the director of the school of social work, who will review the information and determine a corrective action plan.

Level 4- If the problem persists after consulting with the director of the school of social work, or the student is dissatisfied with the corrective action plan, he/she can file a grievance with the Dean of the Eberly College of Arts and Sciences, who will determine the need for further action.

## **HIPAA**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in part to protect the security and privacy of individually identifiable health information. Federal law requires every person who will be in contact with a patient's protected health information to have training in the HIPAA Privacy Standard. Because students are covered by West Virginia University's malpractice insurance while they are in their field experience, the School of Social Work and WVU requires that students complete WVU's online HIPAA training annually and renew their certification every twelve months. The training is conducted by an on-line tutorial with quiz, which must be passed with a minimum of 80%. Students must complete their certification prior to entering field and may take the quiz as many times, as necessary until they pass with the minimum percentage, but may not begin or continue logging placement hours until successfully passing HIPAA. Students may also be required to take the HIPAA training at their field placement sites.

## **FERPA**

### **Notice to Students Regarding FERPA**

Students at West Virginia University and its divisional campuses ("WVU" or "University") benefit from the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A more detailed explanation of rights afforded to students by FERPA can be found at <https://ferpa.wvu.edu/explanation-of-rights> .

### **Designation of Directory Information**

WVU designates the following categories of student information as public or "Directory Information." This information may be disclosed by West Virginia University for any purpose, at its discretion:

- Name of Student
- Official Address
- Telephone Number
- Place of Birth
- Age of Student
- Names and Addresses of Parents
- Major and Minor Fields of Study
- Class Status (i.e., freshman)
- Enrollment Status (i.e., full time or part time)
- Dates of Attendance
- Previous Educational Institution(s) Attended
- Degree(s) and Date(s) Conferred, including anticipated graduation dates
- Awards
- Honors
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams

- Duties and Responsibilities, including Dates of Service, of Graduate Assistants, Student Workers, Interns, or Student Volunteers

### **Designation of Limited Use Directory Information**

WVU designates the following categories of student information as “Limited Use Directory Information:”

- University issued student electronic mail addresses (“Email Addresses”)
- Photographs, videos or other media containing a student’s image or likeness (collectively “Student Images”)

Accordingly, this information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit of the University, including the online directory available at: <http://directory.wvu.edu>; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

### **Withholding Directory Information**

The Parent/Guest Portal is now the exclusive method by which a University student may grant a third-party access to his or her records. Now, information that is protected from disclosure pursuant to the Family Educational Rights and Privacy Act (FERPA), such as grades, financial aid details, and student account/billing information is maintained in a secure online environment. A student may grant permission to a parent or guest to access this information and make payments through this portal. Due to the protection of students’ rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time.

For FERPA updates and more information on West Virginia University’s FERPA policy, please visit: <http://ferpa.wvu.edu> or contact Legal Affairs at 304.293.5841.

For more information on the Parent/Guest Portal, please visit <http://parentguest.portal.wvu.edu/>.

### **Explanation of Rights under FERPA**

The Family Educational Rights and Privacy Act (“FERPA”) affords eligible students certain rights with respect to their education records. For purposes of complying with FERPA at West Virginia University (the “University”), an eligible student is any person, regardless of age, who attends or has attended classes at the University or any of its divisional campuses.

**I. Rights Afforded by FERPA.** Each student has the following rights:

- a. The right to privacy requiring written consent before the University discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits the disclosure of PII from a student’s education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. See the list below of the disclosures that the University may make without consent.

b. The right to inspect and review the student's education records, including the record of disclosures, within forty-five (45) days after the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

c. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask for an amendment of a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the official decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

d. The right to be informed about what the University deems "Directory Information," which shall be defined in the notices sent to students at least annually, as required under the Act, and is posted online at <http://ferpa.wvu.edu/>.

e. The right to withhold Directory Information. Provided, however, a request for nondisclosure of Directory Information will not independently revoke or impact the disclosures permitted by FERPA that are identified below in Section II(a) to (m). Requests will be processed as soon as is practicable upon receipt. A request for nondisclosure will be honored by West Virginia University until it is revoked in writing by the student.

Students attending courses on the Main Campus may request nondisclosure of Directory Information by submitting the Official Form to the Office of the University Registrar, West Virginia University, Morgantown, WV 26506. Students attending courses at Potomac State College may submit the Official Form to Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726. Students attending courses at WVU Institute of Technology may submit the Official Form to WVU Tech Office of Admissions and Records, 405 Fayette Pike, Montgomery, WV 25136. Online students print and mail the hard copy form to the registrar's office in Morgantown.

f. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the West Virginia University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington, DC 20202

**II. Disclosures Permitted by FERPA.** The University may disclose PII to individuals who are expressly identified by a student through certain administrative processes designated by the University, including, without limitation, the Parent/Guest Portal found online at <http://parent-guest.portal.wvu.edu/>, and from education records without a student's prior written consent in the following instances:

A. To University officials with legitimate educational interests; provided, however, that the disclosure shall be limited by the legitimate need to know. § 99.31(a)(1).

i. A University official is a person employed by the University in an administrative, legal, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a person serving on the board of governors; or a student serving on an official committee, such as the Committee on Student Rights and Responsibilities. A University official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks.

ii. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Legitimate educational interests would include, but are not limited to, teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, academic assistance activities, and other activities that are generally supportive of overall goals of the institution and contribute generally to the well-being of the entire student body.

B. Upon request, to officials of another school in which a student seeks or intends to enroll. § 99.31(a)(2).

i. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §§ 99.31(a)(3), 99.35.



- ii. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. § 99.31(a)(4).
- iii. To organizations conducting studies for, or on behalf of, the school, in order to: a) develop, validate, or administer predictive tests; b) administer student aid programs; or c) improve instruction. § 99.31(a)(6).
- iv. To accrediting organizations to carry out their accrediting functions. § 99.31(a)(7).
- v. To comply with a judicial order or lawfully issued subpoena. § 99.31(a)(9).
- vi. To appropriate officials in connection with a health or safety emergency, subject to seeks or intends to enroll. § 99.31(a)(2).
- i. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §§ 99.31(a)(3), 99.35.
- ii. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. § 99.31(a)(4).
- iii. To organizations conducting studies for, or on behalf of, the school, in order to: a) develop, validate, or administer predictive tests; b) administer student aid programs; or c) improve instruction. § 99.31(a)(6).
- iv. To accrediting organizations to carry out their accrediting functions. § 99.31(a)(7).
- v. To comply with a judicial order or lawfully issued subpoena. § 99.31(a)(9).
- vi. To appropriate officials in connection with a health or safety emergency, subject to §99.36. §99.31(a)(10).
- vii. Information the school has designated as “directory information” under §99.37. § 99.31(a)(11).

viii. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. § 99.31(a)(13).

ix. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. 99.31(a)(14).

x. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. § 99.31(a)(15).

See the following link for granting permission to family members to view your academic records: <http://parent-guest.portal.wvu.edu/detailed-instructions>

## **POLICY REGARDING ELECTRONICS AND TECHNOLOGY**

As the field of technology continues to grow and innovate, social workers are increasingly faced with challenges regarding the ethical use of social media and specific technologies. While the School of Social Work recognizes that, increasingly, students and practitioners utilize various aspects of technology in their schoolwork, social work practice, and daily lives, it is crucial that all students adhere to the ethical principles outlined in the NASW Code of Ethics. As such, the SSW has developed the following guidelines regarding the use of technology in the classroom and in field:

- Students should avoid utilizing technologies (such as email, social media and networking, and text messaging) to communicate with clients for personal or non-work related matters.
- Students should avoid utilizing technologies (computers, cellphones, Smartphones, tablets, or other technological devices) for non-class related activities, as this is disruptive to other students as well as instructors.
- Students should be aware that posting personal information on social networking or social media sites can create dual relationships with clients and/or confuse boundaries.
- Students should avoid connecting with clients on social media or social networking sites.
- Students should avoid posting client information on social media and/or social networking sites.
- Students should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, or other forms of technology. Electronic communication with groups based on race, ethnicity, language, sexual orientation or other personal

affiliations may impact the student's ability to work effectively with specific groups.

- All students should obtain informed consent from clients before utilizing technology-based interventions in practice with them and should be adequately trained in the use of these technologies before utilizing them with clients.
- Audio and video recording of classroom discussions are not permitted unless specified as an accommodation for a documented disability through Accessibility Services.
- Individual instructors may limit (at their discretion) the use of specific types of electronic devices in the classroom, including (but not limited to) cellphones/smartphones, laptops, mp3 and other digital audio and video players, and analog/digital audio and video recording devices.

All students are asked to review these policies and sign an agreement form during orientation that states they will to adhere to these policies while in the MSW program. Violation of any of these policies is grounds for disciplinary action, including probation, suspension, and/or dismissal from the MSW program.

## **INCLEMENT WEATHER**

In case of inclement weather, on campus students will be notified via the MIX system e-mail if class is canceled. You may also check the School website at <https://emergency.wvu.edu/>. Please check your MIX system e-mail first.

In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the instructor as soon as possible. Similarly, if the instructor is unable to reach the class location, the instructor will notify the class of cancellation or changes as soon as possible (at least two hours before class starts), using email notification, to prevent students from embarking on unnecessary travel. If you cannot get to class because of weather conditions, the instructor will make allowances relative to the required attendance policy, as well any scheduled tests, quizzes, or other assessments.

## **AFFIRMATIVE ACTION**

West Virginia University (WVU) reaffirms its commitment to the full realization of Affirmative Action and Equal Employment Opportunity in its employment practices. It is the policy of WVU to:

- Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable administrative, classified, faculty, unclassified, and student job titles without regard to age, ethnicity, disability status, national origin, race, religion, sex, sexual orientation or veteran status unless otherwise prohibited by applicable law;
- Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
- Ensure that promotion, reappointment and tenure decisions are in accordance

with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities;

□ Ensure that all personnel action including compensation, benefits, lay off, return from lay off, training, education/tuition assistance, social and recreational programs will be administered without regard to age, ethnicity, disability status, national origin, race, religion, sex, sexual orientation or veteran status unless otherwise prohibited by applicable law.

## **NON-DISCRIMINATION**

West Virginia University is committed to social justice. WVU does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin. The instructor of this course concurs with West Virginia University's commitment and expects to maintain a positive learning environment based upon open communication and mutual respect. Any suggestions as to how to further such an environment will be appreciated and given serious consideration.

WVU recognizes the diversity of its students, many of whom must be absent from class to participate in days of special concern. Students must notify their instructors by the end of the third class meeting regarding religious observances that will affect their attendance. Further, students must abide by the attendance policy of their instructors as stated in their syllabi. Faculty will make reasonable accommodation for tests or field trips that a student misses as a result of religious observance.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in a particular class, please contact the appropriate instructor and make appropriate arrangements with Accessibility Services. Call (304-293-6700) or visit [accessibilityservices.wvu.edu](http://accessibilityservices.wvu.edu) to learn more.

## **SEXUAL HARASSMENT**

West Virginia University (WVU) does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or relationship violence [BOG Policy 44]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Carruth Center, 304-293-9355 or 304-293-4431 (24-hour hotline), and locally within the Morgantown community at the Rape and Domestic Violence Information Center (RDVIC), 304-292-5100 or 304-292-4431 (24-hour hotline). You can also call the National hotline: 1-800-656-4673.

Click here to see to the Policy Regarding Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation:

<https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>

Click here to see the Guidelines and Procedures Regarding Complaints of Discrimination, Harassment, Sexual and Domestic Misconduct, and Stalking Against Non-Students at WVU: <https://titleix.wvu.edu/files/d/30f499c1-3460-4ca3-9350-1edc94bd2817/complaint-and-investigation-process.pdf>

## **ACCOMMODATIONS/DISABILITY SERVICES**

If accommodations are necessary for a particular class, it is the student's responsibility to contact the Office of Accessibility Services (304-293-6700) or <https://accessibilityservices.wvu.edu/> to register and make appropriate arrangements. The Office of Accessibility Services will then contact appropriate instructors and inform them of the agreed-upon accommodations. It is the instructor's responsibility to provide students with all necessary accommodations as outlined by the Office of Accessibility Services. In the absence of such documentation, instructors are not responsible for providing accommodations.

## **STUDENT RESOURCES**

### **ACADEMIC**

#### **Library**

WVU has several libraries. The Charles Wise Library on the Downtown campus is the main library. The downtown library houses social work materials. The library contains books, journals, and abstracts related to social work. The library's home page offers access to database and reference searches.

For more information about WVU's Libraries go <http://www.libraries.wvu.edu/libraries/>

#### **Student Lounge**

The student lounge is located on the first floor of Knapp Hall. The student lounge provides opportunities for social exchange with fellow students. It is a place where you can relax, eat lunch, make photocopies, and find pamphlets, books and/or other information that may be of interest to you. You will also find special notices and bulletins in the Lounge. There is also a bulletin board with news from the Undergraduate Social Work Organization, educational and employment opportunities and special seminar information. Make it a habit to stop by and read the notices.

#### **Computer Lab**

There is a computer lab available to all Social Work students. It is located in room B5 of Knapp Hall. The key for this room is available in Room 105 of Knapp Hall. You will be asked to sign for the key and promptly return it. At times, classes are held in the computer lab, so please check availability before entering the lab.

#### **Plagiarism Tutorial**

WVU offers an online tutorial to help students avoid engaging in plagiarism. The Plagiarism Tutorial can be accessed through the following link:

<https://lib.wvu.edu/instruction/plagiarism/>

### **IT Service Desk**

The Service Desk is a support team within IT Services. We serve WVU students, faculty and staff at all WVU campuses. Staff members are available to answer calls during normal WVU office hours and during extended hours in the evenings and on weekends.

304-293-4444 (Save this number – It may become a number on your speed dial!)  
<https://it.wvu.edu/>

The IT Service Desk provides these services:

- We answer questions about common desktop products and services we support.
- We obtain answers to questions about University systems from other departments, such as MAP, STAR and football ticketing.
- We help solve problems with computers and related items.
- We provide desk side support for administrative network users.
- We log call and create trouble tickets for:
  - Microcomputer Repairs
  - Telecommunications and Networking problems
  - CTEC classroom problems
  - Software licensing questions
  - ITRC and WebCT Vista Support
  - Purchase advice from the Technology Support Center
- We enter IT workshop registrations and cancellations; we maintain the workshop database and its forms/reports and monitor its performance.
- We provide trouble call information to departments, such as nature of calls, call frequency, and other data of use in determining training needs.
- We provide and operate knowledgebase software that the entire University community can use to resolve problems.

### **Undergraduate Social Work Organization (USWO)**

The USWO provides on campus with opportunities to participate in the governance of the School of Social Work and acquire skills that are useful in professional practice. The USWO is the vehicle by which students are appointed to various Social Work Committees as well as represent the student's interests to the School of Social Work and its faculty at monthly Faculty and BSW Committee Meetings.

Please check the School of Social Work webpage for the list of officers as well as announcements regarding meeting times and dates

### **Phi Alpha**

Phi Alpha is an international social work honor society that aims to provide a closer bond among students of social work, promote humanitarian goals and ideal and foster high standards of education for social workers. Those who are invited into membership are students who have attained excellence in scholarship and achievement in social work. To be eligible to apply for the Phi Alpha International

Social Work Honor Society (Mu Iota Chapter), students must be in the top third of their social work cohort.

Students who are accepted to Phi Alpha receive a Certificate of Lifetime Membership and a medallion to wear at graduation. Other benefits of Phi Alpha membership include recognition for exceptional academic achievement and the opportunity to network with Phi Alpha members nationwide. Instructions about applying for Phi Alpha are typically sent through the student listserv in the fall semester. Rebekah Dunaway is the Phi Alpha advisor for the BSW Program.

## **HEALTHCARE**

### **Medical**

Basic healthcare is provided by WELLWVU Student Health Services for all WVU students

located at the Morgantown campus. The qualified, experienced physicians and other healthcare practitioners at WELLWVU Student Health Services diagnose and treat medical conditions of all University Students. Follow this link for more information: <http://wvumedicine.org/ruby-memorial-hospital/services/wvu-specialtyclinics/student-health/>

To make an appointment at WELLWVU Student Health, call 304-598-4000 for hospital information and 855-WVU-CARE for outpatient appointments. Walk-ins are welcome and will be seen on a first-come, first-served basis.

Making an appointment will decrease your waiting time and will allow you to see the health care provider of your choice.

Please bring your Mountaineer Student ID Card, insurance card, and a \$15.00 service fee with you for every visit. Payment can be made by check, cash, billed to your Mounty Bounty account or charged to your credit card or debit card.

Hours of Operation:

Monday – Friday from 7:45 am to 8:00 pm

Saturday from 9:45 am to 4:00 pm

Sunday CLOSED

### **Counseling**

Counseling and psychiatry services are available through the Carruth Center for Psychological and Psychiatric Services (CCPPS). Whether you are an undergraduate, graduate, or professional student, full-time or part-time, they are there to help you complete your education. Any student enrolled at the university who can provide proof of eligibility and has paid the appropriate student fees is eligible for services.

The Carruth Center provides a variety of psychological, psychiatric, and counseling services for a wide range of student concerns.



**Individual Counseling:** Students have the opportunity to sit down with a counselor one-on-one to discuss their concerns in a private and confidential setting. The short-term individual counseling sessions last about forty-five to fifty minutes and may be held once a week, once every other week, or less frequently. Many students find that their concerns are resolved in three to four sessions.

**Couples Counseling:** Couples counseling is offered only on a very limited basis at CCPPS. Both partners must be an enrolled WVU student to qualify for services. Students interested in the service should contact the Carruth Center at 304-293-4431 and ask to speak to the case manager or clinical director.

**Group Counseling:** Group counseling offers students the opportunity to meet with other students experiencing similar concerns. All group counseling sessions are intended to facilitate a supportive and confidential therapeutic environment. A clinician helps guide and direct the students during the group session. Group counseling sessions are held weekly and often last for a few weeks for an hour to an hour and a half per session. More information can be found on our group counseling page.

**Drug and Alcohol Counseling:** The Student Assistance Program offers a number of different counseling options for students seeking drug or alcohol counseling. Students may participate in individual counseling, group counseling, and educational activities. The Student Assistance Program also provides information concerning community resources, such as Alcoholics Anonymous and Narcotics Anonymous. More information can be found on the Student Assistance Program Page.

**Drop-In Hours:** Drop-in counseling is available for students Monday through Friday from 8:15 AM-5:00 PM. The hours of 3:00 PM to 5:00 PM are reserved for students experiencing emergencies or are in crisis. Students arriving after 3:00 PM not in crisis may experience a longer wait and be asked to schedule an appointment for the following day.

Drop-in hours are appropriate for students in crisis or feeling as though they need immediate help, as well as for students feeling their concern may be resolved in only one session. If you're unsure of what you may need, please use the drop-in hours or give us a call at (304) 293-4431.

If your concerns are not urgent and/or you wish to set up regular services, scheduling an appointment will set aside a time for you and reduce your wait time.

### **Insurance**

West Virginia University's first priority is its students. We want them to be healthy, happy, and successful in and out of the classroom. In order to ensure that our students have access to the quality healthcare they need, when they need it, and as a measure to protect them from high, unexpected healthcare costs, all domestic



students at West Virginia University and WVU Tech, enrolled in 6 or more credit hours and international students enrolled in 1 or more credit hours are required to carry health insurance coverage. This decision was made with great care by our Student Health Advisory Committee. Eligible students who do not have an approved waiver on file for the academic year are automatically enrolled in the WVU-sponsored Aetna student health insurance plan. Students with private health insurance may request a waiver of this requirement, provided that they meet the criteria provided below. Student health insurance is included for graduate students who receive graduate assistantships and internal fellowships and do not already have private insurance.

### **Waiver Criteria**

In order to opt out of the WVU Aetna student health insurance plan, your current plan must meet the following criteria:

#### **Domestic Student Waiver Criteria:**

- Provides inpatient and out-patient coverage in West Virginia;
- Provides pharmacy coverage;
- Is not a Medicaid plan provided by any state other than West Virginia?

Note: Catastrophic plans and Medicaid plans that do not provide coverage in the state of West Virginia will not satisfy these criteria.

#### **International Student Waiver Criteria**

In order to opt out of the WVU Aetna student health insurance plan, your current plan must meet the following criteria:

- Provides coverage in West Virginia;
- Is expected to be in force for the entire academic year;
- Provides inpatient and out-patient coverage in your campus area;
- Provides pharmacy coverage;
- Annual individual out-of-pocket maximum is not greater than \$6,850;
- Provides at least \$1,000,000 per accident or illness in coverage payable in U.S. Dollars;
- Provides coverage for pre-existing conditions if the member has prior creditable coverage and does not rider or exclude coverage for pre-existing conditions.
- Provides mental health coverage;
- Provides at least \$25,000 coverage for Repatriation & at least \$50,000 coverage for Medical Evacuation (repatriation provides transportation to your home country in the event of death; medical evacuation is emergency transportation to the nearest, most qualified treatment facility)
- Has a U.S.-based claims address.
- Is not a Medicaid plan provided by any state other than West Virginia?

Note: Catastrophic plans, travel policies, policies without a US-based claims office and Medicaid plans that do not provide coverage in the state of West Virginia will not

satisfy these criteria.

### **Other Required Information**

To complete the waiver form, students will need to provide information about their current health insurance policy, including:

- Insurance company name  
(ex. Blue Cross Blue Shield, Aetna, Cigna, PEIA, etc.)
- Policy number
- Insurance company phone number and claims address
- Policyholder name and date of birth
- Policyholder ID

Please remember to bring a physical copy of your insurance card with you when seeking services at WVU Student Health or any other healthcare provider. Healthcare providers will require your insurance information prior to receiving treatment. The WVU Student Insurance Office does not share your health insurance information with any healthcare providers, including WVU Student Health.

The Student Insurance Office is located at  
One Waterfront Place  
2nd Floor, Division of Human  
Resources PO Box 6640  
Morgantown, WV 26506  
Phone:304-293-6815  
Fax:304-293-7532  
email: [sio@mail.wvu.edu](mailto:sio@mail.wvu.edu)

## **CAMPUS LIFE**

### **Transportation**

Personal Rapid Transit System (PRT)

The PRT provides transportation between campuses. There are PRT stations downtown on Walnut Street and Beechurst Avenue. The Engineering and Towers stations serve the Evansdale campus. And the Health Sciences Station links students to the Health Science campus.

For more information on WVU's PRT including schedules and/or service outages, go to <https://transportation.wvu.edu/prt>

It is always a good idea to check this website before using the PRT to be sure there are no cancellations or delays.

### **Busses**

An essential part of mobility on the Morgantown Campus is the services provided by Transportation Services. Operating on-campus shuttles from the Coliseum to the PRT,

transporting students to field trips around town or cross country, and moving the mobility impaired around campus are just a few of the services offered.

Besides bus service, the Transportation Services Unit provides fleet maintenance for University vehicles and provides rental vehicles on an as-needed basis to University departments.

### **Coliseum/Engineering PRT Shuttle**

Free Parking is available at the Coliseum – the shuttle takes you to the Engineering PRT Station allowing you to travel to any of the other PRT stations. Many of our students park at the Coliseum and take the shuttle to the PRT and travel to the Beechurst Station which is only a block from Knapp Hall.

Campus Bus service is offered only during regular school sessions and is not available during holidays, break periods unless otherwise announced.

The Mountain Line is Morgantown's bus system. Mountain Line is FREE for faculty, students and staff with your valid WVU-ID. Otherwise, the cost is \$0.75 - \$1.00 to ride. For a complete bus schedule, including routes, call 304-291-7433 or visit their website at <http://www.busrider.org/MapsSchedules.aspx>

For more information on both WVU and Mountain Line buses, go to <https://transportation.wvu.edu/>

### **Parking**

Parking at WVU-Morgantown is very limited. A valid parking permit displaying the appropriate parking area number is required from 7:00 am to 6:00 pm, Monday- Friday. If you park in a designated “decal parking lot” without a decal, you will be issued a \$20.00 fine.

The only free parking on campus is in the Coliseum parking lot. You may park there and ride the PRT to get to downtown classes or use the University's shuttle bus to get to the Evansdale PRT station.

A portion of the Mountainlair parking garage offers parking by the hour. These spaces are limited, and the cost is \$1.25 an hour. The garage is located at North High and Prospect Streets. The city of Morgantown offers both long-term parking garages on Spruce Street and Beechurst Avenue and short-term parking at meters.

For more information on parking, go to <http://transportation.wvu.edu/home>

### **Bookstore**

There are WVU Bookstores (Barnes and Noble) located next to the Mountainlair, on the first floor of Evansdale Crossings on the Evansdale campus, and at the Health Sciences Center. Both the Evansdale Crossings and Mountainlair bookstores carry social work textbooks. For more information, go to <http://wvu.bncollege.com>

## **Housing**

Campus living improves your academic engagement and provides a safe living environment, as well as the full Mountaineer experience. Whether you're a first-time freshman or a graduate student, WVU has housing options for you!

Residence Halls: Residence Halls, commonly known as dorms, are available to all WVU students at a variety of on-campus locations. Click to learn more:

<https://housing.wvu.edu/housing-options/residence-halls>

Living-Learning Communities: These on-campus student communities are formed around a theme or specific field of study. Click to learn more:

<https://housing.wvu.edu/housing-options/living-and-learning-communities>

University Apartments: University Apartments are a great option for sophomores, juniors, and seniors, as well as graduate students. Click to learn more:

<https://universityapartments.wvu.edu/>

## **HELPFUL LINKS**

School of Social Work Main Webpage

<http://socialwork.wvu.edu>

(304) 293-3501

APA References:

APA Manual

[Publication Manual of the American Psychological Association, Seventh Edition \(2020\) \(apa.org\)](https://www.apa.org/pubs/authors)

Purdue Owl

<https://owl.english.purdue.edu/owl/resource/560/01/>

Center for Black Culture

<https://cbc.wvu.edu/>

(304) 293-7029

Graduate Education Office

<https://graduate.wvu.edu/>

(304) 293-7173

International Students and Scholars Services (ISSS)

<https://iss.wvu.edu/>

(304) 293-3519

Office of Diversity, Equity, and Inclusions

<https://diversity.wvu.edu/>

(304) 293-5600

SpeakWrite

<https://speakwrite.wvu.edu/>  
[SpeakWrite@mail.wvu.edu](mailto:SpeakWrite@mail.wvu.edu)

Student Family Resources

<https://childcare.wvu.edu/>  
304-293-5370

Veterans Programs

<https://wvuveterans.wvu.edu/>  
304-293-8825

## **LICENSING INFO**

It is recommended that the WVU Undergraduate Catalog and each course syllabus you are given throughout your tenure as an BSW student be retained. Ideally, they should be placed in a permanent file for future reference. It is also recommended that an additional copy of each syllabus be kept in a separate file in the event that the original is lost. Our experience in attempting to furnish graduates of the BSW program with syllabi for courses taken in the past indicates a definite need for retention of these items. This is extremely important if you plan to take additional courses from other universities in the future. The majority of schools require that you furnish copies of course syllabi when attempting to obtain transfer credit. Therefore, it would be to your advantage to have these copies available. It is very difficult to obtain copies of syllabi after you leave WVU. Additionally, it is important to keep syllabi for the purposes of licensure in other states.

Below is some information about the process and preparation for taking the social work licensing exam in WV. For those of you considering licensing in other states, please contact the Board of Social Work Examiners in that state for information on their process.

A list of the state boards of social work can be found at

<https://www.aswb.org/licensees/>

### **West Virginia Licensing Exam:**

The WV Board of Social Work is the entity that administers the licensing exam in WV.

There is a lot of information on their website. See:

<http://www.wvsocialworkboard.org/Home.aspx>

The WV Board of Social Work must pre-approve you before you can register to take the exam from the Association of Social Work Boards (ASWB). This is accomplished by applying for a Temporary License Permit. Information can be found at

<http://www.wvsocialworkboard.org/Licensure/LicenseTypes/TemporaryPermit.aspx>

The cost for a Temporary License Permit is \$75. If you are in your last semester of school and you need confirmation from WVU School of Social Work that you are in good standing, direct your request as follows:

BSW students: If you are applying for a WV license, a list of students in good standing, who will be graduating in the upcoming semester, will be sent to the WV Board of Social Work – no further action is needed. (Note: if you are applying for a license in another state, contact the licensing board in your state and send the requirement details to the BSW Director)

You can take the license exam in your last semester of school before you graduate. However, you cannot receive a regular license (LSW) until after you graduate and an official transcript has been sent to the WV Board of Social Work.

- BSW grads: If you will be taking the LGSW (Licensed Social Worker) License Exam the known cost is going to be \$230. A Candidate Handbook about the exam can be found at <https://www.aswb.org/exam-candidates/> (just click on " Candidate Handbook on the left-hand side and download the PDF. There are also a number of other helpful links, FAQs, etc. there).

## **APPENDIX A**

### **NASW CODE OF ETHICS AGREEMENT FORM**

The faculty of the School of Social Work requires your adherence to the NASW Code of Ethics throughout your time in the BSW program. You were asked to read the NASW Code of Ethics prior to your arrival at orientation.

By signing below, I confirm that I have read, understand and agree to abide by the NASW Code of Ethics while a student at WVU School of Social Work.

Failure to comply with the NASW Code of Ethics may result in my dismissal from the BSW program.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### Appendix B- College Level Writing Skills RUBRIC

<b>CRITERIA /</b>	<b>+10 points Exceeds Expectations</b>	<b>+7 points Meets Expectations</b>	<b>+5 points Needs Improvement</b>	<b>No points Inadequate</b>
<b>Structure</b> <ul style="list-style-type: none"> <li>• Organization</li> <li>• Flow of thought</li> <li>• Transitions</li> <li>• Format</li> </ul>	<ul style="list-style-type: none"> <li>• Paper is logically organized</li> <li>• Easily followed</li> <li>• Effective, smooth, and logical</li> </ul>	<ul style="list-style-type: none"> <li>• Paper has a clear organizational structure with some digressions, ambiguities or</li> </ul>	<ul style="list-style-type: none"> <li>• There is some level of organization though digressions, ambiguities, irrelevances are too many</li> </ul>	<ul style="list-style-type: none"> <li>• There is no apparent organization to the paper.</li> <li>• Difficult to follow</li> <li>• No or poor transitions</li> <li>• No format</li> </ul>
<b>Grammar/mechanics</b> <ul style="list-style-type: none"> <li>• sentence structure</li> <li>• punctuation/m</li> </ul>	<ul style="list-style-type: none"> <li>• Manipulates complex sentences for effect/impact</li> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• Uses complex sentences</li> <li>• Few punctuation or</li> </ul>	<ul style="list-style-type: none"> <li>• Uses compound sentences</li> <li>• Too many punctuation and/or</li> </ul>	<ul style="list-style-type: none"> <li>• Uses simple sentences</li> </ul>
<b>Language</b> <ul style="list-style-type: none"> <li>• Vocabulary; use of vocabulary</li> <li>• Tone</li> </ul>	<ul style="list-style-type: none"> <li>• Vocabulary is sophisticated and correct as are sentences which vary in structure and length</li> <li>• Uses and manipulates subject specific vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Vocabulary is varied, specific and appropriate</li> <li>• Frequently uses subject specific vocabulary correctly</li> <li>• Writer's tone emerges and is generally</li> </ul>	<ul style="list-style-type: none"> <li>• Vocabulary is used properly though sentences may be simple</li> <li>• Infrequently uses subject specific vocabulary correctly</li> <li>• Writer's tone exhibits some level of audience</li> </ul>	<ul style="list-style-type: none"> <li>• Vocabulary is unsophisticated, not used properly in very simple sentences.</li> <li>• Uses subject specific vocabulary too sparingly</li> </ul>
<b>Content/information</b> <ul style="list-style-type: none"> <li>• Clarity of purpose</li> <li>• Critical and original thought</li> <li>• Use of examples</li> </ul>	<ul style="list-style-type: none"> <li>• Central idea is well developed and clarity of purpose is exhibited throughout the paper</li> <li>• Abundance of evidence of critical, careful thought and</li> </ul>	<ul style="list-style-type: none"> <li>• Central idea and clarity of purpose are generally evident throughout the essay</li> <li>• Evidence of critical, careful thought and</li> </ul>	<ul style="list-style-type: none"> <li>• The central idea is expressed though it may be vague or too broad; Some sense of purpose is maintained throughout the essay</li> <li>• Some evidence of critical, careful thought and</li> </ul>	<ul style="list-style-type: none"> <li>• Central idea and clarity of purpose are absent or incompletely expressed and maintained</li> <li>• Little or no evidence of critical, careful thought or analysis and/or</li> </ul>



**APPENDIX C**

<b>BACHELOR OF SOCIAL WORK</b>			
<b>First Year</b>			
<b>Fall</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
<b>SOWK 191</b>	<b>1</b>	<b>ENGL 102 (F1)</b>	<b>3</b>
<b>ENGL 101 (F1)</b>	<b>3</b>	<b>F 2A or 2B</b>	<b>3</b>
<b>Any MATH Class (F3)</b>	<b>3</b>	<b>General Elective</b>	<b>3</b>
<b>F6</b>	<b>3</b>	<b>SOWK 147 (F7)</b>	<b>3</b>
<b>SOWK 151 (F5)</b>	<b>3</b>	<b>PSYC 101 (F8)</b>	<b>3</b>
<b>SOCA 101 (F4)</b>	<b>3</b>		
	<b>16</b>		<b>15</b>
<b>Second Year</b>			
<b>Fall</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
<b>F 2A or Minor Course (F8)</b>	<b>3</b>	<b>SOCA 221</b>	<b>3</b>
<b>POLS 220</b>	<b>3</b>	<b>PSYC 200-level Elective</b>	<b>3</b>
<b>SOCA 200-level Elective</b>	<b>3</b>	<b>200-level Soc. Sci. Elective</b>	<b>3</b>
<b>Minority Content Course</b>	<b>3</b>	<b>Minor Course</b>	<b>3</b>
<b>Minor Course (F8)</b>	<b>3</b>	<b>Minor Course</b>	<b>3</b>
	<b>15</b>		<b>15</b>
<b>Third Year</b>			
<b>Fall</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
<b>SOWK 300</b>	<b>3</b>	<b>SOWK 310</b>	<b>3</b>
<b>SOWK 320</b>	<b>3</b>	<b>SOWK 322</b>	<b>3</b>
<b>SOWK 330</b>	<b>3</b>	<b>SOWK 360</b>	<b>3</b>
<b>Minor Course/Gen. Elective</b>	<b>3</b>	<b>SOWK Elective 1</b>	<b>3</b>
<b>Minor Course/Gen. Elective</b>	<b>3</b>	<b>Minor Course/Gen. Elective</b>	<b>3</b>
	<b>15</b>		<b>15</b>
<b>Fourth Year</b>			
<b>Fall</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
<b>SOWK 345</b>	<b>3</b>	<b>SOWK 481 (Capstone)</b>	<b>3</b>
<b>SOWK 324</b>	<b>3</b>	<b>SOWK 491 (Field Placement)</b>	<b>6</b>
<b>SOWK Elective 2</b>	<b>3</b>	<b>Minor/General Elective</b>	<b>3</b>
<b>SOWK 491 (Field Placement)</b>	<b>6</b>	<b>Minor/General Elective</b>	<b>3</b>
	<b>15</b>		<b>15</b>
<b>Total credit hours: 121</b>			