



**University  
of Manitoba**

**Faculty of Social Work**

# FACULTY OF SOCIAL WORK **BSW HANDBOOK**

2020-2021

This document is intended to be a supplement to the University of Manitoba Undergraduate Academic Calendar. Should discrepancies exist between the information presented in this document and the Undergraduate Calendar, the latter shall prevail.

*Revised May 4, 2021*

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## FACULTY OF SOCIAL WORK MISSION STATEMENT

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

## FACULTY OF SOCIAL WORK VISION STATEMENT

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

## BACHELOR OF SOCIAL WORK PROGRAM INFORMATION

### SITES AND DELIVERY METHODS

#### FORT GARRY CAMPUS SOCIAL WORK PROGRAM

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

The role of the Student Services & Admissions / Advising Office is to provide guidance to students as it pertains to Faculty and University regulations regarding grades, responsibilities and rights of students, selection for admission criteria, course selection and degree planning, transfers, and withdrawals. If you have any questions or concerns, you may discuss them with the Coordinator of Student Services & Admissions/ Advising Office.

The Field Education Coordinator is responsible for ensuring Fort Garry Students who are eligible for a field placement are referred to an agency or organization. For further information on field instruction and procedures, please consult the current University of Manitoba Undergraduate Academic Calendar or contact the Field Education Coordinator.

Contact information  
Faculty of Social Work  
General Office  
521 Tier Building  
Winnipeg, MB R3T 2N2  
Ph. (204)-474-7050  
[Social\\_Work@umanitoba.ca](mailto:Social_Work@umanitoba.ca)  
[Faculty and Staff Directory](#)  
[http://umanitoba.ca/faculties/social\\_work/staff/index.html](http://umanitoba.ca/faculties/social_work/staff/index.html)

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## INNER CITY SOCIAL WORK PROGRAM

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

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

The Field Education Coordinator is responsible for ensuring Inner City Social Work Program Students who are eligible for a field placement are referred to an agency or organization. For further information on field instruction and procedures, please consult the current University of Manitoba Undergraduate Academic Calendar or contact the Field Education Coordinator.

Contact Information  
Faculty of Social Work  
Inner City Social Work Program  
William Norrie Centre  
485 Selkirk Avenue  
Winnipeg, MB R2W 2M6  
Ph. (204)-668-8160  
[icswp@umanitoba.ca](mailto:icswp@umanitoba.ca)  
[Faculty and Staff Directory](#)  
[http://umanitoba.ca/faculties/social\\_work/staff/index.html](http://umanitoba.ca/faculties/social_work/staff/index.html)

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## NORTHERN SOCIAL WORK PROGRAM (THOMPSON, MB)

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

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

### Contact Information

Faculty of Social Work

Northern Social Work Program

3 Station Road

Thompson, MB R8N 0N3

Ph. 1-(204)-677-1450

Ph. 1-(866)-237-5509

[Faculty and Staff Directory](#)

[http://umanitoba.ca/faculties/social\\_work/staff/index.html](http://umanitoba.ca/faculties/social_work/staff/index.html)

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## DISTANCE DELIVERY SOCIAL WORK PROGRAM

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

Delivery of the Distance Delivery BSW is based on two approaches:

- Delivered to individuals by means of an online study program
- Delivered to community-based groups using the cohort method

Delivery methods for the online study component of the program include a combination of online study and web conferencing. All online courses are made available in the learning management system UM Learn and most will have web conferences that students must attend. The Faculty of Social Work offers courses year-round in the Fall, Winter and Summer terms. All course examinations are scheduled and arranged by the Examination Coordinator in the Registrar's Office. Exams will take place at one of the pre-approved examination centres across Canada, please refer to the Registrar's Office website for further details.

Delivery of the BSW degree program to community-based cohorts utilizes various methods of delivery (depending on the needs of the cohort group) including face-to-face delivery, online study, or through blended learning delivery with a combination of face-to-face, web conferences and online study.

The Distance Delivery Bachelor of Social Work program is staffed by a Program Coordinator, and two student Advisors. The Field Coordinator supports students in securing placements across Canada. The Field team consists of several Field liaisons and a Field assistant. For further information on field instruction and procedures, please consult the relevant section of the University of Manitoba [Undergraduate Academic Calendar, Faculty of Social Work, Section 4.2](#), or the [Field Education Program website](#) or contact the Distance Delivery Field Coordinator.

### Contact Information

Faculty of Social Work

Distance Delivery Social Work Program

114 Isbister Building

Winnipeg, MB R3T 2N2

Ph. (204)-474-7912

[Ddsocial.work@umanitoba.ca](mailto:Ddsocial.work@umanitoba.ca)

[Faculty and Staff Directory](#)

[http://umanitoba.ca/faculties/social\\_work/staff/index.html](http://umanitoba.ca/faculties/social_work/staff/index.html)

Undergraduate Academic Calendar, Faculty of Social Work, Section 4.2:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5121&topicgroupid=27497&loaduseredits=False>

Field Education Program:

[http://umanitoba.ca/faculties/social\\_work/programs/distance/903.html](http://umanitoba.ca/faculties/social_work/programs/distance/903.html)



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## UNIVERSITÉ DE SAINT-BONIFACE

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

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

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

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

### SUMMER SESSION

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

### ACCREDITATION REQUIREMENTS

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

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

- SWRK 2050 Community & Organizational Theory,
- SWRK 2070 Small Group Dynamics,
- SWRK 4050 Selected Topics in Social Work (including Inner City Practice & Northern Social Work Practice)

- SWRK 4070 Social Problem & Social Work Practice Seminar (recent examples include New Canadian Immigrants and Refugees, Social Work & Residential Schools)
- SWRK 4080 Current Issues in Social Welfare
- SWRK 4130 Advanced Interpersonal Communication Skills,
- SWRK 4250 Family Group Conferences,
- SWRK 4260 Addiction and CFS Practice,
- SWRK 4270 Crisis Intervention

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

#### THE UNIVERSITY OF MANITOBA POLICY ON THE RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARDS TO STUDENTS (ROASS)

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

[Responsibilities of Academic Staff with Regard to Students Policy](http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5113&topicgroupid=27386&loadusercredits=False)  
<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5113&topicgroupid=27386&loadusercredits=False>

#### EDUCATIONAL EQUITY INITIATIVE

The purpose of the Educational Equity initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous peoples, persons with disabilities, LBTTQ, immigrants and refugees to Canada, and persons who are, because of their race or colour, a visible minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way; it also requires special measures and the accommodation of difference.

## STUDENT INFORMATION

### STUDENT EMAIL POLICY

The University of Manitoba will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices. Be prepared and activate your new myumanitoba email account now - find out more at [umanitoba.ca/studentemail](http://umanitoba.ca/studentemail).

### STUDENT ADDRESSES

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

### STUDENT LOUNGE

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

## BSW SCHOLARSHIPS, BURSARIES, AND PRIZES

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

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

For information about scholarships, awards and bursaries available to the BSW students, please visit the [Faculty of Social Work website](http://umanitoba.ca/faculties/social_work/financial/index.html) [http://umanitoba.ca/faculties/social\\_work/financial/index.html](http://umanitoba.ca/faculties/social_work/financial/index.html). Additionally, the [Financial Aid & Awards Database](https://ui-webapps.ad.umanitoba.ca/searchableAwards/) <https://ui-webapps.ad.umanitoba.ca/searchableAwards/> includes information on all active, senate-approved, undergraduate and graduate awards administered by the University of Manitoba.

### EMERGENCY FUND

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

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

For further information about the Emergency Fund, as well the application form, go to the [Financial Aid and Awards](http://umanitoba.ca/student/fin_awards/emergency_loan.html) website [http://umanitoba.ca/student/fin\\_awards/emergency\\_loan.html](http://umanitoba.ca/student/fin_awards/emergency_loan.html).

## SWSA: SOCIAL WORK STUDENTS ASSOCIATION

### WHAT IS SWSA?

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

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

### MISSION STATEMENT

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

## POSITIONS

### EXECUTIVE POSITIONS

Senior Stick  
Secretary

Vice Stick  
Treasurer

### GENERAL COUNCIL POSITIONS

First Year Regular Representative  
First Year Concentrated Representative  
Third Year Representative  
Aboriginal Students' Representative  
Distance Education Representative  
International Students' Representative  
Inner-city Student Council Representative  
Programmer  
UMSU Representative  
Senate Representative  
Social Media Coordinator  
Member at Large

Second Year Regular Representative  
Second Year Concentrated Representative  
Part-Time Students' Representative  
Accessibility Representative  
LGBTQ\* Students' Representative  
Immigrant Students' Representative  
Community and Inclusion Representative  
Graduation Committee Chairperson  
Social Action Chairperson  
Committee Coordinator  
Training Coordinator

## FUNCTIONS, DUTIES AND POSITIONS

### FUNCTIONS OF THE EXECUTIVE

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

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## FUNCTIONS OF THE GENERAL COUNCIL

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

For a detailed description of SWSA positions please see the [SWSA Constitution](https://umanitoba.ca/faculties/social_work/media/SWSA_Constitution.pdf) [https://umanitoba.ca/faculties/social\\_work/media/SWSA\\_Constitution.pdf](https://umanitoba.ca/faculties/social_work/media/SWSA_Constitution.pdf).

## ACADEMIC DISHONESTY: CHEATING, PLAGIARISM, AND FRAUD

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

Please see the section on [Academic Integrity](#) in the Undergraduate Academic Calendar for examples and further information.

Academic Integrity Academic Calendar:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5172&topicgroupid=27695&loaduseredits=False>

Please see the [Student Discipline Bylaw](#) in the Undergraduate Academic Calendar

Student Discipline Bylaw:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5113&topicgroupid=27390&loaduseredits=False>

Visit the [Academic Integrity](#) website for information and tools to help you understand academic integrity.

Academic Integrity website:

[http://umanitoba.ca/student/resource/student\\_advocacy/academicintegrity/index.html](http://umanitoba.ca/student/resource/student_advocacy/academicintegrity/index.html)

## GRADES

### GRADE POINT AVERAGE CALCULATION

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

[Grade Point Averages Policy](#)

[http://umanitoba.ca/admin/governance/media/Grade Point Averages Policy - 2016 09 01.pdf](http://umanitoba.ca/admin/governance/media/Grade_Point_Averages_Policy_-_2016_09_01.pdf)

### GRADING SYSTEM FOR THE BSW PROGRAM

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

|           |                    |  |           |                     |
|-----------|--------------------|--|-----------|---------------------|
| <b>A+</b> | <b>Exceptional</b> |  | <b>C+</b> | <b>Satisfactory</b> |
| <b>A</b>  | Excellent          |  | <b>C</b>  | Adequate            |
| <b>B+</b> | Very Good          |  | <b>D</b>  | Unacceptable        |
| <b>B</b>  | Good               |  | <b>F</b>  | Failure             |

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

|           |               |  |           |              |
|-----------|---------------|--|-----------|--------------|
| <b>A+</b> | <b>93-100</b> |  | <b>C+</b> | <b>65-71</b> |
| <b>A</b>  | 86-92         |  | <b>C</b>  | 58-64        |
| <b>B+</b> | 79-85         |  | <b>D</b>  | 50-57        |
| <b>B</b>  | 72-78         |  | <b>F</b>  | <50          |

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### FIELD COURSES

Grades of “Pass” or “Fail” are assigned for SWRK 3150, SWRK 3152, and SWRK 4120.

## GRADING OPTIONS

Grading options were introduced for Fall/Winter 2019-2020 and Fall/Winter 2020-2021 courses due to the circumstances of COVID-19. For information regarding the Fall/Winter 2019-2020 options, please visit:

[https://umanitoba.ca/faculties/social\\_work/future/1150.html](https://umanitoba.ca/faculties/social_work/future/1150.html)

For information regarding the Fall/Winter 2020-2021 options, please visit:

<https://umanitoba.ca/coronavirus/resources-students#academic-support>

## DEAN'S HONOUR LIST

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

Courses students choose to exclude from the GPA calculation or have marked as "P\*" cannot be used to satisfy the Dean's Honour List minimum credit hour or grade requirements.

For further information, please see [Undergraduate Academic Calendar, Faculty of Social Work, section 3.5](#).

Section 3.5 in the Faculty of Social Work section of the Undergraduate Calendar:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5120&topicgroupid=27492&loaduseredits=False>

## TWO-YEAR CONCENTRATED PROGRAM REQUIREMENTS

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

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

Two-year Concentrated Program Requirements:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5121&topicgroupid=27496&loaduseredits=False>

## CHALLENGE FOR CREDIT

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



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

For a list of Social Work courses that are available for Challenge of Credit, please see the [Undergraduate Academic Calendar, Faculty of Social Work, Section 3.9](#)

Undergraduate Academic Calendar, Faculty of Social Work, Section 3.9:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=5120&topicgroupid=27492&loadusercredits=False>

Challenge for Credit Policy:

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/361.html](http://umanitoba.ca/admin/governance/governing_documents/academic/361.html)

[Challenge for Credit Policy - Social Work](#)

Please refer to [Appendix A](#) for more details.

## TRANSFER CREDIT EQUIVALENCY POLICY

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

Please refer to [Appendix B](#) for more details.

## FINAL EXAM & FINAL GRADE POLICY

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

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

[Final Exam and Final Grade Policies.](#)

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/1299.html](http://umanitoba.ca/admin/governance/governing_documents/academic/1299.html)

## EXTENSION OF TERM WORK

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

## VOLUNTARY WITHDRAWAL POLICY

The University of Manitoba provides students with sufficient time to plan their schedules through the registration cycle with both academic and personal circumstances in mind. The registration cycle is characterized by the Registration Period, the Registration Revision Period, and the Voluntary Withdrawal Period. The purpose of the Voluntary Withdrawal policy is to define and establish the requirements and limitations for Voluntary Withdrawal during the Voluntary Withdrawal Period at the University.

[Voluntary Withdrawal Policy](#)

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/360.html](http://umanitoba.ca/admin/governance/governing_documents/academic/360.html)

## AUTHORIZED WITHDRAWAL POLICY

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

[Authorized Withdrawal Policy](#)

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/authorized\\_withdrawal.html](http://umanitoba.ca/admin/governance/governing_documents/academic/authorized_withdrawal.html)

## REPEATED COURSE POLICY

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

The Faculty of Social Work has developed its own regulations regarding limits to the number of repeat attempts allowed for an individual course (or equivalent). These regulations can be found in the Scholastic Progress document in [Appendix H](#).

#### [Repeated Course Policy](#)

[https://umanitoba.ca/admin/governance/media/Repeated\\_Course\\_Policy\\_-\\_2016\\_09\\_01.pdf](https://umanitoba.ca/admin/governance/media/Repeated_Course_Policy_-_2016_09_01.pdf)

### FIELD INSTRUCTION<sup>1</sup>

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of social work assessment, planning, intervention, evaluation and integration of theory from classroom course work to placement setting. Students complete their field placement requirements in a variety of service agencies and organizations. Possible field placement sites may include school settings, government policy departments, correctional services, child and family services, immigrant and refugee services, and health care services to name a few.

Students must successfully complete the following pre-requisite course requirements and be in the appropriate year of their degree plan to be eligible to register for Field Instruction:

- |  |   |
|--|---|
|  SWRK 1310<br>Introduction to Social Welfare Policy |  SWRK 2090<br>Human Behaviour in Social Work       |
|  SWRK 2080<br>Interpersonal Communication Skills    |  SWRK 3140<br>Introduction to Social Work Practice |

#### **The annual deadline for Field Applications: February 1**

Students wishing to divert from their degree plans should consult with their Academic Advisor and/or the Coordinator of Student Services and Admissions/Advising Office before February 1, of the Academic year they wish to pursue Field Instruction.

All BSW students are required to complete two field placement requirements:

- |   |   |
|---|---|
|  SWRK 3150: Field Instruction 1<br>Co-requisite course:<br>SWRK 4200: Field Focus of Social<br>Work Practice |  SWRK 4120: Field Instruction 2<br>Co-requisite course:<br>SWRK 4300: Field Focus of Social<br>Work Practice |
|---|---|

Co-requisite: A course that must be completed in the same term as a second course (University of Manitoba, 2017). This applies to SWRK 3150 and SWRK 4200 as well as SWRK 4120 and SWRK 4300.

SWRK 3150 and SWRK 4120 are graded on a PASS/FAIL basis. The Field Focus of Social Work Practice course (SWRK 4200/4300) selected should correspond as closely as possible to the Field Placement's area of practice.

University-appointed, agency-based Field Instructors who have knowledge, skills, and expertise in social work practice provide Field Instruction.

<sup>1</sup> Endorsed by Faculty Council, Faculty of Social Work – March 27, 2020.  
Approved by Senate – June 24, 2020.

Faculty Field Liaisons are also appointed and available to provide support to Students and Field Instructors throughout the academic session.

Students must demonstrate readiness for practice during the process of securing a placement.

The Field Coordinator is the Instructor of Record for SWRK 3150 and SWRK 4120.

Students seeking field placement in a health related setting are expected to comply with the immunization policies of the designated Health Authority in their region or community area.

All students must meet all agency specific requirements prior to commencing field placement, such as; Child Abuse Registry Checks, Vulnerable Sector Record Checks and Criminal Record Checks, or others as determined and specified by the respective field agency. Please note students will be responsible for any additional fees associated with the above requirements.

If concerns are raised regarding a student's behaviour, judgment or practice, and/or if the student demonstrates difficulty in their attempts to attain confirmation of field resulting from their 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.

Students are expected to demonstrate initiative and participate actively in all aspects of field placement. If a student is unable to attend field placement due to illness or agency closure, they must make up the field hours for that particular day.

Students are permitted one voluntary withdrawal from the course SWRK 3150: Field Instruction 1 and one voluntary withdrawal from the course SWRK 4120: Field Instruction 2. If a student withdraws from SWRK 3150, they must withdraw from the co-requisite SWRK 4200 and if a student withdraws from SWRK 4120, they must withdraw from co-requisite SWRK 4300. A student with more than one voluntary withdrawal from SWRK 3150 or SWRK 4120 shall be required to withdraw from the Faculty.

If a student fails SWRK 3150 course or SWRK 4200 they cannot take SWRK 4120 or SWRK 4300 until both SWRK 3150/SWRK 4200 requirements met. Students need to complete both SWRK 3150 and SWRK 4200 to proceed to SWRK 4120 and SWRK 4300.

In Accelerated Field/Concentrated Field, if a student fails SWRK 3150 in the Fall Term, they are permitted to continue their SWRK 4200 course through to the end of Winter term. As a result of failing SWRK 3150, in January, you are required to withdraw from both SWRK 4120 AND SWRK 4300.

Please refer to [Appendix C](#) for more details pertaining to Field Instruction Taken at Place of Employment<sup>2</sup>

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#### PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) - SWRK 3152


PLAR is an option available to any BSW student, regardless of program delivery method.

Any BSW student who has two or more years of Social Work employment experience in the past 5 years may choose to apply for eligibility to register for SWRK 3152 PLAR, in lieu of their first field placement requirement. For more information on how to apply or explore PLAR:

[http://umanitoba.ca/faculties/social\\_work/programs/distance/902.html](http://umanitoba.ca/faculties/social_work/programs/distance/902.html)

### **The annual deadline to apply for PLAR: December 1**

Students enrolled in PLAR are required to complete:

-  SWRK 3152: Prior Learning Assessment and Recognition
- Co-requisite course:  
SWRK 4200: Field Focus of Social Work Practice

To connect with the Field Education Program Team specific to your program please go to:

[http://umanitoba.ca/faculties/social\\_work/programs/field\\_education/595.html](http://umanitoba.ca/faculties/social_work/programs/field_education/595.html)

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### **FORT GARRY CAMPUS AND INNER CITY SOCIAL WORK PROGRAM:**

Prior to applying for field placement, students are expected to participate in the *Everything you Wanted to Know About Field* workshop and *The Resumé and Interview Preparation* workshop offered at Fort Garry and Inner City programs prior to Field Information Day. Students are required to email a completed Field Application form, along with an updated résumé, on or before Feb. 1 to the Field Program Assistant.

Please refer to the [Field Education Program](http://umanitoba.ca/faculties/social_work/programs/field_education/index.html) website for more info

[http://umanitoba.ca/faculties/social\\_work/programs/field\\_education/index.html](http://umanitoba.ca/faculties/social_work/programs/field_education/index.html)

[Fall/Winter Field Application Form](#) or [http://umanitoba.ca/faculties/social\\_work/media/Fall-Winter\\_Field\\_Application\\_Form.doc](http://umanitoba.ca/faculties/social_work/media/Fall-Winter_Field_Application_Form.doc)

[Summer Field Application Form](#) or [http://umanitoba.ca/faculties/social\\_work/media/Summer\\_Field\\_Application.docx](http://umanitoba.ca/faculties/social_work/media/Summer_Field_Application.docx)

Most Field Placement agencies will require that the student participate in an interview process and will indicate to the Field Education Coordinator acceptance for Field Placement.

The Field Education Coordinator is responsible for securing a reasonable Field Placement. Please note, a student placement in a field setting is **not guaranteed** based on completion of pre-requisite courses and/or submission of a Field Placement Request form.

Upon receipt of the student's completed Field Application form, new users to the online database, Intern Placement Tracking (IPT), will receive a temporary password, user name and an IPT Student Manual. In IPT, students are required to identify up to eight agency preferences for placement, due on or before March 1st. Field placements will not be secured for students who do not submit their request, along with all required documentation, by the aforementioned deadline dates.

Please note: Fort Garry Campus and Inner City Social Work Program students are **not** to contact field placement agencies or prospective Field Instructors directly.

The Field Education Coordinator refers students eligible for field to an appropriate field placement agency for consideration of an interview. While efforts will be made to consider a student's area of interest for a placement, there is no guarantee of a student being placed in one of their identified agency preferences. Final authority for field placement referral and confirmation rests with the Field Education Coordinator. Decisions may be based on availability of agency openings as well as the educational needs of the student. Students who are offered a field placement will receive confirmation of the placement by email along with relevant field information documents.

All Fort Garry and Inner City students registered in the Fall/Winter term Field Instruction courses (SWRK 3150 and SWRK 4120) are required to attend field orientation on the first Tuesday of September. As attendance is mandatory, regular classes are not scheduled on the first Tuesday in September.

Students requiring additional information may contact the Field Program Assistant at 204-474-6171 or the Field Education Coordinator at 204-474-8767.

**Fort Garry Campus Regular 3-year Program:**

Students registered in SWRK 3150 or SWRK 4120 attend field placement two days per week (15 hours) during Fall/Winter terms for a total of 420 hours. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5. to be eligible for field.

**Fort Garry Campus Concentrated Program:**

Students attend field placement four days per week (30 hours) during Fall/Winter terms for a total of 840 hours, participating in one field placement only. Students contemplating switching to a concentrated field placement are required have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0. Students should make themselves aware of eligibility requirements of the Concentrated Program and contact the Coordinator of Student Services and Admissions/Advising Office for confirmation of their eligibility no later than February 1.

**Inner City Social Work Program:**

Students registered in SWRK 3150 or SWRK 4120 attend field placement two days per week (15 hours) during Fall/Winter terms for a total of 420 hours. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5. to be eligible for field.

**Inner City Social Work Program - Accelerated Field:**

Students who have completed 75 credit hours including required pre-requisites and have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 are eligible to apply for the ICSWP Accelerated Field. Students attend field placement four days per week (30 hours) during Fall/Winter Terms for a total of 840 hours, participating in one field placement only. Inner City Social Work Program (ICSWP) students interested in pursuing Accelerated Field are encouraged to consult with their Academic Advisor to confirm eligibility and receive guidance on the procedure. Students wishing to do an Accelerated Field must submit a written request to the Director of ICSWP. If approved, written documentation from the Director can be attached to the student's Field Request Form, February 1.

Students eligible for the ICSWP Accelerated Field undertake Field Instruction I (SWRK 3150) and Field Instruction 2 (SWRK 4120) at one field placement between September and April. Students approved to take Accelerated Field must also register for two co-requisite Field/Focus of Social Work Practice (SWRK 4200 and SWRK 4300) courses.

**Fort Garry Campus and Inner City Social Work Program:**

**Summer Term SWRK 4120 Field Instruction 2 (May-August):**

Summer field placements are an opportunity for BSW students from Fort Garry Campus and ICSWP to complete SWRK 4120: Field Instruction 2 over a shorter period than the regular Fall/Winter academic session. It is an exception to the usual mode of field education at the BSW level. It is offered for the convenience of students and when resources permit. Please note: SWRK 3150: Field Instruction 1 is not offered in summer session.

Students require a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 to be eligible to apply for Summer Field. Students in SWRK 4120: Field Instruction 2 in the summer term must register for the co-requisite course SWRK 4300: Field Focus of Social Work Practice.

Students registered in SWRK 4120 in the Summer term (May to August = 14 weeks) attend field placement four days or 30 hours per week for a total of 420 hours.

Students who have previously received a grade of FAIL in SWRK 3150: Field Instruction 1 are not eligible to take SWRK 4120: Field Instruction 2 in summer session. Students who have previously failed SWRK 4120: Field Instruction 2 and have been given the opportunity to repeat it are not eligible to repeat SWRK 4120: Field Instruction 2 in summer session.

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#### NORTHERN PROGRAM:

Students work closely with the Field Coordinator in preparing for and securing an appropriate field placement. Please note a student placement in a field setting is **not guaranteed** based on completion of pre-requisite courses.

##### **3<sup>rd</sup> Year Students complete SWRK 3150: Field Instruction 1:**

Students are required to complete 460 hours including 420 hours in field placement (3 days per week September – April) and 40 hours of integrated seminar. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5.

##### **4<sup>th</sup> Year Students complete SWRK 4120: Field Instruction 2:**

Students are required to complete 460 hours including 420 hours in field placement (4 days per week January – April) and 40 hours of integrated seminar. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5.

Students requiring additional information may contact the Field Coordinator at 204-677-1456.

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#### DISTANCE DELIVERY PROGRAM:

The student is responsible for securing their own Field Placements and need to follow the guidelines for securing Field Placements as per the website:

[Distance Delivery Field Education Program](http://umanitoba.ca/faculties/social_work/programs/distance/903.html)

[http://umanitoba.ca/faculties/social\\_work/programs/distance/903.html](http://umanitoba.ca/faculties/social_work/programs/distance/903.html)

For more information on [Applying for Field](#) checkout:

[http://umanitoba.ca/faculties/social\\_work/programs/distance/904.html](http://umanitoba.ca/faculties/social_work/programs/distance/904.html)

[Field Application Forms](#) are available online at:

[http://umanitoba.ca/faculties/social\\_work/programs/distance/904.html](http://umanitoba.ca/faculties/social_work/programs/distance/904.html)

Students applying for field placement for the:

##### **Fall/Winter Term (September to April):**

Students must attend a Field Preparation web conference offered throughout the months of September to January and submit a completed Field Application Form by February 1st. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5. Students will be required to complete a Field Preparation module outlining guidelines and procedures for applying and securing placements across Canada.

Students registered in SWRK 3150 or SWRK 4120 in Fall/Winter terms (September to April – 28 weeks) attend field placement two days or 15 hours per week for a total of 420 hours. Students allowed to register for Field must also register for the co-requisite Field Focus of Social Work Practice (SWRK 4200 or SWRK 4300) course.

**Summer Term (May to August):**

Students must attend a Field Preparation web conference offered throughout the months of September to January and must submit a completed Field Application Form by February 1. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 to be eligible to apply and will be required to complete a Field Preparation module outlining guidelines and procedures for applying and securing placements across Canada.

Students registered in SWRK 3150 or SWRK 4120 in the Summer term (May to August -14 weeks) attend field placement four days or 30 hours per week for a total of 420 hours. Students who approved for Field must also register for the co-requisite Field Focus of Social Work Practice (SWRK 4200 or SWRK 4300) course.

**Accelerated Field Fall/Winter Term (September to April):**

**Field Instruction 1 (SWRK 3150) and Field Instruction 2 (SWRK 4120)**

Students who have completed 75 credit hours including required pre-requisites and have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 are eligible to apply for Accelerated Field. Students complete Field Instruction 1, SWRK 3150 September – December followed by Field Instruction 2 SWRK 4120 January – April. Students registered in Accelerated Field Instruction attend field placement four days or 30 hours per week for a total of 840 hours by end of term in April.

Students who approved to take Accelerated Field must also register for two co-requisite Field Focus of Social Work Practice (SWRK 4200 and SWRK 4300) courses. The student will receive approval after their application is reviewed.

**All students registered in Distance Delivery Field Instruction courses (SWRK 3150 and SWRK 4120)** are required to complete several Field Instruction Modules and participate in a one-hour web conference prior to entering field placement. Completion of the Field Instruction Modules and attendance at Field Instruction Web Conference is mandatory.

Students requiring information may contact the Distance Delivery Field Assistant at 204-474-9537 or the Distance Delivery Field Coordinator at 204-474-8316.

Field placements will not be approved for students who do not submit the completed Field Application Form by the deadline date. Final approval for field placement rests with the Distance Delivery Field Coordinator. Decisions may be based on availability of agency openings as well as the educational needs of students.

For further information on Field Instruction, please see the [Undergraduate Academic Calendar, Faculty of Social Work, Section 4.2](#):

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=380&chapterid=4699&topicgroupid=24915&loaduseredits=False>



## POLICIES FOR STUDENTS ENTERING INTO A PROFESSIONAL FACULTY

### PROFESSIONAL UNSUITABILITY BY-LAW

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

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

Please refer to [Appendix D](#) in the BSW Handbook for more details

### ATTENDANCE POLICY<sup>3</sup>

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

It is a program expectation that all students will attend all classes and web conferences. When absenteeism is unavoidable, students are required to communicate in writing their absence to the instructor prior to the class. In cases of unavoidable emergencies student will advise their instructor as soon as possible. Punctuality is also expected for all classes and web conferences. Instructors may also 'count' late arrivals as an 'absence', and may ask the student to remain out of class until an appropriate time to enter, particularly if interruptions will distract the whole class.

Students registered with Student Accessibility Services (SAS) may have an accommodation that results in absence from class. It is the student's responsibility to consult with their instructor if they anticipate being absent from class. Instructors are reminded that student accommodations determined by the SAS office do not supersede class attendance requirements. Instructors are encouraged to consult with SAS advisors on specific student accommodations.

Students cannot miss more than 15% of class time or one web conference per course each term. The 420 hours for the field practicum are mandatory. Students are responsible for all course material missed due to absence(s).

#### Procedure

1. If students anticipate missing class or a web conference they must inform in writing the course instructor. Students may also wish to consult with the student services support staff on their campus/program location.
2. Students may, at the discretion of the instructor, be required to complete an additional assignment and/or write a general knowledge examination to demonstrate their knowledge of course content.
3. The names of students who have been absent beyond these guidelines will be forwarded by the course instructor to the student services support staff on their campus/program location.
4. The Associate Dean of the Undergraduate programs will be consulted as necessary.

<sup>3</sup> Approved by Faculty Council - April 26, 2019

5. 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.
6. A student may be debarred from class, laboratories, and examinations by action of the dean/director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course (University of Manitoba Undergraduate Calendar, 2018-2019, p. 78).

## POLICY AND GUIDELINES ON CONFIDENTIALITY

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

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

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

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

Additional [policy information](#) can be found on the Faculty of Social Work website:

[http://umanitoba.ca/faculties/social\\_work/programs/fort\\_garry/651.html](http://umanitoba.ca/faculties/social_work/programs/fort_garry/651.html)

Please refer to [Appendix E](#) for more details.

## SOCIAL MEDIA POLICY AND GUIDELINES

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

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

As various forms of social media become commonplace in educational, employment and other settings, the Faculty recognizes the need to establish guidelines that protect Faculty members, students and those with whom we work from negative consequences.

These guidelines must respect freedom of expression and freedom from harassment, as enshrined in relevant human rights legislation. They must be consistent with the Canadian Association of Social Workers' (CASW) Code of Ethics and maintain an academic freedom and respectful learning environments as specified in the CASWE, Faculty and University Mission Statements.

The Faculty of Social Work adheres to the [CASW Code of Ethics](https://www.casw-acts.ca/en/Code-of-Ethics):  
<https://www.casw-acts.ca/en/Code-of-Ethics>

Additional [policy information](http://umanitoba.ca/faculties/social_work/programs/fort_garry/651.html) can be found on the Faculty of Social Work website:  
[http://umanitoba.ca/faculties/social\\_work/programs/fort\\_garry/651.html](http://umanitoba.ca/faculties/social_work/programs/fort_garry/651.html)

Please refer to [Appendix F](#) for more details.

## PROGRAM POLICIES

### FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES

*Applies to both BSW and MSW Programs*

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

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

[Faculty of Social Work Appeal Policy:](https://umanitoba.ca/faculties/social_work/media/Undergraduate_Grade_Appeal_Policy.pdf)  
[https://umanitoba.ca/faculties/social\\_work/media/Undergraduate\\_Grade\\_Appeal\\_Policy.pdf](https://umanitoba.ca/faculties/social_work/media/Undergraduate_Grade_Appeal_Policy.pdf)

[Faculty of Social Work Appeal Procedure:](https://umanitoba.ca/faculties/social_work/media/Undergraduate_Grade_Appeal_Procedure.pdf)  
[https://umanitoba.ca/faculties/social\\_work/media/Undergraduate\\_Grade\\_Appeal\\_Procedure.pdf](https://umanitoba.ca/faculties/social_work/media/Undergraduate_Grade_Appeal_Procedure.pdf)

Please refer to [Appendix G](#) for more details.

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## APPEALS OF GRADES RECEIVED FOR TERM WORK

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

### Appeal of Term Work Grades:

<http://umanitoba.ca/student/records/grades/690.html>

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## APPEAL OF FINAL GRADES

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

### Appeal of Final Grades:

<http://umanitoba.ca/student/records/grades/691.html>

For further information, please see the [Undergraduate Academic Calendar, Faculty of Social Work, Section 3.6](http://crscalprod.ad.umanitoba.ca/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=380&topicgroupid=24820)  
<http://crscalprod.ad.umanitoba.ca/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=380&topicgroupid=24820>

## REQUEST FOR LEAVE OF ABSENCE FOR MEDICAL OR COMPASSIONATE REASONS

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

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

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

A request for a leave of absence for medical or compassionate reasons where the completion of required term work in more than one course may be in jeopardy, where the student is on probation or where the time limit for completion of degree requirements may be exceeded will be forwarded to Committee on

Academic Standings for consideration. Requests for a leave of absence or authorized withdrawal from courses due to medical or compassionate reasons may be referred to the Committee of Academic Standings by the Dean/designate for consideration.

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

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

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#### RETURN FROM A LEAVE OF ABSENCE FOR MEDICAL REASONS

In circumstances where the student is absent for medical reasons for a duration of more than three months, and the student intends to resume studies a medical certificate confirming his/her readiness to resume studies must be submitted to the Dean/designate. In the case of a leave for compassionate reasons, other appropriate confirmation of readiness to resume studies must be supplied by the student. The Dean/designate may waive the requirement for a medical certificate or other evidence confirming a student's readiness to return to studies where appropriate. The Dean/designate may require the student to provide a medical certificate or other evidence confirming medical or other requirements any time during the period of an approved medical leave.

#### POLICY ON DISCLOSURE AND SECURITY OF STUDENT ACADEMIC RECORDS

The University and its constituent units have a clear obligation to the student and to society concerning the disclosure and security of information about a student's academic record. All student records will be handled in accordance with The Freedom of Information and Protection of Privacy Act (Manitoba) (FIPPA) and the Personal Health Information Act (Manitoba) (PHIA) as appropriate.

[Access and Privacy Policy and Procedures:](http://umanitoba.ca/access_and_privacy/governance.html)  
[http://umanitoba.ca/access\\_and\\_privacy/governance.html](http://umanitoba.ca/access_and_privacy/governance.html)

#### RESPECTFUL WORK AND LEARNING ENVIRONMENT (RWLE) AND SEXUAL VIOLENCE POLICIES

The University wishes to promote and support a community which embraces diversity and inclusion, provides for equality of opportunity, and recognizes the dignity of all people. Members of the University Community, including every student and employee, are entitled to a respectful work and learning environment that is:

1. Free from Discrimination and provides for Reasonable Accommodation;
2. Free from Harassment and Sexual Assault; and
3. Collegial and conducive to early resolution of conflict between members of the University Community.

The RWLE Policy outlines the rights and obligations of members of the university community under the policy and describes best practices to facilitate early resolution of conflict between members of the University Community and/or to address behaviour that falls short of harassment or discrimination.

The Sexual Violence Policy articulates the University's guiding principles around Sexual Violence and provides a framework for the provision of guidance, assistance and support to members of the University Community who have experienced Sexual Violence or who have received a Disclosure of Sexual Violence.

More information about both policies and the support resources available within the university can be found through this link: <https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy>

## COMMITTEES

### FACULTY COUNCIL

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

### BSW PROGRAM COMMITTEE

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

### BSW COMMITTEE ON ACADEMIC STANDING

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

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

- Requests from students for authorized withdrawals;
- Recommendations regarding the awarding of academic prizes and special awards;

- Monitoring of academic progress of students, and recommendations regarding remedial action, placement on academic probation, and/or requirement to withdraw as appropriate.

Please refer to [Appendix H](#) in the BSW Handbook for more details.

## THE APPEALS COMMITTEE

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

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

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## 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. If you are interested in participating in any of these committees, please contact Jodi Petch [Jodi.Petch@umanitoba.ca](mailto:Jodi.Petch@umanitoba.ca).

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

# APPENDIX

## APPENDIX A

### CHALLENGE FOR CREDIT POLICY

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#### 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.

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#### 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 secure the attached Challenge for Credit form 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 and 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.

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#### METHODS OF ASSESSMENT FOR CHALLENGE FOR CREDIT COURSES

##### **SWRK 2080 - Interpersonal Communication Skills (3 credit hours)**

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 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 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, worth 100%

OR

1. Final Examination which covers the entire course content, worth 50%
2. A research plan assignment, worth 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, worth 100%

OR

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

## APPENDIX B

### EQUIVALENCY POLICY<sup>4</sup>

#### GUIDELINES FOR 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. (Please 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

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. The Faculty of Social Work will not entertain requests for consideration for equivalency transfer for the SWRK 4200 and/or SWRK 4300 which are co-requisite to SWRK 3150 and/or SWRK 4120.

Note: This policy does not apply to the transfer of credits from diploma programs the Faculty of Social Work has established transfer credit agreements with.

<sup>4</sup> Endorsed by Faculty Council, Faculty of Social Work – February 28, 2020.  
Approved by Senate – June 24, 2020.

## APPENDIX C

### FIELD INSTRUCTION TAKEN AT PLACE OF EMPLOYMENT<sup>5</sup>

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 The student's proposed field roles and responsibilities and field education learning goals must be separate and distinct from their paid employment duties.
- 1.2 A student is to be registered in all of the required co-requisite courses.
- 1.3 A student must have a minimum Degree Grade Point Average (D.G.P.A.) of 2.5
- 1.4 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.
- 1.5 The student must have a different field instructor (BSW minimum requirement) from their employment supervisor.
- 1.6 A student is ineligible if they have previously failed any field course.

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### PROCEDURES TO APPLY FOR FIELD INSTRUCTION AT THEIR PLACE OF EMPLOYMENT:

The student will apply to the Field Education Coordinator to take their field instruction, SWRK 3150 or SWRK 4120, at their 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.

- 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;**
- The student is to provide a summary of their paid work experience, roles and responsibilities in the current work setting;
- The student is to identify and provide contact information regarding their current employment supervisor;
- 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;
- 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 their paid employment duties; and
- The student is responsible for negotiating the use of their work setting for field instruction with their employer. The student will provide material, if required, to confirm the employer's acceptance of these terms.

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### ADDITIONAL GUIDELINES

- 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.

<sup>5</sup> Endorsed by Faculty Council, Faculty of Social Work – March 27, 2020

- A student who receives remuneration (i.e., stipend, wage, and subsidy) in their field placement (SWRK 3150 or SWRK 4120) should not have been employed in that field placement role prior to accepting the field placement. The Faculty reserves the right to review individual contracts and arrangements and to determine whether any additional requirements need to be addressed.
- 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.

**1.00 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. Incompetence<sup>7</sup> 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 a student 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.

<sup>6</sup> Revised January 2009. Approved by Faculty Council June, 2007

<sup>7</sup> 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.

## **2.00 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 IMIRSW), and who shall be recommended to the Dean of the Faculty by the MASW IMIRSW 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.

## **3.00 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. 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 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;
  - b) Send a Notice of Hearing to the named student as set out under Section 4.0;
  - c) 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;
  - d) 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.

#### **4.00 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 report;
  - 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 their case. Where the Chair of the PUC receives such concerns, they shall, before the hearing, provide the concerns to every member of the PUC and inform any member identified by the student that they have 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.

#### **5.00 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.

## **6.00 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 shall make a recommendation as per findings 6.2a)-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 readmission to the Faculty;
  - g) Attach conditions to 6.2a)-f) prescribing future conduct by the student;
- 6.3 Sections 6.2 (c), (d), (e), and (f) may be noted on the transcript.
- 6.4 Pursuant to 6.2 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.

## **7.00 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.

## **8.00 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 hearings 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.

## **9.00 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.

## APPENDIX E

### FACULTY OF SOCIAL WORK POLICY AND GUIDELINES ON CONFIDENTIALITY

#### PREAMBLE

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

In keeping with social work's commitment to the principle of confidentiality, social work programs develop guidelines for confidentiality to be followed by all students in the practicum program by:

- a. Clearly outlining guidelines to protect the confidentiality of service users, settings, social workers and students in assignments, process recordings, audio and video tapings, case examples, or any other learning situations, including use of all forms of social media,
- b. Requesting the necessary signed letters of consent for any case material used by a student where there is a possibility of identification of service users, and
- c. Contracting with settings regarding the use of process recordings, audio and videotapes and social media, and clearly identifying ownership of such material

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

#### POLICY STATEMENT

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

#### GUIDELINES

The following guidelines are based on general best practices. The Faculty recognized that circumstances can vary and encourages consultation with your field instructor, field liaison, advisor or course instructors

- The issue of confidentiality will be discussed by student and instructor during orientation to field. The student is required to review the *Code of Ethics* regarding Confidentiality in Professional Practice prior to assignment of clients
- The confidentiality policy of the field site will be shared with the student who is required to review and sign, where applicable, to confirm understanding and compliance
- Students that will come in contact with personal information or personal health information will be provided with training on *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) and will sign a pledge of confidentiality.
- The student is expected to possess a basic understanding of confidentiality and its limits and to demonstrate transparency with clients in communicating these limitations
- Limits to confidentiality include matters as required or permitted by relevant laws, court order or when a clear threat to the safety of the client or others is evident
- Case studies must not contain any identifying information

- Documents with identifying information from field agencies must be treated in accordance with the agency's policies
- Disposal of documents with identifying information, including electronic records, must be carried out according to Agency protocols.
- Identifying information is not to be used in the classroom or in other context aside from Faculty approved supervision meetings.
- Confidentiality guidelines will be observed, when using social media

Students are strongly encouraged to consult field instructors, field liaisons, Faculty advisors or course instructors, if they are unsure about matters related to this policy.

## APPENDIX F

### FACULTY OF SOCIAL WORK SOCIAL MEDIA POLICY AND GUIDELINES

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#### PREAMBLE

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

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

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

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#### POLICY STATEMENT

The Faculty of Social Work adheres to the CASW Code of Ethics, which outlines the core social work values as:

- Respect for the inherent dignity and worth of persons
- Pursuit of Social justice
- Service to humanity
- Integrity of professional practice
- Confidentiality of professional practice
- Competence of professional practice

The Faculty values academic freedom and freedom of inquiry and freedom of expression as pillars of social work education and also acknowledges the right of every individual to be free from harassment, discrimination and oppression. The Faculty of Social Work recognizes the growing importance of social media and is committed to supporting their ethical and responsible use.

Members of the Faculty of Social Work Community are responsible and accountable for their actions and statements. The guidelines contained in this document are intended to help in making appropriate professional decisions about communication in classrooms and through blogs, websites, wikis, twitter and other forms of social media. The use of unfounded or derogatory statements or misrepresentation is prohibited by the Faculty of Social Work and associated field agencies and may be subject to examination under several University of Manitoba policies related to student discipline, professional unsuitability, sexual harassment, or respectful work and learning environments. These policies and guidelines refer to the Faculty of Social Work and its associated field agencies and are not intended to infringe upon your personal rights and freedoms.

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#### GUIDELINES FOR THE USE OF SOCIAL MEDIA

The content of publically accessible communications shall be consistent with the values specified in the CASW Code of Ethics and be in compliance with *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA). The Faculty values and encourages freedom of expression and critical debate and does not support the use of inflammatory, libellous or disrespectful language. Further, harassment and behaviour that create a hostile work or learning environment run contrary to the University's fundamental values, as reflected in the *Respectful work and Learning Environment Policy* (June 22, 2004).

The Faculty encourages communication that is accurate and based on reasoned engagement with professional and scholarly knowledge. Postings should be treated as public documents and, therefore, professionalism is highly recommended. Always keep in mind that interaction through social media can result in anyone forming opinions about the Faculty, a field setting, employees, clients, students or the author of the posting.

Communications that mention the Faculty of Social Work, field agencies, employees, students or clients must identify that the views expressed are those of the author and not the views of the Faculty or other members of its community. Under no circumstances should information that is confidential, pertaining to the Faculty, practicum agency, clients or colleagues be shared. Keep in mind that many factors can lead to the identification of a client, especially to those who know them. Confidentiality must be strictly observed, as specified in the CASW Code of Ethics and the faculty's confidentiality policy.

The following guidelines for social media interactions with current and past clients are based on general best practices. The Faculty recognizes that circumstances can vary and encourages consultation with your field instructor, advisor or field liaison.

- Do not "friend" clients or accept requests to be "friended" from current or previous clients
- Do not use messaging websites such as Twitter or Facebook to contact clients or to respond to clients.
- Use your professional email address to communicate with clients.
- Use caution when discussing your work or studies with clients.
- Remember that all email communication are retained in the logs of your and your clients' internet providers.
- Remember that information that you provide about yourself on websites can be accessed by clients.

## APPENDIX G

### UNDERGRADUATE GRADE APPEAL POLICY<sup>8</sup>

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#### PURPOSE

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

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#### MEMBERSHIP

The Appeals Committee shall be comprised of 3 members:

- a. The Chair,
- b. A Faculty member, and
- c. A Faculty Content Specialist

The Chair of the Appeals Committee shall be appointed by the Dean for a 3 year term. The Chair shall be a tenured faculty member at the (minimum) rank of Associate Professor.

A second committee member shall be elected to the Committee by Faculty Council. Sessional lecturers are not eligible to serve.

A third Faculty member shall be appointed by the Dean as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content.

Should the appeal be made regarding a grad assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.

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

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#### TERMS OF REFERENCE

These policies apply to all undergraduate programs offered at the Faculty of Social Work sites: Fort Garry, Distance Delivery, Northern Social Work Program at Thompson, and Inner-city Program at William Norrie Centre.

The Appeals Committee will review the final grade assigned as well as term work grades for a particular course. Appeals are heard at the initiative of the student upon application to the Registrar's office.

<sup>8</sup> Approved by Faculty Council, Faculty of Social Work – April 2013

The Appeals Committee's duties are to process student appeals related to pass-fail, grade re-calculation, and re-evaluation of term and final grades in the Faculty of Social Work.

Grades in electives courses that are required for Social Work degrees, but are provided by other faculties, should be appealed to the appropriate faculty.

This committee is the only appeal body within the Faculty, and its decision is final within the context of the Faculty.

## UNDERGRADUATE GRADE APPEAL PROCEDURE<sup>9</sup>

### Procedures for Undergraduate Students Launching an Appeal of Grades Received for Term Work

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils.

Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Students may obtain the form "Application for Appealing a Grade Given for Term Work" from the general office of the department which offered the course or online. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make an application for a formal appeal of the term grade. Applications must be made on the appropriate form (Application for Appealing a Grade Given for Term Work) available at the Registrar's Office, 400 University Centre, or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty.

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.

### APPEAL OF FINAL GRADES

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within 10 working days of receiving the final grade.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make an application for a formal appeal of the final grade. Applications must be made on the appropriate form (Final Grade Appeal Form) available at the Registrar's Office, 400 University Centre, or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty of Social Work.

<sup>9</sup> Approved by Faculty Council, Faculty of Social Work – April 2013

A student wishing to make an appeal of a final grade received in a first term course must do so within 15 working days of the first day of classes of the second term. For second term and full term courses, the appeal must be made within 15 working days following the Victoria Day holiday.

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#### ACTION BY COMMITTEE CHAIR

1. Upon receiving the documentation from the Registrar's office, the Chair will first consult with the instructor of record of the course to ascertain that the student had initiated a discussion with the instructor and to determine the outcome of this consultation.
2. The Chair of the Committee will notify the student in writing (email notification is acceptable) advising of the receipt of the appeal from the Registrar's Office. The notification will address the following issues:
  - a. Advise the student of the deadline for the Faculty's response to the Dean which is 15 working days from the date of the receipt of the appeal.
  - b. After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting.
  - c. Include a copy of the Faculty's Appeal Procedures, highlighting the provision that the student has the right to appear before the committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility.
  - d. Request that the student forward to the Chair within 3 working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student's efforts to resolve the issue with the instructor. The student shall also inform the committee of they will be accompanied by a representative from the Student Advocacy and Accessibility office.
  - e. Advise the student of their right to be accompanied by a support person. This role is limited to observer status and they do not have the right to participate in the appeal hearing.
3. The Committee Chair shall inform the Instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student's appeal, and the documentation that will be reviewed in considering the appeal.
4. The Instructor in the course being appealed will have the right to appear before the Committee. The Chair will also request from the Instructor their response to the matter under appeal. If they do not wish to appear they have the right to submit to the Chair all documentation and information regarding the matter under appeal.

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#### GUIDELINES AND PROCEDURES FOR THE APPEAL HEARING

At the commencement of the appeal hearing the Chairperson will:

1. Identify the case: Date, time, and provide notice that the meeting will be recorded.
2. Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the committee.
3. Briefly outline the decision being appealed and remedy sought.



4. Ensure that the proceedings are recorded.

5. Where a student is questioning the procedures of the grading process, all documentation related to the student's performance in the course may be considered as evidence in the hearing.

6. At the conclusion of the meeting, the Chair will summarize the issues before the committee and the information that was presented during the hearing.

A majority vote of the committee will determine the final decision. The final grade may remain as was assessed or raised, but cannot be lowered as a result of the appeal.

The student has no further right to appeal the decision of the Faculty of Social Work Appeals Committee for term work.

All presentations, discussion and deliberations of the appeal process will be kept confidential.

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## DISPOSITION

The Chair shall inform the student, the Instructor, and the Dean of the Committee's decision in writing. The decision shall be accompanied by the Committee's rationale for its decision.

Students will receive the Committee's decision in writing (email notification is acceptable) generally within 3 working days. A copy of the letter will be placed in the student's file.

The Decision of the Appeals Committee will be provided to the Registrar's Office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrar's Office.

All the material in connection with this appeal shall be held by the Dean's office for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch such a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

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## SENATE APPEALS COMMITTEE

The grounds for an appeal to be heard by the Senate Committee on Appeals shall include:

1. Failure of the Faculty/School or Dean/Director to follow procedures;
2. Failure of the Faculty/School or Dean/Director to follow the rules of natural justice;
3. Failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed;
4. That a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied;
5. That there is apparent conflict between a Senate governing document and Faculty/School governing document; or
6. Failure of Senate, the Faculty/School or Dean/Director to comply with applicable legislation.

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## RESPONSIBILITY TO FACULTY COUNCIL

The Chair of the Appeals Committee will provide an annual report to Faculty Council at the June meeting summarizing the work of the Committee the previous year.

This report shall include the number and type of appeals heard and their disposition. 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.

COMMITTEE ON ACADEMIC STANDINGS: SCHOLASTIC PROGRESS<sup>10</sup>

1. This document is intended to be a supplement to the University of Manitoba Undergraduate Academic Calendar. Should discrepancies exist between the information presented in this document and the Undergraduate Calendar, the latter shall prevail.
2. Decisions about a student's scholastic progress or 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. These decisions are made after a student has completed 30 credit hours of coursework as a Faculty of Social Work student. For students that transfer in 51 to 60 credit hours, decisions will be made upon the completion of the initial 15 credit hours as a Faculty of Social Work student.
3. A student's degree grade point average (DGPA) will be calculated and recorded after each academic term in which the student registers.
4. Clear academic standing is required to continue in the Faculty of Social Work. Clear academic standing is attained by meeting all of the following requirements:
  - a. A minimum grade of "C" (2.0) in all social work courses and a minimum grade of "D" in non-social work elective courses.
  - b. A minimum average of "C+" in 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, for exceptional circumstances. 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 academic standing as defined by Section 4 above will have their academic status reviewed by the Committee on Academic Standings:
  - a. A student who passes all courses, but whose DGPA is less than 2.5 minimum may be permitted to proceed on probation for one academic period (as determined by Committee on Academic Standings) unless the DGPA is less than 2.0. To clear probation, a student must raise their DGPA to 2.5 by the end of the probationary period. A student may not be permitted to proceed in the concentrated program if they are on probationary status.
  - b. A student who passes all courses, but whose DGPA is less than 2.0 may be required to withdraw from the Faculty of Social Work. The Committee on Academic Standings will take into consideration:
    - i) Performance in pass/fail courses;
    - ii) Use of academic and personal supports in program; and
    - iii) Life circumstances affecting academic performance.
    - iv) Students in ACCESS programs (ICSWP and Northern BSW program) and cohorts.
  - 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 completed.

<sup>10</sup> Endorsed by Faculty Council, Faculty of Social Work – March 27, 2020.  
Approved by Senate – June 24, 2020.

- d. A student who fails to meet the required standard (as per Field Evaluation Form) in Field Instruction may be allowed an extension/addendum, 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 1 (SWRK 3150) and 6 credit hours of Practices (SWRK 4200), (including DGPA of 2.5 minimum) or permission of the Committee on Academic Standings in order to proceed to Field Instruction 2 (SWRK 4120) and an additional 6 credit hours of Practices (SWRK 4300).
- f. No social work course where a final grade is achieved may be repeated more than once.
- g. A student with a failing grade in more than two courses shall be required to withdraw from the Faculty of Social Work.
- h. All students must complete within the first 60 credit hours, three credit hours in written English and three credit hours in Mathematics as part of the BSW degree requirements. Students who have not completed their Mathematics or Written English Requirements within the first 60 credit hours will be placed on hold and be required to speak to their Academic Advisor.
- i. Unless approved by the Committee on Academic Standings, a student shall not be permitted to repeat a required or elective course or substitute an elective course for another.

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 academic 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, the student shall be notified by mail of the date, time and place for the Committee on Academic Standings review meeting. The student shall receive a minimum of ten (10) working days' notice of the meeting date. They may present oral and/or written submissions at such a meeting and may bring an advocate to speak on their behalf. The Chair of the Committee on Academic Standings shall be notified prior to the meeting if the student intends to appear before the Committee.
- 8. Students must complete all their social work courses and non-social work electives within nine (9) years. Requests for extensions to go beyond the nine-year limit must be submitted to the Committee on Academic Standings for their assessment and possible approval prior to the time limit expiry date. The maximum time limit for an extension is two years. The Committee shall also determine which, if any, courses previously completed shall need be repeated or replaced.
- 9. Along with provisions in Section 8 above, Social Work subject courses in the BSW program are valid for 9 years counting from when the student completed the course, including courses taken prior to admission. If a Social Work course expires while the student is still in the Faculty of Social Work, they will be required to repeat the course to fulfill the BSW degree requirements.

10. Students in clear academic 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.
  - a. Students in clear academic standing who withdraw from the BSW Program for 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 Delivery) of the Faculty of Social Work.
  - b. Students in clear academic standing seeking to continue their BSW Program after a two calendar year, or more, absence, but within their nine-year limit and who have not registered with another faculty or institute during their absence, must submit a written request to the Committee on Academic Standings for re-entry.
  - c. Students wishing to re-enter the Faculty who have exceeded their nine-year limit, or who have registered in another faculty or institute during their absence must re-apply for admission to the Faculty through normal application procedures.
11. 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 ten 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 Committee on Appeals.
12. 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 they are enrolled. A full statement of the conditions governing this right is found in the following section on Requirement to Withdraw Criteria and Procedures.
13. 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 they 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 elapsed 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 8), the Committee shall determine which, if any, courses previously completed shall be repeated or replaced.
14. Students wishing to re-enter the Faculty who have registered in another faculty or institute during their absence must re-apply for admission to the Faculty through normal application procedures. 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.
15. As per the co-requisite policy of the Faculty, when a student withdraws from a Field Instruction course (SWRK 3150, SWRK 4120) the Faculty will automatically withdraw the student from the co-requisite course (Field Focus – SWRK 4200, SWRK 4300). Additionally, when a student withdraws from a Field Focus course (SWRK 4200, SWRK 4300), the Faculty will automatically withdraw the student from the co-requisite course (Field Instruction – SWRK 3150, SWRK 4120).

- 16.** The Faculty's policy concerning voluntary withdrawal from courses is identical to that found in the general regulations for the University, with the exception of co-requisite courses (see Section 6 above). Students are allowed one voluntary withdrawal from SWRK 3150 Field Instruction 1 and one voluntary withdrawal from SWRK 4120 Field Instruction 2.
- 17.** BSW students who are enrolled in the Fort Garry campus, Inner City Social Work Program and Northern Social Work Program may take up to 6 credit hours of online Social Work courses by Distance Delivery. A student requesting to take more than 6 credit hours of distance delivery courses will require approval of the Associate Dean Undergraduate.
- 18.** As a requirement by the Social Work accreditation standards provided by the Canadian Association of Social Work Education (CASWE), a minimum of 40% of BSW degree requirements must be non-social work courses. A minimum of 48 credit hours of non-social work courses must make up the elective requirement of the BSW degree in order to graduate from the program.