

University of North Texas at Dallas



BSW Program

Student Handbook

Table of Contents

Student Handbook	1
Letter from the Department Chair and BSW Program Director	4
SECTION 1: INTRODUCTION	6
<i>The Department of Social Work</i>	<i>6</i>
<i>Bachelor of Social Work Mission</i>	<i>7</i>
<i>Bachelor of Social Work Goals</i>	<i>8</i>
<i>BSW Core Competencies and Practice Behaviors</i>	<i>9</i>
<i>Diversity in the BSW Program</i>	<i>11</i>
SECTION 2: BSW Program Information	11
<i>Admission Policies and Overview</i>	<i>11</i>
<i>Admissions Procedures</i>	<i>12</i>
<i>Degree Plan</i>	<i>13</i>
<i>Sequencing of the BSW Curriculum</i>	<i>14</i>
<i>BSW Field Practicum</i>	<i>16</i>
<i>Field Practicum Safety</i>	<i>17</i>
<i>Life Experience</i>	<i>17</i>
SECTION 3: STUDENT ACADEMIC ADVISING AND SUPPORT	18
<i>Meet with Your Advisor</i>	<i>18</i>
SECTION 4: POLICIES AND PROCEDURES	19
<i>Student Rights & Responsibilities in the BSW Program</i>	<i>19</i>
<i>Admission Appeal Policy</i>	<i>20</i>
<i>Termination from the Program</i>	<i>21</i>
<i>Termination Appeals</i>	<i>21</i>
<i>Remediation Following Termination</i>	<i>22</i>
<i>Social Work Classroom Policies</i>	<i>22</i>
<i>Conduct and Civility</i>	<i>22</i>
<i>Attendance Policy</i>	<i>23</i>
<i>Academic Integrity</i>	<i>23</i>
<i>Classroom Etiquette</i>	<i>23</i>
<i>Online Attendance and Participation</i>	<i>24</i>
<i>Classroom Disruption</i>	<i>24</i>
<i>Confidentiality Policy</i>	<i>25</i>
<i>Social Media Policy</i>	<i>25</i>
<i>Transfer of Credits Policy</i>	<i>26</i>
<i>Student Conduct Expectations</i>	<i>26</i>
<i>Professional Demeanor Policy</i>	<i>28</i>
<i>Professional Conduct</i>	<i>27</i>
<i>Online Academic Policies</i>	<i>26</i>
<i>Academic Dishonesty</i>	<i>28</i>
<i>Appeals Procedures for Academic Decisions</i>	<i>29</i>
<i>Grading and Appeals</i>	<i>30</i>
<i>Letter of Recommendation Request Policy</i>	<i>31</i>
<i>Sexual Harassment and Assault Policies</i>	<i>31</i>

<i>Nondiscrimination Policy</i>	26
SECTION 5: RESOURCES IN THE BSW PROGRAM	32
<i>Conference Room</i>	32
<i>Trailblazer Care Pantry</i>	32
<i>The Professional Social Work Advisory Council</i>	32
<i>Phi Alpha</i>	33
<i>Student Association for Social Work (SASW)</i>	33
<i>National Association of Social Workers (NASW)</i>	34
<i>SCHOLARSHIPS IN THE DEPARTMENT OF SOCIAL WORK</i>	34
SECTION 6: UNIVERSITY RESOURCES	34
LEARNING RESOURCES AT UNTD	35
<i>Find Resources</i>	35
<i>UNT D Counseling and Wellness Center</i>	35
<i>UNT D Dallas Career Services</i>	35
<i>UNT D Learning Commons</i>	36
<i>Student Success and Testing Services</i>	36
<i>Office of Disabilities Services (ODS)</i>	36
SECTION 7: ETHICS AND LICENSURE	37
<i>Codes of Ethics for Professional Social Work Practice</i>	37
<i>Texas Social Work Licensure</i>	37
<i>Texas Licensure and Felony Convictions</i>	38
<i>The Council On Social Work Education</i>	38
<i>The 2022 EPAS Document</i>	39

Letter from the Department Chair and BSW Program Director

Greetings BSW Students,

Welcome to the University of North Texas at Dallas Bachelor of Social Work (BSW) program! You are entering a significant phase of your life as you pursue a degree in social work. On behalf of the administration, faculty, and staff, I wish you a successful and rewarding educational experience as you prepare for professional social work practice. We look forward to supporting you in your journey to becoming an effective and competent BSW practitioner.

This handbook contains essential information as you progress through our BSW program. It is designed to help you understand the Bachelor of Social Work program, the professional advisement process, your rights and responsibilities as a student, and the policies and procedures that govern your academic progress. Beginning with the mission statement for our BSW program, this Handbook and the BSW Field Manual serve as your primary sources for BSW policies and procedures, academic standards, curriculum requirements, current faculty, and other valuable details to support your success at UNT-Dallas.

Social work education prepares students for professional practice and is distinct from other academic disciplines in important ways. Students in professional programs are expected not only to meet academic performance standards and adhere to the University of North Texas at Dallas' Code of Conduct but also to exemplify professional standards of behavior. The National Association of Social Workers (NASW) Code of Ethics outlines these standards. You are expected to uphold the provisions of the Code of Ethics in the classroom, field setting, and community. Attaining professional status comes with a role and authority that must be balanced with responsible, sensitive, ethical, and professional behavior for the well-being of clients and the community. With a commitment to the values and ethics of the profession, social workers strive to achieve social, economic, and environmental justice for all people.

Over the next few semesters, you will have the opportunity to get to know our outstanding faculty and build lifelong friendships with your fellow BSW students. These relationships will serve as invaluable professional resources as you transition into the social work profession.

We are committed to providing you with a high-quality educational experience and to fostering a safe environment that encourages civil discourse. We look forward to getting to know you and assisting you in meeting your educational goals.

Best wishes,

Alex D. Colvin

Alex D. Colvin, Ph.D., LMSW

Associate Professor and Chair of Undergraduate Programs

FACULTY AND STAFF OF THE BSW PROGRAM

BSW Program Contact Information

Dallas Hall, Suite 105

Dallas, TX 75341

Phone: 972-780-3600

Faculty

Dr. Alex D. Colvin, Chair and BSW Program Director

Associate Professor

Email: alex.colvin@untdallas.edu

Office: Dallas Hall 105Y.10

Phone: 972-338-1354

Dr. Stacey D. Reynolds, Director of Field Education,

Assistant Professor

Email: Stacey.Reynolds@untdallas.edu

Office: Dallas Hall, 105S

Phone: 972-338-1235

BSW Program Staff

Judith Nix, Senior Administrative Coordinator

Email: judith.nix@untdallas.edu

Office: Dallas Hall 105W

Phone: 972-338-1345

Angela Brown, Program Coordinator, Graduate Counseling

Email: angela.brown2@untdallas.edu

Office: Dallas Hall 140F, Suite 140

Phone: 972-338-1972

SECTION 1: INTRODUCTION

The Bachelor of Social Work Program and UNTD

The School of Behavioral Health and Human Services at UNTD offers a Bachelor of Social Work degree. The BSW program is seeking accreditation by the Council on Social Work Education and prepares students for generalist social work practice. The program is seeking candidacy.

PURPOSE AND OBJECTIVES OF SOCIAL WORK EDUCATION

The purpose of social work education at the baccalaureate level is to prepare entry-level graduates for careers in professional social work practice. The BSW may also provide a foundation for graduate social work education. Social work is both a social science and an art, requiring the acquisition of a wide range of skills, values, and knowledge that enables practitioners to participate in a variety of social work settings. The BSW enables graduates to work with a variety of people and populations in professional helping relationships. Baccalaureate-level social workers can find employment in various settings, including hospitals, clinics, schools, children's and youth services, mental health facilities, community action agencies, nursing homes, public and private welfare agencies, human resource departments, shelters for the homeless or victims of abuse, criminal justice programs, and day care programs for both children and older adults, among others. As social issues in contemporary society are identified and addressed, social workers at the BSW level broaden their work settings to help solve these living challenges.

Social work education at the baccalaureate level is aimed at providing the foundation necessary to prepare students for professional roles as beginning generalist social work practitioners. The BSW program at UNTD demonstrates its commitment to preparing students for entry into beginning-level social work practice in a variety of ways. The concept of generalist practice is one that involves the use of broad-based skills, knowledge of persons and environments, and an understanding of and commitment to social work values. Generalist skills, knowledge, and values are transferable from one setting, population group, geographic area, or problem to another. The generalist method incorporates an ecological systems perspective, a problem-solving model, and a strengths/empowerment focus.

Generalist Practice

The BSW Program at the University of North Texas at Dallas is generalist in nature. Generalist social work practice incorporates the knowledge, theory, skills, and values necessary for effective social work practice with a wide range of client systems at the micro, mezzo, and macro levels. Informed by systems theory and the ecological perspective, generalist practice utilizes a problem-solving model of planned change, the use of professional generalist skills with client systems in any setting, a strengths/empowerment orientation, and the recognition that social conditions may impede the functioning of client systems, especially marginalized and oppressed

populations. In addition to micro and mezzo practice, generalist social work practice incorporates macro activities, such as advocacy, community education and development, policy development and critique, and social and political action. These macro professional behaviors are designed to eliminate oppression, empower populations-at-risk, humanize social systems, and promote social, economic, and environmental justice.

ABOUT BSW PRACTICE

In Texas, graduates of accredited BSW programs may be licensed as social workers. LBSW's may engage in a wide variety of activities, including limited private practice, as identified by the Texas State Board of Social Worker Examiners in the Scope of Practice document:

§781.202. The Practice of Social Work.

- (a) Practice of Baccalaureate Social Work--Applying social work theory, knowledge, methods, ethics and the professional use of self to restore or enhance social, psychosocial, or bio-psychosocial functioning of individuals, couples, families, groups, organizations and communities. Baccalaureate Social Work is generalist practice and may include interviewing, assessment, planning, intervention, evaluation, case management, mediation, counseling, supportive counseling, direct practice, information and referral, problem solving, supervision, consultation, education, advocacy, community organization, and policy and program development, implementation, and administration.

ADVANCED STANDING

Students who graduate with a Bachelor of Social Work (BSW) from an accredited program usually qualify for "advanced standing" when pursuing a Master of Social Work (MSW) degree. Advanced standing allows BSW graduates to receive credit for much, if not all, of the first year of the two-year MSW program. As a result, many graduates can complete their MSW degree in approximately one year.

Bachelor of Social Work Program at UNTD

Bachelor of Social Work Mission

The mission of the Baccalaureate Social Work (B.S.W) program at the University of North Texas at Dallas is to prepare students to become generalist social work practitioners. The program is dedicated to equipping students with the necessary knowledge, values, and skills for work with individuals, families, groups, organizations, communities, and populations who are at risk, particularly in urban settings. The program aims to promote critical thinking while promoting the application of evidence-

based knowledge from a global perspective. Additionally, the program will emphasize the importance of human diversity in practice and adopt a person-in-the-environment framework and a strengths-based perspective for working with client systems. Moreover, the program will prepare students to operate ethically and passionately while promoting human and community well-being in a rapidly changing environment. The program aims to provide opportunities for students to confront various types of injustices, including environmental, economic, and social injustices, and to address conditions that limit human rights and perpetuate poverty.

The UNTD baccalaureate program prepares students for social work through a combination of academic and practical training focused on essential knowledge, skills, and values. This program encourages students to cultivate a strong professional identity as social workers. With an emphasis on leadership, service, and global awareness, we empower students to reach their full potential and embrace a pioneering spirit in advocating for social, economic, and environmental justice. The UNTD Social Work Program equips baccalaureate students for graduate school and/or social work licensure by focusing on the following educational goals and objectives:

Bachelor of Social Work Goals

The **Goals** of the BSW Program at UNTD are to:

1. Prepare diverse students for critical thinking through an educational process combining a liberal arts foundation with an exceptional strengths-based generalist professional social work education
2. Prepare students to practice effectively with diverse client systems of all sizes, to focus on the structural causes and consequences of social, environmental, and economic injustice, and to equip students with the knowledge and skills to effect positive change
3. Prepare students to value and conduct research and program evaluation to develop evidence-based practices and to analyze and influence social policy
4. Prepare students with an educational foundation that will incorporate social work values and ethics into their professional practice with a strong commitment to the empowerment of marginalized, underserved, and at-risk populations and the promotion of social, environmental, and economic justice

The Council on Social Work Education

The Bachelor of Social Work degree program at UNTD is seeking accreditation by the Council on Social Work Education. This national accrediting body is responsible for monitoring and evaluating the operations and curricula of BSW AND MSW social work degree programs. To be accredited, these programs must meet standards that are designed to ensure quality social work education and rigorous professional preparation.

Graduates of programs that are accredited by the Council on Social Work Education receive educational experiences consistent with those of social work students across the nation and relevant to the major currents within the profession of social work. Generally, prospective employers recognize the high quality of a BSW degree from an accredited program. In addition, many graduate social work programs allow advanced standing credits toward the master's degree in social work for graduates of an accredited undergraduate program.

BSW Core Competencies and Practice Behaviors

Core Competencies	Practice Behaviors
<p>1. Demonstrate Ethical and Professional Behavior</p>	<ol style="list-style-type: none"> 1. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context. 2. Demonstrate professional demeanor in behavior, appearance, oral, written, and electronic communication. 3. Use technology ethically and appropriately to facilitate practice outcomes. 4. Use supervision and consultation to guide professional judgment and behavior.
<p>2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice</p>	<ol style="list-style-type: none"> 5. Advocate for human rights at the individual, family, group, organizational, and community system levels. 6. Engage in practices that advance human rights to promote social, economic, and environmental justice.
<p>3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice</p>	<ol style="list-style-type: none"> 7. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and 8. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power,

	privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.
4. Engage in Practice-Informed Research and Research-Informed Practice	<p>9. Apply research findings to inform and improve practice, policy, and programs.</p> <p>10. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.</p>
5. Engage in Policy Practice	<p>11. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.</p> <p>12. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.</p>
6. Engage Individuals, Families, Groups, Organizations, and Communities	<p>13. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies.</p> <p>14. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.</p>
7. Assess Individuals, Families, Groups, Organizations, and Communities	<p>15. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies.</p> <p>16. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.</p>
8. Intervene with Individuals, Families, Groups, Organizations, and Communities	<p>17. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.</p>

	18. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	19. Select and use culturally responsive methods for evaluation of outcomes. 20. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Diversity in the BSW Program

UNTD, as an institution, is characterized by a variety of unique backgrounds that include race, ethnicity, culture, socio-economic status, sexual orientation, gender identity, and age. Our faculty mirrors the rich tapestry of our student body in many ways, as do our field partners. As new students explore and orient themselves to the program, they encounter peers and faculty members who share similar experiences; ours is a vibrant and inclusive community environment.

The Social Work department fosters a learning atmosphere that values and models respect for individual differences, is inclusive, and welcoming. These commitments are not only evident in the classroom but extend throughout the entirety of the program; this perspective has long been, and continues to be, explicitly communicated by faculty.

SECTION 2: BSW Program Information

Admission Policies and Overview

Students may declare Social Work as their major at any time; however, they are not able to enroll in BSW courses until several criteria are met. Prospective students must meet the following criteria:

- 1) students must be core complete;
- 2) they must be able to graduate in four additional semesters if full-time; and
- 3) they must have a GPA of 2.0 or higher; and
- 4) have attended an orientation for prospective students; and
- 5) participated in core advising with the Program Director or social work program advisor.

As previously stated, applicants must have a GPA of 2.0 or higher, and they generally must be capable of graduating within three additional semesters if attending full-time.

The admission process begins with an application for admission. Students must apply to be formally admitted to the Social Work program. This typically occurs in the student's sophomore and junior years. The student will meet with their assigned academic advisor, who will determine whether they meet the qualifications to submit a B.S.W. application. The Academic advisor will schedule an appointment to meet with the student to discuss their status. During the advisement appointment, the academic advisor will provide first-semester registration codes for students who are eligible to start courses. Students who are not eligible to start social work courses will be advised on the specific courses they need to take to become eligible. Students will also be provided with a projected semester start date. Potential students who wish to begin coursework in the BSW program must be core-complete, have enough overall hours to graduate within the four BSW semesters, and have a minimum cumulative 2.0 GPA. If prospective students meet these minimum requirements, they are advised into the first semester of Social Work classes. These courses include: SOWK 2311 (Introduction to Social Work and Social Welfare), SOWK 2312 (Social Work with Children and Families), SOWK 3323 (Diversity and Culturally Competent Practice), and one major elective.

Complete and submit a social work program application. This application should reflect a student's professional readiness and emotional suitability for social work practice education. Such qualifications include a service orientation to others, tolerance of diversity, an inclination toward participation in the promotion of social and economic justice, respect for conditions of human need, an ability to appreciate and relate to others, and leadership.

Admissions Procedures

All students interested in majoring in social work are encouraged to apply. Students must complete the following steps prior to being admitted into the undergraduate social work program.

1. Apply to UNTD at: <https://www.untDallas.edu/admissions/index.php>. Go to ApplyTexas and select Bachelor of Social Work as your declared major. If you have already been accepted to UNTD and would like to change your major to social work, please complete a Change of Major Form and have the social work program director sign the form.
2. Attend a scheduled social work program orientation. Orientations are held periodically during the fall and spring semesters. During orientation, students will sign a statement indicating awareness of and adherence to the NASW Code of Ethics and other program requirements. You will also provide your UNTD ID number so that the social work program academic advisor can evaluate your GPA and completed semester credit hours. Please note, students must be **core complete or close to core complete and have a 2.5 cumulative GPA in order to start social work courses.**

3. Meet with the social work program academic advisor. The Academic advisor will schedule an appointment to meet with you to discuss your status. During the advisement appointment, the academic advisor will provide first-semester registration codes for students who are eligible to start courses. Students who are not eligible to start social work courses will be advised on the specific courses they need to take in order to become eligible. Students will also be given a projected semester start date.
4. Complete and submit a social work program application. This application should reflect a student's professional readiness and emotional suitability for social work practice education. Such qualifications include a service orientation to others, tolerance of diversity, an inclination toward participation in the promotion of social and economic justice, respect for conditions of human need, an ability to appreciate and relate to others, and leadership.
5. Receive an email from the social work program director. After the Admissions Committee has reviewed your application, you will receive an email from the program director detailing the admissions decision. The admissions committee (comprised of social work program faculty and staff) will rule in one of three ways:
 - Unconditional Acceptance to the social work program – A student satisfies both academic and non-academic guidelines. An adviser is assigned and the student is informed of the need to meet with the adviser.
 - Conditional acceptance to the social work program – A student is found to have deficiencies that are considered needing remediation in either academic or non-academic areas. Conditional admission contracts are developed with both the faculty and the student.
 - Denied admission – A student is found to have deficiencies that are considered being beyond immediate remediation in either academic or non-academic areas

ACADEMIC REQUIREMENTS

Recognizing that generalist practice is grounded in the liberal arts and includes a strong professional foundation, the following degree plan has been constructed. All degree plans and course requirements listed below are preempted by the General Catalog of the year of the student's admission to the University of North Texas at Dallas. The information in this student handbook is applicable to students accepted to UNTD as of Spring 2026. The degree plan is as follows:

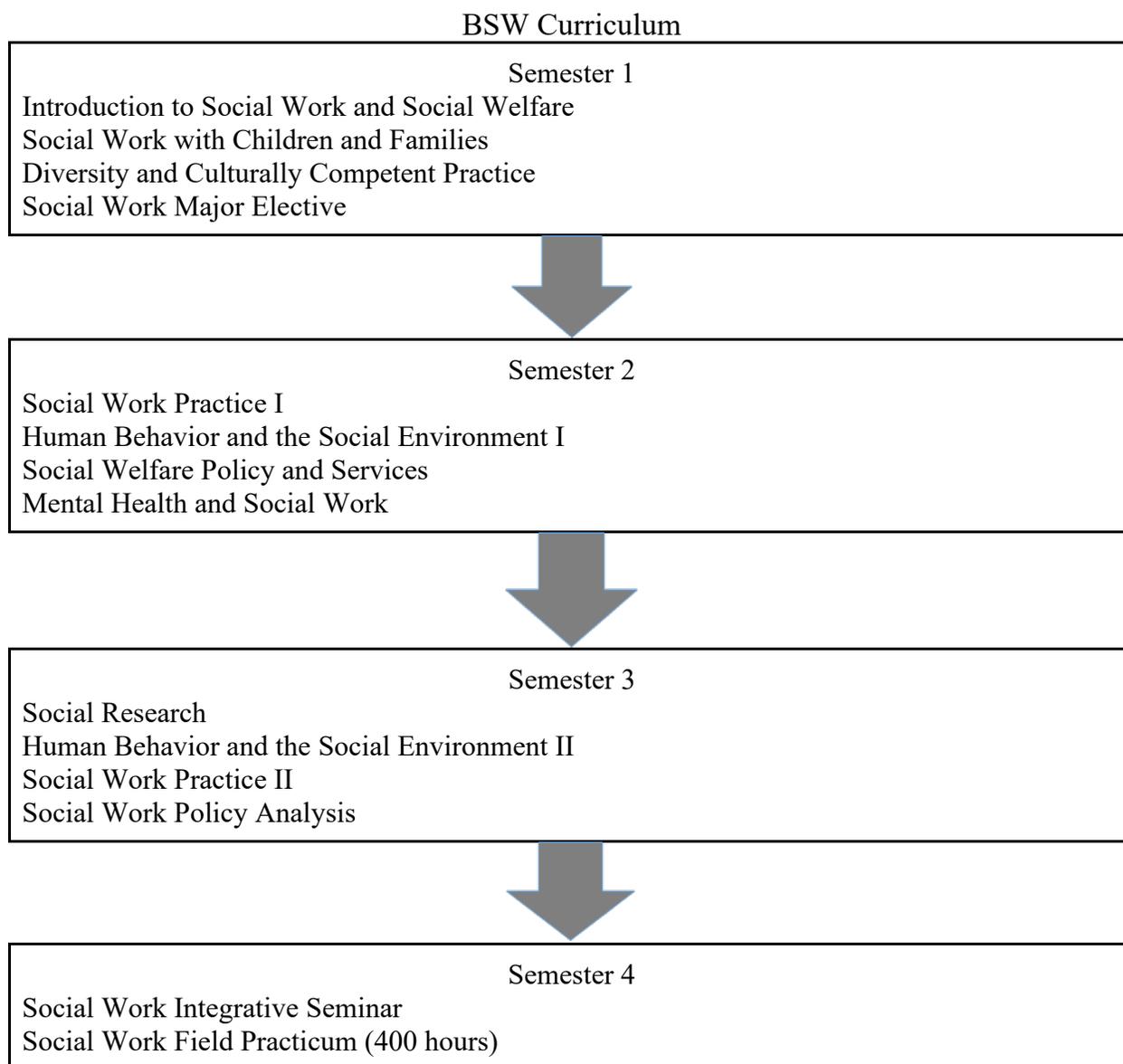
Degree Plan

The Social Work degree plan is available at:

<https://undergrad.catalog.untDallas.edu/programs/DSOWK-BA>

Sequencing of the BSW Curriculum

The curriculum model for the BSW Program ensures sequencing in the professional foundation areas as required by accreditation standards. Students must complete the coursework in the proper sequence and must attend an academic advising session with a faculty advisor each semester. The SOWK program requires a minimum of four semesters to complete. Students must successfully complete all courses in each semester before progressing to the next semester. All coursework required for graduation must be completed before entering the Field Practicum in the last semester. See the BSW Curriculum Sequencing below:



NOTES FOR MAJORS

1. No grade lower than C can be counted as credit toward completion of any required SOWK courses or Program Requirements.
2. At UNTD, a course may be taken a second or subsequent times, but credit will be granted for only one completion. The grade used to compute the student's GPA is the most recent grade earned in the course. Students, including Texas residents, who repeatedly enroll in the same course may be charged an additional fee per credit hour for the repeated course, and in some cases, this fee can escalate to the non-resident tuition rate.
3. Repeating Social Work courses: If a student fails any Practice course, Practice lab, the Field Practicum, or the Integrative Seminar, they can be terminated from the program. In some cases, the faculty may develop a remediation plan, but progress in the program is halted until the remediation plan is complete and the failed course/s are retaken and passed. Developing a remediation plan is a decision for the entire faculty to make and will be addressed on a case-by-case basis. If a student successfully completes a remediation plan and is allowed to repeat one of the core social work courses, they may only take it one additional time. Failing the course a second time will result in final termination from the program.
4. The Social Work curriculum is divided into four semesters, to be taken in the Junior and Senior years. The curriculum will be tightly sequenced, and the courses must be taken in order. All courses in each semester must be completed successfully before a student may begin taking courses in the next semester. A course may be taken up to two times, but credit will be granted for only one completion. The grade used to compute the student's GPA is the most recent grade earned in the course.
5. All other coursework required for graduation must be completed before entering the Field Practicum for the final semester.

Full-Time and Part-Time Programs of Study

Students may attend the program full-time or part-time.

The **full-time program** requires four semesters to complete, and students may begin coursework in either the Fall or Spring semesters. Full-time students complete 13 - 16 credit hours of classroom coursework per semester for three semesters, culminating in a final one-semester block field placement.

The **part-time program of study** entails six semesters of coursework, with each semester consisting of approximately half the load of the full-time program. Part-time students also complete a block field placement in the final semester; there is no part-time field semester available.

BSW Field Practicum

The field practicum provides final-semester social work students with an opportunity to integrate the conceptual knowledge gained from their coursework into practice. For BSW students, this means they participate in generalist social work learning opportunities intended to provide students with experience across individuals, families, communities, and organizational settings, under the supervision and direction of a trained social worker. The purpose of the field practicum is to continue and complete the social work education curriculum while engaging in the practice of social work in an agency. The practicum is an experiential course (SOWK 4656) in which students apply theories and concepts learned in the classroom to practical situations in agencies.

During the field practicum, students are expected to achieve specific learning objectives related to effective generalist social work practice. These objectives align with the goals of the UNTD Social Work Program and are designed to ensure that graduates are prepared to function as entry-level practitioners upon graduation.

The student's final semester of the senior year consists of a block placement in a social service agency 30–35 hours per week. Students are also enrolled in and attend the Social Work Integrative Seminar (SOWK 4357) in which they process their experiences and complete assignments related to the field experience. The practicum is offered three times a year, in the fall, spring, and summer semesters.

The Social Work Program at UNT-Dallas offers an online format that allows students to be placed not only within the Dallas/Fort Worth metroplex but also in various locations across the state and nation. The program collaborates with a range of social service agencies to provide high-quality practicum sites that present ample opportunities for professional growth. These agency partners address diverse issues and needs, serve various client populations, and employ a variety of interventions, enabling students to acquire valuable knowledge and experience. The Director of Field Instruction is responsible for ensuring that students are placed in appropriate agencies.

The field practicum admissions process takes place during the senior year, in the semester immediately preceding the field work placement. Prior to beginning the practicum, the student is expected to:

- Have successfully completed all social work and general coursework except for the practicum and the integrative seminar.
- Attend a scheduled application orientation with the Director of Field Education.
- Meet with their faculty advisor to sign the field application, indicating that the student is ready or not ready to participate in field.
- Apply for the field practicum with the Director of Field Education.
- Provide evidence, in the application, that (a) the student has or is completing all other social work and departmental requirement courses with a C or better; (b)

the student has a minimum cumulative GPA of 2.5; and (c) the student will have completed all other requirements to graduate by the completion of the field semester.

- Be interviewed by faculty or a faculty committee, if requested.
- Have provided the required information for a nationwide criminal background check.

The faculty will review the students' qualifications and recommend that the student either be placed in the field or that the student's acceptance into the field be deferred. The committee may further advise the Director on the recommendation of field placement settings. Deferment allows the student one semester to take remedial steps towards preparation for field, and to reapply to the field practicum when such preparation is complete. Under rare circumstances, the faculty may recommend that a student not be accepted into field and not be eligible for reapplication. Students may appeal the decision of the faculty and/or faculty committee and are required to appeal conditional or denied field placement approval in a letter format. Upon receipt of the letter, the faculty may request and schedule a formal meeting.

Once a student is accepted into the field practicum, they will be assigned to an agency. The student must contact the agency to arrange an interview for the practicum position within 24 hours of assignment. The student should approach the practicum as a job seeker and the agency as a prospective employer. The students should dress professionally for the interview and behave in a professional manner (including being on time for interviews). Once accepted by the agency, the student will attend a field practicum orientation meeting conducted by the Director of Field Education.

The field practicum is critical to the educational objectives established by the program. More information about the field practicum is made available to the student prior to entering field.

Field Practicum Safety

The safety of our students, their clients, and their families is of primary concern. In the event of a safety emergency, the program will work with agency supervisors to develop plans for students to help students continue to accrue hours. The program will comply with university directives and will also consult with CSWE for direction and advice to ensure that any modifications or changes to the field plan meet CSWE field standards. The program will also monitor recommended safety precautions.

Life Experience

The UNTD BSW Program does not grant social work course credit for life experience or previous work experience. All students must complete the required 400 field placement hours regardless of prior experience.

SECTION 3: STUDENT ACADEMIC ADVISING AND SUPPORT

Meeting with Your Advisor

The BSW program emphasizes individual responsibility, and students take charge of their own academic program. While this means adhering to deadlines and satisfying degree requirements, the BSW Faculty Advisors are there to help all along the way. Academic and professional advising are essential parts of the educational experience. The UNT-Dallas Social Work program assigns a faculty advisor to all SOWK students to ensure that each student understands the academic requirements for earning a BSW degree and progresses through the program in an orderly and timely manner.

Role of Advisor

- To ensure that the correct forms are submitted: substitution and degree plan verification forms.
- To monitor the sequencing of courses
- To monitor the meeting of program requirements.
- To advise students of University resources such as study skills groups, counseling and career development.
- To discuss interests in possible field placements and broader career directions.
- To participate in developing a plan for addressing academic and nonacademic issues relating to degree attainment.

Role of Students

Since all registration and course changes require consultation and approval from the BSW Faculty Advisor, students are expected to make appointments in a manner that allows for sufficient time to meet University deadlines. While the Faculty Advisor assists the student in course selection and provides needed information, students are expected to know and understand prerequisite and graduation requirements.

Student Responsibilities

- All students are expected to meet with their Faculty Advisor **once each semester** prior to registering for classes for the following semester. Students should contact the social work office at socialwork@untd.edu.
- Around the middle of the Fall and Spring semesters, UNTD releases the class schedules for the next semester (the Spring release includes both summer and fall schedules). All Social Work students should schedule an appointment with their assigned advisor to discuss the upcoming semester. It is the student's responsibility to schedule an advising appointment within ten days of the schedules being released.
- Only use course codes to register for your courses: The only people authorized to administer these codes are faculty advisors. Students who provide or accept registration codes to or from other students or other unauthorized persons will be referred to the Division of Student Affairs for a violation of the UNT-Dallas Code of Conduct and they may be terminated from the Social Work program.

- Students should register for and complete all of the courses that they are advised into each semester in order to graduate on time. The courses are sequenced in a manner that does not allow students to “catch up” if they fail to complete a course during the recommended semester. The curriculum is split up into four groups of courses, one group per semester. Students must complete all courses in one semester before beginning any courses in the next semester.
- It is ultimately the responsibility of students to ensure that the correct courses are taken in the correct sequence to earn a BSW degree. Students should understand both the SOWK and the Core curriculum requirements and advocate for themselves when appropriate. The word “advise” means to “offer suggestions about the best course of action to someone.” In other words, advising is simply the giving of advice. Sometimes, with academics as in life, advice can be wrong. Students and their academic advisors should work together to develop the most direct path to graduation.
- Monitor your academic progress through EAB Navigate. This tool helps students track their academic progress and success from orientation to graduation. The app can aid students in connecting with their academic advisor and other members of their success team, view academic reports, access their class schedules, and schedule face-to-face, virtual, and phone appointments with advisors. Students are required to meet with their academic advisor before attempting to register for social work courses. Students who do not meet with an advisor may not attend SOWK courses the following semester. Advising must be face-to-face, virtual, or by phone appointment unless specific permission for an alternate format has been granted by the faculty advisor.

SECTION 4: POLICIES AND PROCEDURES

Student Responsibilities in the BSW Program

Students in the BSW Program at UNTD have the following responsibilities

1. 1. Assess your compatibility with the social work profession by considering your ability to practice according to its values, standards, and ethics.
2. 2. Attend asynchronous classes and synchronous group sessions regularly and prepared, while contributing positively to the learning environment for yourself and others.
3. 3. Prioritize punctuality in attending synchronous group sessions, completing assignments, and fulfilling practicum requirements.
4. 4. Adhere closely to the NASW (2008) Code of Ethics, respect classroom and field confidentiality policies, and uphold academic integrity.
5. 5. Respect the rights and dignity of classmates, faculty, agency personnel, and service recipients, modeling civility towards individuals and groups.
6. 6. Address disagreements, conflicts, complaints, or grievances informally with the appropriate individuals before pursuing formal procedures.
7. 7. Help maintain a safe environment by reporting any suspicious, inappropriate, or dangerous behavior within the program.

8. 8. Thoroughly read and become familiar with Program and course policies, handouts, and syllabi.
9. 9. Follow through on your commitments to the Program, classmates, personnel, and service recipients in the field.

Students Rights in the BSW Program

Students in the BSW Program have the following rights.

1. The right to inquire about and recommend improvements** in curriculum, policies, regulations, and procedures that affect students' welfare. Students can exercise this right through appropriate channels, such as student government, administrative offices, student organizations (like the Student Association for Social Work and Phi Alpha), and various committees (e.g., Social Work Advisory Board meetings, faculty/staff meetings, Faculty-Student Forums, and network meetings).
2. The right to be treated with respect and dignity and to be free from harassment or discrimination based on race, gender, ethnicity, age, marital status, sexual orientation, class, religion, disability, political affiliation, or any other characteristic that could be deemed discriminatory.
3. The right to freedom from arbitrary evaluation and grading.
4. The right to appeal a grade, disciplinary action, or negative student personnel decision.
5. The right to a fair hearing when charged with a violation of the University and BSW program regulations.
6. The right to receive a comprehensive syllabus that details course content, objectives, policies, grading criteria, and assignments within the first week of classes.
7. The right to timely feedback on assignments and exams.
8. The right to reasonable access to faculty advisors and instructors outside of class.
9. The right to be advised and supported to improve when academic performance or behavior puts their status in the program at risk. Students are responsible for monitoring their own grade point average to ensure retention.
10. The right to organize in accordance with the policies established by the BSW Program and the University.
11. The right to reasonable accommodation for documented disabilities.
12. The right to confidentiality, as outlined in this handbook and the Family Educational Rights and Privacy Act (FERPA). (See <https://www.untDallas.edu/registrar/records/ferpa-students.php>)

Admission Appeal Policy

For those students who are not admitted into the program, an appeal may be made. Appeals must conform to the Appeals/Complaints policies of the institution and utilize the standard complaint/appeals form available at <https://undergrad.catalog.untDallas.edu/policies/ugrd-academic-policies/academic-regulations>

The UNT Dallas admission appeal process involves first contacting the specific academic department or program head for a written appeal, detailing new information or errors, with a typical deadline of 10-14 days, followed by potential review by an Academic Appeals Panel (for grades/major issues) or dean, requiring clear documentation of extenuating circumstances (like illness or death) and a success plan to show readiness for admission, as decisions are final after the committee review. Appeals are made by completing the electronic form found at the preceding link, along with supporting documents and a narrative, to the BSW Program Director.

Appeals begin with the Social Work Program Director. If not resolved at that level, the appeal may be taken to the Chair of the Undergraduate Program and then to the Dean or Associate Dean of the School of Behavioral Health and Human Services. Appeals must be made within 10 days of the contested action or the outcome of the lower-level appeal.

Termination from the Program

Students whose academic performance is consistently problematic or marginal, and/or students who are unable or unwilling to function at the level of a social work practitioner, may be terminated from the program. Termination may occur if a student, after being formally accepted into the program, demonstrates deficiencies in academic or non-academic performance, including:

- If a student's overall GPA falls below 2.0 or if the SOWK GPA falls below 2.5, the student will not be allowed to continue with the social work sequence.
- If a student receives a grade lower than a "C" in a Practice Course, Practice Lab, Integrative Seminar, or Field Practicum, regardless of overall or Social Work GPAs.
- Participation in severe academic dishonesty.
- Failure to demonstrate an ability or willingness to acquire and integrate professional ethical standards into practice behaviors and/or professional comportment.
- Failure to demonstrate an ability or willingness to acquire and use professional skills and an inability to reach an acceptable level of competency.
- The inability or unwillingness to manage or cope with control stress, emotional dysfunction, or other behavioral reactions that may negatively affect professional functioning.

Students must consistently perform at the level of a beginning social work professional to remain in the program.

Termination Appeals

Students may appeal a termination decision. Appeals must conform to the Academic Suspension and Reinstatement policies of the institution and utilize the standard complaint/appeals form available at <https://www.untDallas.edu/advising/academic->

[advising/suspension-reinstatement.php](#) Appeals are made by completing the electronic form found at the preceding link, and emailing, along with supporting documents and a narrative, to the Social Work Program Director. The appeal must be made within 10 working days from the date of termination from the program.

Appeals begin with the Social Work Program Director. If not resolved at that level, the appeal may be taken to the Chair of the Undergraduate Program and then to the Dean or Associate Dean of the School of Behavioral Health and Human Services. Appeals must be made within 10 days of the contested action or the outcome of the lower-level appeal.

Remediation Following Termination

Following termination from the Social Work program, a student may submit a request for reinstatement to the faculty Admissions Review Committee within seven days of being terminated. If the termination decision was appealed, a letter requesting reinstatement should be submitted within seven days of being notified of the outcome of the appeal process. The committee will convene in person or electronically and determine if the student should be permitted to participate in a remediation plan to gain reentry into the program. If the committee determines that the problem behavior or performance that led to termination from the program is so severe that remediation is unwarranted or unlikely to be successful, no further action will be taken. If the committee determines that remediation may be warranted and is likely to be successful, the student and the committee will present a Plan for Remediation to the Program Director within seven days of making the determination. The Program Director will approve or disapprove the Plan for Remediation. If the Program Director does not approve the Plan, the Termination remains in place. If approved, the student must complete the Plan for Remediation within one semester and report to the Program Director for evaluation of the outcome of the Remediation Plan.

Social Work Classroom Policies

Conduct and Civility

Students are expected to periodically engage with the instructor and other students synchronously in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the synchronous classroom space. A student who is directed to leave the synchronous classroom due to disruptive behavior is not permitted to return until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before the next synchronous class meets again and to provide the instructor with confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that synchronous meeting and any other synchronous meeting the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a

failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Students' Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Students' Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Attendance Policy

Attendance and Professionalism are vital in the profession of Social Work and in Social Work education. It is the policy of the Social Work program that students who miss the equivalent of three weekly synchronous meetings in a Social Work class will be awarded a failing grade for that class. ***An absence is defined as missing all or part of a class session.***

Academic Integrity

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Classroom etiquette

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions that violate the Code of Students' Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

Online Attendance and Participation

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to UNT Dallas' Registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Classroom Disruption

Students are expected to periodically engage with the instructor and other students synchronously in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the synchronous classroom space. A student who is directed to leave the synchronous classroom due to disruptive behavior is not permitted to return until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before the next synchronous class meets again and to provide the instructor with confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that synchronous meeting and any other synchronous meeting the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual,

or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Students' Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Confidentiality Policy

Students are expected to maintain reasonable privacy as it relates to all aspects of the program, including classroom activities, personal information shared in the milieu of the department.

- Maintain confidentiality of any personal information shared in class, dyads, or smaller groups within the program and/or field practicum.
- Use good judgment in self-disclosing information of a personal nature in the classroom. Class time is not to be used as therapy or treatment.
- Refrain from using names or identifying information in any setting that may lead to someone else potentially identifying the client or other individual(s) being discussed in the classroom or in written assignments.

Social Media Policy

Please know that inappropriate use of social media can negatively impact students' educational and career opportunities. To avoid these negative impacts, consider the following:

- Be aware not only of the content that you post, but of any content posted by others on your site. The content you host can have the same potential negative effect on you as content you post yourself.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post. This includes applications (GroupMe) that cohorts utilize to communicate outside of the classroom.
- Employers sometimes use social media to evaluate job applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities for you.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Deleting content is virtually impossible. The NASW Code of Ethics is binding on students and professionals working in the field, whether or not they are NASW members or not. Violations in this area may result in negative consequences in your academic program, your practicum placements, and your chosen profession as a social worker.
- In the BSW Program, information shared in many contexts often involves an expectation that the information shared is kept confidential. Social work students must be cognizant of appropriate standards of privacy and confidentiality that are maintained in each context. Further, students must refrain from posting identifiable client information online. You may face academic action for inappropriate disclosures of confidential information.

Transfer of Credits Policy

All decisions about transfer courses are made by the Registrar and not by the BSW program. Once a transfer course is accepted for credit at UNTD, courses that may meet BSW program requirements are evaluated by the BSW Program Director. Any transfer courses accepted by the program to satisfy requirements for the major must first have been accepted for credit by the University. Social Work courses taken at another institution will be evaluated on a case-by-case basis for equivalency by the BSW Program Director. Students wishing to have courses from another institution reviewed for equivalency must submit a syllabus for each completed course, along with a letter of recommendation from the Program Director at the previous institution. Transferred courses must have been completed with a grade of B or better. Practice courses, Field Practicum courses, or Field seminar courses from another institution will generally not be accepted. In the rare occasions that field and practice transfer credits are accepted, the credits must be from a CSWE-accredited or candidate social work program.

Student Conduct Expectations within the BSW Program

The Social Work Program at UNTD adheres to all university guidelines, procedures, policies, and regulations as outlined in the University General Catalog and Student Handbook. However, there are specific areas of emphasis regarding student conduct within the BSW program that students should be aware of. The following are expectations concerning student conduct that are not only consistent with university policies but are also consistent with ethical and professional standards and principles within the social work profession.

Professional Demeanor Policy

The following statement is found in syllabi throughout the BSW curriculum, and students should understand its importance:

In addition to learning the knowledge, theories, values, and ethics of the social work profession and demonstrating effective social work practice skills, social work students are also expected to demonstrate an appropriate level of professional demeanor. Social work students will be assessed and/or evaluated along several dimensions of professional demeanor. Some examples of these include, but are not limited to: attendance in class and field; punctuality; timeliness in submitting required work in class and/or field; proper notification and/or documentation provided if class or field will be missed; ability to accept supervision and/or critical feedback; demonstration of respect for and appropriate interaction with professors, instructors, and supervisors; appropriate interactions with other students; ability to be a team player and cooperate with others; appropriate behavior in the classroom, meetings and/or field; writing ability; neatness in material presented; willingness to participate in remedial work (e.g. working with the writing lab); ethical behavior (including academic honesty); assertiveness; attitude; attire; how one handles adversity; personal hygiene; taking responsibility for one's own behavior; motivation; emotional maturity; originality; etc.

Sources of information concerning professional demeanor include, but are not limited to: formal *and informal* interactions with professors, other students, and, in the field - field

instructors, co-workers, and clients; written work; telephone conversations; emails; information provided on forms; behavior in classes; behavior in meetings; body language; tone of voice; oral presentations; and so on. Students should assume that every aspect of their academic performance and professional presentation of self is being evaluated, as is the case for all job applicants, graduate school applicants, and employees in the real world.

The professors and instructors at UNTD have many years of social work practice and supervisory experience with which to inform our assessments and/or evaluations. Students' professional behavior will be assessed using this experience along with feedback from the student and, in the field, the agency. The main purpose of evaluating students' professional behavior is to help them become better professional social workers who are employable and who can remain employed.

Professional Conduct

In 2021, the National Association of Social Workers (NASW) revised its Code of Ethics to explicitly recognize the importance of professional self-care in ethical social work practice. This revision marked a significant shift in the profession's approach to maintaining practitioner well-being as an ethical imperative, rather than viewing it solely as a personal responsibility.

Historically, the Code of Ethics included clear standards regarding impairment, emphasizing that social workers must avoid allowing personal problems, mental health struggles, or substance use issues to negatively impact their professional responsibilities. Social workers were also expected to address concerns when they observed signs of impairment in colleagues that interfere with judgment and performance or jeopardize the welfare of those for whom the social worker has a professional responsibility, which is recognized as a violation of the Code of Ethics.

Students accepted into the Social Work Program at The University of North Texas at Dallas are required to adhere to specific expectations throughout their time in the program. To effectively develop knowledge, practice skills, and values essential for professional social work, students must be mentally and emotionally prepared to engage with their education.

If any factors, such as substance abuse, personal issues, or psychosocial stress, are identified by faculty or self-reported by the student as hindering academic or skill performance, these concerns will be addressed with the student. A referral for appropriate services may be suggested.

Moreover, students must consistently demonstrate the capabilities expected of a beginning Generalist social work practitioner to advance in the program. Failure to perform in alignment with university guidelines, the NASW Code of Ethics, or the Social Work Program Student Handbook may result in denial of admission to the program or termination from it.

Statement on Civility

Students should maintain civility at all times with faculty, staff, and other students, both inside and outside the classroom, as well as with agency personnel. A referral may be made to the Office of Student Affairs for students who engage in uncivil, inappropriate, overly distracting, or threatening behaviors.

Online Academic Policies

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps, no curse words, and no “flaming” messages (angry, personal attacks)). Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind. Any violation of online netiquette may result in a loss of points, removal from the course, or referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written

Academic Dishonesty

In accordance with **Policy 7.002 Code of Academic Integrity**, UNT Dallas expects all students to exhibit a high value of personal responsibility, accountability, and honesty in all academic endeavors. The value of the UNT Dallas degree depends upon the absolute integrity of the student's work submitted to attain a degree. Therefore, it is imperative that all students demonstrate a high standard of individual honor in their scholastic work.

All members of the university community are expected to report academic dishonesty to the faculty member of the class in which the academic dishonesty is alleged to have occurred. Reports of academic dishonesty may also be made to the Dean of Students. Reports may be verbal, in writing, or electronic.

Academic integrity is the foundation of academic community. Each student has the primary responsibility for being academically honest, and students are responsible for reading and understanding all sections of the Student Code of Conduct relating to standards of conduct and academic life. Students who violate University Regulations and Procedures concerning academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, revocation or withholding of a degree, or dismissal from the University.

Students who are thought to have committed academic dishonesty are first reported by the faculty member to the BSW Program Director and may be discussed with the faculty team during regular or called faculty meetings. They may also be reported to appropriate University officials, including Student Life. The preference in minor instances of academic dishonesty, however, is for the faculty member and/or Program Director to handle cases in the program.

In suspected cases of academic dishonesty, the faculty members are to immediately contact the students and meet to discuss the problem. Students are informed of their rights and responsibilities and asked to provide an explanation for their behavior. If the student(s) acknowledges the act of academic dishonesty and the faculty member is satisfied that the incident can be effectively resolved at the department level, the faculty member will assign a sanction without a referral to the Office of Civility and Community Standards.

In instances of a more severe or a repeat violation, a report will be made by completing the form at this link:

https://dynamicforms.ngwebsolutions.com/Submit/Page?form=2fa71094-f885-4954-a023-e603dc3fcabf&page=302674§ion=389424&token=AozaC_8seeRIPiBte_huvTkD7AOldYeeDcH_9dVJv6U).

The following sanctions may be imposed for violations of academic integrity, regardless of whether the case is handled in the program or through the Office of Student Affairs:

- a. Admonition. Verbal or written reprimand
- b. Performance of additional work/Assignment of Educational Coursework. The student may be required to perform additional coursework not required of other students in the specific course.
- c. Changing/reduction of grade - Partial or no credit for an assignment or assessment. The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, which could lower the final course grade
- d. Withdrawal from the course
- e. Failure. The instructor may assign a failing grade for the course. Further, academic dishonesty may be considered grounds for termination from the Social Work Program or denial of admission.

Appeals Procedures for Academic Decisions

In the event that a student wishes to appeal a decision relating to an academic matter other than academic dishonesty or suspension, such as the assignment of a particular grade, the appropriate procedure is as follows:

6. Contact the faculty member responsible for the decision and ask for further consideration of the issue.
7. If the issue is not resolved at this level, the student may contact the Social Work Program Director for consideration of the matter.
8. If the issue is not resolved at this level, the student may ask the Chair of Undergraduate Programs to review the matter and consider intervening on behalf of the student.
9. If the issue is not resolved at this level, the student may seek redress by appealing to the Dean of the School of Behavioral Health and Human Services

and finally, to the Vice President for Academic Affairs. Students should be aware that these procedures should be followed in a sequential manner. Any complaints regarding academic performance or grading should first be addressed directly with the faculty member for resolution, prior to proceeding to other levels, as previously outlined.

Appeals must conform to the Appeals/Complaints policies of the institution and utilize the standard complaint/appeals form available at: <https://www.untDallas.edu/advising/academic-advising/suspension-reinstatement.php>. Appeals are made by completing the electronic form. The appeal must be made within 10 working days from the date of the decision being appealed. The 10 days for appeal at each level do not include weekends, university holidays, or university closures between academic sessions. The faculty member or administrator receiving the complaint or appeal will then respond within 10 University business days.

Grading and Appeals in the BSW Program

Decisions regarding the methods of grading are made by individual instructors for each course. These grading methods should be made available to students in the course syllabus at the beginning of each semester. It is the student's responsibility to ascertain the grading method used by the instructor and to familiarize him/herself with this method at the beginning of the semester. Each student should read the course syllabus thoroughly on the first day of each class at the beginning of the semester and ask questions if any portion of the syllabus is not clear. Instructors differ in the weight assigned to different class assignments, the value of attendance in the final grade, whether assignments handed in late will receive a lower grade, etc. Students must be attentive to the particular grading scheme utilized in each course and apply their efforts in accordance with the method as explained in the course syllabus.

Students' grade point averages are important determinants in assessing eligibility for upper-level division courses and for entering the field practicum. To calculate a grade point average, students should first ascertain how many credit hours per semester the course carries. The last digit of the course number gives the number of credit hours the course is worth. For example, SOWK 2311 carries 3 semester credit hours. Most courses in baccalaureate programs are worth 3 credit hours, although there are exceptions: Social Work Field Practicum (SOWK 4656) is worth 6 credit hours.

When social work courses other than Practice courses, the Field Practicum, or the Integrative Seminar are failed (a grade of D or F is considered failing in the BSW), all progress in the program is halted. Students are not allowed to continue advancing through the program until the course is repeated, and the failing grade is replaced with a passing grade. UNTD allows courses to be taken multiple times, but only the highest grade is considered to "count" toward degree completion and GPA.

Letter of Recommendation Request Policy

Current and former students frequently identify Social Work faculty as recommenders or references when applying for employment and/or graduate school, as well as within other contexts. Students should always seek permission from a reference before providing that person's name as a reference. Additionally, students should request reference letters or forms from faculty a minimum of three weeks before the due date. Please keep in mind that students are not entitled to letters of reference; therefore, it is in a student's best interests to make sure the references identified can provide favorable recommendations.

Sexual Harassment and Sexual Assault Policies

UNT Dallas is committed to maintaining an educational and employment environment free from discrimination and harassment based on sex. Under Title IX of the Educational Amendments of 1972, the university prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These acts are considered forms of sex-based discrimination and are addressed through the university's Title IX policies.

Sexual harassment is illegal under Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments Act of 1972. In some cases, sexual harassment may be subject to prosecution under the criminal sexual conduct law. All complaints concerning matters of sexual harassment will originate with the EEO/Affirmative Action officer. If a person wishes to file a complaint of sexual harassment, the complaint must be filed within 60 days following an incident. The full text of this policy is available at <https://policy.unt.edu/sites/default/files/16.005%20Prohibition%20Against%20Sexual%20Misconduct%20and%20Retaliation.pdf> and can be obtained through the Title IX Coordinator or the Office of Equal Opportunity.

Sexual Assault is a felony under the criminal laws of the State of Texas and will not be tolerated at the University of North Texas at Dallas. Any such act committed by a UNTD student is a violation of the Student Code of Conduct and subject to disciplinary action.

The University of North Texas at Dallas is committed to providing an educational atmosphere in which students can achieve their goals and maximum potential. When students experience sexual assault, their sense of safety and trust is violated. This violation can seriously interfere with personal lives and educational goals. Thus, the University is committed to establishing rules and procedures that are responsive to sexual assault victims. **The University of North Texas at Dallas Code of Student Rights and Responsibilities and Conduct provides more information. Policy can be found at: <https://catalog.untDallas.edu/content.php?catoid=12&navoid=381>**

UNTD Nondiscrimination Policy

The University of North Texas at Dallas and the Social Work Program is firmly committed to equal opportunity and does not permit – and takes actions to prevent –

discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking), and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status in its application, employment practices, and facilities; nor permits race, color, national origin, religion, age, disability, veteran status, or sex discrimination and harassment in its admissions processes, and educational programs and activities. UNT System Administration promptly investigates complaints of discrimination, harassment, and related retaliation and takes remedial action when appropriate. System Administration also takes actions to prevent retaliation against individuals who oppose any form of harassment or discriminatory practice, file a charge or report, or testify, assist, or participate in a related investigation or proceeding.

Any employee who experiences, observes, or becomes aware of discrimination, sexual harassment or related retaliation must promptly report the incident(s) unless they are a licensed health care provider or a licensed counselor acting in this capacity as part of their official employment. Students and non-affiliated members of the public are encouraged to report incidents. Policy found at: <https://www.untDallas.edu/state-links/notice-non-discrimination.php>.

SECTION 5: RESOURCES FOR BSW STUDENTS

Conference Room

The conference room is equipped with technology and a large TV. Student club organizations can reserve the conference to host their student organization meetings. Students are also able to work in the conference room between their classes if the conference is available.

Trailblazer Care Pantry (On-Campus)

Students in the UNTD Social Work program have access to a care pantry designed to assist individuals in the UNTD community who are experiencing food insecurity. The pantry is located on the second floor of the Student Center, near the speaking lab. All students are welcome to utilize the food pantry as needed. The hours of operation are Monday through Friday, from 12 PM to 4 PM. If students need to visit outside of these hours, they can call 972-338-1816 for assistance.

Additionally, UNTD partners with the North Texas Food Bank to host a monthly Mobile Pantry Drive Event. This event takes place on the third Friday of each month, from 9 AM to noon, and is open to both students and the public. Participants are encouraged to remain in their vehicles, complete a brief form, and volunteers will load food items into their trunks.

Student Associations and Professional Development

The Professional Social Work Advisory Council

A professional advisory council for the BSW Program meets regularly to promote cooperative planning and programming between the social work practice community and those involved in social work education at UNTD. Advisory Board members include current and emeriti social work faculty/staff, alumnae of the Social Work Program, current and past field instructors, and practitioners. Student representation on the Advisory Board includes the current presidents of the program's three student organizations, Phi Alpha Honors Society, the Student Association for Social Work, and the Child Abuse Prevention Society.

Regular meetings of the Advisory Council typically occur annually. In addition to maintaining important links between the Social Work Program and the professional social work community, Advisory Board members have the opportunity to participate in and contribute to specific aspects of the Program through discussions about curriculum development and field education. The involvement of professional social workers in the Denton, Dallas, and Fort Worth areas through the Professional Advisory Council provides a vital network of support, information, and exchange of services between social work education at UNTD and the professional social work practice community.

Student Organizations

Student organizations play a vital role in supporting the goals of the University and the Social Work Program. They expand leadership opportunities, promote professional identity, and engage in community service projects. At UNTD, students have the chance to participate in a student organization. A list of these organizations is available.

Phi Alpha

Phi Alpha, is a national social work honorary society. Phi Alpha members must meet national eligibility standards for scholarship consideration. Phi Alpha also holds program meetings featuring speakers of interest to social work students and is actively involved in the community with fundraising and volunteer projects. Members of Phi Alpha hold induction ceremonies and host Social Work Program graduation receptions each semester. There is a one-time membership fee to join.

Student Association for Social Work (SASW)

The BSW Program and UNDT will work with students to establish a Student Association for Social Work. This will be a forum for networking among all students who are enrolled in or interested in the Social Work Program. The organization's purpose will be to promote a sense of community for shared learning, support, and exposure to the profession and to professional social workers who function in diverse practice settings. The organization's activities will also provide a mechanism through which the university becomes aware of social work values and the Social Work Program. Proposed activities may include participation in departmental programs, hosting of new social work students, mid-semester study breaks, peer advising, guest speakers, and volunteer

service projects. The organization's President serves on the Social Work Program Advisory Board and attends three board meetings annually. Minimal annual membership dues are collected. If you are interested in becoming a member, please reach out to your Program Coordinator for more information.

National Association of Social Workers (NASW)

This national professional association for social workers is an off-campus organization that welcomes social work students as members at a special student rate. Social work students are encouraged to join their local unit of the Texas Chapter of NASW and receive the many benefits of a professional association. NASW provides membership services such as a monthly newsletter, a job bank program, and directory social workers who are NASW members. In addition, the Texas Chapter of NASW provides ongoing professional development opportunities such as continuing education workshops. The State Convention is held in the fall of each year and features workshops, seminars, and general sessions with outstanding speakers of national stature. Student members are eligible for reduced student fees for these professional development activities. Both faculty members and students from the Social Work Program at UNTD can participate in NASW at the local and state levels.

Information and literature concerning these organizations are available through the Social Work Program. Students are encouraged to acquaint themselves with all student organizations that are relevant to their educational and professional goals.

Scholarship Opportunities for Social Work Students

There are many general scholarships available for students at UNTD. To find out eligibility for UNTD scholarships, students and potential students can visit the university website at: <https://www.untDallas.edu/finaid/scholarships/index.php>

SECTION 6: UNIVERSITY RESOURCES

LEARNING RESOURCES AT UNTD

At UNTD, a supportive yet challenging atmosphere exists where students are encouraged to expand their abilities and aim higher. It fosters the potential for service and success across all students and areas of human effort. The Social Work Program aims to provide this support and encouragement through accessible faculty who respond to students' needs. It is recognized that there is a connection between students' academic performance and their physical and emotional health. The faculty of the Social Work Program is dedicated to offering the kind of assistance and support that helps each student develop both professionally and personally in a healthy, balanced way.

Students in the Social Work Program are encouraged to take advantage of the various support services available at UNTD. These services offer assistance, information, guidance, and recreational opportunities. If students encounter issues whether

academic, personal, family-related, or career-focused there are resources at UNTD that can help.

The faculty of the Social Work Program is dedicated to supporting students and will make every effort to connect those facing academic or non-academic challenges with the appropriate resources. While faculty members do not act as personal counselors or case managers, they can provide information, referrals, encouragement, and support. If you have any issues that may affect your success as a student, please don't hesitate to reach out to your faculty advisor.

The Division of Student Affairs offers a variety of services and programs for students (<https://www.untdallas.edu/sa/index.php>), many of which are outlined briefly here. The staff is available to help students identify and overcome any obstacles that may hinder their success, providing resources and support to resolve these issues.

Below is a list of frequently used support and guidance services. Most of the services or programs listed are free of charge and/or are covered by student's tuition and fees.

General Programs and Opportunities

Find Resources

The university maintains a webpage to help students and prospective students find resources at UNTD at <https://www.untdallas.edu/sites/student-solutions-center.php>. Some commonly used resources include the following:

UNTD Counseling and Wellness Center

The Counseling and Wellness Center offers a variety of free and confidential services designed to help students who struggle with such issues as relationships, grief & loss, depression, anxiety, resentment, major changes in life, anger, and many other emotionally difficult situations. The Counseling and Wellness Center offers counseling and case management services by appointment only.

The Counseling Center is located in the Student Center, Suite 1085.

Their website is <https://www.untdallas.edu/sa/counseling-wellness-center/index.php> and their phone number is 972-338-1816.

UNT Dallas Career Services

UNT Dallas Career Services supports students and alumni in preparing for career success through individualized advising, skills development workshops, and strong employer partnerships. Located in the Student Center, the office offers resume reviews, mock interviews, career fairs, and job search assistance both in-person and virtually. By connecting students with the growing DFW job market, Career Services empowers Trailblazers to confidently navigate their career paths and achieve professional goals. Their website is <https://www.untdallas.edu/sa/career-services/>.

Some commonly used resources include the following:

The UNTD Learning Commons

The Learning Commons offers many programs and opportunities for academic and professional growth, including academic coaching, general internship opportunities (non-social work), education abroad programs, and experiential opportunities. The center provides student-centered instructional support in writing to all University of North Texas at Dallas students, faculty, and staff in any discipline who wish to improve their English language and communication skills. Please visit <https://www.untDallas.edu/learning/writing/index.php> for more information.

Student Success and Testing Services

Student Success & Testing Services at UNT Dallas is dedicated to supporting students' academic achievement and personal growth. The office offers personalized mentorship and academic coaching to help students develop effective study strategies, time management skills, and goal-setting techniques tailored to their individual needs. Additionally, the service provides secure test proctoring for exams, ensuring a fair and comfortable testing environment. By combining guidance with practical support, Student Success & Testing Services play a vital role in empowering students to reach their full potential throughout their academic journey. For more information on services, scheduling, and resources, visit the official page at <https://www.untDallas.edu/success/index.php>

Office of Disabilities Services (ODS)

The Office of Disability Services (ODS) at the University of North Texas at Dallas is committed to creating an accessible and inclusive environment where all students have equal opportunities to succeed. Serving students with physical, learning, psychiatric, emotional, and medical disabilities, ODS provides individualized accommodations, designed to remove barriers to academic access and participation.

Students can register with Disability Services by submitting appropriate documentation and completing an intake meeting to discuss their specific needs. Approved accommodations—such as extended time on tests, alternative formats, note-taking support, and assistive technology—are tailored to each student and must be renewed each semester. While accommodations are not retroactive, the office works proactively to ensure that support is in place as early as possible.

In addition to direct student support, ODS collaborates with faculty to ensure that accommodations are implemented appropriately and confidentially, while also offering education and guidance on accessibility compliance under ADA and Section 504 regulations. By supporting both students and faculty, ODS plays a central role in advancing campus-wide accessibility and inclusion efforts. Additional information can be obtained at <https://www.untDallas.edu/sa/disability-services/>.

SECTION 7: ETHICS AND LICENSURE

ETHICS AND LICENSURE

Codes of Ethics for Professional Social Work Practice

UNT D Social Work students are required to conduct themselves ethically while enrolled at UNT D, and adhere to the codes of ethics that govern social work practice. Two codes of professional ethics apply to social workers and to UNT D social work. The current Code of Ethics of the National Association of Social Workers was revised on June 1, 2021.

The Texas State Board of Social Work Examiners Code of Ethics also governs licensed social work practice in the State of Texas. The Codes of Ethics may be found here:

NASW Code of Ethics: <https://www.socialworkers.org/about/ethics/code-of-ethics/code-of-ethics-english>

Texas Code of Conduct: bhec.texas.gov/texas-state-board-of-social-worker-examiners

Texas Social Work Licensure

Social workers are one of the largest professional groups providing social services to individuals, families, groups organizations, and communities. Their actions and decisions frequently have permanent, life-changing effects on individuals, families and groups. Because of this, the Texas Legislature determined that the public should be protected from incompetent and unethical social work practices. The Social Work Licensure Law is the legal recognition for the social work profession in Texas. The law restricts the use of any social work title or designation to those individuals who meet minimum qualifications and are licensed.

The Texas State Board of Social Worker Examiners, Texas Department of Health, is designated to administer this law. The Board, consisting of social workers and public members, was created to implement and administer the Texas Licensure Law.

Licensure is required if a person identifies him/herself as a social worker. Licensure is acquired by successfully completing an accredited university educational program at the BSW or MSW level, and passing an examination for licensure. A study guide is available through the American Association of State Social Work Boards for a fee. Information about the dates and locations of the examination and the ordering of study guides are available on the Association of Social Work Boards website: www.aswb.org. Information about applying for the licensure examination can be obtained at the Texas State Board of Social Work Examiners website: bhec.texas.gov/texas-state-board-of-social-worker-examiners.

Students in the Social Work Program are encouraged to take the licensing exam upon completing their degree.

Texas Licensure and Felony Convictions

Texas Law requires institutions that provide educational programs leading to an occupational license to notify applicants and enrollees of the program about the implications of having a felony conviction on future licensure. It is important to note that, depending on the severity of the offense and other factors, a criminal history may or may not render a person ineligible for Social Work licensure. The Texas State Board of Social Work Examiners issues all Social Work licenses in Texas. More about the Social Work board may be found here: <https://www.dshs.texas.gov/socialwork>

The Texas Department of State Health Services, which governs the Social Work board, will provide a "Criminal History Evaluation" for potential applicants or students in a Social Work program. The evaluation is meant to determine whether or not one's criminal history is likely to impact licensure after completing the educational program. The fee for the Criminal History Evaluation letter is \$50 and may be ordered here: https://www.dshs.texas.gov/plc_cheval.shtm.

Standards of Practice

In addition to following the two Codes of Ethics/Conduct linked above, students must also comply with the Texas General Standards of Practice found in the Texas Administrative Code. The Standards of Practice may be found here: bhec.texas.gov/statutes-and-rules/.

THE COUNCIL ON SOCIAL WORK EDUCATION

The Council on Social Work Education develops policies and standards that govern the delivery of social work education at accredited universities. The Social Work program at UNTD is seeking accredited status with the CSWE. Every aspect of the UNTD program has been developed and implemented with accreditation in mind.

The CSWE rewrites accreditation standards every eight years in a document known as EPAS: Educational Policies and Accreditation Standards. EPAS contains all of the accreditation rules and expectations of all accredited programs. UNTD follows the accreditation standards very closely.

The 2022 EPAS document can be found here:

<https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf>



COUNCIL ON SOCIAL WORK EDUCATION