



BSW/MSW Social Work Student Handbook

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Administrative Approval

The Handbook contains information about expectations for students in the BSW and MSW programs. This handbook has been approved through appropriate channels and procedures by the BSW and MSW Department Chairs, Associate Provost Overseeing Graduate and Professional Studies, Provost and Vice President for Academic Affairs, and President. Although departments may occasionally wish to publish additional or revised guidelines for certain events and procedures, such guidelines are not effective and may not be implemented until written and through approval by the parties included below.



Myke Selha, BSW Program Director

August 3, 2026

Date



Cathy Beck-Cross, MSW Program Director

August 2, 2026

Date



Chris Viesselman, Associate Provost Overseeing Graduate & Professional Studies

August 3, 2026

Date



Patty Williams, Provost and Vice President for Academic Affairs

August 3, 2026

Date



Rachelle Keck, President

August 3, 2026

Date

Grand View University

Grand View University is private, not-for-profit liberal arts institution affiliated with the Evangelical Lutheran Church in America that offers bachelor's and master's degrees. Founded in 1896 by Danish immigrants, Grand View University has more than a century of focus on lifelong learning and emphasis on the "whole person," a perspective that dates from the principles of the Danish Folk School. Grand View University has a diverse student body in a career-oriented, liberal arts-grounded curriculum.

The mission of Grand View University is to engage, equip, and empower learners to fulfill their potential and serve the world. Grand View University is committed to the development of the whole person – mind, body, and spirit – and to preparing students for successful careers and responsible citizenship both in their communities and in a diverse and changing world. Grand View University offers a liberal arts education with goals that reflect the values and purpose of the social work profession.

The core values at Grand View University provide a foundation for faculty, staff, and students to fulfill the mission and achieve the vision of the institution.

- **Excellence:** Consistently surpassing expectations
- **Inclusive Community:** A campus community that values all members and appreciates our differences
- **Adaptability:** Adjusting to our changing world through resilience, flexibility and openness
- **Faith:** An individual's experience of, or a belief in, a power apart from the self
- **Global Curiosity:** An open-minded interest in cultural understanding that fosters discovery and growth
- **Agility:** Proactive intelligent improvement and innovation
- **Positivity:** A constructive and optimistic mindset

As a liberal arts institution enriched by the *School for Life* Danish concept representing a community bound together by a love of lifelong learning, Grand View University provides a supportive context for social work values-based education.

The Social Work Profession

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

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

-- From *NASW Code of Ethics* (2021)

Licensing

The State of Iowa licenses social workers at three levels: LBSW (Licensed Bachelor of Social Work, LMSW (Licensed Master of Social Work), and LISW (Licensed Independent Social Worker).

To obtain a license at the *bachelor's level*, students apply to the Association of Social Work Boards for the examination after completion of their undergraduate degree.

To obtain a license at the *master's level*, students apply to the Association of Social Work Boards for the examination either in the last term of their graduate education or after completion of a Master of Social Work degree.

Students are responsible for understanding licensure requirements for the state and setting in which they intend to practice. The State of Iowa code regarding master's level social work practice and required licensure is provided [here](#). All state boards have unique licensing requirements. Students should consult with the rules and regulations for the state in which they intend to seek licensure after graduation.

Code of Ethics

The National Association of Social Workers (NASW) [Code of Ethics](#) serves as a guide to the professional conduct to be displayed by social workers. The Code of Ethics provides information on the social work core values that inform practice and consists of a summary of the profession's mission and core values and information on dealing with ethical issues and dilemmas in social work. Social workers are expected to understand and uphold the profession's code of ethics. Students are provided with a link to the NASW Code of Ethics in each of their Blackboard courses and reference and apply aspects of the code throughout the curriculum.

Social Work at Grand View University

Program Missions and Goals

Bachelor of Social Work

The Bachelor of Social Work (BSW) program aims to develop professional social workers who will serve as agents of change among the individuals, families, communities and organizations that they serve. Students are educated in the art and science of professional social work practice; reflecting social work practice wisdom, theory, and research. With a commitment to social justice, social work students learn the core competencies necessary to operate as transformational professional social workers. Graduates are dually prepared to contribute to the field at the generalist practice level and continue with advanced graduate education.

Goals of the BSW Program

Goal 1: Prepare students for competent and effective entry-level generalist professional social work practice with individuals, families, groups, organizations, and communities through mastery of the knowledge, values, and skills that inform the nine core competencies.

Goal 2: Prepare students to think critically, using the values, code of ethics, and research base of the profession.

Goal 3: Prepare students to use prevention and intervention methods to work effectively in changing contexts with diverse populations, drawing on people's strengths and resilience.

Master of Social Work

The Master of Social Work (MSW) program prepares students for professional practice with diverse people and systems, with an emphasis on competent, ethical services. Students will develop the skills they need to take an active role in addressing social problems and challenging social, economic, and environmental injustice.

All students choose an area of concentration, which includes specialty courses in addition to core courses and electives. The Grand View University MSW offers three specialty areas: Administration and Leadership, Clinical Social Work, and School Social Work. Students may also elect to complete a certificate (12 credits) in Diversity, Equity, and Inclusion (DEI). Students are not required to be enrolled in the MSW program to complete the certificate.

Goals of the MSW Program

Goal 1: Understand the components of effective advanced professional social work practice.

Goal 2: Understand and use the goals of values clarification, code of ethics and research based of the profession, to develop a critical framework for making practice decisions.

Goal 3: Demonstrate the ability to select and use assessment, intervention, and evaluation methods to work effectively in changing contexts with diverse populations.

Social Work Competencies

In addition to the program goals, social work students are responsible for mastering professional behavior as established by the Council on Social Work Education (2022 standards). The nine competencies are as follows:

1. Demonstrate ethical and professional behavior
2. Advance human rights and social, racial, economic, and environmental justice
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

Student Responsibility

It is the student's responsibility to read and adhere to the expectations described in the *MSW Student Handbook*. All policies and practices discussed in this handbook supersede those of previous handbooks. The student is also expected to

read and adhere to the expectations described in the *BSW/MSW Practicum Education Handbook*. Students are assessed a fee to access the practicum application program where documents associated with the practicum experience are housed.

Faculty

The Grand View University Social Work program ensures its faculty members meet accreditation requirements identified by the Council on Social Work Education.

Equal Opportunity and Non-Discrimination

The Grand View University Social Work program does not unlawfully discriminate based on race, religion, creed, color, sex, sexual orientation, gender identity, marital status, age, national origin, ancestry, disability, military status, or other classification protected by local, state, or federal law in applications for admission.

Grand View University is committed to providing for the needs of students who have disabilities under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and Amendments Act of 2008. It is the policy of Grand View University that reasonable and appropriate services and support be made available for any student who, through a recent assessment, can document a disability.

Admission to the Grand View University Social Work Program

The Grand View University Bachelor of Social Work (BSW) and Master of Social Work (MSW) programs are accredited by the Council on Social Work Education (CSWE). Accreditation by CSWE indicates that it meets or exceeds standards of program quality evaluated through a peer review process. An accredited program has sufficient resources to meet its mission and goals, which CSWE has verified demonstrates compliance with all standards. Accreditation applies to all program options, which include locations and delivery methods. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

BSW Admission

Admission to the Major

Applications for admission to the Social Work major must have completed a minimum of four required courses: SWRK 101, ENGL 101, PSYC 101, and SOCS 101. Students who wish to transfer in SWRK 101 (or any other Social Work course) must have completed that course at an institution with an accredited Social Work program or from an institution with an articulation agreement that identifies equivalencies for coursework. The Grand View University Social Work program does not grant Social Work course or field experience credit, in whole or part, for life experience or previous work experience.

Students must have a minimum cumulative GPA of 2.5 on all Grand View University courses at the time of application, and a GPA of 2.5 (minimum of C) in all required prerequisite courses. Applicants must have completed 30 hours of Introductory Agency Exposure in SWRK 101 (or similar number of hours in an equivalent course), and score at least 80% on an evaluation by the agency supervisor. Applicants must also demonstrate suitability for the profession, as evidenced by average scores of at least 80% on assessments of professional behavior completed in SWRK 101. Additional information about the admission process can be found in the Social Work Student Handbook, located on the Grand View University website.

Admissions Procedure

Admission to the major is selective and involves the following:

1. Admission to Grand View University.
2. Application to the Social Work program. Application forms are available from the Grand View University website at www.grandview.edu.
3. Submission of an instructor recommendation from a non-Social Work faculty member.
4. Successful personal interview at the discretion of the Social Work faculty.

Students may apply after they complete the required prerequisite courses and will have at least sophomore standing the following fall. Applications for the Social Work program are due by December 1 for students enrolled in SWRK 101 during the fall semester, by April 15 for students enrolled in SWRK 101 during spring semester, and by July 15 for students enrolled in SWRK 101 during a summer term. See Social Work Student Handbook for details on the application process.

MSW Admission

The Grand View University MSW program uses specific criteria through a formal and selective process for admission to the program.

General Application Requirements

1. Application for admission to graduate study.
2. Completion of a bachelor's degree from a regionally accredited higher education institution by the time of admission or have a degree completion plan that meets the requirements of the program.
 - a. An official transcript of an earned baccalaureate degree from a regionally accredited institution of higher education. Transcripts must be sent from the originating institution(s) granting the credit. Unofficial transcripts may be accepted until official transcripts are received and verified.
 - b. The student may also have completed a baccalaureate degree from institutions recognized by the Council on Social Work Education (CSWE) International Social Work Degree Recognition and Evaluation Service, or programs covered under a memo of understanding with international social work accreditors.
3. A minimum cumulative undergraduate GPA of 3.0 OR a minimum cumulative undergraduate GPA of 3.0 in the last 60 hours of undergraduate studies OR 3.0 or higher from at least 12 credits of graduate level coursework.
2. International Graduate Student Enrollment Checklist (for international students only)
3. Transcripts from all post-secondary educational institutions.
4. Application to the MSW program.
 - a. Statement of Purpose: A 750- to 1,000-word statement that addresses the points listed below. This statement will be used to assess the student's written communication skills and commitment to the social work profession. The statement of purpose is to address the following questions.
 - What are your career goals after completion of graduate school?
 - How do you see yourself carrying out the ethical principle of social justice in your practice?
 - What strengths will you bring to the graduate program?
 - What experiences contribute to your capacity to complete a graduate program?
 - b. Two recommendations which speak to the applicant's academic strengths, professionalism, and capacity to complete a graduate degree program. May be provided by an undergraduate instructor, employer, or someone who knows the applicant well in response to the criteria above. Recommendations may not be from Grand View University BSW or MSW full-time faculty.
 - c. Professional resume.
 - d. Official transcript from Baccalaureate granting institution (if attended a school other than Grand View University).
5. Application to the MSW program and meeting the minimum requirements does not guarantee admission. Admission to the program may be limited by space.
6. Applicants who do not meet all the requirements, including the 3.0 GPA requirement, may still be considered for admission to the program on a case-by-case basis and admission may be on a provisional basis. In these instances, the applicant may be interviewed by the department's Admissions Committee.
 - a. Students who have completed a bachelor's degree may take up to 12 credits in the MSW program without being accepted. These may be used by the student to demonstrate the ability to obtain a 3.0 in graduate course work.

Additional MSW Considerations

1. Students whose residence is more than miles from campus should plan to attend in person unless a) a course is designated as fully online, b) held using virtual participation in real time, or c) the student has accommodations through Accessibility Services. Students who live 50+ miles from campus may choose to attend in person or virtually and are expected to communicate their attendance plan with each course instructor.

2. Priority consideration is given to applications submitted by February 1 for students applying to start coursework during the summer term, June 1 for students applying to start coursework in the fall term, and November 1 for students applying to start coursework in the spring term.
3. Some practicum placement settings take applications for graduate students up to 12 months in advance. Students applying for Advanced standing (have/will have completed a BSW; see information *Regular Advanced Standing*, below)) and who wish to complete the program in an accelerated schedule (summer, fall, spring) are strongly encouraged to apply by December 1 prior to the summer start date to ensure greatest options in placements. While choices of practicum placements may be restricted for students applying after December 1, applications are still welcomed and will be considered.

Regular and Advanced Standing

Advanced standing will be awarded to MSW students graduating from a baccalaureate program recognized through the CSWE International Social Work Degree Recognition and Evaluation Service and programs covered under a memorandum of understanding with international social work accreditors. Students who do not have a baccalaureate program recognized by CSWE are considered to have *Regular standing*.

1. Students applying with advanced standing:
 - a. Must have graduated within the previous 10 years from a BSW program accredited by the Council on Social Work Education.
 - b. Must have a cumulative undergraduate GPA of 3.25 if applying for the advanced standing accelerated program.
2. Students applying with regular standing:
 - a. May transfer up to 24 credits of graduate level foundation coursework from a CSWE-accredited MSW program completed within the last 10 years. The student must have earned a grade of B or higher in the courses.
3. Courses from programs not accredited by CSWE may be counted as transfer credit if they are considered equivalent to courses in the MSW curriculum and are not practice courses (which are SWGR 507, 508, 510, 535, 540) or practicum education courses (which are SWGR 589, 598, 599). See additional information in *Transfer of Credits* below.

MSW 3+2 Program

The Social Work 3+2 program allows students to complete up to 15 hours of graduate course work toward a Master of Social Work degree as they finish their Bachelor of Social Work. After obtaining a bachelor's degree, 3+2 program participants will complete the MSW the following spring.

Students accepted and enrolled in the Social Work 3+2 program may count up to 15 credit hours of graduate coursework towards both their undergraduate and graduate degrees. Grades from coursework will count in both the undergraduate and graduate GPA.

Application requirements for the 3+2 program are:

1. Must be at junior status (minimum of 90 credit hours) before applying and must apply no later than the spring semester of the junior year.
2. A Grand View University cumulative GPA of 3.0 is required.
3. Two letters of recommendation: one speaking to the student's academic strengths, professionalism, and capacity to complete a graduate degree program; the other from an undergraduate instructor.
4. Demonstrate proficiency in writing through submission of an essay.
5. Must be a member in good standing of the Social Work program and not on a plan for improvement.

Applicants who do not meet all the requirements may still be considered for admission to the program on a case-by-case basis. In these instances, the applicant will be interviewed by the department's Admission Committee.

Students considering this program need to plan carefully, as the program requires students to take full course loads and perhaps courses in the summer. They are encouraged to begin working with a Social Work advisor as early as possible.

Evaluation of Application for Admission and Notification of Decision

Applications for the BSW and MSW program are reviewed by full-time social work faculty. Application scoring is based on a rubric reflecting the dimensions of *thoroughness, thoughtfulness of reflection, potential as a social work student, and quality of writing*.

Students who apply for the BSW or MSW program are evaluated on the following criteria:

Criteria within Program Application	Evaluation Measure (BSW)	Evaluation Measure (MSW)
Evidence of effective oral, written communication, and critical thinking skills	- Personal Essay - Letters of recommendation - Interview with social work faculty (discretionary)	- Statement of Purpose - Professional resume - Letters of recommendation
Commitment to the social work profession	- Personal Essay - Letters of recommendation	- Statement of Purpose - Letters of recommendation
Potential to successfully complete program coursework	- Overall GPA - Grade in SWRK 101 (or equivalent) and required prerequisite courses - Letters of Recommendation	- Undergraduate GPA transcript - Graduate coursework GPA (if applicable) - Transcripts from graduate work (if any) - Statement of Purpose - Letters of recommendation - Interview with social work faculty (discretionary)
Professionalism	Letters of recommendation	- Professional resume - Letters of recommendation
Demonstrated evidence of ability to form effective interpersonal relationships and willingness to continuously improve those skills in a variety of practice settings	- Assessment of professional behavior during 30-hour Introductory Agency Exposure (or equivalent) - Social work application responses and essay - Interview with social work faculty (discretionary)	(Used for BSW only)
Commitment to incorporation of diversity, social justice, and social work ethical principles to guide practice behaviors	- Assessment of professional behavior during 30-hour Introductory Agency Exposure (or equivalent) - Social Work Application responses and essay - Interview with social work faculty (discretionary)	- Statement of Purpose - Letters of recommendation - Interview with social work faculty (discretionary)

MSW students are notified of the status of their application within 5 business days of submission of the application packet. BSW students are notified within 5 days after grades are submitted at the end of the semester in which they applied.

Applicants to the BSW and MSW programs are notified as to whether they have been *accepted, accepted provisionally, or not accepted*. Students who are *accepted provisionally or not accepted* are provided with rationale for the decision and information as to what they may do in response to either of these decisions.

BSW Program Notification of Application

Students who are accepted may enroll in additional social work courses beginning the following term.

- Students who are accepted provisionally will be provided with information as to the reason for the decision as well as what the student needs to do to remediate the provisional status.
- Students who are not accepted will be provided with the reasons for the decision. Students may file a grievance as to the admission decision, following the procedure discussed in the policies and procedures section of the Social Work Student Handbook.

- Additional information may be found in *Instructions for Application to the Social Work Major*, located on the BSW page of the university website.

MSW Program Notification of Application

Students *accepted* may enroll in the MSW program, beginning with the upcoming term in which courses applicable to the student are offered.

Students who are *accepted provisionally* are provided with information as to the reason for the decision as well as what the student may do to remediate the provisional status. Provisional acceptance may be granted for the following reasons:

- A grade point average below required 3.0. The student is expected to achieve the required grade point average after one term of provisional acceptance to the program.
- Writing skills in need of remediation. For the first term of enrollment in MSW courses, the student will be required to provide documentation of use of the university writing center prior to submission of identified assignments. The student's writing skills will be reviewed at the end of the term, at which point full acceptance in the program will be granted. Provisional acceptance may be repeated for up to two terms.
- Other concerns that may arise reflect the need for an interview with the MSW Program Director and/or MSW Practicum Education Director.

Upon request, students who are *not accepted* will be provided with information as to the reasons for the decision. Students may file a grievance as to the admission decision, following the procedure discussed in the policies and procedures section of the MSW Social Work Student Handbook.

Transfer of Credits

The Grand View University BSW and MSW programs follow the institution's practice for acceptance of general transfer credits, and the expectations of the Council on Social Work Education for acceptance of credit toward courses in the social work curriculum.

The Grand View University Catalog outlines policies and procedures for transfer of credits. Policies and procedures are specific to the type of institution in which the credits to be transferred were obtained.

The BSW or MSW program director, in conjunction with the department chair (if different from program director), has the ultimate approval of transferability of courses under examination. Official transcripts must be submitted from all institutions attended whether coursework was completed or not. Grand View University may refuse to recognize credit from an institution that is not accredited by a regional accrediting organization or approved by the Council on Social Work Education.

Transfer credits for students admitted to the Bachelor of Social Work program must have been completed within the last 10 years, completed with a C or higher, and are accepted only from institutions with social work programs accredited by the Council on Social Work Education.

Transfer credits for students admitted to the Master of Social Work program may transfer up to 12 credits of graduate level coursework from a CSWE-accredited MSW program completed within the last 10 years. The student must have earned a grade of B or higher in the courses. Transfer credits toward social work graduate coursework must be reviewed for acceptance toward required courses.

Grand View University BSW and MSW programs do not grant social work course or practicum experience credit, in whole or in part, for life experience or previous work experience.

Requirements to Remain in the Program

BSW Requirements

Upon acceptance to the major, the following are required for retention in the major:

- 2.5 GPA in all courses required for the major, with a minimum of a C in each. If a grade lower than C is earned in a course required for the major, the student has up to three terms to retake the course in order to remain in the major. The course must be retaken prior to graduation. Students whose GPA falls below 2.5 will have one semester to raise their GPA to the necessary level.
- Continued demonstration of suitability for the profession, as evidenced by

- ☐ Adherence to the NASW Code of Ethics
- ☐ Successful resolution of behavior concerns through use of Student Improvement Plan (see below, and Appendix A)
- Students have the responsibility to know and uphold the NASW Code of Ethics and apply the code to all aspects of their educational process.
- In order to ensure strong working relationships with partner agencies, where students may complete classroom immersion activities (or the final practicum placement), students are expected to self-report to their social work advisor if they acquire, while in the program, a new criminal conviction or deferred judgment or a record of dependent adult and/or child abuse. Faculty may require the student to sign a release of information to obtain additional information about the situation, if it is seen as impacting the student's ability to participate in academic activities or the practicum placement. Faculty who become aware of criminal convictions, deferred judgments, or founded allegations of abuse by a social work student may also require the student to sign a release of information to obtain additional information about the situation, if it is seen as impacting on the student's ability to participate in academic activities or the practicum placement.
- It is expected students will not use substances that impair judgment in the classroom or in academic activities. This includes the use of illegal substances, un-prescribed drug use, and legal substances that impair judgment. Students who display indicators of substance use (e.g., slurred words, odor of substances, inability to focus) in classroom or academic activities will be seen as disruptive to the academic setting, and asked to leave the classroom/activity.
- Student behavior not consistent with program expectations and/or not reflective of the NASW Code of Conduct will be addressed in the following ways:
 - ☐ The student will first receive a written warning from the observing faculty member and/or student's advisor.
 - ☐ If the behavior continues, the student may be placed on a Student Improvement Plan. The plan is reviewed in a meeting with the student and social work faculty.
 1. The student and social work faculty must sign the plan in order to remain in the course. Refusal to sign the plan will result in a failing grade in the course. The student may provide written comments on the plan. The student and social work faculty members will receive a copy of the plan, with the original placed in the student's advising file.
 2. At the end of the contract time or the semester, the plan will be reviewed, and resolution of the behavior will be documented. A copy of the plan with resolution will be provided to the student and family members, with the original placed in the student's advising file.
 3. A student may be on a Student Improvement Plan two (2) times while in the social work program. Placement on a Student Improvement Plan for a third time is grounds for dismissal from the social work program. The student would be notified of dismissal by the social work program director.

Although not required for retention in the program, students who intend to apply for advanced standing to an MSW program upon graduation should expect to maintain an overall 3.0 GPA. Students may either repeat courses or take additional coursework to improve their overall GPA. Students who wish to repeat a course in order to improve overall GPA must follow university and financial aid parameters detailed in the Grand View University Catalog, Repeating Coursework.

MSW Requirements

Students must maintain a 3.0 GPA and may not accumulate more than 2 course grades of C+, C, or C- toward graduation. Students with a cumulative GPA below 3.0 will be placed on probation and may be dismissed from the program by the Graduate Committee. See additional information in the Grand View University Catalog > Graduate Degree Programs > Academic Progression.

Adherence to the NASW Code of Ethics. Students have the responsibility to know and uphold the NASW Code and apply it to all aspects of their educational process. The Code of Ethics is available at this [link](#).

Students may be required to provide personal liability insurance during the practicum education placement. If the agency requires personal liability insurance the student is responsible for the cost of maintaining and may not begin the placement hours until insurance is verified by the social work program. The university does carry liability insurance on students when they complete placement hours within the dates of the assigned academic term.

To ensure strong working relationships with partner agencies, students are expected to self-report to their academic advisor or the MSW program director if they have a criminal conviction or deferred judgment or a record of dependent adult and/or child abuse that might impact the student's ability to participate in academic activities or practicum placement. Faculty who become aware of unreported criminal convictions, deferred judgments, or founded allegations of abuse by a social work student may also expect the student to sign a release of information to obtain additional information

about the situation, if it is seen as impacting on the student's ability to participate in academic activities or the practicum placement. The intent of this process is to discuss with the student the impact of legal involvement and/or substantiated abuse and the impact it might have on the practicum placement process.

It is expected students will not use substances that impair judgment in the classroom or in academic activities. This includes use of illegal substances, un-prescribed drug use, and legal substances that impair judgment. Students who display indicators of substance use (e.g., slurred words, odor of substances, inability to focus) in classroom or academic activities will be seen as disruptive to the academic setting and asked to leave the classroom/activity.

Student behavior not consistent with program expectations and/or not reflective of the NASW Code of Ethics will be addressed in one or more of the following ways. The level of intervention implemented is influenced by the nature of the offense; the severity of any damage, injury, or harm resulting from the offense; and the student's current demeanor and past disciplinary record, if any. Depending on the severity of the situation, the intervention may not begin with Level 1.

Each of these levels is meant to indicate that the behavior must stop completely and that corrective measures need to be taken. The levels are meant to be corrective, restorative, and/or educational in nature. In recommending or determining a level, members of the social work faculty will consider all relevant factors in the intervention.

Intervention Process

Level 1: Formal Conversation

- a. If the behavior is demonstrated within the course environment, the instructor will schedule a meeting at a time outside of class session to discuss concerns with the student, to include the MSW Program Director at the instructor's discretion. If the behavior is demonstrated outside the course environment, the meeting will be scheduled with the initiating faculty member and include the student's advisor and/or MSW Program Director, at the initiating faculty member's discretion.
- b. Documentation of the meeting will be included in Navigate and in departmental collaborative records (e.g., Teams).
- c. No formal written warning or student improvement plan will be developed.

Level 2: Written Warning

- a. If the behavior continues, the student will receive a written warning from the observing faculty member, the student's academic advisor, and/or the MSW Program Director.
- b. The written warning shall include a description of the observed behavior and the reason it is a concern and may be provided electronically (via email) or as a paper copy (in person).
- c. An electronic copy of the written warning will be provided to the student and uploaded to Navigate along with documentation of the meeting.

Level 3: Student Improvement Plan

- a. If the behavior continues, the student will be placed on a Student Improvement Plan (see Appendix A). The plan is developed in a meeting with the student and initiating faculty member and, as appropriate to the situation, instructor and academic advisor. The MSW Program Director is also present for the meeting.
- b. The student, initiating faculty member, and MSW Program Director will sign the plan. Refusal by the student to sign will result in a referral to the Academic Dean. The student may provide written comments on the plan. The student, initiating faculty member, and MSW Program Director will receive an electronic copy of the plan. A copy will be uploaded to Navigate along with documentation of the meeting.
- c. A date is provided for reviewing the plan, such as the end of the academic term or academic year. Upon the review date of the plan, it will be discussed with the student, initiating faculty member, and MSW Program Director. Documentation of the discussion and indication of resolution will be included in Navigate along with documentation of the meeting.
- d. A student may be on a Student Improvement Plan one time while in the MSW social work program. Placement on a Student Improvement Plan for a second time is grounds for dismissal from the program. In the case of dismissal, the student will be notified by the MSW Program Director.

Suspension or Removal from the Program

Students enrolled in the Grand View University Social Work programs are expected to uphold a high standard of ethics in academic and practice settings. This includes, but is not limited to, upholding the academic code of conduct for the university, maintaining expectations of professional behavior, and adhering to the NASW Code of Ethics.

Non-Academic Reasons for Suspension or Removal

A student may be suspended or permanently dismissed from the social work program in the case of:

1. Providing false, misleading, or incomplete information on the BSW or MSW application form.
2. Academic probation or suspension (see policy statement in the University Student Handbook).
3. Academic dishonesty per Grand View University policy (see policy statement in the University Catalog).
4. Suspension for disciplinary reasons per Grand View University policy (see policy statement in the University Student Handbook).
5. Professional behavior in the classroom, academic activities, or practicum education unresolved through a Student Improvement Plan (see Appendix A: Student Improvement Plan).
6. Repeated violations of the Student or Practicum Education Handbook policies on substance use in classroom and/or academic activities (see *Requirements to Remain in the Program*).
7. Practice behavior not reflective of the NASW Code of Ethics.

Students dismissed from the program will receive the decision in writing from the social work program director. If dismissal occurs during a term in which the student is enrolled, then the student will either a) withdraw from courses and receive a W on their transcripts, if this occurs within the allowable time frame in the term, or b) receive a final grade for the course that includes a zero for all assignments that are not completed before dismissal.

Students also have the opportunity for an exit interview with the appropriate social work program director and practicum education director. Students who wish to appeal a decision may follow the appeal process described in the appeals section of the Social Work Student Handbook.

Student Information

Advising

Students are assigned to a faculty member in their respective program (BSW, MSW) for academic and professional advising. Advisors assist by providing guidance on selecting courses and development of an educational plan that satisfies degree requirements, and helping ensure the educational plan is consistent with the students' abilities and interests.

All Grand View University students are expected to meet with their academic advisor at least twice each semester. If a student prefers to change their advisor, the student may submit a *Change of Advisor Request*.

Appeals

Every effort is made to provide students with information about how to ensure their academic and future professional success. If a student is dissatisfied with a decision related to academic performance, professional performance, or acceptance to the major, an appeal process may be utilized. The academic appeal process is provided in the Grand View University Catalog.

Information is provided at the start of each course to help support student academic success. Syllabi are required to provide students with an understanding of how their academic performance will be evaluated.

Students who wish to file a complaint related to a course grade or other concerns about a course are to follow the established procedures developed by Grand View University, described in the Selected Academic Policies and Procedures section of course syllabi and the current Student Code of Conduct.

Student Rights and Responsibilities

(Excerpted from the Grand View University Student Handbook)

Student Rights

Students have the right to free inquiry, expression, and association. However, Grand View University insists that all such expressions be peaceful and orderly and conducted in a manner so as not to infringe upon the rights of others. Moreover, students must clearly indicate that they are speaking as individuals and not for Grand View University community. Students

should be free from discrimination and harassment based on race, ethnicity, sexual orientation, gender identity, age, national origin, religion, disability status, marital status or family status, national or geographic origin, language use, socioeconomic status, first-generation status, military/veteran, or other forms of self-identification. Students should be secure in their persons, living quarters, papers, and effects. Students are protected against improper disclosure as articulated in the Family Education Rights and Privacy Act of 1974 (FERPA).

Academic Honesty

In accordance with the mission statement, Grand View University is dedicated to the development of the whole person and committed to truth, excellence, and ethical values. The University strives to promote an appreciation of the dignity and worth of each individual and open interaction among student, faculty and staff. Personal integrity and academic honesty are essential to building a campus of trust. Thus, honesty in all aspects of the college experience is the responsibility of each student, faculty, and staff member.

Student Responsibilities

- Practicing high standards of academic and professional honesty and integrity.
- Respecting the rights, privileges, and property of other members of the academic community and visitors to the campus.
- Refraining from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons.
- Following the reasonable directions of University personnel and maintaining an appropriate educational atmosphere in classes and laboratories.
- Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of Grand View University and its divisions and departments.

Social Work Student Responsibilities

In addition to students' academic and professional responsibilities, BSW and MSW students are expected to live out the following dispositions and behaviors.

Commitment to Service

- Demonstrates a strong desire to help others
- Seeks service opportunities beyond expectations
- Commitment to working with marginalized populations

Respect for Dignity and Worth

- Treats all individuals with respect
- Demonstrates patience and compassion
- Maintains appropriate boundaries with clients, colleagues, instructors, and supervisors

Cultural Humility and Social Justice

- Advocates actively for equity
- Seeks to learn from diverse perspectives
- Demonstrates cultural awareness
- Advocates for inclusivity
- Demonstrates awareness of own values and how they may impact others

Collaboration and Relationship-Building

- Build positive, effective relationships with clients, peers, and colleagues.
- Works well with others and contributes to team efforts
- Demonstrates commitment to continually improve communication (written and spoken) skills

Integrity

- Meet deadlines
- Follows through on tasks
- Accepts responsibility

- Demonstrates strong ethical reasoning
- Adheres to the NASW Code of Ethics
- Maintains commitment to academic integrity

Competence

- Reflects on practice
- Engages in honest self-evaluation
- Accepts feedback and implements change
- Regularly seeks growth opportunities
- Prepares for class/practicum engagement
- Practices healthy self-care
- Exercises critical thinking
- Demonstrates professionalism based on norms of the setting

Student Engagement

Campus Activities

Students may engage in campus-related organizations to participate in policy making related to academic and student affairs. Grand View University offers its students a variety of leadership opportunities, each of which has a distinct focus and activities.

Students who wish to become involved in campus-related activities may reach out to either a student leader in the organization or the faculty or staff contact person associated with the organization.

Social Work Club

Graduate and undergraduate social work students may participate in the student-led Social Work Club, which has oversight and assistance from social work faculty. Meeting times and activities are determined by student membership and can include recognition of the profession through outreach and awareness, community service projects, and presentations by local social work practitioners.

Phi Alpha Honor Society

Phi Alpha is an international honor society for social work students. Students with a GPA in the top 35% of their graduating class are invited to join after they have completed at least two semesters of their program. Induction occurs at the end of the spring term and membership allows the student to wear the society's honor cords for the graduation ceremony. Membership brings opportunities to compete for scholarships, present research at national conferences, and may provide preferential consideration when applying for jobs.

Student Participation in the Social Work Department

Student voice is important in the development and ongoing improvement of the social work program. During The Grand View University Social Work Advisory Council consists of BSW and MSW faculty, local practitioners, the Academic Dean, student representatives (both BSW and MSW), and alumni from the BSW and MSW programs. Advisory council members provide feedback on the structure of the social work program, discuss gaps within the profession, and identify practicum placement options. Members also provide guidance on ensuring diversity in both implicit (such as admissions, recruitment, and other aspects of representation) and explicit (curricular) characteristics of the program.

When hiring new social work faculty, feedback is solicited from students, such as through inclusion in the interview process and participation in teaching demonstrations of candidates. While the final decision in hiring is made by the Provost, taking into consideration the recommendation of the Search Committee, student perspective provides valuable information to support the hiring decision.

Social Work Student Handbook Appendix A
Student Improvement Plan

Grand View University Social Work Program
Student Improvement Plan

Student name:

Date:

Date of initial written warning from faculty about behavior:

Faculty member submitting initial written warning:

Behavior in need of improvement:

List goals and activities the student will initiate to improve behavior. Include skill development and changes needed to meet behavior expectations.

Expected results:

List measurements for results where possible.

Date for student and faculty to review progress:

Student signature:

Date:

Faculty signature:

Date: