FACULTY OF SOCIAL WORK
BSW HANDBOOK 2018-2019

This document is intended to be a supplement to the University of Manitoba Undergraduate Academic Calendar. Should discrepancies appear between the information in this document and the University of Manitoba Undergraduate Academic Calendar, the latter shall prevail.
# FACULTY OF SOCIAL WORK BSW HANDBOOK 2018-2019

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Dear Students:

I am very pleased to welcome you to the Faculty of Social Work at the University of Manitoba. Whether you are a student in the Fort Garry BSW Program, the Inner City Social Work Program, the Northern Social Work Program, or the Distance Delivery BSW Program, you are on the path to obtaining your Bachelor of Social Work degree - a significant step in your professional development. You are entering a dynamic profession; social workers engage collaboratively with individuals, families, and communities to help them meet their needs while also working to create a more equitable and just society. Through courses and field experiences, you are going to be challenged to think differently about the world around you, to reflect on your personal values and beliefs, and to develop skills to facilitate change. This is going to be a transformative intellectual and personal journey that will prepare you for a career as a social worker.

The Faculty of Social Work has a long tradition of offering quality, accredited social work education in Manitoba. This year we are celebrating our 75th anniversary. Our alumni are spread across the country and beyond. They are engaged in a range of professional activities – some are providing direct practice to individuals and families, some are working in community development, some are advancing knowledge through research and evaluation, and others are changing social policy in order to promote social justice and enhance the well-being of the most marginalized members of our society. Building on your work and life experiences, the BSW Program will give you the knowledge and skills you will need to join these alumni in furthering the mission of social work.

I trust that your experience in the Faculty of Social Work will be positive. You are going to have the opportunity to interact with our excellent faculty members who, in addition to sharing their practice knowledge and experience, are making significant contributions to social work through their research and scholarship. You are also going to work with our network of community-based field instructors who will guide you in translating into practice the theoretical knowledge you will acquire through your coursework. There are many other people working in the Faculty and the University who are here to provide you with advising and academic support. I encourage you to take advantage of all the opportunities and supports available to enhance your learning. Get involved in your student organization and engage in Faculty events. Much of your learning will happen through interactions with faculty, field instructors, staff, and fellow students.

I wish you all the best in your studies – have a great year!

Dr. Diane Hiebert-Murphy
Acting Dean, Faculty of Social Work
FACULTY OF SOCIAL WORK MISSION STATEMENT

To pursue knowledge and provide accessible and inclusive educational programs that will advance the fields of social work practice and social policy at all levels and that will contribute to the development of societies in promoting respect for human rights and dignity, individual worth and wellbeing, diversity, social inclusion, and the principles of social justice. To prepare students for ethical, competent, critically reflective, innovative, anti-oppressive, accountable, and effective social work practice at all levels. To create and maintain a learning environment that promotes and supports respect for difference, risk-taking, democratic participation, a spirit of inquiry, equity, innovation, originality, and collaboration. To acknowledge, support, and promote different traditions of knowledge and different methods of knowledge gathering.

FACULTY OF SOCIAL WORK VISION STATEMENT

The vision of the Faculty of Social Work is to help create and contribute to a world where there are no great inequalities of wealth or income, where economic and political power is more evenly distributed, where human need is the central value of distribution of society’s resources, where diversity of culture is celebrated, where people have greater control over their own lives, and where all persons are afforded maximum opportunity to enrich their physical, spiritual, psychological, and intellectual well-being. Being the only university-based social work program in Manitoba and the largest program in Canada, this vision also includes the Faculty playing a leading role in the socio-economic-cultural development of the Province in particular, but also to Canada and beyond, which is consistent with the University’s own vision statement. To these ends, it is necessary that the Faculty become one of the outstanding social work programs in Canada with respect to research, quality education, community service, and the accomplishments of its graduates.
BSW PROGRAM INFORMATION

SITES AND DELIVERY METHODS

FORT GARRY CAMPUS SOCIAL WORK PROGRAM

Located in the University of Manitoba’s Tier Building, the BSW Program at the Fort Garry Campus offers a three-year, two year (concentrated) or part-time plan for social work students. Approximately 75 students are accepted into the Bachelor of Social Work program each year, beginning their studies in September.

The role of the Student Services & Admissions / Advising Office is to provide guidance to students as it pertains to Faculty and University regulations regarding grades, responsibilities and rights of students, selection for admission criteria, course selection and degree planning, transfers, and withdrawals. If you have any questions or concerns, you may discuss them with the Coordinator of Student Services & Admissions/ Advising Office, Anita Nowak, 520 Tier Building, 474-9152 or Miranda Jestadt, BSW Student Advisor, 519 Tier Building, (204)474-9356.

The Field Coordinator for Fort Garry Students is David Sullivan and he is responsible for ensuring that all students who are eligible for a field placement are referred to an agency or organization. For further information on field instruction and procedures, please consult the current University of Manitoba Undergraduate Academic Calendar or contact the Field Coordinator at (204)474-8767, located in room 413 Tier Building.

Contact information
Faculty of Social Work
General Office
521 Tier Building
Winnipeg, MB R3T 2N2
Ph. (204)-474-7050
Social_Work@umanitoba.ca
INNER CITY SOCIAL WORK PROGRAM

The Inner City Social Work Program, located at 485 Selkirk Avenue, is an inner-city extension of the Faculty of Social Work, Fort Garry Campus. This BSW program is an ACCESS program designed to support students who have traditionally faced systemic barriers common to inner-city life experience such as poverty, racism, school failure, and marginalization, all factors preventing accessibility to post-secondary education. Candidates for the program must have a commitment to the profession of social work.

There are two BSW program options offered through the Inner City Social Work Program, full-time or part-time studies. Approximately 30 students are accepted directly into a four-year full-time BSW program each spring, beginning their studies in mid-August. A similar number of students are accepted into part-time studies annually for a May program start. The part-time BSW takes approximately six years to finish.

The Director of the program is Yvonne Pompana. Full-time Faculty members include Marleny Bonycastle, Jane Casey, Eveline Milliken, Michael Minor, Percy Lezard and Yvonne Pompana. The Field Coordinator for ICSWP students is David Sullivan.

Contact Information
Faculty of Social Work
Inner City Social Work Program
William Norrie Centre
485 Selkirk Avenue
Winnipeg, MB R2W 2M6
Ph. (204)668-816
icswp@umanitoba.ca
NORTHERN SOCIAL WORK PROGRAM (THOMPSON)

The Bachelor of Social Work Program in Thompson is an extension of the Faculty of Social Work on the Fort Garry Campus. Located in Thompson, Manitoba, this BSW program is designed for northern students who, without the support of the program, would be unable to successfully complete a university degree due to lack of financial resources, lack of academic qualifications, remote location, and cultural barriers. Approximately 20-25 students are accepted each year directly into a four-year BSW program. In addition, applicants that meet general admissions requirements may also apply as external students. These students enter directly into the second year of the program.

The Director of the program is Colin Bonnycastle. Full-time faculty on staff are Greg Fidler, and Lori Oberdorfer, Lee Anne Deegan, Leslie Tucker and Katie Thompson. Several faculty members from the Fort Garry Campus teach individual courses on a year-to-year basis.

The Field Coordinator for the Northern Social Work Program is Katie Thompson and she is responsible for ensuring that all students requiring a field placement are placed in an agency or organization. For further information on field instruction, and procedures, please consult the current University of Manitoba Undergraduate Academic calendar or contact the Field Coordinator at 1-(204)-677-1456.

Contact Information
Faculty of Social Work
Northern Social Work Program
3 Station Road
Thompson, MB R8N 0N3
Ph. 1-(204)-677-1450
Ph. 1-(866)-237-5509

DISTANCE DELIVERY BSW PROGRAM

The Distance Delivery BSW is intended to target individuals who are employed in the social services and living outside of Winnipeg, but who may not have had the opportunity to pursue professional social work education. The Faculty of Social Work remains committed to the accessibility of social work education and has extended the concept of accessibility to include geographical accessibility.

Delivery of the Distance Delivery BSW is based on two approaches:
- Delivered to individuals by means of an online study program
- Delivered to community-based groups using the cohort method

Delivery methods for the online study component of the program include a combination of online study and web conferencing. All online courses are made available in the learning management system UMLearn and most will have web conferences that students must attend. The Faculty of Social Work offers courses year-round in the Fall, Winter and Summer terms. All course examinations are scheduled and arranged by the Examination Coordinator in the Registrar’s office. Exams will take place at one of the pre-approved examination centres across Canada, please refer to the Registrar’s Office website for further details.
Delivery of the BSW degree program to community-based cohorts utilizes various methods of delivery (depending on the needs of the cohort group) including face-to-face delivery, online study, or through blended learning delivery with a combination of face-to-face, web conferences and online study.

The Distance Delivery Bachelor of Social Work program is staffed by a Program Coordinator, and 2 student Advisors, Julia Florek-Turcan and Joel Montgomery. The Field Coordinator for the Distance Delivery program is Joan Churley. The Field Coordinator supports students in securing placements across Canada. The Field team consists of several Field liaisons and a Field assistant. For further information on field instruction and procedures, please consult the relevant section of the University of Manitoba Undergraduate Academic Calendar, Field Instruction Manual or contact the Distance Delivery Field Coordinator at (204)474-6812.

Contact Information
Faculty of Social Work
Distance Delivery Social Work Program
114 Isbister Building
Winnipeg, MB R3T 2N2
Ph. (204)-474-7912
Ddsocial.work@umanitoba.ca

TRANSFERING FROM ONE PROGRAM SITE OR DELIVERY METHOD TO ANOTHER WITHIN THE BSW PROGRAM

A request from a student regarding transfer from one program site/delivery mode to another shall be considered when

- The request is made in writing to the appropriate Faculty member of the program which the student is enrolled (i.e. coordinator for Distance Delivery and campus-based students or to the director of the program at Thompson or the Inner City Social Work Program);
- That the request details the student’s extenuating circumstances supporting the need for a transfer;
- That the student must have successfully completed 18 credit hours while in the BSW program, 9 hours of which must be from required social work courses;
- That the student meets the admission rules governing the program to which she/he desires to transfer;
- That the resources exist within the transferred to program to accommodate the student.

UNIVERSITÉ DE SAINT-BONIFACE

The Université de Saint-Boniface, in conjunction with the University of Manitoba, now offers a French language Bachelor of Social Work program. For more information, please contact Florette Giasson, directrice de l'école de travail social, coordinatrice des stages at (204)237-1818 ext. 728.
SUMMER SESSION

A limited number of courses are available for students during the Summer Session (May-August). Courses are offered based on program resources as well as sufficient student enrollment. Please contact specific program sites for further information.

ACCREDITATION REQUIREMENTS

Our Bachelor of Social Work program is the only accredited social work program in Manitoba. This means our B.S.W program is recognized across Canada making it easier for students to take their education beyond Manitoba. In order to comply with the Canadian Association for Social Work Education – Association canadienne pour la formation en travail social (CASWE-ACFTS) accreditation standards, all BSW students at the University of Manitoba admitted after January 1, 2015 must adhere to the following:

No more than 3 credit hours of social work elective credits will be applied to the 51 hours of elective credits required for the BSW degree. Non-social work courses (courses without the SWRK prefix) must make up 48 of the 51 elective credits for the degree. Examples of social work elective courses occasionally offered across BSW delivery sites include, but are not limited to:

- SWRK 2050 Community & Organizational Theory,
- SWRK 2070 Small Group Dynamics,
- SWRK 4050 Selected Topics in Social Work (including Inner City Practice & Northern Social Work Practice)
- SWRK 4070 Social Problem & Social Work Practice Seminar (recent examples include New Canadian Immigrants and Refugees, Social Work & Residential Schools)
- SWRK 4080 Current Issues in Social Welfare
- SWRK 4130 Advanced Interpersonal Communication Skills,
- SWRK 4250 Family Group Conferences,
- SWRK 4260 Addiction and CFS Practice,
- SWRK 4270 Crisis Intervention

Students are free to register for social work elective courses over and above the 3 social work elective credits applicable to their 51 elective credit hours, for example for enrichment purposes, but these will be considered as being in addition to the total of 123 credit hours required for the BSW degree.

FACULTY CONTACTS

Please see the Faculty of Social Work website for a list of individual Faculty and Staff contact information.
THE UNIVERSITY OF MANITOBA POLICY ON THE RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS

The objectives of this policy are to identify the responsibilities of academic staff with regard to students; to promote harmonious relations between academic staff and students; and to promote fair and equitable treatment of students. Some of the responsibilities and discharge of responsibilities with regard to Students will rest with the individual Academic Staff member, while others are collective responsibilities to be exercised at the Unit level. This Policy and its related Procedures will identify and differentiate the responsibilities and discharge of responsibilities of Academic Staff at the individual and at the Unit level.

Responsibilities of Academic Staff with Regard to Students Policy

EDUCATIONAL EQUITY INITIATIVE

The purpose of the Educational Equity initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Aboriginal peoples, persons with disabilities, LGBTTQ, immigrants and refugees to Canada, and persons who are, because of their race or colour, a visible minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way; it also requires special measures and the accommodation of difference. Students in the Fort Garry Social Work Program must successfully meet the graduation criteria set for all BSW students in the Faculty of Social Work.

STUDENT CONTACT INFORMATION

STUDENT EMAIL POLICY

The U of M will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices. Be prepared and activate your new myumanitoba U of M email account now - find out more atumanitoba.ca/studentemail.

STUDENT ADDRESSES

Students are required to advise the Registrar’s Office and the Faculty of Social Work General Office of any address changes. Changes to your mailing address, email, and telephone numbers can now be completed through Aurora Student. To update your personal information, log into Aurora Student and then click on 'Personal Information'.

STUDENT LOUNGE

The student lounge is located on the Fort Garry campus in 508 Tier building. The lounge is used by the student body as a meeting place, for socializing and for studying. Access to the lounge requires the use of a swipe card. The lounge contains mailboxes, a drink machine and a coffee machine. Check the bulletin board for news, upcoming events, announcements, etc.
BSW SCHOLARSHIPS, BURSARIES AND PRIZES

The Committee on Academic Standings is responsible for the disbursement of scholarships, bursaries and prizes to social work students and are reviewed automatically by the committee. Students awarded a scholarship will be notified by the Financial Aid and Awards office.

For all the bursaries, awards and prizes which are based on financial need, students must submit the General University of Manitoba Bursary application form online and complete a financial needs assessment through their Aurora Student account. Deadline date is October 1 of each calendar year. More information about the general University of Manitoba bursary application is available at the University of Manitoba Financial Aid and Awards office located in room 422 University Centre or online at http://umanitoba.ca/student/fin_awards.

For information about scholarships, awards and bursaries available to the BSW students, please visit the Faculty of Social Work website. Additionally, the Financial Aid & Awards Database includes information on all active, senate-approved, undergraduate and graduate awards administered by the University of Manitoba.

EMERGENCY FUND

The University of Manitoba emergency loan program provides short-term assistance to students who experience unexpected and immediate financial expenses or constraints. This includes, but is not limited to, unanticipated personal living costs, and unexpected delays in government loans or award funding.

Emergency loan funds are not intended to act as a regular supplement or substitute for traditional forms of student financial aid (such as government loans, scholarships, and bursaries). Therefore, all students applying for emergency funding are expected to have a reasonable financial plan in place to cover normal school expenses, including tuition and living expenses, at the beginning of each academic session.

For further information about the Emergency Fund, as well the application form, go to the Financial Aid and Awards website

SWSA: SOCIAL WORK STUDENTS ASSOCIATION

WHAT IS SWSA?

The Social Work Students’ Association (SWSA) represents and advocates on behalf of students who are currently enrolled in the Undergraduate Faculty of Social Work at the University of Manitoba. SWSA has members who regularly attend and participate in Senate, Faculty Council and UMSU meetings acting as representatives of the Social Work student body. In addition, SWSA acts as a liaison between the university community, the faculty and Social Work students, advising students of matters that may be of importance to them and advocating on behalf of the interests of Social Work students in all capacities. SWSA meets once a month to discuss current affairs and plan events throughout the year that aim to support and encourage community building among Social Work students and the larger university community. Our office is located on the 5th floor of the Tier building in room 506. Please email us at SWSA@umanitoba.ca with any questions or concerns.

If you are interested in becoming a member of SWSA email us at SWSA@umanitoba.ca! If you would prefer to attend SWSA meetings, but not hold a definite position, email us to let us know or come to our next meeting! Our meeting date reminders are shared on our Facebook page "U of M Social Work
Students’ Association – SWSA” if you do not have Facebook but are interested in our meeting date reminders email us to let us know!

MISSION

The Social Work Students’ Association (SWSA) is a feminist, undergraduate student association that values inclusivity, diversity, accessibility, and democratic-participatory decision-making. In acknowledgment of inequality, SWSA recognizes and supports social change initiatives that aim to reduce social, political and environmental injustice. It is the intention of the Social Work Students’ Association to support and advocate on behalf of all undergraduate Faculty of Social Work students through community building events, student advocacy, provision of relevant training opportunities, and representation on various student councils.

POSITIONS

EXECUTIVE POSITIONS

Senior Stick
Vice Stick
Secretary
Treasurer

GENERAL COUNCIL POSITIONS

First Year Regular Representative
First Year Concentrated Representative
Second Year Regular Representative
Second Year Concentrated Representative
Third Year Representative
Part-Time Students’ Representative
Aboriginal Students’ Representative
Accessibility Representative
Distance Education Representative
LGBTQ* Students’ Representative
International Students’ Representative
Immigrant Students’ Representative
Inner-city Student Council Representative
Community and Inclusion Representative
Programmer
Graduation Committee Chairperson
UMSU Representative
Social Action Chairperson
Senate Representative
Committee Coordinator
Social Media Coordinator
Training Coordinator
Member at Large
FUNCTIONS, DUTIES AND POSITIONS

FUNCTIONS OF THE EXECUTIVE
To administer the day-to-day matters and ongoing business of the Association. As well as delegate some day-to-day work to other members if needed. To be responsible to the Association for any and all actions that they may take independently of Association authorization. To authorize cheques and contracts: signatures of the Treasurer and one other member of the Executive will be necessary on all cheques and contracts. To assume responsibility to make “executive decisions” where a sense of urgency prevents a gathering of a quorum of the Association. The Association shall be convened as soon as possible to be made aware of the nature of the situation and the action taken by the Executive. To call meetings of the Association no less than once a month. Participate in offices hours and the planning and implementation of SWSA events. To act as a liaison between the Association and the Administration. To ensure the SWSA Mission and Value Statement is consistently considered, referred to and upheld in all SWSA communication, event planning, decision making and representation on various student councils. To ensure the SWSA Mission and Value Statement is consistently considered, referred to and upheld in all SWSA communication, event planning, decision making and representation on various student councils.

FUNCTIONS OF THE GENERAL COUNCIL
To attend SWSA meetings as well as all additional meetings pertaining to their position regularly and to send an alternate if their attendance is prevented. If unable to attend an Association meeting, members are encouraged to send a report to update the Association of the state of their current activities. To make known the activities of the Association within their class and to foster a spirit of open communication and community within the Faculty and student body. To be responsible to the Association for any and all actions that they may take independently of Association authorization. To facilitate, coordinate and present concerns and issues that are voiced by students and/or affecting members of the Social Work student body to the Association. To ensure that the committees they chair are accomplishing their assigned tasks and are acting responsibly. To assist in the day-to-day work of the Association as assigned by the Executive. To ensure that the committees they chair are accomplishing their assigned tasks and are acting responsibly. To assist in the day-to-day work of the Association as assigned by the Executive, participate in office hours and assist in the planning and implementation of events. To ensure the SWSA Mission and Value Statement is consistently considered, referred to and upheld in all SWSA communication, event planning, decision making and representation on various student councils.

For a detailed description of SWSA positions please see the SWSA Constitution [https://umanitoba.ca/faculties/social_work/media/SWSA_Constitution.pdf](https://umanitoba.ca/faculties/social_work/media/SWSA_Constitution.pdf).
ACADEMIC DISHONESTY: CHEATING, PLAGIARISM AND FRAUD

As members of the University Community, students have an obligation to act with academic integrity and in a fair and reasonable manner toward their peers, faculty, staff, administration and the physical property of the University. Academic integrity and personal conduct, both on-campus and off-campus in university-sanctioned activities, are critical elements in achieving these obligations. The University of Manitoba emphasizes the importance of academic integrity and works diligently to uphold a rigorous and ethical academic environment. The reason for this policy and procedure is to articulate the University’s expectation that all Students maintain the highest standards of integrity; Outline the jurisdiction for each Disciplinary Authority dealing with the Academic Misconduct of Students; and provide a fair and thorough investigation process into allegations of Academic Misconduct.

Please see the section on Academic Integrity in the Undergraduate Academic Calendar for examples and further information.

Please see the Student Discipline Bylaw in the Undergraduate Academic Calendar

Visit the Academic Integrity website for information and tools to help you understand academic integrity.

GRADES

GRADE POINT AVERAGE CALCULATION

The University of Manitoba articulates, on an institutional level, the rules for calculation of Grade Point Averages (GPA). The purpose of the Grade Point Averages policy is to define and describe the manner in which GPA will be calculated and reported at the University.

Grade Point Averages Policy

GRADING SYSTEM FOR THE BSW PROGRAM

The following descriptive labels for letter grades within the Faculty of Social Work for the BSW Program (on all campuses) are as follows:

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<th>A+</th>
<th>Exceptional</th>
<th>C+</th>
<th>Satisfactory</th>
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<tr>
<td>A</td>
<td>Excellent</td>
<td>D</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The common percentage equivalency scale for letter grades for the BSW Program (on all three campuses) is as follows:

<table>
<thead>
<tr>
<th>A+</th>
<th>93-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>86-92</td>
</tr>
<tr>
<td>B+</td>
<td>79-85</td>
</tr>
<tr>
<td>B</td>
<td>2-78</td>
</tr>
<tr>
<td>C+</td>
<td>65-71</td>
</tr>
<tr>
<td>C</td>
<td>58-64</td>
</tr>
<tr>
<td>D</td>
<td>50-57</td>
</tr>
<tr>
<td>F</td>
<td>&lt;50</td>
</tr>
</tbody>
</table>
DEAN’S HONOUR LIST

BSW student eligibility for the Dean’s Honour List is considered on a term by term basis. To qualify for the Dean’s Honour List a student must have completed a minimum of 9 credit hours in the term under consideration, of which a minimum 6 credit hours must be with a standard grade. Additionally, they must have achieved a minimum Term GPA of 3.6. Pass/Fail courses are included in the credit hour count.

For further information, please see the Undergraduate Academic Calendar, Faculty of Social Work, Section 3.5

TWO-YEAR CONCENTRATED PROGRAM ENTRANCE REQUIREMENTS

Fort Garry Campus students who have completed 51 credit hours of general university study prior to admission to the B.S.W. program and have attained a minimum Adjusted Grade Point Average (A.G.P.A.) of 3.00, are eligible for the two year plan (Concentrated Program). If a student has completed the 51 credit hours of general university study which are acceptable to the University of Manitoba, but does not have the required 3.00 A.G.P.A., or prefers a more extended time period, that student can register for either the three-year plan or the part-time plan.

Students eligible to register for the concentrated program may choose to do so at point of initial registration following admission only.

If any of the required social work courses were part of 51 credit hours completed prior to admission to the BSW program, they will have to be substituted with elective courses after admission to the BSW program. Any outstanding elective courses, including written English and mathematics requirements, must be completed by the end of Winter term in the first year of the BSW Concentrated Program.

Students must maintain a Degree Grade Point Average (D.G.P.A.) and Subject Grade Point Average (S.G.P.A.) of a minimum 3.00 at the end of each term to remain in the Concentrated Program. In an instance where one or both of these requirements are not met, the student’s status will be changed from Concentrated to Regular.

Two-year Concentrated Program requirements

CHALLENGE FOR CREDIT

The Faculty of Social Work at the University of Manitoba provides a social work education in keeping with its mission statement and the standards of the Canadian Association for Social Work Education, whereby academic instruction and closely supervised field experiences are combined to ensure that students acquire the values, knowledge and skills necessary for BSW level practice. The Faculty also recognizes that these components, in some instances, are acquired outside the traditional educational system, through work experience and/or classroom experience from other disciplines.

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate an acceptable level of knowledge and skill, by allowing them to challenge certain social work courses. The objective of the Challenge for Credit Policy is to maintain the high level of BSW education for which the Faculty is distinguished. In this regard, evaluation methods have been devised to assure that challenge students possess the values, knowledge, and skill expected at the exit level of the course as it is commonly taught and to assist qualified students to undertake an academic program which is sensitive to their individual circumstance. The courses offered for challenge are those which the Faculty believes could reflect the individual’s previous experiences both through formal and informal education.
For a list of Social Work courses that are available for Challenge of Credit, please see the Undergraduate Academic Calendar, Faculty of Social Work, Section 3.9

Challenge for Credit Policy

TRANSFER CREDIT EQUIVALENCY POLICY

The Faculty of Social Work supports the principle of granting equivalency credit for social work courses taken in programs leading to a professional social work qualification at other accredited educational institutions, or courses taken as part of a diploma or certificate offered at the University of Manitoba and elsewhere. (NOTE: Students will be required to provide proof of professional social work qualification along with descriptive and evaluative information). The responsibility for assessing BSW equivalency for such courses will be assumed by the BSW Program Committee. Only social work courses taken in the last nine years will be considered for equivalency transfer. Requests for equivalency transfer will normally be considered only in the first six months after the student has been admitted into the Faculty.

EXAMS

Students may request that they be able to write a final exam at a different time than originally scheduled. If the final exam is to be written during the regular university exam period (normally December or April), then there is some paper work to be completed and the request must come within 7 days of the end of the University exam period. Talk to your student advisor for details. If it is a classroom test/exam, then the situation is similar to extensions: approach your instructor giving her/him as much notice as possible (recognizing that advance notice might not be possible in certain emergency situations). Be prepared to provide whatever documentation may be necessary, and also some indication as to when you might be able to write the test/exam.

Requests for deferred examinations are made to the student’s advising office. Deferred examinations will normally take place within 30 working days from the end of the examination series from which the examination was deferred.

Final Examinations and Final Grades, including Deferred Exams

EXTENSIONS OF TERM WORK

Students may request an extension from an instructor for term work, such as a written assignment. An extension means that the instructor agrees to accept a piece of work later than the originally posted deadline. Extensions are usually only granted for reasons of illness or other disability, or for compassionate reasons. If you aren’t sure what your instructor means by “compassionate grounds,” then ask. Documentation related to a medical condition (like a doctor’s note) or the compassionate situation may be required. Extensions must normally be negotiated in advance of a deadline for submission of an assignment, and no later than the last scheduled class of the course. Be aware that extensions are not automatically granted.
VOLUNTARY WITHDRAWAL POLICY

The University of Manitoba provides Students with sufficient time to plan their schedules through the registration cycle with both academic and personal circumstances in mind. The registration cycle is characterized by the Registration Period, the Registration Revision Period, and the Voluntary Withdrawal Period. The purpose of the Voluntary Withdrawal policy is to define and establish the requirements and limitations for Voluntary Withdrawal during the Voluntary Withdrawal Period at the University. If you have previously voluntarily withdrawn from the course (VW)*, any future attempt to take that course or its equivalent is considered a repeated course and will be subject to Limited Access (see Repeated Course policy, below).

Voluntary Withdrawal Policy

AUTHORIZED WITHDRAWAL POLICY

The University of Manitoba provides students with a range of course and program withdrawal options to facilitate academic progression and personal circumstances. The purpose of the Authorized Withdrawal policy is to define and establish the requirements for Authorized Withdrawal at the University of Manitoba.

Authorized Withdrawal

REPEATED COURSE POLICY

The purpose of Repeated Course policy is to articulate, on an institutional level, the rules that are to be applied when a course is repeated, or its equivalent taken; and to identify the implications of repeating courses at the University. Effective Fall 2017 the University of Manitoba adopted the Repeated Course policy that articulates the rules that are to be applied when a course is repeated, or its equivalent taken.

The Faculty of Social Work has developed its own regulations regarding limits to the number of repeat attempts allowed for an individual course (or equivalent). Repeated courses will be subject to Limited Access. Limited Access will prevent you from registering/wait listing for a course that you are repeating (or equivalent) until the ‘Limited Access Term Expiry Date’ has passed.

Repeated Course Policy
FIELD INSTRUCTION

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of social work assessment, planning, intervention, evaluation and integration of theory from classroom to placement setting. Field students are placed in a variety of programs and agencies. These include school settings, policy placements, probation services, child and family services, immigrant and refugee services, health, disability and other settings.

B.S.W. students are required to register for two field placement courses, SWRK 3150 and SWRK 4120. Both courses are graded on a pass/fail basis. Students must successfully complete all prerequisite courses, have a Social Work (Subject) Grade Point Average of 2.50 and be in the appropriate year of their degree plan prior to commencing in field practicum. Students wishing to divert from their degree plan should consult with their Academic Advisor and/or the Coordinator of Student Services and Admissions/Advising Office before February 1st, 2019. Both field practicum courses have a co-requisite course, which is SWRK 4200: Field Focus of Social Work Practice 1 for SWRK 3150: Field Instruction 1. SWRK 4300: Field Focus of Social Work Practice 2 is the co-requisite course for SWRK 4120: Field Instruction 2. The Field Focus course selected should correspond as closely as possible to the field placement’s area of practice.

Field Instruction is provided by university-appointed, agency-based field instructors who have knowledge, skills, and expertise in social work practice. Field liaisons are also appointed and available to provide support to field students and field instructors throughout the academic session, as required. Students must meet all field requirements prior to commencing field placement, such as immunization policies, Child Abuse Registry Checks, Vulnerable Sector Record Checks and Criminal Record Checks, as determined and specified by the respective field agency. Students are expected to demonstrate initiative and participate actively in all aspects of field placement. If a student is unable to attend field placement due to illness or agency closure, he/she must make up the field hours for that particular day.

The Faculty is responsible for assisting in securing a reasonable placement for the student (with the exception of Distance Delivery students who secure their own placements), it is important to note that a student is not guaranteed placement in a field setting on the basis of completion of prerequisite courses and/or submission of a Field Placement Request form. Students must demonstrate readiness for practice in the process of securing a placement. If concerns are raised regarding the student’s behaviour, judgment or practice and/or if the student demonstrates difficulty in his or her attempts to attain confirmation as a result of his or her performance in the field interview process, the Field Coordinator and Associate Dean of Undergraduate Programs will determine what additional steps may be taken to resolve this matter, or may determine the student is unprepared for meeting the requirements of field placement at this time.

A student who has two or more years of social work employment experience in the past five years may apply to register for SWRK 3152, Prior Learning Assessment and Recognition (PLAR), in lieu of his or her first field placement, SWRK 3150.

For further information on Field Instruction, please see the Undergraduate Academic Calendar, Faculty of Social Work, Section 4.2
PROFESSIONAL UNSUITABILITY BY-LAW

This By-Law applies to students enrolled in the BSW program. This includes students who have accepted an offer of admission, those who are currently registered in a course, or those who have been previously registered in a course and who have not withdrawn or been withdrawn from the program.

The Faculty of Social Work may make a recommendation, including the requirement to withdraw from the Faculty pursuant to the procedures set out in this By-Law when the student has been found unsuited, on considerations of competence or professional fitness, for the practice of Social Work. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Faculty's Rules or Regulations.

ATTENDANCE POLICY

The University of Manitoba Faculty of Social Work has a social mandate to ensure that students graduating with a Bachelor of Social Work degree are skilled practitioners who are worthy of the public trust placed in them. Social work courses have been designed to ensure that students have the opportunity to integrate appropriate professional knowledge, values, and skills. When the University confers the Bachelor of Social Work degree, it attests that not only has the student successfully completed all required examinations and assignments, but that the students has also participated in the entire educational experience offered in all courses and demonstrated an appropriate level of professional responsibility and accountability.

It is a program expectation that all students will attend all classes and web conferences. The 420 hours for the field practicum are mandatory. When absenteeism is unavoidable, students are required to communicate their absence to the instructor prior to the class. Punctuality is also expected for all classes and web conferences. Instructors may also 'count' late arrivals as an 'absence', and may ask the student to remain out of class until an appropriate time to enter, particularly if interruptions will distract the whole class.

Students cannot miss more than 15% of class time or one web conference per course each term. The 420 hours for the field practicum are mandatory.

If students anticipate missing additional time or more than one web conference they should consult with the course instructor and the student services support staff on their campus/program location. The names of students who have been absent beyond these guidelines will be forwarded by the course instructors to the student services support staff on their campus/program location. Consultation will occur with the student, the course instructor, and student services support staff. The Associate Dean of the Undergraduate programs will be consulted as necessary.

MISSED COURSE MATERIAL

Students are responsible for all course material missed due to absence.

POLICY AND GUIDELINES ON CONFIDENTIALITY

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (2012) State that:

In keeping with social work's commitment to the principle of confidentiality, social work programs develop guidelines for confidentiality to be followed by all students in the practicum program by clearly outlining
guidelines to protect the confidentiality of service users, settings, social workers and students in assignments, process recordings, audio and video tapings, case examples, or any other learning situations, including use of all forms of social media; Requesting the necessary signed letters of consent for any case material used by a student where there is a possibility of identification of service users; and contracting with settings regarding the use of process recordings, audio and videotapes and social media, and clearly identifying ownership of such material.

Confidentiality is a professional value, as reflected in the Canadian Association of Social Workers (CASW) Code of Ethics, that requires that professionally acquired information about service users be considered as private and shall not be shared with third parties unless the service user provides informed consent. This policy recognizes that in some circumstances a professional or legal obligation exists to share information without client consent.

As professionals, students and instructors will comply with applicable provincial privacy laws, including The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will respect the guidelines on confidentiality as outlined in the CASW Social Work Code of Ethics. All parties are responsible for ensuring that no personal information or personal health information that could identify a user of any service system be used in class meetings or in assignments. In addition, while it is acknowledged that the classroom is a public setting, instructors and students shall respect one another’s privacy, when discussing classroom activities outside of the classroom. Violations of privacy legislation or the policy may result in action related to student discipline or professional unsuitability.

Additional policy information can be found on the Faculty of Social Work website.

SOCIAL MEDIA POLICY AND GUIDELINES

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (2012) state that:

The academic unit has a policy regarding ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field practicum community and demonstrates how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE- ACFTS, and with the mission of the academic unit concerned.

As various forms of social media become commonplace in educational, employment and other settings, the Faculty recognizes the need to establish guidelines that protect Faculty members, students and those with whom we work from negative consequences. These guidelines must respect freedom of expression and freedom from harassment, as enshrined in relevant human rights legislation. They must be consistent with the Canadian Association of Social Workers’ (CASW) Code of Ethics and maintain academic freedom and respectful learning environments as specified in the CASWE, Faculty and University Mission Statements.

The Faculty of Social Work adheres to the CASW Code of Ethics.

Additional policy information can be found on the Faculty of Social Work website.
PROGRAM POLICIES

FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES

APPLIES TO BOTH BSW AND MSW PROGRAMS

The purpose of this committee is to promote consistency related to student appeals at the Graduate and Undergraduate level program levels. The Faculty of Social Work Appeals Committee is the first level of appeal for both Graduate and Undergraduate students in the faculty related to appeals of term and final grades. This committee does not deal with matter of student discipline or professional unsuitability as identified by the University of Manitoba Student Discipline By-laws.

The Appeals Committee shall be comprised of 3 members: The Chair, a Faculty member, and a Faculty Content Specialist. Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only. The Dean of the Faculty, while ex-officio on all committees, is not normally part of the Appeals Committee. He or she does, however, have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

APPEALS OF GRADES RECEIVED FOR TERM WORK

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils. Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Appeal of Term Work Grades

APPEAL OF FINAL GRADES

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within 10 working days of receiving the final grade. If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade.

Appeal of Final Grades

For further information, please see the Undergraduate Academic Calendar, Faculty of Social Work, Section 3.10
REQUESTS FOR A LEAVE OF ABSENCE FOR MEDICAL OR COMPASSIONATE REASONS

Absenteeism for any reason may jeopardize a student's progress in a course or their program. In order to ensure full recognition of individual circumstances in considering absences for medical or compassionate reasons the following procedures will be adopted:

Students requiring a leave of absence from all studies for medical or compassionate reasons for time periods of more than three weeks in duration must submit a written request for such a leave. In the case of medical reasons this request must be accompanied by a medical certificate confirming the need for a leave. In the case of a request for compassionate leave the right is reserved to seek any appropriate form of corroborating evidence to support the application.

The request shall be completed by the student as soon as it is known that the time period of the required leave will be three weeks or longer. The request will be made to the respective Director (Inner City Social Work Program or Thompson), Coordinator (Distance Education) or Chairperson, Standings Committee (Fort Garry), who shall not unreasonably withhold approval if the student is in good standing and the duration of the leave requested does not jeopardize the time limit imposed on the student for completion of the BSW degree.

A request for a leave of absence for medical or compassionate reasons where the completion of required term work in more than one course may be in jeopardy, where the student is on probation or where the time limit for completion of degree requirements may be exceeded will be forwarded to Committee on Academic Standings for consideration. Requests for a leave of absence or authorized withdrawal from courses due to medical or compassionate reasons may be referred to the Committee of Academic Standings by the Dean/designate for consideration.

Respect for the personal confidentiality of information concerning students shall be observed. The Dean/designate retains the right to require medical certificates for leaves due to medical reasons of three weeks or less in duration and where appropriate, to waive the requirement of a medical certificate when a leave of more than three weeks is necessary.

The maximum time period for any leave of absence due to medical or compassionate reasons shall be two years. This time will not be included in the maximum nine (9) years required to complete the program. Normal requests for a renewal of a leave of absence due to medical or compassionate reasons is permitted.

RETURN FROM A LEAVE OF ABSENCE FOR MEDICAL REASONS

In circumstances where the student is absent for medical reasons for a duration of more than three months, and the student intends to resume studies a medical certificate confirming his/her readiness to resume studies must be submitted to the Dean/designate. In the case of a leave for compassionate reasons, other appropriate confirmation of readiness to resume studies must be supplied by the student. The Dean/designate may waive the requirement for a medical certificate or other evidence confirming a student's readiness to return to studies where appropriate. The Dean/designate may require the student to provide a medical certificate or other evidence confirming medical or other requirements any time during the period of approved medical leave.
The University and its constituent units have a clear obligation to the student and to society concerning the disclosure and security of information about a student's academic record. All student records will be handled in accordance with The Freedom of Information and Protection of Privacy Act (Manitoba) (FIPPA) and the Personal Health Information Act (Manitoba) (PHIA) as appropriate.

**COMMITTEES**

**FACULTY COUNCIL**

The curriculum and other matters of educational policy are the responsibility of the Faculty of Social Work Council, chaired by the Dean, for recommendation to Senate. Faculty Council membership comprises all full and part-time faculty, support staff and students (in the ratio of one student for every two faculty, appointed by the BSW and Graduate Student Council respectively). The same ratio applies to most committees and sub-committees of Faculty Council. The Faculty Council is the highest academic decision-making body within the Faculty; all other committees are ultimately responsible to it with respect to policy. All major policy decisions about the role of the Faculty in the community or the academic and administrative organizations of the Faculty are rejected or accepted here.

**BSW PROGRAM COMMITTEE**

The BSW Program Committee is responsible for overseeing and developing policy and program recommendations for the BSW Program. These recommendations may come from the Admissions, Academic Standings, or Course Standardization Groups, or be initiated by the BSW Program Committee. Recommendations from the BSW Program Committee are submitted to the Dean and to Faculty Council (regarding matters of admissions, curriculum, standards, resource/staffing needs, etc.), for recommendation to Senate.

**BSW ADMISSIONS COMMITTEE**

The BSW Admissions Committee has the following responsibilities:

- To comply with the general University regulations governing admission;
- To recommend admissions policy and selection procedures to Faculty Council for consideration (through the BSW Program Committee);
- To select applications according to the policies and procedures approved by Faculty Council and as ratified by the appropriate University body;
- To recruit applicants by providing information about the BSW program, the eligibility requirements, and the application procedures to the public at large and to groups of potential applicants.

**BSW COMMITTEE ON ACADEMIC STANDING**

The Committee on Academic Standings (frequently known as the Standings Committee) is responsible for dealing with all matters related to a student's academic progress through the BSW degree program. The committee is concerned with a student's academic progress within the Faculty, as well as ensuring and maintaining academic standards. On the basis of grades and other information the Committee on
Academic Standings awards honours, approves graduation, permits students to take a supplemental examination or repeat a course, approves probationary status and requires students to withdraw from the program. It also makes decisions on pre-requisite and co-requisite variations and reinstatement.

Some examples of what the Committee regularly considers are listed below:

- Requests from students for authorized withdrawals;
- Recommendations regarding the awarding of academic prizes and special awards;
- Monitoring of academic progress of students, and recommendations regarding remedial action, placement on academic probation, and/or requirement to withdraw as appropriate;

FACULTY COMMITTEES THAT REQUIRE STUDENT PARTICIPATION

Student representation on Committees of the Faculty of Social Work is based on a two to one ratio of full-time faculty to students. Below is a list of the Committees that require student participation for 2018-2019. If you are interested in participating in any of these committees, please contact Jodi Petch Jodi.Petch@umanitoba.ca.

- Faculty Council
- BSW Program Committee: A ratio of one student representative for every two faculty members is used (Fort Garry, Inner City, Thompson, Distance Delivery).
- BSW Admissions Committee: 2 BSW students: 1 for a 1-year term, 1 for a 2-year term.
- Recruitment and Hiring Committee: 1 BSW student.
- Tenure Committee: 1 BSW student (without vote)
- Field Advisory Committee: BSW Student from each of the respective programs, FGSWP, ICSWP, DDSWP and NBSWP
- The Canadian Association for Social Work Education (CASWE) Annual Meeting: 1 student delegate: Both BSW and MSW student councils are requested to nominate a student to Faculty Council. Faculty Council then votes on the two nominees and elects one student delegate.

Specific terms of reference for these committees can be found on the Faculty of Social Work website.

THE APPEALS COMMITTEE

Both the Faculty and the University support the use of a review process to protect students from capricious decisions or human error. Indirectly, the review process provides some cross referencing of standards within each academic unit; it may also serve as a resource to faculty in maintaining standards and expectations of the Faculty.

One general principle is to attempt to have any disagreement resolved at the "lowest" possible level. Thus, students are encouraged to discuss any errors or possible unfairness in the assignment of a grade with the instructor at the outset. If matters cannot be resolved at that level, every School, Faculty, or Department is expected to have a formal provision for appeal or review in place. Any decision or action of the Faculty of Social Work is appealable further to the Senate Appeals Committee, except in cases when a disciplinary matter (as opposed to an academic matter) is at issue, in which case the University Discipline Committee is the relevant appeal body. Information regarding these higher appeal bodies is not contained in this Handbook. It is available from the Faculty or from the Senate Secretariat or is made available automatically from Registrar's Office at the time of the formal filing of an appeal by the student. The services of the University Ombudsman and the Student Advocate are also available to students to assist with dispute resolution or an appeal.