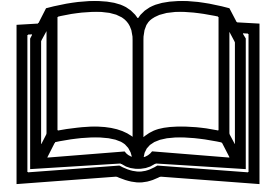


University of Manitoba



FACULTY OF SOCIAL WORK

BSW STUDENT HANDBOOK

2010 - 2011

Revised September 2010

This document can be found online at:

www.umanitoba.ca/faculties/social_work

Dear Students:

It is my pleasure to welcome you to the Faculty of Social Work at the University of Manitoba. I began my social work education at this very institution more than thirty years ago, and I have never regretted my choice of profession or my choice of University.

You have chosen an excellent venue for your social work education. The Faculty of Social Work at the University of Manitoba has a solid reputation for offering quality programs throughout the Province and beyond. We place high value on critical thinking, social justice, and respect.

Whether you are involved with the Fort Garry, Inner-City, Northern, or Distance Delivery options, I am sure that you will have a very positive experience. We have an excellent core of full-time faculty members, many of whom have received national and international recognition for their research, scholarship and other work. We also have a dedicated group of sessional instructors. These are Ph.D. students, community practitioners, and Senior Scholars who are all dedicated teachers and bring a wealth of experience into the classroom (or virtual classroom). There are, of course, many other people who are directly or indirectly involved in making your time with the Faculty enjoyable and productive, and you will meet them as you proceed in your Program.

I hope that you will take the opportunity to get to know your instructors and classmates. I would also like to encourage you to get involved with your student organization and governance of the Faculty through participation on our committees. Please feel free to come by and say hello. I look forward to meeting you all.

Sincerely,

Harvy Frankel
Dean and Professor
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 well being, 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 practitioners at all levels. In particular, to prepare Aboriginal students for social work practice in culturally appropriate and sensitive ways. 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.

FACULTY OF SOCIAL WORK

BSW STUDENT HANDBOOK
2010-2011

Supplement to University of Manitoba Calendar
(and General University Correspondence)

TABLE OF CONTENTS

	<u>Page</u>
DEAN'S WELCOME	I
FACULTY OF SOCIAL WORK MISSION AND VISION STATEMENTS	II
BSW PROGRAM SITES AND DELIVERY METHODS	1
FORT GARY CAMPUS SOCIAL WORK PROGRAM	1
STUDENT SERVICES & ADMISSIONS / ADVISING	1
EXECUTIVE ASSISTANT TO THE DEAN	1
FIELD COORDINATOR	1
INNER CITY SOCIAL WORK PROGRAM	1
NORTHERN SOCIAL WORK PROGRAM (THOMPSON)	2
DISTANCE DELIVERY PROGRAM	2
COLLÈGE UNIVERSITAIRE DE SAINT-BONIFACE	2
SUMMER SESSION	3
FACULTY CONTACTS	3
FORT GARY CAMPUS	3
INNER CITY SOCIAL WORK PROGRAM	5
NORTHERN SOCIAL WORK PROGRAM (THOMPSON)	6
DISTANCE EDUCATION PROGRAM	6
SOCIAL WORK STUDENTS' ASSOCIATION	7
FUNCTIONS, DUTIES AND POSITIONS	7
STUDENT COUNCIL MEMBERS 2010-2011	110
STUDENT ADDRESSES	10
COMMITTEES	11
FACULTY COUNCIL	11
BSW COMMITTEES	11
BSW PROGRAM COMMITTEE	11
BSW ADMISSIONS COMMITTEE	11
BSW COMMITTEE ON ACADEMIC STANDINGS	11
FACULTY OF SOCIAL WORK COMMITTEE CHAIRS	12
FACULTY COMMITTEES THAT REQUIRE STUDENT PARTICIPATION	12
AMNESTY INTERNATIONAL	13
EDUCATIONAL EQUITY INITIATIVE	13
BSW SCHOLARSHIPS, BURSARIES AND PRIZES	14
EMERGENCY FUND	19
SOCIAL WORK STUDENT EMERGENCY FUND - 9 ERGENCY F U	20
APPENDIX I	22
THE FACULTY OF SOCIAL WORK FACULTY COUNCIL BY-LAW	22
APPENDIX II	23
PROGRAM DELIVERY MODES - 3PENDING I I UND Z	23

APPENDIX III	24
GRADING SYSTEM FOR THE BSW PROGRAM	24
APPENDIX IV	24
PLAGIARISM & CHEATING	24
APPENDIX V	25
PROFESSIONAL UNSUITABILITY BY-LAW	25
APPENDIX VI	30
THE APPEALS COMMITTEE AND THE COMMITTEE ON ACADEMIC STANDINGS	30
THE COMMITTEE ON ACADEMIC STANDINGS.....	31
THE COMMITTEE ON ACADEMIC STANDINGS' GUIDELINES	34
FACULTY OF SOCIAL WORK APPEAL PROCEDURE	36
APPENDIX VII	40
CHALLENGE FOR CREDIT POLICY	40
APPENDIX VIII	42
EQUIVALENCY POLICY	42
APPENDIX IX	43
ATTENDANCE POLICY	43
APPENDIX X	45
POLICY AND GUIDELINES ON LEAVES OF ABSENCE FOR MEDICAL OR COMPASSIONATE REASONS	45
POLICY AND GUIDELINES ON AUTHORIZED RETROACTIVE WITHDRAWALS FOR MEDICAL AND COMPASSIONATE REASONS	46
APPENDIX XI	47
THE UNIVERSITY OF MANITOBA POLICY ON THE RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS	47
APPENDIX XII	51
POLICY ON DISCLOSURE AND SECURITY OF STUDENT ACADEMIC RECORDS	51
APPENDIX XIII	53
FIELD INSTRUCTION	53
A. Field Instruction and Field/Focus Course	53
B. Field Instruction Taken at Place of Employment	53
C. Immunization Policy	55
D. Voluntary Withdrawal Policy on Field Instruction Courses.....	55

BSW PROGRAM SITES AND DELIVERY METHODS

FORT GARY 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 spring, beginning their studies in September.

STUDENT SERVICES & ADMISSIONS / ADVISING

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, procedures for revisions, transfers, and withdrawals.

Degree planning details and registration, revision and course deadlines are described in the *University of Manitoba Registration Guide*, available at the Registrar's Office, University Centre.

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 Shanda Vitt, BSW Student Advisor, 519 Tier, 474-9356.

EXECUTIVE ASSISTANT TO THE DEAN

The Executive Assistant to the Dean is Debbie Cerasani. Her role as it pertains to students is in the following areas: information regarding Committees in the Faculty, audio-visual assistance, security, room bookings, teaching assistantships and job opportunities. Please feel free to contact Debbie in 513 Tier Building, 474-8729, if you have any questions pertaining to any of the above.

FIELD COORDINATOR

The Field Coordinator for the Faculty is Kelly Scott and she is responsible for ensuring that all students requiring a field placement are placed in an agency. For further information on field instruction, and procedures, please consult the current U of M calendar, or contact the Field Coordinator at 474-8300, 412 Tier Building.

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 on the 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 twenty students are accepted directly into a four year full-time BSW program each spring, beginning their studies in September. 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. Individuals considering the part-time option must be working in the human services field and have two complete years of related work experience. Information sessions on the program and selection criteria and process are held each fall. Please call 668-8160 for the specific dates.

The Director of the program is Yvonne Pompana. Staff includes Professors Kim Clare, Jane Casey, Val Clemens, Lawrie Deane, and Eveline Milliken.

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 mature 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. Twenty to twenty-five students are accepted each year directly into a 4 year BSW program.

The Director of the program is Colin Bonnycastle. Full-time faculty on staff are Professors, Greg Fidler, Janet Brady, Lori Oberdorfer and Lynda Paziuk. 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 Janet Brady and she is responsible for ensuring that all students requiring a field placement are placed in an agency. For further information on field instruction, and procedures, please consult the current U of M calendar, or contact the Field Coordinator at 1-204-677-1456.

DISTANCE DELIVERY PROGRAM

The Faculty of Social Work remains committed to the accessibility of social work education. The faculty has extended the concept of accessibility to include geographical accessibility through the delivery of the BSW based on two approaches: 1) to individuals by means of an independent study program, and 2) to community-based groups using the cohort method. Delivery methods for the independent study component of the program include a combination of online, audioconferenced courses, and print-based independent study manuals. The course work is supplemented with the ANGEL learning management system and supported by the Distance and Online Education team. All course examinations are scheduled and arranged, by the university's Registrar's office, to take place at one of the pre-approved examination centres across Canada, often located within the student community.

Delivery of the program to the community-based cohorts utilizes various methods of delivery, depending on the needs of the cohort group, including: face-to-face delivery; a combination of face-to-face and independent study; and blended learning delivery with a combination of face-to-face, audioconferenced and online courses.

The distance delivery BSW initiative 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.

All course examinations are scheduled and arranged to take place in the students' community by the University's Registrar's Office.

The Coordinator of the Distance Delivery Bachelor of Social Work program is Deana Halonen and the Student Advisor is Louise Sabourin. The Field Coordinator for the Distance Delivery program is Al Curtis. He is responsible for ensuring that all students requiring a field placement are placed in an agency. For further information on field instruction and procedures, please consult the University of Manitoba calendar, or contact the DE Field Coordinator, at 474-8316, 413B Tier Building.

COLLÈGE UNIVERSITAIRE de SAINT-BONIFACE

The Collège Universitaire de Saint-Boniface, in conjunction with the University of Manitoba, now offers a French language Bachelor of Social Work program. Please contact Florette Glasson (Coordinator) at 237-1818 ext. 447 for more information.

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.

FACULTY CONTACTS

FORT GARRY CAMPUS

General Office 521 Tier 474-7050

Dean's Office 522 Tier 474-6173

Student Council Office swsamanitoba@gmail.com 506 Tier

Student Lounge 508 Tier

The lounge is used by the student body as a meeting place, for socializing and studying. The lounge contains mailboxes, a drink machine and a coffee machine. Check the bulletin board for news, announcements, etc.

Brenda Bacon Associate Professor 418H Tier 474-8454

Michael Baffoe Assistant Professor 500B Tier 474-9682

Denis Bracken Associate Professor 210 St. Paul's 474-8581

Debbie Cerasani Executive Assistant to the Dean 513 Tier 474-8729

Maria Cheung Associate Professor 602 Tier 474-6670

Kim Clare Associate Dean 418 B Tier 474-9094

Nancy Clyde Field Program Assistant 521 Tier 474-6171

Claudette Cormier Faculty of Social Work Research Group
Administrative Assistant 415 Tier 474-6663

Lawrence Deane Associate Dean 239 St. Paul's 474-8455

Lyn Ferguson Associate Professor 500A Tier 474-8273

Harvy Frankel Dean 522 Tier 474-9869

Sid Frankel Associate Professor 418G Tier 474-9706

Don Fuchs Professor 212 Tier 474-7879

Donna Goodman Program Office Assistant 521 Tier 474-8548

Gwen Gosek Instructor 418F Tier 474-6210

Deana Halonen	Distance Delivery Coordinator	413A Tier	474-9239
Michael Hart	Assistant Professor	604 Tier	474-9237
Tuula Heinonen	Professor	418E Tier	474-9543
Diane Hiebert Murphy	Associate Professor	417A Tier	474-8283
June Laronde	Dean's Assistant	521A Tier	474-6173
Judy Hughes	Assistant Professor	605 Tier	474-8261
Patti Kafka	Receptionist	521 Tier	474-7050
Kathryn Levine	Assistant Professor	418D Tier	474-7461
Brad McKenzie	Professor	417B Tier	474-8767
Brendan MacMillan	Systems Administrator	603 Tier	474-6625
Kendra Nixon	Assistant Professor	500C Tier	474-9292
Anita Nowak	Coordinator of Student Services & Admissions / Advising Office	520 Tier	474-9152
Holly Bochorka	Communications	521 Tier	474-9203
Ranjan Roy	Professor	311 Tier	474-9838
Kelly Scott	Field Coordinator	412 Tier	474-8300
Karen Singleton	Graduate Student Advisor	515 Tier	474-8350
Silvia Straka	Assistant Professor	500E Tier	474-9512
Laura Taylor	Assistant Professor	517 Tier	474-6812
Sharon Taylor-Henley	Associate Professor	418C Tier	474-6669
Shanda Vitt	BSW Student Advisor	519 Tier	474-9356
Alexandra Wright	Associate Professor	418B Tier	474-9094

INNER CITY SOCIAL WORK PROGRAM

Alem Asghedom	Librarian	485 Selkirk Ave	790-7203
Fran Besko	Office Assistant	485 Selkirk Ave	668-8160
Jane Casey	Instructor	485 Selkirk Ave	790-7213
Kim Clare	Professor	485 Selkirk Ave	790-7208
Val Clemens	Instructor	485 Selkirk Ave	790-7212
Lawrence Deane	Associate Professor	485 Selkirk Ave	790-7217
Debra DiUbaldo	Selection Coordinator/ Aboriginal Advisor	485 Selkirk Ave	790-7025
Maureen Fryza	Office Assistant	485 Selkirk Ave	790-7201
Roanna Hepburn	Administrative Assistant	485 Selkirk Ave	790-7200
Pat Hrabok	Sessional Instructor	485 Selkirk Ave	790-7218
Gail Lemoine	Student Advising Assistant	485 Selkirk Ave	790-7216
Receptionist	Office Assistant	485 Selkirk Ave	668-8160
Susan Maxson	Library/Tutor	485 Selkirk Ave	790-7203
Eveline Milliken	Associate Professor	485 Selkirk Ave	790-7209
Yvonne Pompana	Director/Assistant Professor	485 Selkirk Ave	790-7210

NORTHERN SOCIAL WORK PROGRAM (THOMPSON)

Colin Bonnycastle	Director/Associate Professor	3 Station Road	(204) 677-1452
Janet Brady	Sen. Instructor/Field Coord.	3 Station Road	(204) 677-1456
Peggy Day	Admin. Assistant	3 Station Road	(204) 677-1453
Greg Fidler	Sen. Instructor/Acad. Advisor	3 Station Road	(204) 677-1457
Lori Oberdorfer	Student Counsellor/ Instructor	3 Station Road	(204) 677-1460
Lynda Paziuk	Instructor/Acad. Advisor	3 Station Road	(204) 677-1458
Bonnie Smith-Froude	Office Assistant	3 Station Road	(204) 677-1450
Christy Watkinson	Office Assistant	3 Station Road	(204) 677-1454
Eleanor Welton	Library Assistant	3 Station Road	(204) 677-1462

DISTANCE DELIVERY PROGRAM

Deana Halonen	DD Program Coordinator halonen@cc.umanitoba.ca	413A Tier	474-9239
Al Curtis	DD Field Coordinator curtisa@cc.umanitoba.ca	413B Tier	474-8316
Laurie Driedger	DD Administrative Assistant laurie_driedger@umanitoba.ca	413 Tier	474-9112
Louise Sabourin	DD Student Advisor louise_sabourin@umanitoba.ca	413C Tier	474-6070

SOCIAL WORK STUDENTS' ASSOCIATION

FUNCTIONS, DUTIES AND POSITIONS

Functions of the Executive:

- To administer the day to day matters and ongoing business of the Association.
- 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 (1) 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 so as to be made aware of the nature of the situation and the action taken by the Executive.
- To call meetings of the Association no fewer than once a month.
- To act as a liaison between the Association and the Administration.
- To delegate to Association members some of the day to day work.

Duties of Executive Positions:

Senior Stick:

- To represent the Association on UMSU Senior Sticks Committee.
- To chair and to prepare the agenda for meetings of the Association or to delegate the responsibility to another Executive member if necessary.
- To represent the Association on the Association's Emergency Fund Committee.
- To ensure that each member of the Association is carrying out the duties of his or her position.
- To act as an ex-officio UMSU representative.
- To represent the Association on the Social Work Endowment Fund Committee or to delegate the responsibility to another Executive member if necessary.
- To coordinate the ongoing activities of the Association.
- To represent the Association on Faculty Council.

Vice Stick:

- To assist the Senior Stick in the co-ordination of the Association.
- To represent the Association on Faculty Council.
- To chair Association meetings in the absence of Senior Stick.
- To act as ex-officio UMSU representative in the absence of the Senior Stick.
- To represent the Association on the Association's Emergency Fund Committee.

Secretary:

- To record and post the minutes of all meetings.
- To post the date of each Association meeting at least one week in advance of the meeting.
- To be responsible for all correspondence on behalf of the Association.

Treasurer:

- To co-sign cheques and contracts with one of the following: Senior Stick, Vice Stick, or Secretary.
- To update and make available to the Association all financial records.
- To make all financial records available to UMSU when requested.

Functions of General Council Positions:

- To attend meetings regularly and to send an alternate if their attendance is prevented.
- To make known the activities of the Association and foster a spirit of open communication within the Faculty.
- To facilitate, co-ordinate and present to the Association concerns and issues affecting members of the student body and voiced by students.
- To ensure that committees that they Chair are accomplishing their assigned tasks and are acting responsibly.

Duties of Council Positions:

Year Representatives (Regular and Concentrated):

- To promote Association and Faculty activities among the members of the class that he/she represents.
- To take charge of the organization of Spring and Fall elections.
- To act as liaison between the Association and the year represented. The representative should be a member of the year that he/she represents.

Part-Time Student Representative:

- This position should be held by a part-time student.
- To represent the interests of part-time students on the Association.
- To make known the activities of the Association to the part-time students and to encourage their participation in school functions.
- To make known to the Association the identity of the part-time students.
- To assure that, if at all possible, student functions are planned at such a time as to allow for the involvement of part-time students.

Programmer:

- To promote and organize sports and social activities among the entire student body.
- To delegate responsibility for social function organization to other students if deemed advisable.

Graduation Committee Chairperson:

- Shall be a member of the current graduating class.
- To assure that graduating students are involved in the planning and implementation of social functions relating to the graduation celebration.

UMSU Representative:

- To represent Association concerns to the UMSU Council (as per section 1c) of the By-Laws. Also Section (6).
- To report the activities of UMSU council to the Association.
- To report to or consult with the Association on how he/she voted, should vote on specific UMSU Council issues be necessary.

Social Action Chairperson:

- To promote awareness among students educational and social concerns apart from regular Social Work program.
- To assure that concerns of the aforementioned nature are dealt with in an appropriate forum.
- To elicit co-operation from various organizations relating to the field of social work in giving audience and planning change strategies regarding these concerns. Some of these organizations are: MASW, MIRSW, CASSW, and CASW.
- To represent student concerns to these bodies.

Senate Representative:

- To represent Association concerns to the University Senate.
- To report the activities of the Senate to the Association.
- To report to or consult with the Association on how he/she voted, or should vote on specific Senate issues.

Inner City Social Work Program Representative:

- Shall be a student from the Inner City Social Work Program, selected by the Inner City Social Work students.
- To report to the Inner City Social Work Student Council the activities of the SWSA.
- To report to the SWSA the activities of the Inner City Social Work Program Student Council.

STUDENT COUNCIL MEMBERS 2010-2011

swsamanitoba@gmail.com

Jamie Ostercamp	Senior Stick
Nikki Von Riesen	Vice-Stick
Celeste Taylor	Secretary
Mildrate Matanga & Karen De Blonde	Co-Treasurer
	1 st Year Regular Rep.
Danielle Wedlake & Steven Madden-Newbold	2 nd Year Regular Rep.
	3 rd Year Regular Rep.
	1 st Year Concentrated Rep.
Carrie Lawford & Melissa Santos	2 nd Year Concentrated Co-Rep.
	Inner City Social Work Program Rep.
	Part-time Rep.
	Senate Rep.
	Graduate Committee
Tatiana Murray	UMSU Rep.
	BSW Admissions
	Promotions Committee
Jesse Singer & Melanie Leslie	Social Action Co-Chair
	Endowment Fund Committee (2 students)
	Dean Selection Committee

Some positions are still to be determined for 2010-2011. If you are interested in serving in any of these positions, please leave a note in the Student Council mailbox in the General Office, 521 Tier Building. Office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Please contact the Student Council at swsamanitoba@gmail.com if you are interested in sitting on a Faculty Committee.

STUDENT ADDRESSES

Students are **required** to advise 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'.

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. 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. It is made up of the entire faculty plus a number of students. Most proposals for change are not initiated at the Faculty Council level, but 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 (See Appendix I).

BSW COMMITTEES

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.).

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 STANDINGS

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

- Requests from students for authorized voluntary withdrawals (as per the policy on page 50 of the Handbook);
- 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;
- Other matters related to the progress of students through the BSW degree requirements.

Students should consult Appendix VI of this Handbook for additional information related to the academic requirements of the BSW degree.

FACULTY OF SOCIAL WORK COMMITTEE CHAIRS

<u>Committees</u>	<u>Chair/Coordinator/Representative</u> (for 2010-2011)
BSW Program Committee	Kim Clare
BSW Committee on Academic Standings	Denis Bracken
BSW Admissions Committee	Alex Wright
Recruitment & Hiring Committee	Sharon Taylor-Henley
Promotions Panel	Harvy Frankel
Tenure Committee	Harvy Frankel
Senate	Alexandra Wright / Eveline Milliken
Graduate Program Committee	Don Fuchs
MSW Admissions Committee	Lawrie Deane
Ph.D. Program Committee	Diane Hiebert-Murphy
Educational Equity Committee	Michael Baffoe

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 2010-2011. If you are interested in participating in any of these committees, please contact June LaRonde.

1. Faculty Council - this year there are approximately 35 faculty members on staff (3 campuses). This entitles students to 16 representatives on Faculty Council. *
2. BSW Program Committee - A ratio of one student representative for every two faculty members is used (Fort Garry, Inner City, Thompson, DE). BSW Program Committee Membership for 2010:
 - Chair Kim Clare
 - Ex Officio members:
 - Dean Harvy Frankel
 - Associate Dean (undergraduate programs) Kim Clare
 - Director (or designate), Inner-City Program Yvonne Pompana
 - Director (or designate), Northern Program Colin Bonnycastle
 - Chair, BSW Admissions Committee Alex Wright
 - Chair, Committee on Academic Standings Denis Bracken
 - Field Coordinator Representative (1 person) Kelly Scott/Al Curtis
 - DE Coordinator Deana Halonen
 - Student Services Coordinator Anita Nowak
 - EE Representative:
 - Three faculty members elected from Faculty Council (3 year term):
Kathy Levine

- Students: A ratio of one student representative for every two faculty members is used (Fort Garry, Inner City, Thompson, DE): Erin Monner
 - The Coordinator of the French language BSW Program at the College Universitaire de St. Boniface TBA
 - MASW/MIRSW Representative: TBA
 - Program Support: Donna Goodman
3. BSW Admissions Committee - 2 BSW students: 1 for a 1-year term, 1 for a 2-year term.
 4. Recruitment and Hiring Committee - 1 BSW student.
 5. Tenure Committee - 1 BSW student (without vote)
 6. CASSW 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.

* Student representation on Faculty Council is based on the proportion of students enrolled in each of the programs: BSW Fort Garry Campus, BSW Inner City Social Work, DE BSW, BSW Thompson, Pre-MSW ,MSW and Ph.D.

AMNESTY INTERNATIONAL

Amnesty International is an independent, impartial organization dedicated to the elimination of systematic human rights violations around the world. During the summer of 1993, a small group of social work students formed Amnesty International Youth Campus group #483. The group was started as a result of the students' concerns over the lack of meaningful attention paid to fundamental human rights by the social work field, a profession with a strong theoretical commitment to the protection of basic human rights. The group currently numbers 29, with membership among students, faculty and support staff.

EDUCATIONAL EQUITY INITIATIVE

The purpose of this 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 fulfilment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Aboriginal persons, persons with disabilities, immigrants and refugees to Canada and persons other than Aboriginal Peoples who are members of a visible minority in Canada. Educational equity means more than treating persons in the same way but also requires special measures and the accommodation of difference*.

* Currently under review, please see online version for updates.

BSW SCHOLARSHIPS, BURSARIES AND PRIZES

The Committee on Academic Standings is responsible for the disbursement of scholarships, bursaries and prizes to social work students.

FOR ALL THE BURSARIES, AWARDS AND PRIZES WHICH ARE BASED ON FINANCIAL NEED, STUDENTS MUST COMPLETE A FINANCIAL NEEDS STATEMENT WHICH IS TO BE RETURNED TO THE UNIVERSITY OF MANITOBA FINANCIAL AID & AWARDS OFFICE (422 UNIVERSITY CENTRE). DEADLINE DATE IS OCTOBER 1, 2010.

SCHOLARSHIPS ARE REVIEWED AUTOMATICALLY BY THE STANDINGS COMMITTEE. STUDENTS RECEIVING SCHOLARSHIPS WILL BE ADVISED IF THEY HAVE BEEN AWARDED A SCHOLARSHIP BY THE FINANCIAL AID & AWARDS OFFICE.

SCHOLARSHIPS

1. MURIEL FRITH MEMORIAL SCHOLARSHIP

Criteria for selection:

- a) is registered in or entering Field 2
- b) demonstrated qualities of intelligence
- c) capacities for working helpfully with people
- d) giving leadership in the social work field

2. GERTRUDE CHILDS SCHOLARSHIP

Criteria for selection:

- a) is registered in third and final year who will increase service to families in rural Manitoba
- b) demonstrated excellence in academic work
- c) is registered for a minimum 80% (24 credit hours) of a full course load in the year of award disbursement

3. MAYSIE ROGER MEMORIAL FUND AWARD

Criteria for selection:

- a) student who achieves highest overall standing in SWRK 1310: Introduction to Social Welfare Policy
- b) registers in the next ensuing academic session for a minimum of 80% course load

4. BEN RYKISS SCHOLARSHIP

Criteria for selection:

- a) has completed the first year of the program in social work as a full time or part time student
- b) has achieved second highest standing in the first year course SWRK 2090: Human Behaviour and Social Work Practice

5. DR. HELEN RIESBERRY SCHOLARSHIP

Criteria for selection:

- a) is enrolled in the second or third year of the BSW Program with high academic standing
- b) has a demonstrated record of significant volunteer experience and has made a substantial contribution to student government

6. DR. A.W. HOGG SCHOLARSHIP

Criteria for selection:

- a) must qualify for Dean's Honour List
- b) highest average standing irrespective of year (except students enrolled in graduating year- they shall be excluded)

7. ISBISTER SCHOLARSHIP

Criteria for selection:

- a) must qualify for Dean's Honour List
- b) highest average standing irrespective of year (except students enrolled in graduating year)
- c)

BURSARIES

1. MARY HAMILTON JOHNSTON MEMORIAL BURSARY

Criteria for selection:

- a) has completed with high standing at least 30 credit hours in the program
- b) registers in the next ensuing year for a minimum of 80% (24 credit hours) of a full time program as defined by the Faculty of Social Work
- c) has financial need
- d) has a record of community service

2. GERRY STEWART VARNES (JR.) MEMORIAL BURSARY

Criteria for selection:

- a) has successfully completed the admissions requirements for the Faculty of Social Work
- b) is registering in the Faculty for a minimum 80% (24 credit hours) course load in the next ensuing academic year
- c) has high academic standing and high financial need

3. ROZELLE BERGER BURSARY

Criteria for selection:

- a) has completed at least one year of the program with high standing (either in the three year or two year plan); and
- b) proceeds to the next academic year in the program

4. MR. & MRS. ROBERT A. SINCLAIR MEMORIAL BURSARY

Criteria for selection:

- a) is entering their second year of the program
- b) has attained satisfactory academic standing in the previous courses of study
- c) has financial need

5. JOHN R. TRONIAK MEMORIAL AWARD

Criteria for selection:

- a) has completed at least one year of the program in good standing
- b) proceeds to the next ensuing academic year in the program
- c) is an applicant for bursary consideration

6. MIRIAM FINKELSTEIN MEMORIAL BURSARY

Criteria for selection:

- a) is entering 2nd year of the program
- b) has obtained meritorious academic standing in previous courses of study
- c) in the opinion of the Selection Committee is deserving of the award

7. FRANK SWIFT FUND

Criteria for selection:

- a) is entering the Faculty who demonstrate financial need (on the standard University of Manitoba bursary application form)
- b) preference given to students with physical disabilities or to registered Canadian Aboriginal persons

8. SAM KANEE BURSARY

Criteria for selection:

- a) demonstrates financial need
- b) is enrolled in the 2nd or 3rd year BSW program

9. MASW SINGLE PARENT BURSARY

Criteria for selection:

- a) is registered in a minimum of 18 credit hours in their final year
- b) has clear academic standing
- c) has financial need
- d) is a single parent with dependent children living in the home

10. MASW AFFIRMATIVE ACTION BURSARY

Criteria for selection:

- a) is registered for a minimum of 18 credit hours in the final year
- b) has clear standing
- c) has financial need
- d) is an Aboriginal person, recent or landed immigrant (not more than 10 years)

11. HELEN MANN 50TH ANNIVERSARY AWARD

Criteria for selection:

- a) is registered in full-time studies in the BSW program at the Inner City Social Work Program or at Thompson, Manitoba
- b) requires financial assistance in order to continue their studies
- c) must be in good academic standing; Standing Committee shall be the selection committee

12. BAPAI BATLIWALLA FIELD AWARD

Criteria for selection:

- a) is registered in the final year of the Block/Field Placement in the Thompson BSW Program
- b) has achieved good academic standing (minimum 2.5 GPA)
- c) demonstrates financial need on the standard University of Manitoba bursary application form

13. HOWARD AND RUTH S. L. WINKLER BURSARY IN SOCIAL WORK

Criteria for selection:

- a) is registered in the course Field Instruction (currently numbered SWRK 3150) or Field Focus of Social Work Practice (currently numbered SWRK 4200)
 - b) has a record of good academic achievement (with a GPA on previous course work at the University of Manitoba of at least 3.0)
 - c) demonstrates financial need on the standard University of Manitoba bursary form
- Value: pending available funding

14. ART AND FREDA HOOLE AWARD

Criteria for selection:

- a) is enrolled full-time in any year of the Bachelor of Social Work program at the University of Manitoba, in the Northern Program.
- b) has achieved a minimum cumulative grade point average of 2.5
- c) has demonstrated financial need on the standard University of Manitoba bursary application form

15. JOANNE MOFFATT BURSARY

Criteria for selection:

- a) is registered in the final year for a minimum of 60% course load
- b) Is enrolled in Option in Aging program
- c) demonstrated financial need on bursary application
- d) has clear academic standing (minimum 2.5 GPA)

PRIZES

1. IDA & MAX MARGOLIS PRIZE

Criteria for selection:

- a) student who achieves highest standing in SWRK 2090: Human Behaviour and Social Work Practice

2. MANITOBA ASSOCIATION OF SOCIAL WORKERS PRIZE

Criteria for selection:

- a) is registered for a minimum of 24 credit hours in final year of the program
- b) demonstrated high level of service to both the agency and their clients in their final year field placement (Unit B)
- c) demonstrated high level of achievement in both the field placement and academic performance

3. FLORENCE I. MAHAFFEY

Criteria for selection:

- a) the best paper in the field of Couple and/or Family Counselling
- b) can be an undergraduate or a graduate student

CONVOCATING AWARDS

1. UNIVERSITY GOLD MEDAL IN SOCIAL WORK

Criteria for selection:

- a) for a student convocating in May or who convocated in the previous October or February
- b) achieves highest cumulative social work grade point average

Value: Nil

2. PAUL MYERS MEMORIAL AWARD IN GROUP WORK

Criteria for selection (under review):

- a) for a student convocating in May or who convocated in the previous October or February
- b) highest standing in two years of Social Work Practice courses

3. OPTION IN AGING

This category includes students from other faculties that are registered in Option in Aging courses.

Criteria for selection:

- a) is in their graduating year
- b) has the highest GPA in Option in Aging courses (two electives, Field/Focus SWRK 4200/4300 and Field Instruction 1 or 2)
- c) the selection committee shall be the Management Committee of Option in Aging

EMERGENCY FUND

Many students at some point in their University education face severe financial hardship due to unforeseen circumstances and often cannot continue or complete their studies. The University Student Aid Office attempts to help students in several ways, as follows:

- Canada Student Loan
- University of Manitoba Emergency Fund
- Manitoba Government Bursary
- Manitoba Government Loan or Grant

However, often these options do not work out for all students, or a crisis situation occurs, where the student has no options. It is for this reason that the BSW Student Council has made a commitment to set aside a small amount of money annually towards a student emergency fund. The BSW Emergency Fund is to be used by students as a last resort. It is intended for BSW students only. Since the total amount of money in the fund is minimal students' requests should not exceed \$100.00.

For the purpose of this fund, an emergency is defined as an **unforeseen** circumstance which results in an expense that cannot be covered by your budget, but which must be paid for immediately.

An application form can be picked up from the Student Association Office, 506 Tier, which should be completed and returned to the Student Association.

A small committee consisting of the Senior Stick, and the Vice Stick will make the decision as to whether money is granted. An individual interview may be set up to provide additional information, although this is not mandatory. The student will not have to wait longer than a week for an answer.

The student and the committee shall negotiate an appropriate time period in which to repay the loan.

All requests made to the Emergency fund are confidential.

4. How and when will you repay the loan?

5. References - Is there someone we can contact? (Optional) (e.g. a fellow student)

6. Other Comments:

Date:

Signature:

PLEASE NOTE: TO BE ELIGIBLE YOU MUST BE A BSW STUDENT CURRENTLY REGISTERED IN THE BSW PROGRAM

Revised July 2005 (SWSA)

APPENDIX I

THE FACULTY OF SOCIAL WORK FACULTY COUNCIL BY-LAW

XLIV. Membership of Council

In addition to those persons provided for in the Senate Faculty and Faculty Council General By-Law, the Faculty Council shall be composed of:

1. All part-time faculty members in the Faculty of Social Work.
2. A number of full-time students registered in the Faculty of Social Work not exceeding half the number of faculty members of the Faculty Council.
3. All support staff in the Faculty of Social Work.
4. Representatives from the professional organizations: The Manitoba Association of Social Workers (MASW) and the Manitoba Institute of Registered Social Workers (MIRSW).
5. Representative from the Advisory Council.
6. Representatives from the Alumni of the Faculty of Social Work.

XLV. Selection of Student Representatives

The method of selection of the student representatives shall be established by the student council of the Faculty of Social Work.

XLVI. Limitations on Student Participation

Student representatives on the Faculty Council shall have full status except:

1. Student representatives shall be excluded from those portions of Council or Committee meetings considering individual student applications for admission, academic appeals, matters affecting individual student standings, the awarding of prizes, bursaries and scholarships, continuing education, and personnel matters;
2. Student representatives shall not participate in the nomination, election, or removal of faculty representatives to Senate.

XLVII. Meetings

1. Meetings of the Faculty Council shall be called by the Dean of the Faculty on his/her own motion or at the written request of any seven members of the Faculty Council.
2. At least five days' written notice shall be given for any regular Faculty Council meeting and at least twenty-four hours' notice for any special meeting.
3. The Council shall meet at least four times a year with at least two meetings in each academic term.
4. All meetings of the Faculty Council shall be open except that any portion of a meeting may, by decision of a simple majority of members present and voting, be closed to persons not members of Faculty Council.
5. A quorum of the Faculty Council shall consist of 51% of the combined total of full-time faculty members and student representatives.
6. The presiding officer at all meetings of the Faculty Council shall be the Dean or his/her designate.

XLVIII. Committees

1. The committees upon which students shall have representation and the number or proportion of students thereon shall be determined by the Faculty Council.
2. Student members of the committees shall be chosen annually at the beginning of the academic year in a manner established by the student council of the Faculty of Social Work.
3. Committee membership shall be reconstituted annually at the end of each academic year.
4. Unless otherwise specified all committees shall elect their own chairperson.
5. A majority of the members of the committee shall constitute a quorum for meetings held between September 1st and May 31st. With the exception of these Committees - Standings, Appeals, Continuing Education, Admissions, and the MSW Program Committee - Faculty Committees which have student representation and meet during June, July or August shall have at least one duly elected student member as a requirement for a quorum.

XLIX. Election of Senate Representatives

All, and only, faculty members on Faculty Council are eligible to participate in the election or removal of members to Senate, provided however, that no person is eligible to be elected to Senate who is not a full-time member of the faculty of the Faculty of Social Work.

L. Standing Rules

The Faculty Council may enact or amend standing rules and procedures for the conduct of the affairs of the Faculty by a majority of those members of the Faculty Council present and voting at the time the vote is called, provided that five days' notice of the proposed standing rule or amendment has been given to all members of the Faculty Council prior to the meeting at which such enactment or amendment is to be made.

LI. Rules of Order

Except where otherwise provided in the standing rules, "Roberts Rules of Order" shall govern the conduct of Faculty Council meetings.

June 11, 1971.

Amended February 12, 1982.

Amended February 25, 1983.

Amended May, 1984.

Amended May, 1995.

APPENDIX II

PROGRAM DELIVERY MODES - TRANSFERABILITY

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

1. The request is made in writing to the appropriate Faculty member of the program which the student is in: (Associate Dean for Distance Education and campus based students or to the director of the program at Thompson or the Inner City Social Work Program);
2. That the request details the student=s extenuating circumstances supporting the need for a transfer;
3. That the student must have successfully completed 18 credit hours, 9 hours of which must be from required social work courses;
4. That the student meets the admission rules governing the program to which she/he desires to transfer;
5. That the resources exist within the transferred to program to accommodate the student.

APPENDIX III

GRADING SYSTEM FOR THE BSW PROGRAM

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

A+	Exceptional	C+	Satisfactory
A	Excellent	C	Adequate
B+	Very Good	D	Unacceptable
B	Good	F	Failure

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

<50	= F	72 - <79	= B
50 - <58	= D	79 - <86	= B+
58 - <65	= C	86 - <93	= A
65 - <72	= C+	93 - 100	= A+

Passed at Faculty Council
May 27, 1988

APPENDIX IV

PLAGIARISM & CHEATING

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material. To provide adequate documentation is not only an indication of academic honesty but also a courtesy which enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism.

It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Plagiarism or any other form of cheating in examinations or term tests (e.g. crib notes) is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). A student found guilty of contributing to cheating in examinations, or term assignments, will also be subject to serious academic penalty.

As per: The University of Manitoba General Calendar

APPENDIX V

PROFESSIONAL UNSUITABILITY BY-LAW*

1.0 JURISDICTION

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.

1.1 General

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.

1.2 Grounds which may Require Withdrawal

A student may be required to withdraw from the Faculty when the student has:

- a) Been found guilty of such conduct which would result in a violation of the Code of Ethics of the Canadian Association of Social Workers or other document as amended;
and/or
- b) Acquired a conviction due to a violation of the criminal code of Canada which is determined to be of such a serious nature as to demonstrate a lack of integrity, poor judgment, or other professional unsuitability;
and/or
- c) Been found guilty of such conduct which would result in a violation of the Human Rights Code of Manitoba which is determined to be of such a serious nature as to demonstrate a lack of integrity, poor judgment, or other professional unsuitability;
and/or
- d) Been found guilty of such conduct which would result in registration as an offender on a child abuse register;
and/or
- e) Demonstrated behaviour with respect to service users/clients, other students, colleagues, faculty or the public which is exploitive, irresponsible or destructive;
and/or
- f) Practiced incompetently due to impairment of functioning. Incompetence¹ can be defined as:
 - i. A lack of knowledge, skill or judgment, or a general disregard for the welfare of the public of such nature or extent as to demonstrate that the student is unfit to carry out the responsibilities of a person engaged in the practice of social work;
 - ii. A physical or mental condition which impairs essential social work performance, recognizing that reasonable accommodation for the special needs of individuals is required by the Manitoba Human Rights Code.

- 1.3 Should an individual be found guilty of conduct as outlined in 1.2a)-f), whether prior to admission to the Faculty, or during the course of the program, it is the responsibility of the student to notify the Chair of the Professional Unsuitability Committee (PUC) of charges and/or investigations immediately. A failure to do so may require the student to withdraw from the Faculty and will result in a hearing before the PUC.

* Currently under review, please see online version for updates.

¹ Based with modifications, on the definition used by the Canadian Association of Social Workers (CASW) *Code of Ethics* © 2005.

1.4 Conflict of Jurisdiction

If a question arises as to whether a matter falls within the academic regulations of the Faculty or this By-Law, or as to whether a matter is within the jurisdiction of the Student Discipline By-Law of the University or this By-Law, as the case may be, the question shall be referred to the President of the University for final decision.

2.0 PROFESSIONAL UNSUITABILITY COMMITTEE MEMBERSHIP

- 2.1 There shall be established within the Faculty a standing committee known as the Professional Unsuitability Committee (PUC), whose membership shall be as follows:
- a) The Chair of the Faculty of Social Work Committee on Academic Standings or designate, who shall act as Chair of the PUC;
 - b) Three members of the Faculty of Social Work Committee on Academic Standings;
 - c) A practicing social worker who is a member in good standing of the Manitoba Association of Social Workers and the Manitoba Institute of Registered Social Workers (MASW/MIRSW), and who shall be recommended to the Dean of the Faculty by the MASW/MIRSW for a three year term;
 - d) One undergraduate student member recommended by the Student Council to the Dean of the Faculty for a one year term. Student members may be enrolled at any program sites of the University of Manitoba, Faculty of Social Work.
- 2.2 If a member of the Committee is unable to act for any reason, a replacement shall be appointed by the Dean or designate.
- 2.3 A quorum for the PUC shall be two thirds of the membership thereof.
- 2.4 Faculty member shall not be disqualified from sitting as a member of the PUC by reason only that such Faculty member has had previous contact with the student or has prior personal knowledge of the matter.

3.0 PROCEDURE

- 3.1 Matters which involve conduct or circumstances described in Section 1.2 shall be referred to the Dean of the Faculty in written format and signed by the individual making the referral. The Dean shall refer matters which in his/her opinion involve conduct or circumstances described in Section 1.2 herein, to the PUC in a written report, setting out the name of the individual making the referral, the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal pursuant to Sections 1.1 and 1.2.
- 3.2 Upon receipt of the Dean's report, the Chair of the PUC shall, within ten (10) working days:
- a) Consider whether just cause exists to suspend the student while the matter is being determined and, if so, to issue an interim suspension to the student;
 - a) Send a Notice of Hearing to the named student as set out under Section 4.0;
 - b) Determine whether any of the grounds requiring withdrawal under Sections 1.1 and 1.2 exist at a hearing of the matter pursuant to this By-Law and; and
 - c) Grant a disposition in accordance with Section 6.0 herein.
- 3.3 Once a referral has been made to the PUC the proceedings will continue notwithstanding that the student has subsequently voluntarily withdrawn from the Faculty, or has refused to participate in the proceedings.

4.0 NOTICE TO STUDENT

- 4.1 The Chair of the PUC shall, within ten (10) working days after receipt of the referral;
- a) Provide the student concerned with a copy of the Dean's report to the PUC Chair;
 - b) Inform the student in writing of the alleged grounds which may require withdrawal;
 - c) Inform the student in writing of the membership of the PUC;
 - d) Forward a copy of the Faculty of Social Work's Professional Unsuitability By-Law to the student;
 - e) Inform the student in writing of the date, time, and place for consideration by the PUC of the matters set out in the reference.
 - f) Allow for ten (10) working days from the time the student is notified and the hearing is scheduled.
- 4.2 Such notice shall be by registered mail to the last known address of the student as found on the Faculty's records.
- 4.3 The notice from the Chair shall include a statement that if the allegations contained in the reference are established to the satisfaction of the PUC then the student may be required to withdraw from the Faculty.
- 4.4 The student has the right, no later than five (5) working days before the hearing date, to raise concerns to the Chair in writing about any member of the PUC whom the student believes will not be able to be objective in the consideration of his/her case. Where the Chair of the PUC receives such concerns, he/she shall, before the hearing, provide the concerns to every member of the PUC and inform any member identified by the student that he/she has the right to respond to the concerns in writing. The Chair shall convene the PUC, excluding any member identified by the student, to determine whether or not a change in the membership of the PUC is warranted. If circumstances require, the Chair may make this determination alone.
- 4.5 The failure of the PUC to comply with any or all of these requirements of 4.1 shall not affect the validity of further proceedings in connection with the matter. However, such failings may be considered in further proceedings.

5.0 HEARING PROCEDURES

- 5.1 The student shall have the right to make a presentation in person, with or without the assistance of designated representatives, for example a Student Advocate from Student Advocacy and Resource Services, University of Manitoba, or an Elder. Legal counsel may be present in an advisory capacity and may provide advice to the student. The designated representatives and legal counsel shall have no voting privileges, and shall not be party to the deliberations of the PUC.
- 5.2 The student must inform the PUC five (5) working days prior to the hearing as to the identity of any person accompanying the student under the provisions of 5.1.
- 5.3 The Faculty may choose to have legal counsel present in an advisory capacity and where it does so, the Chair of the PUC shall advise the student no later than five (5) working days prior to the hearing date.
- 5.4 The hearing shall be closed to all persons except the members of the PUC and the student. Where applicable, the designated representatives of the student, and/or the legal counsel of the student shall be included. Where applicable legal counsel of the Faculty shall be included.

- 5.5 The student and/or his/her representative shall have the right to hear and to cross-examine witnesses, to have access to all documents submitted to the PUC for consideration, to call witnesses, and to submit evidence. Written notice to call any witness shall be given to the other party five (5) working days prior to the hearing.
- 5.6 The student shall not be required to give evidence but if the student elects to do so, then the student may be cross-examined by members of the PUC.
- 5.7 A simple majority of the members hearing the matter is required for any finding and for the determination of the appropriate disposition of the matter.
- 5.8 The Chair of the PUC shall vote only to break a tie.
- 5.9 Members of the PUC shall be bound by confidentiality in respect of information received in Committee and materials will be handled pursuant to Section 8.0. Information will be disclosed only as is reasonably necessary to implement the investigation, the resolution of the terms of any disposition imposed, or as required by the law.
- 5.10 The results of the hearing and the grounds for the determination of professional unsuitability shall be conveyed in writing, by the Chair of the PUC, to the Dean of the Faculty of Social Work, the student, or when consent is given by the student, to the designated representative of the student, within ten (10) working days of the hearing. In addition, the Dean of the Faculty of Social Work shall provide information to relevant faculty members identifying conditions which must be fulfilled by the student prior to any application to the Faculty for reconsideration, and/or specific conditions prescribing future conduct by the student. The Dean may also provide relevant information to the student's course instructors, the Field Liaison, the Field Instructor, and the field placement Agency Director.

6.0 DISPOSITION OF THE MATTER

- 6.1 The PUC shall, after hearing all the evidence, meet in closed session with its members only to consider its findings and the disposition to be made of the matter.
- 6.2 The PUC may determine that the student is not in violation of the PU By-law and may dismiss the matter and/or make any other recommendations that the PUC deems appropriate.
- 6.3 The PUC may determine that the student is in violation of the Professional Unsuitability By-law and shall make a recommendation as per findings 6.3a)-g). The PUC may:
 - a) Determine that no action should be taken in respect of the matter and allow the student to remain in the Faculty;
 - b) Reprimand the student and allow the student to remain in the Faculty;
 - c) Require the student to withdraw from the Faculty, for a specified period of time;
 - d) Require the student to withdraw from the Faculty, indefinitely;
 - e) Require the student to withdraw from the Faculty and attach conditions which must be fulfilled before any application for re-admission to the Faculty would be considered;
 - f) Require the student to withdraw from the Faculty with no right to apply for re-admission to the Faculty;
 - g) Attach conditions to 6.3a)-f) prescribing future conduct by the student;
- 6.4 Sections 6.3 (c),(d),(e), and (f) may be noted on the transcript.
- 6.5 Pursuant to 6.3 the PUC shall make a recommendation to the Dean of the Faculty of Social Work to appoint one or more PUC members to monitor compliance with the specified conditions. After the

conditions have been met, or the timeframe completed, the PUC shall be reconvened to review the student's compliance. In the event of a dispute over compliance, or total failure to comply, the PUC shall be reconvened to determine further action. Should the student fail to comply with the specified conditions within an identified timeframe, the student will be required to withdraw from the Faculty of Social Work.

7.0 APPEALS

- 7.1 The disposition of the matter may be appealed to the Senate Committee on Appeals in accordance with the Senate Academic Appeals Procedures and Guidelines.
- 7.2 In the event of an appeal, the implementation of any decision of the PUC shall be suspended until the matter has been disposed of by the body hearing the appeal.
- 7.3 Notwithstanding the above, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

8.0 RECORDS AND DESTRUCTION OF MATERIAL

- 8.1 A record of any finding of professional unsuitability and/or disposition related thereto shall be kept in the student's academic file within the Faculty of Social Work. This finding of professional unsuitability may result in a notation on the student's transcript. All other material relating to the hearing shall be kept confidentially in the Dean's office. This material shall be destroyed one year after the expiration of the appeal period. In individual cases where appeals have been initiated, the holding period may be extended.

9.0 AMENDMENTS

- 9.1 This By-Law may be amended by Senate alone, or by Senate after approval of such amendment(s) by the Faculty of Social Work Council.

Approved by Faculty Council June, 2007.

Approved by Faculty Council June, 2007.
Approved by Senate May, 2010.

APPENDIX VI

THE APPEALS COMMITTEE AND THE COMMITTEE ON ACADEMIC STANDINGS

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. These are the provisions introduced here, and detailed in the ensuing sections of this Handbook. 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.

Within the Faculty of Social Work we have two major review committees for students in the BSW program. These are the Appeals Committee and the Committee on Academic Standings.

The Appeals Committee recognizes the student's right to question the final cumulative grade assigned for a course and will also conduct appeals to term work grades. The Appeals Committee will examine procedures (i.e. the way in which a grade was assigned) as well as the grade itself. Membership to the committee is on a rotating basis comprised of three faculty members. Please contact the general office for more information.

The Committee on Academic Standings is concerned with a student's academic progress within the Faculty, 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. It is guided by the Faculty's Scholastic Progress Statement which the Committee reviews from time to time. Any changes must be approved by the Faculty of Social Work Council. Members of the Academic Standings Committee includes:

- Chairperson (elected by Faculty Council)
- Director, Inner City Social Work Program
- Dean of the Faculty, *ex officio*
- 1 other member elected from Faculty Council
- Distance Education Coordinator
- Director, Thompson Program
- Field Coordinators
- Student Services & Admissions/Advising Office Representative

Thus, these two Committees have distinct functions. The Appeals Committee will review the *final grade assigned* as well as *term work grades* for a particular course. The procedure for appeal to final grades is found in this Handbook. Appeals are heard at the *initiative of the student*. The Committee on Academic Standings will rule on the *consequences for the student of a grade or cluster of grades*. The Committee on Academic Standings initiates discussion and action.

The process for review by committees is believed to offer the potential for balanced judgments, which are

assumed to come from the sharing of several points of view.

The Dean of the Faculty, while ex-officio on all committees, is not normally part of either the Appeals Committee or the Committee on Academic Standings deliberations. He or she does, however, have some residual responsibility to monitor the work of both committees, thus providing an additional safeguard to ensure justice.

NOTE: In the event that a student who has satisfactorily completed the requirements for the BSW degree, and appeals a grade in a 2nd term or in a full course, their eligibility to graduate shall not be affected.

THE COMMITTEE ON ACADEMIC STANDINGS

SCHOLASTIC PROGRESS

1. This statement of the regulations governing the scholastic progress of a student in the Faculty of Social Work is on file in the Dean's Office. Students wishing to do so may consult this policy with the Chairperson of the Committee on Academic Standings, or the Dean. In the event of any questions or dispute, this set of regulations shall be considered the official version.
2. Decisions about a student's scholastic progress or about required withdrawal on academic grounds are made by the Committee on Academic Standings of the Faculty of Social Work acting on behalf of the Faculty Council.
3. A student's grade point average will be calculated and recorded after each academic term in which the student registers. While a student's performance may be reviewed by the Committee on Academic Standings at any time, student progress will normally be reviewed after the completion of a full academic year (i.e. after 30, 60, 93 and 123 credit hours).
For students at the Inner City Social Work Program, Distance Delivery Program or Faculty of Social Work at Thompson, the review shall normally take place after the completion of the spring/summer session courses, whereas Fort Garry Campus regular students are generally reviewed in May. Concentrated students will be reviewed at the end of each academic term (December, April and August of each year).
4. Clear standing is required to continue in the Faculty of Social Work. Clear standing is attained by meeting all of the following requirements:
 - a. a minimum grade of "C" (2.0) in any social work course and a passing grade in all other courses.
 - b. a minimum average of "C+" in the social work courses taken prior to each review (SGPA a minimum of 2.5), and
 - c. a minimum average of "C+" for all courses taken prior to each review (DGPA a minimum of 2.5).
5. Permission of the Committee on Academic Standings is required to alter any pre-requisite or co-requisite requirements. Violation of pre/co requisite policy will result in withdrawing a student from the course to which pre/co requisite has not been completed.
6. A student who has not attained clear standing as defined by Section 4 above will have his or her academic status reviewed by the Committee on Academic Standings:
 - a. A student who passes all courses, but whose SGPA and/or DGPA is less than 2.5 minimum may be permitted to proceed on probation for one academic period (as determined by Standings Committee) unless the SGPA and/or DGPA is less than 2.0. To clear probation, a student must raise his or her SGPA and DGPA to 2.5 by the end of the probationary period. A student may not be permitted to proceed with the concentrated option if he or she is on probationary status.
 - b. A student who passes all courses, but whose SGPA and/or DGPA is less than 2.0 shall be required to withdraw from the Faculty of Social Work.
 - c. **A student who** fails a non-social work course is subject to the regulations for supplemental privileges of the department concerned. Students should note, nonetheless, that all non-social work elective requirements must be successfully completed.
 - d. **A student who** fails to meet the required standard (as per Outcome Statement) in Field Instruction may

be allowed an extension, or may be required to repeat, or may be required to withdraw.

- e. **Unless approved by** the Committee on Academic Standings, a student shall not be permitted to alter the co-requisite requirement for Field Instruction and Practices. Appeals notwithstanding, a student must have obtained a clear standing in Field Instruction I (SWRK 3150) and 6 credit hours of Practices (SWRK 4200), (including DGPA of 2.5 minimum and SGPA of 2.5 minimum) or permission of the Committee on Academic Standings in order to proceed to Field Instruction II (SWRK 4120) and an additional 6 credit hours of Practices (SWRK 4300).
- f. **A student with** a grade lower than "C" in not more than two social work courses may be granted supplemental privileges, or may be required to repeat. Where supplemental privileges are granted, the Committee on Academic Standings may establish time limits, particularly where pre-requisite requirements are to be met. No course may be repeated more than once.
- g. **A student with** a failing grade in more than two social work courses or a combination of more than two social work and non-social work courses shall be required to withdraw from the Faculty of Social Work.
- h. **All students must** complete three credit hours in written English and three credit hours in Mathematics as part of the BSW degree requirements;
- i. **Unless approved by** the Committee on Academic Standings, a student shall not be permitted to repeat a course or substitute a course for another in which he or she has received a grade which is inadequate to maintain a minimum DGPA of 2.5 and SGPA of 2.5.

In making a decision, the Committee on Academic Standings will take into account the overall academic performance of the student, recommendations of the student's instructors, and any particular circumstances of the student's situation which it deems to be relevant.

- 7. Subject to the provisions of Section 6 above, failure to attain clear standing, or to clear probationary status, are grounds upon which a student shall be required to withdraw from the Faculty of Social Work. When a student is to be considered for requirement to withdraw subject to the provisions of Section 6 and/or Section 8, the student shall be notified by registered mail of the date, time and place for such a meeting. The student shall receive a minimum of 10 working days notice of the meeting date. He/she may present oral and/or written submissions at such a meeting, and may bring an advocate to speak on his/her behalf. The Chair of the Committee on Academic Standings, or the Coordinator of Student Services & Admission/Advising shall be notified prior to the meeting if the student intends to appear before the Committee.
 - 8. a. Upon completion of the initial 30 credit hours, students designated as or funded through the Inner City Social Work Program, or the Faculty of Social Work at Thompson or enrolled in the Distance Delivery Program must have attained a minimum of 1.75 SGPA and a minimum of 1.75 DGPA to be permitted to continue in the program. First year students achieving between a 1.75 and a 2.0 SGPA and/or DGPA will be placed on probation. They will be reviewed by the Committee on Academic Standings no later than after completion of 54 credit hours. Students who fall below a 1.75 SGPA and/or DGPA may be required to withdraw. The Committee of Academic Standings will take into consideration:
 - a. performance in pass/fail courses;
 - b. use of academic and personal supports in program; and
 - c. life circumstances affecting academic performance.
 - b. All other provisions of the existing regulations governing scholastic progress in the BSW program apply to students designated as or funded through the Inner City Social Work Program, the Faculty of Social Work at Thompson following completion of 30 credit hours in the program. The Faculty's policy with regard to voluntary withdrawal from courses is identical to that found in the general regulations for the University, with the exception of co-requisite courses (see 6 above). Students are allowed one voluntary withdrawal from the field focus course SWRK 3150 and one voluntary withdrawal from the field focus course SWRK 4120.***
 - c. Note that clauses 8A and 8B do not take precedence over clauses 6A - H inclusive.
- 9. Students must complete all their social work courses and non-social work electives within nine (9) years. Students with clear standing who withdraw from the BSW Program for a period of less than two calendar

years and are within their nine year limit, may re-register by applying to the Program Site (Fort Garry, Inner City Social Work Program, Thompson or Distance Education) of the Faculty of Social Work. Students in clear standing who plan to re-register should ordinarily indicate their intention to do so by the deadline for applications for admission prior to the session in which they intend to register. Students in clear standing seeking to continue their BSW Program after a two calendar year, or more, absence, but within their nine year limit, must submit a written request to the Committee on Academic Standings for re-entry. These requests must ordinarily be received by the Committee by the deadline for applications for admission prior to the session in which they intend to register. Students wishing to re-enter the Faculty who have exceeded their nine year limit, must re-apply for admission to the Faculty through normal application procedures.

10. Students may ask the Committee on Academic Standings for reconsideration of any Standings decision, except the requirement to withdraw on academic grounds. Reconsideration requests should normally be received in writing by the Chair of the Committee of Academic Standings within 10 working days of notification of a decision. Students who request a reconsideration shall be informed of the date, time and place of a reconsideration meeting. They may present oral and/or written submissions at such a meeting, and bring an advocate to speak on their behalf. All decisions of the Committee may be appealed to the Senate Appeal Committee.
11. Notwithstanding the above regulations, students are reminded that the Senate has granted to the Councils of each professional Faculty the right to require any student to withdraw from the program for which he or she is enrolled. A full statement of the conditions governing this right is found in the following section on Requirement to Withdraw Criteria and Procedures.
12. A student who has been required to withdraw on academic grounds and who wishes to re-enter the Faculty, must request reinstatement from the Committee on Academic Standings. The following will apply in such cases:
 - The applicant will be expected to demonstrate that he or she will now be able to meet the academic requirements of the program.
 - No application for reinstatement will be considered before a minimum period of 2 years has lapsed from the effective date of the required withdrawal to the effective date of the requested reinstatement.
 - If the student is reinstated after the time limit for program completion has expired (see Section 9), the Committee shall determine which, if any, courses previously completed shall be repeated or replaced.
13. A student required to withdraw as a result of proceedings under the provisions of the Professional Unsuitability By-Law, or the Student Discipline By-Law, will not normally be reinstated to the Faculty. Exceptional requests may be directed to the Dean of the Faculty.
14. Extensions of Term Work and Deferred Exams

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.

Students may also request that they be able to write an exam at a different time than originally scheduled. If the exam is to be written during the regular university exam period (normally December or April), than 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 a student advisor for details. If it is a classroom test/exam, than 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.

15. When a student withdraws from a Field Instruction course (SWRK 3150, SWRK 4120) the Faculty will automatically withdraw this student from the co-requisite course (Field/Focus – SWRK 4200, SWRK 4300).++
16. Fort Garry campus students may obtain up to a maximum of 6 credit hours by Distance Education, excluding SWRK 2080, SWRK 3100, SWRK 3140, SWRK 4200 and SWRK 4300.** If any Fort Garry Campus or Inner City Social Work Program Students are enrolled in the above mentioned practice courses they will be withdrawn.

Faculty Council, May 23, 1980

Amended September 24, 1982, October 4, 1982

April 12, 1985, November 22, 1985, May 23, 1986

May 27, 1988, March 31, 1989, March 11, 1994

September 19, 1997, June 19, 1998.

*Faculty Council Motion, October 29, 1999

++Standings Committee, May 16, 2001

**Faculty Council Motion, May 25, 2001

*** Faculty Council Motion, June 30th, 2006, Approved by Senate, June 2007

THE COMMITTEE ON ACADEMIC STANDINGS' GUIDELINES

Relevant Policy Regarding Supplemental Privileges and Provision to Repeat a Course

1. Section 6 (f) Scholastic Progress Statement

"A student with a grade lower than "C" in not more than two social work courses may be granted supplemental privileges, or may be required to repeat. Where supplemental privileges are granted, the Committee on Academic Standings may establish time limits, particularly where pre-requisite requirements are to be met. No course may be repeated more than once."

2. School Council Motion, May 27, 1988

"That supplemental privileges be extended only where this is deemed to be an appropriate method of testing whether the student might achieve an acceptable level of understanding of course content and should only be granted under extraordinary circumstances."

3. Faculty Council Motion, March 31, 1995

"That maximum extension permitted in courses which are pre-requisite to courses in which a student has enrolled in the immediate subsequent term shall be set as 14 days prior to the deadline for voluntary withdrawals in the term immediately following the term of the course in which the student has requested the extension. Similarly, all **supplemental examinations** for courses which are pre-requisite to courses in which a student has enrolled in the immediate subsequent term shall be set at least 14 days prior to the deadline for voluntary withdrawals in the term immediately following the term of the course in which the student has been granted a supplemental examination. Further, that if the supplemental examination is not successfully completed or the course work is not completed 14 days prior to the voluntary withdrawal date, the student be automatically withdrawn from the subsequent course."

4. Faculty Council Motion, November 26, 1999

"That Field courses are to be excluded from supplemental privileges."

Guidelines

1. Under current regulations supplemental privileges may be granted if a student has a "D" or "F" in not more than two Social Work courses at the time their academic progress is reviewed.
 - a) Supplemental privileges will not normally be granted in the event of an "F" because it usually indicates insufficient grasp of a major component of course content. However, exceptional circumstances may exist in a situation like the following: student has a reasonable grasp of course content, fails to complete a paper or exam and receives a final grade of F (NP), and has a valid reason for failing to complete the final course assignment. In circumstances where the student has received a failing grade supplemental privileges will not normally be granted without the support of the course instructor.
 - b) In making decisions regarding supplemental privileges for students who have achieved a final grade of "D" in one or more courses, the following factors will be considered:
 - i) the students' overall academic progress (CGPA) and social work academic progress (SWGPA) will be reviewed, and those with clear standing will be more likely to receive supplemental privileges;
 - ii) the nature of the course will be considered and supplemental privileges in pre-requisite courses, where content is deemed to be fundamental to future courses in the sequence, will be less likely;
 - iii) student grasp of course content will be considered and if a student is weak in all areas of course content, supplemental privileges would be less likely. Conversely, a particular weakness in only one area might suggest that supplemental privileges would be an appropriate way of testing whether the student has achieved an acceptable level of understanding of course content;
 - iv) situational factors, including personal and health related matters, which may have impaired the student's ability to demonstrate an adequate level of performance in the course assignments will be considered. The granting of privileges in such circumstances would be limited to situations where the student can reasonably be expected to demonstrate an adequate grasp of course content through this method of evaluation.
2. A student who has been granted permission to repeat or replace a course will normally be required to complete the course within one calendar year.
3. The extension of supplemental privileges, requirements to repeat courses, and time limits for probationary status for all students, but particularly those in the Thompson, Inner City Social Work Program and Distance Education programs, will have due regard for the cycling of courses in each location. While students are expected to repeat courses at the first available opportunity, they may be prevented from doing so until that particular course is offered again. Eligibility for probationary status, supplemental privileges in other courses, or approval to repeat courses should not be limited by the student's failure to successfully complete a course if the program has been unable to provide an opportunity for the attempt to occur.
4. No student will normally be allowed to repeat a course more than once. Exceptional circumstances may exist although these would be extremely rare, e.g. a student has clear standing in all other courses, and in overall academic performance (CGPA and SGPA).
5. The minimum GPA requirement for concentrated status is 3.0. Regular students who wish to transfer into the concentrated program will be considered based on a minimum GPA of 3.0 and rank ordered based on their GPA.*

FACULTY OF SOCIAL WORK APPEAL PROCEDURE

NOTE: A document outlining procedures for appeal to term work grades is on file in the general office of the Faculty of Social Work.

PROCEDURES APPLY TO BOTH BSW AND MSW PROGRAMS

1. Preamble

Appeals of grades are heard by the Faculty of Social Work Appeals Committee, hereinafter referred to as the Committee.

2. Terms of Reference of Faculty of Social Work Appeals Committee

- 2.1. In the name of the Faculty of Social Work Council, to hear and determine appeals of the final grade assigned by instructors in any course listed in the B.S.W. or M.S.W. curriculum in the relevant Social Work sections of the University calendar.
- 2.2. The Committee has no authority to hear an appeal of an interim grade, of a course offered in another School or Faculty, or to hear an appeal of a decision of the Faculty of Social Work Committee on Academic Standings.
- 2.3. To convey its findings on any appeal in writing to the appellant and to the Registrar's Office.
- 2.4. To report periodically, but at least once a year, to the Faculty of Social Work Council. Such reports shall include the number and type of appeals heard and their disposition without revealing identifying information. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the Committee's experience of concern to the Council.

3. Composition and Selection of the Committee

- 3.1. The Appeals Committee shall be a Standing Committee of Faculty Council; and shall consist of two members one of whom shall be appointed annually for a period of two years. Normally, the member who is serving his/her second year shall act as Chair. Appointment to the Appeals Committee shall be made by the Dean of the Faculty in accordance with methodology approved by Faculty Council.
- 3.2. The Committee will appoint an additional member of faculty on each appeal and that member shall have voting power.
 - 3.2.1. If neither of the two standing members is a representative of the sequence or stream in which the student is appealing his or her grade, then the Committee shall assure that the appointed member shall be from the appropriate sequence or stream.
 - 3.2.2. Where the appellant is a member of the Thompson, Inner City Social Work Program or Distance Education Program, wherever possible, one member of the Committee should be a faculty member of the appellant's program.
- 3.3. 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.

- 3.4. The Dean of the Faculty, while ex-officio on all committees, is not normally part of the Appeals Committee. S/he does, however, have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

4. Procedures for Students in Launching an Appeal

Before filing a formal appeal, students are encouraged to consult with the instructor of the course in question to see if any remedy exists at that level.

- 4.1. A student may enter an appeal for one or more final course grades through the Registrar. Applications must be made within twenty-one calendar days following the issuance of student histories (i.e. grades) by the Registrar's Office. Applications must be made on a prescribed form obtainable at the Registrar's Office. On payment of the prescribed fee, such appeals shall be forwarded to the Dean of the Faculty.

- 4.1.1. The Committee will not hear an appeal filed beyond the deadline unless the student can show cause, and the Committee is satisfied that such cause is sufficiently compelling to waive the deadline.

- 4.2. Variation from this procedure exists for appeal of a failing grade for students in Unit A of the Accelerated B.S.W. Program (i.e. grade for first term of final year of program).

- 4.2.1. The appeal of grades must be filed within two weeks (14 calendar days) of notification of grade by instructor in order to facilitate the student's possible reinstatement for Unit B in second term.

- 4.2.2. Appeals filed after this time but within the regular time limitations, as stated in 4.1., will be heard, but the student's academic progress may be interrupted.

5. Action By Committee Chair

- 5.1. Upon receiving the written appeal, the Chair will first consult with the appellant around the question of possible remedy at the instructor level.

- 5.1.1. If such alternative remedy is sought by the appellant, further action by the Chair will be held in abeyance until such time as the appellant reports the result to the Chair.

- 5.1.2. The Chair may, without prejudice, facilitate the process in 5.1.1. by assisting in contacting the instructor.

- 5.2. If the student declines the offer in 5.1 or if subsequent to further consultation with the instructor, the student still seeks remedy through an appeal hearing, the Chair will gather the relevant documentation for review.

- 5.3. The Chair of the Committee will write to the student informing him/her of the receipt of the formal appeal. The letter will address the following issues:

- 5.3.1. Advise the student of the deadline for Faculty's response to the Registrar's Office which is 60 days from the date of the receipt of the appeal.

- 5.3.2. Forward a copy of the Faculty's Appeals Procedure, making special note of the fact that the student has a right to appear before the Committee.

- 5.3.3. Request the student to forward to the Committee, within a 7 day turnaround, all materials relevant to the review (assignments, exams, tape recordings, etc.) as well as the grading procedures provided by the Professor.

5.3.4. Request the student to respond in writing as to what, if anything, they did regarding a review of the grade prior to launching the formal appeal (e.g. did they attempt to ask for a re-read by the professor).

5.3.5. Request the student to inform the Committee if they wish to appear before it.

5.4. The Chair will write to the Professor and include a copy of the letter sent to the student.

5.4.1. The Professor will be asked for copies of any or all assignments in his/her possession as well as a copy of grading guidelines.

6. Guidelines and Procedures for Appeal Hearing

6.1 The Committee Chair, after consultation with the Appellant, shall establish a time and place for the hearing.

6.2. The Committee Chair shall inform the student two weeks prior to the hearing, in writing, of the time and place of the hearing, the nature of the hearing including the evidence which is known at that time, which is to be used in considering the appeal.

6.3. The Committee Chair shall inform the Professor in writing, two weeks prior to the hearing, of the time and place of the hearing, the nature of the hearing, including the evidence which is known at that time, which is to be used in considering the appeal.

6.4. The Appellant shall have the right to make a presentation in person, with or without the assistance of an Advocate. The Advocate may be an individual from among the faculty, staff or student body of the Faculty, or the University Advocate, chosen by the Appellant to assist in presenting his or her case. The Advocate shall have no voting privileges, or be party to the deliberations of the Committee except in those areas where the Appellant would normally be involved.

6.5. The Advocate may not receive payment for appearing nor be working for Legal Aid.

6.6. In addition, should the student wish, one member of his/her immediate family, or a lawyer if desired, may be present, but as observers only who do not participate in the hearing.

6.7. The student must inform the Committee 7 days prior to the hearing as to whether s/he will be accompanied by anyone and who they will be.

6.8. The instructor in the course being appealed will have the right to appear before the Committee. She/he will represent himself/herself in the deliberations unless it is not practically possible, whereupon he/she may appoint a substitute such as the Chairperson of the Sequence, the Dean, or the co-instructor. The timing of the appearance will be at the discretion of the Committee. Instructors will not have a vote or be a party to the Committee deliberations. The Committee may call upon any others, including other instructors, who it believes have a contribution to make in its gathering of information.

6.9. The Committee and/or the instructor will reserve the right to have legal counsel present should the student take up his/her option for same in 6.7.¹

¹Senate policy on this matter reads as follows: Athat legal counsel not normally be permitted to appear as observers or participants, on behalf of Faculties or Schools, or individual faculty members appearing as witnesses before appeals tribunals at any level. If legal counsel is appearing on behalf of a student at a hearing, and if special circumstances justify an exception to this rule, the Chair of the appeals committee concerned may make the exception; however, if the legal counsel is to be provided at the University=s expense, the final decision must rest with the Vice-President (Administration); . . .

7. What May be Introduced into the Hearing?

7.1. With regard to the substantive nature of the appeal all documents submitted by the instructor, the student, and any additional qualified instructors whose advice has been sought by the Committee, will be available in the hearing.

7.2. Where a student is questioning the procedures of the grading process, any material and documentation submitted may be considered as evidence in the hearing.

8. Disposition

8.1. A majority vote of the Committee will determine the final decision.

8.2. The grade may be raised or remain as is, but may not be lowered as a result of the review or hearing.

8.3. The Appeal Committee shall inform the student, the instructor, the Dean, and the Registrar's Office of its decision in writing. The decision shall be accompanied by a general statement or rationale.

8.4. All the material in connection with this appeal shall be held by the Faculty or the instructor for six months after the expiration of the appeal period following which they will be returned to the person who submitted it. All other material in the deliberations will be destroyed to ensure confidentiality.

8.5. The student has the right to appeal the decision of the Faculty's Committee to Senate Appeals Committee.

8.6. Should the student launch such an appeal all the material in connection with this appeal shall be held in the Faculty and may be made available to the Senate Committee.

8.7. Following disposition of the senate hearing all material not returned to the person who submitted it, will be destroyed to ensure confidentiality.

APPENDIX VII

CHALLENGE FOR CREDIT POLICY

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 of Schools of Social Work, 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.

Courses available for Challenge for Credit

- SWRK 2080 - Interpersonal Communication Skills (3 credit hours)
- SWRK 3100 - Systematic Inquiry in Social Work (3 credit hours)
- SWRK 3130 - Contemporary Canadian Social Welfare (3 credit hours)

No course which appears on a student=s transcript as a previously failed attempt may be challenged. Challenge for credit is only available to students registered in the BSW and Pre-MSW program of the Faculty of Social Work at the University of Manitoba.

Procedures

1. A student must consult with an instructor teaching the course to determine course content and general expectations of a challenge for credit. In this regard, the instructor shall provide the student with a course outline, and the date, time and place for the Challenge Credit Examination. Where an examination is not the basis for any or part of the evaluation, the instructor shall provide the student in writing with the required assignment(s), due date(s) and weighting of each assignment where applicable.
2. If a student is confident in proceeding with the Challenge for Credit the student will a written confirmation from the instructor and submit it to the Student Services and Admissions/Advising Officer or site director who will complete the registration for the student. Registration deadlines are normally no later then a week from the start date of the course. Examination periods are listed in the Academic Schedule of the current University of Manitoba General Calendar. An instructor may not refuse a student Challenge for Credit.
3. The minimum passing grade for a challenge for credit is C (2.0), in the case of Pass/Fail courses, a “P”
4. Once the examination or assessment has been administered, the result will be entered on the student=s academic record as a final grade. The student may not choose whether or not the result will be recorded. A failure in a Challenge for Credit examination will be reported to the Committee of Academic Standing who shall determine appropriate action.

Methods of Assessment for Challenge for Credit Courses

SWRK 2080 Interpersonal Communication Skills

In order to challenge for credit in SWRK 2080 a student will provide for evaluation three of the assignments common to all SWRK 2080 courses across sites at the University of Manitoba, Faculty of Social Work.

1. The student will provide a one hour videotape of themselves in a social work interview, illustrating communication skills.
2. The tape will be accompanied by a written evaluation of their work. There are written guidelines/expectations from the instructor for both the videotape and the evaluation paper.
3. A values paper which shows student awareness of and exploration of their own values and social work values. Written guidelines by the instructor will accompany the challenge for credit package.

SWRK 3100 Systematic Inquiry in social Work

Choice of method is at the discretion of the instructor.

- | | |
|---|------|
| 1. Final Examination which covers the entire course content | 100% |
|---|------|

OR

- | | |
|---|-----|
| 1. Final Examination which covers the entire course content | 50% |
| 2. A research plan assignment | 50% |

SWRK 3130 Contemporary Canadian Social Welfare

Choice of Method is at the discretion of the instructor.

- | | |
|---|------|
| 1. Final Examination which covers the entire course content | 100% |
|---|------|

OR

- | | |
|---|-----|
| 1. Final Examination which covers the entire course content | 50% |
| 2. Paper | 50% |

Passed by B.S.W. Curriculum Committee March 9/99
Passed by Faculty Council March 26/99

APPENDIX VIII

EQUIVALENCY POLICY

GUIDELINES FOR THE GRANTING OF EQUIVALENCY CREDIT FOR SOCIAL WORK COURSES TAKEN OUTSIDE THE UNIVERSITY OF MANITOBA FACULTY OF SOCIAL WORK

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 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 outlined in Item 4.)

The responsibility for assessing BSW equivalency for such courses will be assumed by the BSW Program Committee.

1. Students will be advised at the time of their acceptance to the BSW program of procedures to be followed if they intend to request BSW equivalency for courses taken previously. The request for consideration of equivalency transfer must originate with the student.
2. Only social work courses taken in the last nine years will be considered for equivalency transfer.
3. Requests for equivalency transfer will normally be considered only in the first six months after the student has been admitted into the Faculty.
4. Students will be advised to provide the Faculty with descriptive and evaluative information related to courses. Information should include:
 - a) Calendar description of the courses and program;
 - b) Course outlines, assignments and bibliographies;
 - c) Evaluative feedback (in the case of a field practicum, this would include a written evaluation by the field instructor).

Students who are refused social work equivalency may initiate a challenge for credit, but only for those courses that are open to challenge.

Application for consideration shall be made to the Admissions Office, Room 424 University Centre. The BSW Program Committee Chair will be consulted by the Student Services and Admissions /Advising Office.

Equivalency credit for Field Instruction and Field/Focus courses: Equivalency shall not be granted for SWRK 3150 or SWRK 4120 unless completed in a program recognized by the Faculty of Social Work. The Faculty of Social Work will not entertain requests for consideration for equivalency transfer for the SWRK 4200 which is co-requisite to SWRK 3150 and/or SWRK 4120.

Passed by B.S.W. Curriculum Committee March 9/99
Passed by Faculty Council March 26/99

APPENDIX IX

ATTENDANCE POLICY

Introduction: It is a generally recognized principle that students in professional degree programs like the BSW program should attend all classes. Social work courses have been designed to ensure that students have the opportunity to integrate appropriate professional knowledge, values and skills. With this in mind, the following policy has been developed.

1. Purpose: The purpose of this attendance policy is threefold:
 - a) To ensure that the academic standards are maintained;
 - b) To specify what professional behaviors are expected from social work students with regard to class attendance; and
 - c) To support a learning environment where student participation contributes to knowledge development for other students and ensures that the morale of classes and seminars are enhanced.

2. It is a program expectation that all students will attend all classes.

2.1 Regular attendance and punctuality is expected of all students in all courses. An instructor may initiate procedures to bar a student from attending classes and from final examinations and/or from receiving credit where absences exceed those permitted by the Faculty regulations. Instructors may also 'count' late arrival 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.

2.2 Students who miss 2 classes in a 3 credit course or 4 classes in a 6 credit course may, at the discretion of the instructor, be required to write a general knowledge examination, or do an additional assignment to demonstrate their understanding of the course content. Criteria that an instructor might use to reach a decision regarding whether or not a student should do additional work might include unexplained absences or student academic performance in the course.

2.3 Certain courses in the BSW curriculum are structured so that participation is deemed to be essential to learning the basics of the course content. These generally include all practice courses, including IPCS. As such, students who miss 1/3 of the classes in the following courses may, at the discretion of the instructor, fail the following courses.

SWRK 3140 Introduction to Social Work Practice
SWRK 2070 Small Group Dynamics
SWRK 4130 Advanced IPCS
SWRK 4220 Aboriginal People & Social Work Practice

SWRK 4070 Inner City Practices
SWRK 2080 Interpersonal Communication Skills
SWRK 4210 Feminist Perspectives on Social Work
SWRK 4200 Field/Focus 1
SWRK 4300 Field/Focus 2

2.4 Individual Course Standards

While 2.2 above sets a minimum standard of course attendance for all courses offered through the social work program, nothing in it prevents the individual course instructors from building into their courses additional grades for attendance and participation.

2.5 Missed Course Material

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

3. Procedure for when students are unable to attend classes:

3.1 When absenteeism is unavoidable, students are required to communicate their absence to the instructor prior to the class if at all possible.

GRANTING OF EXTENSIONS

From time to time, instructors may grant a student an extension for an assignment. This means that the instructor will accept the assignment at a later date than the posted deadline. Extension, if granted, would be for legitimate reasons only, such as personal or family illness, death in the family, and unavoidable extended absences. Extensions must be negotiated before the deadline date, with the instructor, and are not automatically granted.

Similarly, when an exam or test is missed, again for legitimate reasons, an instructor may permit a student to take a comparable test at another date. The instructor must be informed that the exam/test will be missed or else the assumption will be the student chose to fail that segment of the course. In cases of extension or missed exams/tests, a doctor's certificate may be required.

APPENDIX X

POLICY AND GUIDELINES ON LEAVES OF ABSENCE FOR MEDICAL OR COMPASSIONATE REASONS

A. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. Requests for a leave of absence or authorized retroactive voluntary withdrawal from an individual course due to medical or compassionate reasons may be referred to the Committee of Academic Standings by the Dean/designate for consideration.
6. Respect for the personal confidentiality of information concerning students shall be observed.
7. 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.
8. 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.² Normal requests for a renewal of a leave of absence due to medical or compassionate reasons is permitted.

B. Return From a Leave of Absence for Medical Reasons

1. 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.
2. 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.
3. 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.

² Amended June, 2007.

POLICY AND GUIDELINES ON AUTHORIZED RETROACTIVE WITHDRAWALS FOR MEDICAL AND COMPASSIONATE REASONS

1.0 Background:

A student for compelling medical or compassionate reasons, may apply to the Committee on Academic Standings for an authorized retroactive withdrawal (ARW) from one or several courses attempted in the previous session.

2.0 Authorized Retroactive Withdrawal for Medical Reasons

2.1 Students experiencing medical conditions which preclude continuing their course work are expected to utilize the medical¹ leave of absence protocol at the time the medical condition is affecting their student role.

2.2 That the medical leave of absence protocol be identified in the *BSW Handbook* and that a synopsis of it be included in the *University Calendar*¹.

2.3 It is, however, recognized that situations do arise in which students experiencing medical illness, may misjudge their physical or psychological ability to complete course work. Therefore, in accordance with general University policy, as described in the *University Calendar*², consideration will be given to the student's request.

- (a) Conditions for the authorized retroactive withdrawal will be based on the same grounds as that provided for medical leave of absence to wit provision of medical confirmation of the student's ability to continue in the program during the period of the program in question, and medical confirmation of the student's ability, on medical grounds to complete course work subsequently.
- (b) It is assumed authorized retroactive withdrawal will apply to all courses taken by the student during that session rather than specific courses, unless there is clear medical evidence that the student was capable of handling part of the program load.
- (c) That the time limit for such a request must be within 6 months of the end of the term during which the student was medically incapable of program work. This time limit may be exceeded only in the event of extraordinary circumstances and at the discretion of the committee.
- (d) The student shall submit a request to the Student Services & Admissions/Advising Office. A Student Advisor will submit this request to the Committee on Academic Standings, who will act on behalf of the Dean/Faculty Council.

3.1 Compassionate grounds may cover many circumstances other than medical, including, but not limited to: difficulties in family relationships or bereavement.

3.2 All considerations applying to a request for an authorized retroactive withdrawal in Section 2.0 of this document apply equally to a request for compassionate reasons.

In applying Section 2.3(a) and 2.3(b) to an ARW request for compassionate reasons, the Committee reserves the right to request other appropriate confirmation of the circumstances of the student.

April, 1989
March, 1994
August, 2007

¹"Medical" is defined in the same terms as the medical leave of absence protocol.

²Certain cases of students obliged to withdraw after the final date for withdrawal because of ill health or other sufficient reasons will be considered by the Dean of the Faculty.

APPENDIX XI

THE UNIVERSITY OF MANITOBA POLICY ON THE RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS (R.O.A.S.S.)

OBJECTIVES

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; to promote fair and equitable treatment of students.

DEFINITIONS

For the purposes of this document, the following terms shall be defined as provided by this article:

A. ACADEMIC STAFF shall include all individuals holding full or part-time appointments at the rank of Instructor I, Instructor II, Senior Instructor, Lecturer, Assistant Professor, Associate Professor or Professor. The term shall include also academic administrators, academic librarians, counsellors, adjunct professors, professional associates, research associates, research assistants, student research assistants, and student teaching assistants, insofar as such persons perform duties within the ambit of the policy.

B. STUDENT shall mean any person who is registered as a student in the University.

STATEMENT OF RESPONSIBILITIES

Some of the responsibilities of academic staff with regard to students rest with the individual staff member, while others are collective responsibilities, to be exercised through the actions of department and faculty/school administrators and councils.

Individual Responsibilities

The individual responsibilities of academic staff members with regard to students are primarily instructional and scholarly, and secondarily administrative. They may include:

1. undergraduate, graduate, and continuing education instruction, including the organization, preparation and delivery of course material, the evaluation of student academic progress, the reporting of such evaluation in accordance with approved policies and schedules, consultation with students out of class or laboratory hours, and supervision of student research and thesis preparation.
2. scholarly attainment through personal study and research, including study for purposes of academic self-improvement or course improvement, keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding; and
3. administrative work as required for instructional and scholarly activities, including committee work at various levels - departmental, faculty, university - as it pertains directly or indirectly to students.

Collective Responsibilities

The collective responsibilities of the academic staff belonging to an academic unit are to provide an effective learning environment and to endeavor to ensure fair and consistent treatment of students. They include:

1. periodically reviewing and updating all courses and programs;
2. ensuring that academic regulations and policies provide for fair and consistent treatment of students; and

3. providing for convenient student access to information on policies, regulations and procedures that may affect their academic progress, including the provision of names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

DISCHARGE OF RESPONSIBILITIES

Individual Responsibilities

1. Academic staff members shall discharge their instructional responsibilities with academic integrity, scholarly competence, and pedagogic effectiveness.
2. Academic staff members shall maintain their familiarity with current university, faculty/school and/or departmental policies regarding plagiarism and cheating, examination impersonations, student access to final examination scripts, student discipline, grade appeals, and the University policy regarding sexual harassment.
3. In discharging their instructional responsibilities, academic staff members shall adhere to regulations pertaining to the format, content and conduct of courses and laboratories, including regulations pertaining to examinations, term work, grades, and related matters.
4. In each course section, within the first week of classes, the academic staff member responsible for that section shall provide in writing to every member of the class: his/her name, office number and telephone number; a list of the textbooks, materials and readings that the student is required to obtain including the appropriate referencing style guide(s) acceptable to the instructor and/or discipline in courses where it is relevant; a reference to the statements on academic dishonesty including 'plagiarism and cheating' and 'examination impersonation' found in the University General Calendar; an outline of the topics to be covered; a description of the evaluation procedure to be used, including the weighting of the components that will contribute to the final grade and whether evaluative feedback will be given to the student prior to the voluntary withdrawal deadline (see note); an indication of instructor availability for individual student consultation; a tentative schedule of term assignments and tests; and a statement of the practice to be followed regarding late submission of assignments.

NOTE: It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.

5. Academic staff members shall teach their courses with due regard to calendar descriptions.
6. It is the responsibility of academic staff members to specify textbooks and materials in accordance with announced purchasing deadlines.
7. In their dealings with students, academic staff shall:
 - 7.1 not deny registration for instruction in those courses for which the permission of the instructor is required, except where the student lacks appropriate qualifications or where an approved policy on limited enrolment is in effect;
 - 7.2 comply with existing human rights legislation, and refrain from differential treatment of individual students on the basis of their actual or presumed membership in, or association with some class or group of persons;
 - 7.3 not accept money or other goods or services from students for assistance with any course offered by the University. This clause, however, shall not prevent student teaching assistants or other part-time instructors from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;

- 7.4 be available for a reasonable amount of time, on a known and posted basis, for individual consultation with students registered in their courses or laboratories;
 - 7.5 evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria only;
 - 7.6 where appropriate, provide written evaluative feedback prior to the voluntary withdrawal deadlines specified in the General Calendar;
 - 7.7 foster a free exchange of ideas between themselves and their students in the classroom and allow students the freedom to take legitimate exception to the data, views, or methods presented;
 - 7.8 respect the confidentiality of documentary information about students;
 - 7.9 keep confidential any information about the academic performance of a student, unless release is authorized by the student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;
 - 7.10 explicitly acknowledge in written or oral presentations any indebtedness to student research or assistance;
 - 7.11 not obtain any improper personal advantage from a student or student work; and
 - 7.12 academic staff members shall not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.
8. Academic staff members shall not cancel, miss, terminate or shorten scheduled instruction except for good reasons. Whenever a scheduled period of instruction is cancelled, the academic staff member shall:
 - 8.1 inform the class at the earliest possible time;
 - 8.2 inform the administrative head of his/her academic unit; and
 - 8.3 where possible, ensure that appropriate substitution or make-up instruction is provided.
9. Academic staff members who provide instruction shall comply with the schedules and formats for reporting student grades, as established by departments and the Registrar's Office. Where such grades are reviewed by departmental committees, instructors should be available for the duration of the committees' work. An instructor who learns of an error, which if corrected would raise an assigned grade shall correct it without requiring the student affected to appeal his/her grade.
 10. Academic staff members shall adhere to the relevant University, faculty/school, and/or departmental policy regarding professor-course evaluation.

Collective Responsibilities

1. Through their faculty/school and department councils, academic staff members should review program and course descriptions periodically to ensure that the material to be presented is current and appropriate and that the calendar information is clear and accurate.
2. The following material must be kept on file in faculty/school or departmental general offices and made available to students:
 - 2.1 University, faculty/school or departmental regulations regarding class attendance and penalties, if any, for non-compliance;

- 2.2 the information described in section 4 under "Discharge of Responsibilities, A - Individual Responsibilities", that is provided in writing to the class by the academic staff member for each course section;
 - 2.3 University, faculty/school, and/or departmental regulations and procedures, if any, regarding the evaluation of professors and courses by students;
 - 2.4 University, faculty/school, and/or department policy regarding student access to final examination scripts;
 - 2.5 University policy on student discipline;
 - 2.6 University, faculty/school, and departmental procedures regarding grade appeals;
 - 2.7 University policy on the responsibilities of academic staff with regard to students; and
 - 2.8 University policy regarding sexual harassment.
1. Where necessitated by large class sizes or other circumstances, academic units shall ensure that course instructors and/or designated substitutes are available for individual consultation with students for a reasonable amount of time on a known and posted basis.

CAUTIONARY NOTE

Students are reminded that the initiation of a frivolous or vexatious complaint may result in disciplinary action being taken against them by the University.

APPENDIX XII

POLICY ON DISCLOSURE AND SECURITY OF STUDENT ACADEMIC RECORDS

The Faculty of Social Work supports the principle of disclosure to students of the contents of their academic record. At the same time the rights of others providing information to the record in good faith and expecting confidence, must be protected.

1. The record

- 1.1 The hard copy record (file) shall only be removed from the filing cabinet by a member of the General Office Staff, Student Services & Admission / Advising, the Dean or Associate Dean or anyone acting as Dean during their absence.
- 1.2 When removed from the general office a card showing the date on which it was signed out and by whom must be completed. The date must be recorded on the card when returned.
- 1.3 The General Office Staff shall take responsibility for ensuring a locked room and cabinet for the file and ensure both are secure after office hours or at other times when the office may be unattended.
- 1.4 Where the record contains information considered to be confidential, this is kept in a separate part of the file in a sealed envelope marked "To be Opened Only by the Dean or his/her Designate."

Such information shall include:

- 1.4.1 Letters of reference or other comment received which can reasonably be expected to be held in confidence.
- 1.4.2 Proceedings (transcripts, minutes, etc.) of any appeal, standings or disciplinary body. This shall not include any documentation simply indicating that such an event occurred, or correspondence to the student indicating the outcome.
- 1.5 Any notes to the file of a non-confidential nature made by instructors, or administrative officers shall form a part of the main body of the record.

2. Disclosure to student

In addition to the policies outlined in Section A of Senate Policy, the following shall apply:

- 2.1 An authorized official as per Section A.1 of Senate Policy shall be:
 - The Dean, Associate Dean or a member of the academic faculty authorized to act in the former's absence.
 - The Coordinator of Student Services & Admissions/Advising of the Faculty of Social Work.
 - The Confidential Secretary to the Dean.
- 2.2 No part of the record marked "To be Opened Only by the Dean or his/her Designate" shall be disclosed to the student except after scrutiny by the Dean/Designate, he/she so decides. Such action shall only be taken upon request from the student giving reasons why disclosure is expected to be relevant, and where the Dean has obtained the consent of any third party.
- 2.3 No part of the file is to be removed by the student. If as a result of a dispute resolved in the student's favour, material is to be removed from the file, it can be done only by the Dean or with the consent of the Dean by an authorized official as defined in 2.1. The student may be present.

- 2.4 Where a student exercises the right to add to the file, the record must be clear on the author and source of the material.
- 2.5 No items may be photocopied or otherwise duplicated by the student without the express permission of the Dean/Associate Dean or designate.

3. **Disclosure to Faculty and Other Employees of the University**

As per Section B of Senate Policy, all Faculty and administrative officers of the Faculty of Social Work and elsewhere in the University have a legitimate interest in rights of access to the student record. Removal is to be in accordance with Sections 1.1 and 1.2 of this document. Any duplication of materials shall normally be authorized only by the Dean/Associate Dean or designate.

4. **Alumni Association**

No supplementary policies or procedures are required to Section C of Senate Policy.

5. **Other Individuals and Organizations**

The Faculty of Social Work wishes to promote good relations with the Professional Associations and Employee Groups. The most common requests are for mailing lists. Especially in the case of potential employers, co-operation with such groups is normally to the advantage of the student wishing to receive postings and other information regarding employment.

Since Section D of the Senate Policy prohibits the release of all information except that referred to on page 9, (a), (b), and (c), and since in the case of a mass mailing it is impossible to obtain student consent, such requests shall be handled as follows:

- 5.1 The Dean/Associate Dean or one acting in their absence shall determine the legitimacy of the interest.
 - 5.2 If judged legitimate, the Dean shall make the appropriate arrangements with the organization for the Faculty of Social Work to mail the information to students, or otherwise appropriately publicise, but in no circumstances to sell or give mailing lists to any external body.
6. Any dispute or difficulty of interpretation of these supplementary procedures shall be referred to the Dean or Associate Dean.
 7. These Supplementary Procedures are in effect by authority of the Council of the Faculty of Social Work, and can be amended only at a properly constituted meeting of that body.

APPENDIX XIII

FIELD INSTRUCTION

A. Field Instruction and Field/Focus Course

Students are encouraged to register for a Field/Focus of Social Work topic that corresponds with their field placement area (SWRK 4200 and SWRK 4300). All students requesting a field placement are required to complete a Field Preference Form (FPF) along with an updated electronic and paper copy of their résumés. The FPF and the résumé are due at least 75 calendar days prior to the term that the student will be commencing field. Students requesting a summer field placement must request the field placement 40 calendar days prior to summer field commencement. Students who do not meet the deadline are not guaranteed a field placement in that term.³

B. Field Instruction Taken at Place of Employment⁴

Purpose of Field Instruction: Field education is a critical component of the social work curriculum and gives students the opportunity to learn to apply the knowledge they have garnered in the classroom to actual practice situations with individuals, families and/or communities, under the supervision of a field instructor. The purpose of field instruction includes:

- a) providing opportunities for students to develop specific practice skills;
- b) providing opportunities for students to successfully integrate theory into practice;
- c) preparing students with the necessary knowledge and values-based skills for social work practice;
- d) facilitating increased professional development and self-awareness; and
- e) preparing students to apply the knowledge, skills and values from one field setting in social work to a variety of settings with a range of clients and identified issues.

1.0 Eligibility Criteria for Field Instruction Courses to be Taken at their Place of Employment

Requests to take the field instruction course, SWRK 3150 or SWRK 4120, at a student's workplace will be considered in accordance with specific criteria.

1.1 A student must have completed all pre-requisites for the field course for which s/he is registering.

1.2 A student is to be registered in all of the required co-requisite courses.

1.3 A student is ineligible if s/he has previously failed any field course.

1.4 A student must have a minimum GPA of 2.5.

1.5 The work setting must provide the student with the opportunity to use a range of knowledge and skills, in accordance with the Faculty of Social Work curriculum requirements of the BSW program.

1.6 The student's proposed field roles and responsibilities and field education learning goals must be separate and distinct from his or her paid employment duties.

1.7 The student must have a different field instructor (BSW minimum requirement) from his or her employment supervisor.

³ Approved by Faculty Council – February 24, 2006.

⁴ Approved by Faculty Council – June 25, 2008.

2.0 Procedures to Apply for Field Instruction at their Place of Employment

The student will apply to the Field Education Coordinator to take his or her field instruction, SWRK 3150 or SWRK 4120, at his or her place of employment and submit a proposal, along with the other field placement administrative requirements (as outlined in the preceding section) by the deadline date for all field applications. The proposal will include the following information items and will be submitted to and reviewed by the Field Education Coordinator who will assess the suitability of the placement for field learning.

- 2.1 The student is to provide a summary of his or her paid work experience, roles and responsibilities in the current work setting;
- 2.2 The student is to identify and provide contact information regarding his or her current employment supervisor;
- 2.3 The student is to provide names of two references from the current work setting who are in agreement with being contacted for additional information regarding the applicant's work performance;
- 2.4 The student is to draft a summary of the proposed field placement including specific learning objectives, goals and activities to be undertaken in SWRK 3150 or SWRK 4120. The proposed learning must be distinct and unique from the student's paid employment duties;
- 2.5 The student is to provide contact information, along with confirmation of qualifications (i.e. BSW, MSW) pertaining to the individual who has agreed to assume the role of field instructor. This individual cannot be the same individual who supervises the student in his or her paid employment duties; and
- 2.6 The student is responsible for negotiating the use of his work setting for field instruction with his or her employer. The student will provide material, if required, to confirm the employer's acceptance of these terms.

3.0 Additional Guidelines

- 3.1 An interview with the student and representatives of the workplace may be held prior to the decision regarding acceptance or denial of the proposed practicum.
- 3.2 A student who receives remuneration (i.e., stipend, wage, subsidy) in their field placement (SWRK 3150 or SWRK 4120) should not have been employed in that position prior to accepting the field placement. However, in the event that a student is employed in a paid position in the agency and is requesting placement, the student must ensure the criteria as specified under 1.0, and the procedures as specified under 2.0, are satisfied.
- 3.3 The Faculty reserves the right to review individual contracts and arrangements and to determine whether any additional requirements need to be addressed.
- 3.4 Where questions arise regarding the suitability or acceptance of the proposed workplace field practicum, the Field Education Coordinator will consult with the BSW Program Committee in arriving at a final decision.

C. Immunization Policy⁵

Since 2007, all social work field students in WRHA placements have been required to provide documentation confirming immunization or demonstrated immunity to the following communicable diseases prior to entry into the setting:

- Rubella
- Measles
- Hepatitis B
- Varicella/Chicken Pox
- Tuberculin Mantoux Screening

As well, students are encouraged (but not required) to maintain other Immunizations on their own:

- Diphtheria/Tetanus
- Mumps
- Polio

Students are asked to speak with their agency field instructor to determine, as early as possible in the process, the specific immunization requirements and to take the necessary steps to comply with this policy. Students are required to submit the *WRHA Student Immunization and Communicable Disease Record* to the Field Education Program Assistant six weeks prior to the commencement of field instruction.

D. Voluntary Withdrawal Policy on Field Instruction Courses

A student is allowed one voluntary withdrawal from field instruction SWRK 3150 and one voluntary withdrawal from the SWRK 4120.⁶

E. Statement of Faculty and Student Obligations – Field Placement⁷

The student is responsible for the following:

- The successful completion of prerequisite courses to field placement;
- The review of field-related written materials and participation in sessions to assist in preparation for the field placement application and referral process;
- The submission of a complete application form (including résumé) in request of field placement by the specified due date;
- Professional conduct during the interview process;
- Prompt follow-up with field placement site and/or field program staff as required in the period preceding confirmation of field placement;
- The completion of all site-specific field requirements (such as the Child Abuse Registry, Criminal Record Check, Driver's Licence, Driver's Abstract and the WRHA Immunization policy) prior to the commencement of field placement; and
- Registration in Field Instruction 1 and/or Field Instruction 2 in addition to the Field Focus of Social Work Practice corequisite course(s) prior to the commencement of field placement.

5 WRHA Immunization Policy - Student Placement Requirements August 2007.

6 Approved by Senate - June, 2007.

7 Approved by Faculty Council - October 29, 2010.

The Faculty is responsible for providing students with the following:

- Curriculum expectations including learning objectives;
- Field Information Resource Booklet;
- Field Student Manual;
- Field Program Staff contact information and consultation;
- Materials regarding preparation for and orientation to field placement; and
- Requirements of field application, referral and confirmation process.

The Field Coordinator is the Instructor of Record for Field Instruction 1 (SWRK 3150) and Field Instruction 2 (SWRK 4120). While the Faculty is responsible for assisting in securing a reasonable placement for the student, it is important to note that a student is not guaranteed confirmation in a field placement setting on the sole basis of the completion of prerequisite courses. 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.