



SCHOOL OF SOCIAL WORK

UNIVERSITY *of* WASHINGTON

2009 - 2011

**The Bachelor of Arts Degree
Manual for
Social Welfare Program**

***PLEASE KEEP THIS MANUAL
FOR YOUR RECORDS***

4101 15th Avenue Northeast
Seattle, Washington 98105-6299

Revised: September 2009

Checklist of things to do as you begin...

Here is an important checklist of information and things to do for students entering the School of Social Work (SSW).

CRUCIAL ITEMS TO ATTEND TO:

Read, keep and refer to this manual, registration packets, and course catalogs.

Almost everything you need to know to earn your degree can be found in this manual along with quarterly registration packets and the annual course catalog. If you have questions, please contact your Faculty Adviser or Student Services.

Visit the SSW student lounge and check your mailfile (located in hallway alcove).

The student lounge located on the second floor at the School of Social Work has seating areas and a kitchen. Your mailfile is located in an alcove across the hall from the student lounge. PhD mailboxes, along with faculty and staff mailboxes, are located further down the hallway in Room 220 (the School's mailroom). Check your mailfile frequently. Student Services will place important notices, such as registration information, in your mailfile. You can also communicate with other students via the mailfiles. (BA students: Do not to give out the School address for any personal mail; mail originating outside SSW or UW will be returned to sender.)

Check your mailfile frequently. Student Services will place important notices, such as registration information, in your mailfile, and also, you can communicate with other students in this manner.

The School advises that you use discretion in giving out the School address and that you receive personal mail and bills at your home address.

Open a UW email account and subscribe to the appropriate SSW mailing list.

UW students have free email accounts. All Social Work students are required to maintain a UW email account, be subscribed to the official class listserv, and check their email at least twice each week. Important notices about courses as well as scholarship and job opportunities are frequently sent out via e-mail. If you do not check email regularly, you will miss important information. The process of opening an account and subscribing is quite simple. (You will be added automatically to the BA class listserv.)

See "Electronic Mail Account and SSW Electronic Communications" section.

Immunization Requirements and Health Sciences Student Health Fee - Applies to New BA Students.

Students in the School of Social Work are required to comply with University of Washington Health Sciences Immunization Policies. A one-time fee of \$275 is charged to all students once during the time they are a student in the School of Social Work. This fee covers the after-insurance costs of all required immunization updates during the course of the program. The fee will be assessed directly to the student's account autumn quarter during the first year in the program. (We have worked with Student Financial Aid to add this amount to your calculation of need. Please contact that office if you wish to increase your award.)

Practicum Fee.

BA students will be assessed a \$50 course fee each quarter when enrolling in Soc Wf 415. Students who need to change their practicum registration must request assistance from the Registrar's Office (second floor of Schmitz Hall), Roberta Aldrich (sswstsr@u.washington.edu), or Cheryl Yates (dancin1@u.washington.edu) to avoid being charged an additional \$50 course fee. Students who are charged an additional course fee MUST contact Roberta to request a credit to their student account.

Meet your faculty adviser.

Students are assigned Faculty Advisers at the beginning of Autumn quarter. Faculty Advisers assist with program and career planning and may be changed via the Change of Adviser form. For registration questions during the summer, please contact Student Services.

See the "Student" Advising section.

If you need one, lockers are available.

*If you need a locker, a limited number are available, so we ask you to share whenever possible (numbers 1-40 for BA students and 41 and up for MSW students). You will need to provide your own lock and be prepared to give your combination or extra key to a staff member at the front desk in Student Services. Locks **must** be removed and lockers cleared at time of graduation or locks will be removed and locker contents discarded.*

Inquire at the reception desk in Student Services, SWS Room 23, beginning the first week of Autumn Quarter.

❑ Quarterly U-PASS for Public Transportation and Car-Pools

Once enrolled, you will receive a U-PASS sticker with your Registration Confirmation and Enrollment Validation each quarter. If you do not want to retain the U-PASS you MUST return the unused U-PASS by the deadline listed. If you do not return it by the deadline you will be responsible for the cost of the U-PASS.

❑ If you are receiving financial aid through UW.

Read the “Financial Assistance” section to find out how to access your account via MyUW or by telephone.

❑ If you are not a WA state resident - Understanding Washington State residency.

Information about Washington State residency is available at www.washington.edu/students/reg/residency.html.

❑ Take the SW Library orientation.

The general orientations held at the beginning of the quarter include information on the online catalog, library collections, borrowing and reserve policies, etc. Specific classes on computerized databases and research strategies are offered separately during the quarter. Inquire at the UW SSW Library, located at SWS 252, 206-685-2180, for dates and times.

❑ Attend a SSW Computer Lab orientation.

Become familiar with the computer resources available to you; learn how to get information about university computer resources. Workshops for BA and MSW students are in September and October (watch your mailfiles for computer lab orientation dates and times.) The computer lab at the UW School of Social Work is in room 18, 206-685-2295.

❑ Learn how to access School information online.

School of Social Work information can be accessed conveniently online through the School’s website. See “School of Social Work Web Page Information” section.

❑ Take a campus tour/Location of campus maps/Guide to Schmitz Hall.

This is especially important for BA transfer and incoming graduate students. Taking a tour of this beautiful campus will familiarize you with the location of buildings that house academic and support resources that can greatly enrich your university experience.

Tours leave daily (except weekends and holidays) at 10:30 a.m. and 2:30 p.m. from Schmitz Hall, 3rd floor lobby, (across NE 41st St from the SSW). The campus map is on-line at www.washington.edu/home/maps/. Larger campus maps may be requested at the gatehouse entrances to the UW. Some of the offices, services, and phone numbers for Schmitz Hall are summarized inside the back cover.

❑ Become familiar with available resources.

Many helpful resources are available to SSW students at the School, the University, and in Seattle. See “Resource Guide Summary” section.

BA Program

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The School of Social Work acknowledges and thanks Janet Kime and the College of Arts and Sciences for allowing use of part of the "Bachelor's Degree Planbook" in the BA Program Manual.

University Calendar for 2009-2012

This is a general calendar for the next three years. In addition, each year you will receive more detailed calendars from Student Services and the Office of the Practicum.

	Instruction Begins	Instruction Ends	Final Examination Week	Commencement
Autumn Quarter 2009	September 30	December 11	December 14-18	
Winter Quarter 2010	January 4	March 12	March 15-19	
Spring Quarter 2010	March 29	June 4	June 7-11	June 12
Summer Quarter 2010	June 21	August 20		
Term A	June 21	July 21		
Term B	July 22	August 20		

	Instruction Begins	Instruction Ends	Final Examination Week	Commencement
Autumn Quarter 2010	September 29	December 10	December 13-17	
Winter Quarter 2011	January 3	March 11	March 14-18	
Spring Quarter 2011	March 28	June 3	June 6-10	June 11, Seattle
Summer Quarter 2011	June 20	August 19		
A-term	June 20	July 20		
B-term	July 21	August 19		

	Instruction Begins	Instruction Ends	Final Examination Week	Commencement
Autumn Quarter 2011	September 28	December 9	December 12-16	
Winter Quarter 2012	January 3	March 9	March 12-16	
Spring Quarter 2012	March 26	June 1	June 4-8	June 9, Seattle
Summer Quarter 2012	June 18	August 17		
A-term	June 18	July 18		
B-term	July 19	August 17		

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Welcome Letter From the Dean

I am very pleased to welcome you to the University of Washington School of Social Work. You join a dynamic community that seeks to promote social and economic justice, especially for disadvantaged and oppressed populations, and to enhance the quality of life for all. The School strives to prepare the next generation of skilled and visionary social work leaders to challenge injustice and promote a more humane society.

You are preparing to enter the profession of social work at a time of tremendous challenge. Social workers are needed now more than ever if we are to solve pressing and complex problems in global society. Disparities in health and wealth continue to increase dramatically. Demographic shifts create new constellations of service and benefit needs. We increasingly face the fear of terrorism and challenges to our civil liberties.

You join a school where the faculty and staff are strongly committed to preparing you for the complex practice world of the 21st century. Our curriculum provides you with ways to link your daily efforts to meet the diversity of human need, through interventions with individuals, families with the longer term goals of empowerment and social and economic justice through macro-level interventions with groups, organizations, and communities.

Each of us has a responsibility to contribute to creating a community that supports all its members...a community in which open communication, collaboration, compassion, respect, and caring bind us together. At the School of Social Work, you will find a community that celebrates the strengths and richness of diversity, practicing social justice in each interaction.

I invite you to make the most of every opportunity as a member of this community to acquire the knowledge, skills, values, and the will to make the world a better place by being an effective and competent social worker. I am delighted that you have chosen to pursue social work at the University of Washington.

Edwina S. Uehara
Dean

Introduction

In *Social Work in the 21st Century*, David Austin notes that “social work today is a major profession. It includes intervention models that deal with individual and households, with communities, with organizations, and with social policy. As members of a major profession, social workers work in all types of communities, serving individuals and households from all economic levels, from all types of cultural and social backgrounds.” To prepare you for these responsibilities, the undergraduate program in social welfare (BA) combines classroom learning, ranging from lecture sessions to small-group projects, with 480 hours of field experience.

It is important to recognize that professional social work education is regulated through an accreditation process governed by the Council on Social Work Education (CSWE). The School’s curriculum follows the CSWE’s Educational Policy Standards, which is available in the Student Services Reference Area on the School’s website: (depts.washington.edu/sswwweb/stuserv_stu.html).

The degree requirements for both programs include a liberal arts background. Students must satisfy the Areas of Knowledge, Language Skills, and Reasoning and Writing in Context requirements set by the College of Arts and Sciences.

The BA Program Manual has been prepared to give you an overview of the BA Program (their policies and procedures) and to provide information that should help you make some decisions along the way. The Faculty and Student Services staff are dedicated to advising students academically and professionally, as well as providing updated, relevant course materials.

As noted in the Table of Contents, this program manual includes sections on:

- advising
- registration
- grading
- transfer students
- financial assistance
- other related academic information
- graduation requirements
- a checklist to track your degree progress
- computer access in the School and at the UW
- guide to campus resources
- ways to be involved in the School of Social Work
- Center for Career Services (to sign up for resume workshops and job interviews)
- standards of student conduct and grievance procedures
- Curriculum Policy Statement from the Council on Social Work Education.

If you do not have a mailfile in the alcove near the student lounge by the end of September, please contact Student Services.

When there are questions or problems, please contact your faculty adviser, practicum coordinator or staff in Student Services for assistance.

Mission and Goals

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

- *education of effective social work leaders, practitioners, and educators who will challenge injustice and promote a more humane society, and whose actions will be guided by vision, compassion, knowledge and disciplined discovery, and deep respect for cultural diversity and human strengths;*
- *research that engenders understanding of complex social problems, illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and*
- *public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels.*

We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving social problems.

BA Curriculum Goals

In addition to the goals it shares with the School as a whole, the BA identifies four over-arching goals:

1. To prepare entry-level baccalaureate social workers for generalist practice in a multicultural context that is rooted in knowledge and skills for understanding and solving complex social problems within the values of professional social work.
2. To prepare generalist social workers who can be informed and effective leaders able to understand and take action to challenge injustice and promote social and economic justice.
3. To foster a comparative and critical examination of social welfare and social work history, policies, research, and practice interventions in the education of social work practitioners dedicated to public service that promotes a more humane society.
4. To prepare for graduate education.

BA Program

BA Curriculum Objectives

Keeping in mind the goals of the BA program, graduates of the BA program are expected to:

1. Apply entry level social work practice skills to individuals, families, groups, communities, tribes, and organizations.
2. Demonstrate an ethical and just professional use of self and the ability to use supervision and consultation.
3. Practice effectively within agencies & delivery systems and identify, plan and pursue needed agency and system changes aimed at promoting social and economic justice.
4. Demonstrate knowledge of and commitment to social work values and ethics through effective social work practice.
5. Demonstrate understanding and appreciation for differences based on gender, ethnicity, race, religious creed, sexual orientation, class, and physical and developmental disabilities.
6. Identify the ways in which oppression, colonization, privilege, discrimination, and social and economic disadvantage contribute to complex human welfare problems.
7. Understand the strengths and empowerment perspectives in social work practice, policy and research in order to promote social and economic justice.
8. Understand and describe the comparative history of social welfare and social work systems in the United States as well as the emergence of social work as a profession.
9. Understand the growing prevalence of economic inequality, the distribution of poverty and societal remedies to resolve these problems.
10. Analyze the impact of social policies on people (both clients and workers), agencies, communities, service systems, and nations including American Indian and Alaska Tribal Nations.
11. Understand and critically apply theoretical frameworks to understand individual development and behavior across the lifespan and the interactions among individuals and between individuals and social systems (i.e., families, groups, organizations, tribes, and communities).
12. Demonstrate knowledge and skills in social work research methods used to develop and evaluate interventions and social service delivery systems.
13. Understand, use and promote evidence-based methods in generalist social work practice.
14. Use effective oral and written communication skills with a range of client populations, colleagues and members of the community.

APPROVED BY THE FACULTY: 11/2004

Overview

Students must complete a course in introductory statistics prior to taking Research (Soc Wf 390) in Autumn of their second year. The course may be taken S/NS or completed with a grade of 2.0 or higher. Students can take a statistics course at the UW or at a community college. If statistics is taken during their BA program, students are encouraged to complete statistics early in their junior year.

BA students who began their college careers in Autumn 1985 or later must meet the Arts and Sciences Language Skills requirements in Foreign Language and English Composition, Reasoning and Writing in Context requirements, and Areas of Knowledge course requirements. Students who started college before Autumn 1985 will have different requirements and should contact the Academic Adviser for clarification.

A bachelor's or baccalaureate degree is earned upon the completion of at least 180 college quarter credits. These credits, noted below as an overview, must include coursework in certain basic skills, the fulfillment of general education requirements, and completion of the degree in Social Welfare. Academic credit is not given for previous work experience nor for life experience.

Exact credit requirements are determined when each student meets with the Academic Adviser after admission to the program. Some of the Social Welfare credits also count with the Areas of Knowledge and the Quantitative and Symbolic Reasoning areas. An audit of past courses is done in order to determine remaining credits needed to graduate in each category. Refer to the Graduation section for the Total Requirements and Social Welfare Checklist.

General Education Requirements

Language Skills

English Composition

Requirement

Students in the School of Social Work, as well as in all other UW schools and colleges, must complete one 5-credit course from the list below. (If you took a College Board Advanced Placement English examination and scored 4 or 5, you will receive credit for ENGL 111; this will meet the requirement.)

Grade

To satisfy the requirement, a student must receive at least a 2.0 grade in the English composition course. The course may NOT be taken on the satisfactory/not satisfactory (S/NS) grading option.

No overlap allowed

The course used to satisfy the English composition requirement does NOT also count toward the Additional Writing requirement (see Reasoning and Writing in Context section). Nor do any of the courses listed below count toward Areas of Knowledge.

Transfer students

English composition courses that transfer as at least 4.5 credits (for one course, or two or more combined) may be used to satisfy this requirement. If an English composition course is completed that didn't transfer as one of the courses listed below, consult an adviser.

Recommendations

Although the courses listed below have different formats, all emphasize how to organize ideas into an essay. In some, a student will improve by rewriting papers after receiving comments on them. ENGL 197, 198, and 199 are "linked" to other courses, and the papers practiced on are the papers required by the companion course.

English composition list

C LIT 240	Writing in Comparative Literature
ENGL 104-105*	Introductory Composition
ENGL 111	Composition: Literature
ENGL 121	Composition: Social Issues
ENGL 131	Composition: Exposition
ENGL 182	The Research Paper
ENGL 197	Interdisciplinary Writing/Humanities
ENGL 198	Interdisciplinary Writing/Social Science
ENGL 199	Interdisciplinary Writing/Natural Science
ENGL 281	Intermediate Expository Writing
Honors Program writing links and junior- and senior-level expository writing courses are also acceptable; see an adviser.	

*ENGL 104-105 is a 10-credit equivalent of the 5-credit ENGL 131. A student must complete both courses to receive credit. The sequence counts as only 5 credits toward the English composition or additional writing requirement; the other 5 credits count as elective credit.

Language Skills

Foreign Language

Requirement

Students graduating from the School of Social Work must complete the third college quarter of a foreign language with a grade of 2.0 or higher. Any one of the following completes the foreign language graduation requirement:

- complete the third college quarter of a foreign language with a grade of 2.0 or higher
- place into at least the fourth college quarter
- pass a [proficiency test](#) in a language
- be considered a [native speaker](#) of a language other than English
- complete the third year high school level of a foreign language

Grade

A student must achieve at least a 2.0 grade in the third quarter of the foreign language. The third-quarter course may NOT be taken on the satisfactory/not satisfactory (S/NS) grading option.

Any passing grade, including S/NS, in the fourth or higher quarter of a language will also satisfy the requirement.

No overlap allowed

In the School of Social Work, courses taken to meet this requirement, through the third college quarter, do NOT count toward the Areas of Knowledge requirement. If continuing on in the language, all courses at the second-year level and beyond will count toward Visual, Literary, and Performing Arts.

High school duplication

If a student starts over again in the foreign language taken in high school, the first college quarter is considered a duplication and is not awarded college credit.* The course and grade will appear on the college transcript, but will not count toward the credit total or GPA. (The course is counted in the credit total when tuition is assessed.) If more than one foreign language in high school is taken, consult an adviser.

If a student takes the placement test and places into the first quarter of the high-school language, it is recommended that the student start with the first quarter even though it will not count toward the total credits required for graduation. In French, German, and Spanish courses are offered, for which credit is received, that in one quarter prepares the student for the third quarter of the language.

Placement and proficiency tests

If a student plans to continue the foreign language taken in high school, a placement test should be taken to determine the level at which the language should be resumed.

If well prepared, a student may want to take a proficiency examination in the language. If the proficiency exam is passed, a student is exempt from the foreign language requirement. In French, Spanish, Italian, and German, a student must first take the regular placement exam and place past the third college quarter; then the student must pass an additional proficiency exam.

If a score of 3, 4, or 5 on a College Board Advanced Placement foreign language examination is achieved, college credit at the second-year level is received. This satisfies the foreign language requirement, and the credit also counts toward Visual, Literary, and Performing Arts.

* If you first entered college before Autumn 1987, you are allowed college credit for the first quarter of your language. Transfer students, newly matriculated to the UW, may count the first quarter of college transfer credits even if it is the foreign language taken in high school.

Transfer students

Transfer college credits in a foreign language satisfy this requirement if the third quarter or second semester is completed with at least a 2.0 grade (or a higher-level course with any passing grade), and if the entire first-year sequence would transfer as at least 12 quarter credits.

Native speakers of another language

If English is the second language, a student is exempt from the foreign language requirement if the UW's definition of a native speaker is met: (1) by education in a language other than English through the seventh grade, and (2) that language was spoken in the home during the first six years of childhood. See an adviser to have it recorded in the advising file that a student is a native speaker of another language.

If this definition is not met, a student may still be able to pass a proficiency test in the native language. Contact the UW department offering the language.

Recommendations

If the foreign language taken in high school is continued, a student may want to complete the foreign language requirement right away, while what has been learned is still fresh. Or a student may decide to wait, particularly if one is considering majors in other colleges, such as business or engineering, which do not require any foreign language beyond the UW's admission requirement.

A student should not, however, postpone the foreign language courses until the last minute. Although the UW offers 10- and 15-credit intensive language instruction in Summer quarter, many students find these courses more difficult than regular language instruction.

Reasoning and Writing in Context

Quantitative and Symbolic Reasoning (Q/SR)

The Quantitative and Symbolic Reasoning (Q/SR) requirement is meant to ensure that all students take at least one course in college that improves certain kinds of reasoning skills. Since ECON 100, 200 or 201 are considered Q/SR courses, BA students complete the Q/SR requirement upon successful passage of one of the noted Economics classes.

Reasoning and Writing in Context

Additional Writing

Requirement

In addition to a 5-credit English composition course (see Language Skills section), Social Welfare students must complete an additional 10 credits of writing courses. These may be additional courses from the English composition list (see Language skills section), or courses designated as W courses in the quarterly Time Schedule. A "W" usually means that a course requires either several short papers or a term paper with a required revision.

Grades

Any passing grade (0.7 or higher) is acceptable. Courses may NOT be taken on the satisfactory/not satisfactory (S/NS) grading option.

Overlaps allowed

W courses may also count toward any other requirement except the 5-credit English composition course.

Transfer students

Many students transfer courses which required enough writing to qualify as W courses. If you think you have transferred a course that should count as a W course, consult an adviser in Student Services.

Recommendations

Writing is communicating. One of the most valuable skills a student can develop during a university education is the ability to write well. It is a skill universally valued by employers and graduate and professional programs, not to mention the instructors of undergraduate courses.

In college courses, the papers will not normally be summaries of what is learned in class but further in-depth exploration and investigation of topics discussed in lecture. In fact, much of university education occurs not in the classroom, but in the research and writing of papers required by courses. It is also in papers that students will be allowed to develop their own ideas and interpretations.

Students are encouraged to write by organizing thoughts into logical, persuasive arguments. Allow time to rewrite and revise the writing. Review the comments instructors write on papers and use what is learned in the next paper. By working to improve one's writing, and students will notice that your analytical and verbal-communication skills also improve.

Areas of Knowledge

VLPA, I&S, NW

Requirement

Students in the School of Social Work must complete at least 75 credits of general education courses. These credits must be distributed among three Areas of Knowledge.

- 20 credits Visual, Literary, and Performing Arts
- 20 credits Individuals and Societies
- 20 credits The Natural World
- 15 credits additional courses from one or more of the three Areas

Grades

Any passing grades (0.7 and above) are acceptable. Courses may NOT be taken on the satisfactory/not satisfactory (S/NS) grading option.

Overlaps allowed

- A student may count 15 credits from their *major department* toward Areas of Knowledge.
- If *two majors* are completed, 15 credits from one major may count toward Areas of Knowledge, and any number of credits from the other major.
- A student may count any number of credits from any minors toward Areas of Knowledge.
- A student may count *W courses* toward both the Additional Writing requirement and Areas of Knowledge.
- A student may count the *Q/SR course* toward Areas of Knowledge as well.

Overlaps not allowed

- Courses taken to meet the *foreign language* requirement, through the third quarter of the language, do NOT also count toward Areas of Knowledge. Any foreign language courses at the second-year level and beyond may be counted toward Areas of Knowledge.

- The courses on the *English composition* list do NOT count toward Areas of Knowledge.

Transfer students

Most transfer courses in fields related to Arts and Sciences will count toward Areas of Knowledge.

Courses that transfer as X-credit (for example, *PSYCH X*) should be evaluated by an adviser, who will determine which Area(s) each course falls under.

Transfer courses that will not count toward Areas of Knowledge include most business, engineering, and computer courses; physical education courses; and English composition courses.

Visual, Literary, and Performing Arts

Courses in this Area focus on the history, interpretation, criticism, and practice of the arts. Examples of departments that offer such courses include art history, classics, dance, drama, English, music, and foreign languages. (Note: first year language courses generally do not meet the VLPA requirement.)

Individuals and Societies

This Area includes a wide variety of options for the study of human beings and societies. Courses focus on the history, development, and dynamics of human behavior, as well as social and cultural institutions and practices. Examples of departments that offer such courses include American ethnic studies, anthropology, economics, history, international studies, philosophy, political science, psychology, sociology, social welfare, and women studies.

The Natural World

Courses in this Area focus on the disciplined, scientific study of the natural world. The Area can be divided into three broad categories: the mathematical sciences, the physical sciences, and the biological sciences. Examples of departments that offer such courses include astronomy, biology, chemistry, fisheries, forest resources, geology, mathematics, oceanography, and physics.

Recommendations

Areas of Knowledge is the breadth requirement of the bachelor's degree. It is meant to ensure that a student receives a liberal education rather than narrow, specialized training in only one field.

Although 75 credits seems like a high number, especially when added to the writing, math, and foreign language requirements, there is substantial overlap built into the general education requirements. For example, almost all students can count their Q/SR and W courses toward Areas of Knowledge as well.

Not as immediately evident is the *flexibility* built into the requirements. The 15 credits of overlap with the major department allow the student to take as few as 5 credits outside the major in one of the Areas. Many departments have courses in two or more Areas; it is then a student's decision which (if any) Areas will partially satisfy with the major.

Adding to the flexibility is the fact that many courses appear in more than one Area. A student can't count such a course toward both Areas at once, but which Area one counts it toward is the student's decision.

The general education requirements described in this Planbook were adopted in 1994. In revising the previous requirements, the faculty instituted a fundamental change: by making the requirements more flexible, they placed more responsibility on students to make their own choices. Current students have many more options than students who completed the old requirements.

BA Core Curriculum

Social Welfare History and Policy: *Soc Wf 200, Introduction to Social Welfare Practice (5 credits)*, is taken in the first quarter of the major or prior to admission to the program. It is a prerequisite for *Soc Wf 320, Social Welfare Policy (5 credits)*, which is offered in the second quarter of the program.

Community Service Learning: *Soc Wf 315, Community Services Learning (6 credits – 2 per quarter)* is taken Autumn, Winter, and Spring Quarter during the first year in the program.

Cultural Diversity and Social Justice *Soc Wf 404 - Cultural Diversity and Social Justice (5 credits)* is taken in the third quarter of the first year in the program.

Human Behavior and the Social Environment: *Soc Wf 402 - Human Behavior and Social Environment I (5 credits)* and *Soc Wf 403 - Human Behavior and Social Environment II (5)*. *Soc Wf 402* and *403* are taken in the first and second quarters.

Social Work Practice Methods: *Soc Wf 310, Social Welfare Practice I (3 credits)*, is taken in the third quarter of the program; *Soc Wf 311, Social Welfare Practice II (3 credits)*, in the Autumn Quarter of the second year in the program; *Soc Wf 312, Social Welfare Practice III (3 credits)*, in Winter Quarter in the second year of the program; and tentatively *Soc Wf 313, Social Welfare Practice Selective (3 credits)*, in Spring Quarter in the second year. These courses must be taken in sequence.

Research: *Soc Wf 390, Introduction to Social Welfare Research (5 credits)*, is offered once a year, in Autumn Quarter of the second year (senior) in the major. **A course in introductory statistics must be passed prior to beginning Soc Wf 390** (see the “Overview” section for additional information).

Practicum and Practicum Seminar: In the second year (senior) of the major, the *Practicum, Soc Wf 415* (4 credits each quarter, lasting three quarters) is taken. The Practicum requires a total of 480 hours in an assigned agency selected by the School and under qualified supervision.

The *Practicum Seminar, Soc Wf 405* (1 credit each quarter), is taken concurrently with the Practicum over the three quarters of the second (senior) year of the program.

BA Program of Study - 63 credits

To help prospective students understand the sequencing of the Social Welfare curriculum, the following Model Program of Study shows a typical progression for the degree. Students are expected to complete remaining degree requirements such as Areas of Knowledge or elective courses during the two year program. Students are encouraged to use the “Quarterly Schedule Worksheet” on the following page to assist in planning the Program of Study.

Social Welfare courses (Soc Wf) must be taken in sequence as noted. Any deviation from the scheduled Social Welfare courses must be approved by Todd Herrenkohl, Director of BA Program. Many students choose to take electives during the summer between the first and second year in the program.

1st year (junior year)

AUTUMN	WINTER	SPRING
<i>Soc Wf 200</i> Introduction to Social Work Practice ¹ (5)	<i>Soc Wf 320</i> Social Welfare History/Policy (5)	<i>Soc Wf 310</i> Social Welfare Practice I (3)
<i>Soc Wf 402</i> Human Behavior & Social Environment/ Theory/Diversity I (5)	<i>Soc Wf 403</i> Human Behavior & Social Environment/Theory/ Diversity II (5)	<i>Soc Wf 404</i> Cultural Diversity and Social Justice (5)
<i>Soc Wf 315</i> Community Service Learning (2)	<i>Soc Wf 315</i> Community Service Learning (2)	STATS 220 Basic Statistics ² (varies)
(12)	(12)	(10) ³

Introductory statistics course must be completed prior to taking Soc Wf 390 in the second year in the program. We strongly recommend that students complete the course prior to admission to Social Work.

2nd year (senior year)

AUTUMN	WINTER	SPRING
<i>Soc Wf 311</i> Social Welfare Practice II (3)	<i>Soc Wf 312</i> Social Welfare Practice III (3)	Social Welfare Practice Selective
<i>Soc Wf 390</i> Introduction to Social Welfare ⁴ Research (5)	<i>Soc Wf 405</i> Practicum Seminar (1)	<i>Soc Wf 405</i> Practicum Seminar (1)
<i>Soc Wf 405</i> Practicum Seminar (1)	<i>Soc Wf 415</i> Practicum (4)	<i>Soc Wf 415</i> Practicum (4)
<i>Soc Wf 415</i> Practicum (4)		
(13)	(8)	(8)

¹ Not required if Soc Wf 200 has been taken previously.

² Or equivalent, may be taken any quarter prior to second year, or prior to admission.

³ Credit Total does not include statistics course.

⁴ Introductory statistics course must be completed with a grade of 2.0 or higher before beginning Soc Wf 390.

Courses and Descriptions

Required Courses Within the Department

Soc Wf 200 Introduction to Social Work Practice (5) Autumn (first year)

Introduction to the field of social work, including the theoretical concepts and institutional framework that guide practice. Overview of social work profession and social welfare system within which it operates. Lectures supplemented by exercises, films, guest lectures and class discussions.

Soc Wf 310 Social Welfare Practice I (3) Spring (first year)

Purposes of the course are to provide a conceptual framework for social work practice with individuals, families, small groups; an introduction to the roles, tasks, and functions of the social welfare practitioner and to theories and methods of intervention; and to develop skills in problem assessment, intervention, termination, and evaluation.

No prerequisites.

Soc Wf 311 Social Welfare Practice II (3) Autumn (second year)

Continuation of Soc Wf 310. Prerequisite: Soc Wf 310.

Soc Wf 312 Social Welfare Practice III (3) Winter (second year)

Continuation of Soc Wf 311. Prerequisite: Soc Wf 311.

Social Welfare Practice Selective (3) Spring (second year)

Advanced content/skills in a chosen area of practice (follows Soc Wf 310/311/312).

Soc Wf 320 Social Welfare Policy (5) Winter (first year)

This course emphasizes policy and program development in social welfare since the Reagan era of the 1980's. Policy formulation as well as current policies regarding income maintenance proposals, emerging programs to treat specific social dysfunctioning (e.g., mental health services) and the reform attempts in contemporary society are course concerns.

Prerequisite: Soc Wf 200.

Soc Wf 315 Community Service Learning (2), maximum 6 Autumn, Winter, Spring (first year)

The School of Social Work is including Community Service Learning (CSL) in its curriculum to provide another way for students to apply theory to practice, to advocate for social justice, and to be involved in the community service arena.

Soc Wf 390 Introduction to Social Welfare Research (5) Autumn (second year)

Introduction to the logic of the scientific method as applied to social work and social welfare practice, to the design and conduct of a research study, to data collection and summarization, and skill development in evaluating social work practice and in the critical consumption of social welfare research. Computer lab utilized.

Prerequisite: A course in introductory statistics, completed at 2.0 or higher.

Soc Wf 402 Human Behavior & Social Environment I (5) Autumn (first year)

First of two-quarter sequence focusing on understanding human development across the lifespan. Integrates biological, psychological, structural, environmental, political, global, and socio-cultural perspectives. Explores relationship between the person and the environment including families, groups, organizations, communities, and institutions.

Soc Wf 403 Human Behavior & Social Environment II (5) Winter (first year)

Continuation of Soc Wf 402

Soc Wf 404 Cultural Diversity and Social Justice (5) Spring (first year)

The purpose of this course is to provide students with foundation knowledge necessary for generalist social work practice with those disadvantaged and oppressed populations who are underserved in public sector practice. It provides a forum for students to explore their own values, beliefs, and behaviors and how they may affect their future practice with people who are different. Students explore some of the critical issues in race, class, gender, sexuality, disability and other societal forces that affect human functioning. An important outcome is to understand how social workers can use knowledge of diverse groups to build alliances and develop effective working relations.

Soc Wf 405 Practicum Seminar (1; maximum 3) Autumn, Winter, Spring (second year)

This seminar meets weekly. The primary purpose is to enhance student integration of social work practicum experiences with prior and concurrent course work in the social sciences, social work, and research. Methodology includes discussion, class presentations, and simulations of practice situations which combine knowledge and skill utilization. Student logs provide a basis for individual goal identification and achievement.

Taken concurrently with Practicum (Soc Wf 415). Students must complete 3 credits.

Prerequisite: Completion of all courses in first year of program.

Soc Wf 415 Practicum (4; maximum 12) Autumn, Winter, Spring (second year)

Practicum incorporates and builds upon content and skills acquired in the required curriculum for Social Welfare. In a selected community agency the student is provided the opportunity to develop social work knowledge and skills under the supervision of an experienced social worker. Emphasis is placed on development of the knowledge, perspectives and skills needed for practice with individuals, families, groups, organizations and communities. In addition, the development of culturally competent practice and planned social change skills are an integral part of the Practicum and are seen as critical for the effective delivery of social services.

After consultation with a Practicum Coordinator during Spring Quarter of the first year, students are referred by the Practicum Coordinating Committee to selected social service agencies. During Autumn Quarter of the second year students enter the agency to accept social service assignments under the supervision of a qualified MSW Practicum Instructor. A total of 480 clock hours are required over 3 quarters (16 hours per week).

Students will be assessed a \$50 special course fee each quarter when enrolling in Soc Wf 415.

Prerequisite: Completion of all courses in first year of program.

Social Welfare Electives

Students in the major may choose to take the following courses (not required).

Soc Wf 409A *Readings in Social Welfare* (1-5, maximum of 15 credits allowed for the program)
 This course may be taken for variable credit (1-5 each quarter) and enables the student to work individually with a faculty member on a program of independent study and reading in some designated substantive area of relevance to Social Work/Social Welfare. 409A is a graded course. The individual readings course allows the student to pursue special areas of interest in greater depth or to study subjects not covered elsewhere in the curriculum. In order to enroll in Soc Wf 409, the student must have a qualified faculty sponsor with whom she or he has established a clear contract about the expectations for the course. Forms, which are available in Student Services, SWS 23, must be completed with a Social Work faculty member; approved and signed by Gary Olson, Assistant Dean for Student Affairs; and returned to the Roberta Aldrich, Program Coordinator in Student Services, prior to obtaining an entry code for registration.

Soc Wf 490 *Research in Social Welfare* (1-3, max. 10) Individual work with faculty member to assist with current research project (s). Students trained and supervised in some or all of the following research tasks: literature review, data analysis, record-keeping, interviewing, report writing, data entry and coding, data collection, and other tasks commonly found in research problems in social welfare. Credit/no credit only.

Soc Wf 442 *Building Competencies for Intergroup Dialogue Facilitation* (3) Focuses on both knowledge and skills development for peer facilitators. Topics include philosophy and principles of dialogic education and dialogic communication; intergroup communication; social identity development; principles of working with conflict; group dynamics, observation, and facilitation; team building among co-facilitators; and creating a support system among instructors and facilitators. Credit/no credit only.

Soc Wf 443 *Facilitating Intergroup Dialogue* (5) Practicum seminar providing instruction, consultation, and supervision of peer group facilitators. Focuses on comparison of facilitation experiences and consultations, trouble-shooting with other facilitators, co-facilitator team building, and planning for dialogues. Exploration of specific, current intergroup issues, such as affirmative action and immigration. Continuation of team-building work begun in 452. Credit/no credit only.

Soc Wf 495 *Special Topics in Generalist Social Welfare* (5) Readings, lectures, and discussions pertaining to significant topics of special and current interest to social workers.

Student Advising

To meet the advisement needs of students, three sources of advisement are available: Linda, your academic adviser in Student Services; faculty advisers; and practicum coordinators.

Faculty Advisers

Faculty are best used when students need counseling on educational and professional career choices. All students are randomly assigned an official adviser whom they should meet with on a periodic basis. A memo with assignment of the faculty adviser will be placed in each student's mailfile by the fourth week of Autumn Quarter. As you become more familiar with faculty, you may choose a different adviser. This is easily done by completing the [Change of Adviser Form](#) (available from Student Services in Room 23), obtaining the new adviser's signature, and returning the form to Student Services. Students are encouraged to turn to any faculty member regarding specific issues. For instance, you may meet with someone who is doing research or practice in your area of interest. Such "informal advising" is common and highly encouraged.

As faculty have a range of teaching, research and community service responsibilities, you should make appointments to see them. To facilitate contact please make a note of their room number, office hours, telephone number, email address or mail box location.

If you have difficulties meeting with your faculty adviser, please notify Gary Olson in Student Services, garyo@u.washington.edu.

Practicum Office

Faculty who serve as Practicum Coordinators are responsible for the management of the practicum program, advisement and approval of students for practicum placements, liaison and problem-solving with agencies if there are difficulties in the placements, and assignment of grades for the practicum courses. The Practicum Office is located on the first floor, southeast corner of the School of Social Work, in room 112D. The telephone number is 206-543-8618.

Stan de Mello serves as the BA Practicum Coordinator. Liaison with agencies is provided by faculty who teach the *Soc Wf 405 Practicum Seminar*.

Student Services

We encourage you to come to Student Services whenever you need information on registration, course scheduling, graduation requirements and grade issues.

Students accepted into the major must meet with an adviser in Student Services to plan their course of study before registering for the first quarter of the Social Welfare program. **Students are encouraged to meet with the academic adviser once a quarter for program planning and to apply to graduate (Autumn Quarter of the second year in the program).** Please contact Student Services (206-543-8617), to schedule an appointment.

The Office of Student Services is in Room 23 of the School of Social Work Building (SWS Building) and is open from 8:00-5:00 Monday through Friday. A staff member from the Office of Student Services (Room 23) is also available by appointment between 5:00 and 6:00 p.m. during each quarter to assist you. The staff maintains all student records, and provides entry codes, student manuals, registration packets, independent study forms, past course outlines, and graduation information. If you have any questions regarding your records, registration, or basic Social Work or University requirements and/or procedures, contact Student Services, 206-543-8617 or 1-800-558-8703.

Registration and Related Academic Information

Registration Procedures

Registration

Prior to the University's quarterly registration period, students are notified about the School's registration dates for the following quarter. Students receive a registration packet via email approximately 5 weeks into the quarter. A copy will be placed on the school's website (depts.washington.edu/sswweb/stuserv.html#Registration). Printed copies will be available to look at in Student Services and in the Social Work Library. Students use these materials for registration.

The School of Social Work's Registration Memo provides the most current course listings along with the days, times, and schedule line numbers of Social Welfare courses. Elective courses from the MSW Program are noted as well as the date when entry codes become available for BA students to use to register.

WEB Registration: Web registration is available via Student Info - Personal Services on MyUW (myuw.washington.edu/). For Web registration students use their UW NetID and password (i.e., their Dante email account name and password) to access their MyUW page.

Students register for classes by using the 5-digit schedule line number. For some courses, the schedule line number and a 5-digit entry code are needed. Read the School's quarterly registration packet on specific information regarding faculty, courses, times and access to courses with or without entry codes.

For registration problems and information (*excluding* practicum) please contact Roberta Aldrich or Linda Ruffer, Student Services, 206-543-8617, sswstsrvc@u.washington.edu. Students with disabilities are also asked to contact Roberta or Linda for registration assistance if needed.

For registration problems and information related to practicum courses and credits, please contact Cheryl Yates, Office of Practicum, 206-543-8618, SWS 112D, dancin1@u.washington.edu. Cheryl registers second year students into the Soc Wf 405 *Senior Seminar* for Autumn quarter. In subsequent quarters, students register for the same section. Second year students register for Soc Wf 415, *Practicum*.

Use the Academic Calendar (www.washington.edu/students/reg/calendar.html) for dates on Registration Periods I-IV, when tuition is due, holidays, final exam schedules and other important information. **It is your responsibility to adhere to the important deadline dates noted in the Time Schedule.**

Adding and Dropping Courses

Adding and dropping of Social Work courses are done via Web Registration. The following is a summary of relevant times for adding and dropping courses during a quarter:

- **Week 1 of the quarter:** During the first week of the quarter, you may add and drop classes for any reason. No notation will be made on your transcript.
- **Week 2 - 7:** Any courses added or dropped after the first week of the quarter are subject to a \$20 late fee. If you drop *all* classes after the first week, you will be charged one-half of your quarterly tuition, based on the number of credits for which you were registered at the end of the first week. *After the second week, a notation of "W" will appear on your transcript along with a number representing the week in the quarter when the class is dropped.* Entry codes are required to add or drop.

Unrestricted drops are permitted only during the first two weeks of each quarter. Each student will be permitted to drop one course between Week 3 and the end of Week 7 of any one quarter each year (Autumn-Summer Quarters).

- **After Week 7:** No official withdrawal will be permitted after the seventh week of the quarter except under extremely unusual circumstances (see Time Schedule for greater detail). Drops from a course accomplished by another method are not official and can result in a grade of 0.0 for the course.

Transfer Students and Credits

After students seeking to transfer credits are accepted into the University, the University conducts a Transfer Evaluation Summary. The University's Office of Admissions evaluates all two-year or four-year credits for applicability to the University's curriculum. A copy of the Transfer Evaluation Summary is sent to the student and to the Academic Adviser in advance of the student's advising appointment within the School. Other courses are evaluated for transfer credit by the Academic Adviser or Assistant Dean for Student Affairs. Final approvals are made by the Associate Dean for Professional Degree Programs.

The Associate Dean for Professional Degree Programs approves substitutions to required social welfare courses after a student makes a request and provides a copy of the relevant course syllabi.

Grading System

The University of Washington uses a numerical grading system with certain exceptions in the schools of Dentistry, Law and Medicine. Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Registrar's Office to 0.0. Numerical grades may be considered equivalent to letter grades as follows:

A	4.0-3.9	
A-	3.8-3.5	
B+	3.4-3.2	
B	3.1-2.9	
B-	2.8-2.5	
C+	2.4-2.2	
C	2.1-1.9	
C-	1.8-1.5	
D+	1.4-1.2	
D	1.1-0.9	
D-	0.8-0.7	Lowest passing grade.
E	0.0	Failure or Unofficial Withdrawal. No credit earned.

The only courses students may take on a Satisfactory/Non-Satisfactory basis are general elective courses. Students may select the S/NS grading option through the seventh week of each quarter by completing the appropriate form at the Registrar's Office on the second floor of Schmitz Hall.

Some courses, such as Soc Wf 415 *Practicum*, are graded on a Credit/No Credit (CR/NC) basis.

Additional information on grades and scholarship rules may be obtained from the Graduations and Academic Records Office, 264 Schmitz.

The following letter grades also may be used:

N: No grade. Used only for hyphenated courses (courses not completed in one quarter).

I: Incomplete. An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, an undergraduate student must convert an Incomplete into a passing grade no later than the last day of the next quarter. The student should never reregister for the course as a means of removing the Incomplete. An Incomplete grade not made up by the end of the next quarter is converted to the grade of 0.0 by the Registrar unless the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the incomplete work is not completed. The original Incomplete grade is not removed from the permanent record.

An instructor may approve an extension of the Incomplete removal deadline by writing to the Graduation and Academic Records Office no later than the last day of the quarter following the quarter in which the Incomplete grade was assigned. Extensions, which may be granted for up to three additional quarters, must be received before the Incomplete has been converted into a failing grade. In no case can an Incomplete received by an undergraduate be converted to a passing grade after a lapse of one year.

S: Satisfactory grade for courses taken on a satisfactory/not satisfactory basis.

An S grade is automatically converted from a numerical grade of 2.0 or above for undergraduates. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the Registrar.

NS: Not-satisfactory grade for courses taken on a satisfactory/not satisfactory basis. A grade less than 2.0 for undergraduates is converted to NS. NS is not included in GPA calculations. No credit is awarded for courses in which an NS grade is received.

CR: Credit awarded in a course offered on a credit/no credit basis. The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.

NC: Credit not awarded in a course offered on a credit/no credit basis only. The grade is awarded directly by the instructor and is not included in GPA calculations.

W: Official withdrawal or drop from a course from the third through the seventh week of the quarter for undergraduates. A number designating the week of the quarter is recorded with the W when a course is dropped. It is not computed in GPA calculations.

HW: Grade assigned when an undergraduate is allowed a hardship withdrawal from a course after the seventh week of the quarter. It is not computed in GPA calculations.

Non-Decimal Grading Options

Credit/No Credit-Only as a Course Option

With appropriate departmental review and approval, a course may be offered on a credit/no credit-only basis. The standard for granting credit in credit/no credit courses is the demonstration of competence in meeting the course objectives.

Satisfactory/Not Satisfactory Grading Option

Certain students are eligible to choose that a limited number of their courses be graded satisfactory/not satisfactory rather than with regular numerical grades. Any student who wishes to register for a course on a satisfactory/not-satisfactory basis should check first with his or her adviser to determine restrictions and eligibility, because colleges and departments vary in their rules concerning this grading option (e.g., students in the College of Arts and Sciences may not take courses S/NS until they have earned 45 or more college credits). In no case is a student allowed to register for more than 6 credits (or for one course, if that course is offered for more than 6 credits) on a satisfactory/not-satisfactory basis in a given quarter. No more than 25 satisfactory/not-satisfactory credits may be applied to a four-year undergraduate degree. Such courses may not be used to satisfy University, college, or departmental course requirements (i.e., may be applied only to the elective component of a degree).

Students may switch to or from satisfactory/not-satisfactory grading for a particular course through the seventh week of the quarter (the \$20 late change fee still applies). Only students in good academic standing (i.e., not on academic warning or probation) are eligible for the S/ NS grading option. Veterans receiving benefits should check with the Office of Special Services regarding nontraditional grading options.

It should be noted that the possibility of future objective evaluation of the student's total academic record is reduced by the extent to which the record includes course work that is evaluated by a grading system other than the numerical system. A student should be aware that he or she may jeopardize future educational opportunities, particularly for graduate or postbaccalaureate study, when other systems of performance evaluation are used.

Grade-Point Average (GPA)

The University's cumulative GPA is based solely on courses taken in residence at the UW; this includes some, but not all, courses taken through UW Extension. The UW transcript also reflects grades for UW Extension course work that is not residence credit, and the grades for credit by examination. These latter grades do not affect the University cumulative GPA.

Computation of GPA

The GPA for graduation is computed by dividing the total cumulative grade points by the total graded credits attempted for courses taken in residence at the University. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course. The sum of the grade points is then divided by the total graded credits attempted. Courses elected on an S/NS basis are counted as follows: Satisfactory grades are printed on the permanent record as an S and do not count in the quarterly or cumulative GPA, but they do count as credits earned toward graduation. Not-satisfactory grades, NS, do not count in the quarterly and cumulative GPA and do not count as credits earned toward graduation.

The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA.

Repeating Courses

With the approval of the academic department offering the course, an undergraduate may repeat a course once. Both the original grade and the second grade are computed in the GPA but credit is allowed only once. Veterans receiving benefits must receive approval from the Office of Special Services before a course is repeated.

Grading Procedures

Change of Grade

Except in case of error, no instructor may change a grade that he or she has turned in to the Registrar. A student who finds administrative omissions or errors in a grade report must make application to the Registrar for a review not later than the last day of the student's next quarter in residence, but in no case after a lapse of two years. Grades used to meet graduation requirements cannot be changed after the degree has been granted. Time spent in military service is not counted as part of the two-year limitation. Students are not automatically notified of grade changes posted after the first of the quarter.

Scholarship

Policy on Satisfactory Progress and Low Scholarship in the Social Welfare Program

In order to maintain satisfactory progress in the Social Welfare program, an admitted BA student must meet the following four criteria:

1. **Achieve a 2.50 (low B-) cumulative GPA in required Social Welfare courses and a 2.00 (C) cumulative UW GPA.**

A student will be placed on departmental academic probation for one or more quarters at the end of any quarter in which the Social Welfare (major) cumulative grade point average falls below the 2.50 (low B-) minimum.

Once on departmental probation, the student must contract with the Assistant Dean for Student Affairs to formulate an action plan for improving grades and attain at least a 2.75 (high B-) for each succeeding quarter until the Social Welfare GPA is raised to 2.50. Students who continue on probation will be reviewed by the Director of BA Program for consideration of departmental suspension from the School of Social Work for low scholarship.

The student is removed from probation at the end of the quarter in which a departmental GPA of 2.5 or better is reached and the UW cumulative GPA of 2.00 or better is reached, and any conditions for reinstatement and satisfactory progress have been met.

2. **Earn a minimum 2.0 (C) grade or better or a Credit in each required departmental course.**

Departmental required courses are Soc Wf 200, 310, 311, 312, 320, 390, 402, 403, 404, 405, 415, and 445.

A student who earns less than a 2.0 (C) in any required departmental course shall be placed on probation for one or more quarters. A student placed on departmental probation may be asked to re-take a required course during the following year. This may delay the practicum by one year. According to UW policy, if a departmental course is re-taken, these credits do not count as extra credits toward the degree and the grades of the two courses are averaged.

3. **Satisfactorily complete the first-year required courses before proceeding into the practicum and practicum seminar. (BA students are guaranteed access into first- and second-year Soc Wf required courses.)**

In order to begin the practicum (Soc Wf 415), the student's Soc Wf 310 instructor must recommend that the student is ready for placement.

4. Complete the program within four years after admission.

A student who does not complete the program within four years of admission will be removed from the program and placed in pre-major status in the College of Arts and Sciences.

A student who begins the program and then withdraws from the university for more than two years will have to re-apply to the program to be admitted. If re-admitted, the student must meet with the Assistant Dean for Student Affairs to prepare a revised program of studies. The Assistant Dean will determine which courses may or may not be applicable to the current curriculum and which courses must be completed for the degree.

Notes:

1. Exceptions to the satisfactory progress and low scholarship policy or reinstatement to the program must be approved in writing by the Director of BA Program.
2. The Director of BA Program may consult with the Social Work Review Committee on decisions for suspension from the School of Social Work based on a student's failure to meet the criteria listed under "Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the School of Social Work".

University of Washington Policy on Low Scholarship

Academic Warning

An undergraduate student whose GPA falls below 2.00 in his or her first quarter at the University receives an academic warning. If a cumulative GPA of at least 2.00 for courses earned in residence at the University is not achieved by the end of the next quarter, he or she is placed on academic probation.

Probation and Dismissal for Low Scholarship

An undergraduate student is placed on academic probation at the end of any quarter (except for the first quarter at the University, when an academic warning is issued) in which his or her cumulative GPA falls below 2.00. The student remains on probation until the cumulative GPA is raised to a 2.00. If this requires more than one quarter's work, the student must maintain a quarterly GPA of at least 2.50 each succeeding quarter or the student is dropped for low scholarship. A student may also be placed on probation or dismissed for academic cheating or plagiarism. See section titled "Standards of Conduct" below.

Reinstatement

A student who has been dropped under low-scholarship rules is readmitted to the University only at the discretion of the Dean of the school or college to which readmission is sought. A student readmitted after being dropped under these rules reenters on academic probation. The student's GPA is the same as when dropped from the University, and the student may not use grades from other colleges or universities to raise his or her UW GPA. A readmitted student is dropped if he or she fails to attain either a 2.50 GPA for the following quarter's work or a cumulative UW GPA of 2.00 at the end of that quarter. The student is removed from probation at the end of the quarter in which a cumulative GPA of 2.00 or better is reached.

Senior in Final Quarter

A senior who has completed the required number of credits for graduation, but whose work in what would normally be his or her final quarter places him or her on probation, does not receive a degree until removed from probation. A senior who has completed the required number of credits for graduation, but

whose work in his or her last quarter results in his or her being dropped for low scholarship, does not receive a degree until readmitted and removed from probation.

Dean's List

Quarterly Dean's List

The quarterly Dean's List includes the names of matriculated undergraduate students who have attained a quarterly GPA of 3.50 in the final grades for at least 12 graded credits. Appropriate entries regarding inclusion on the Dean's List are made on the student's permanent academic record.

Yearly Dean's List

The yearly Dean's List high scholarship award is recorded on the academic transcript of students who have achieved the following:

A quarterly GPA of 3.50 in 12 or more numerically graded credits each quarter for three quarters of the academic year (summer, autumn, winter, spring).

Students enrolled for four quarters of the academic year (summer through spring) must satisfy the conditions outlined above and attain a quarterly GPA of 3.50 or better in the fourth quarter, if enrolled for 10 or more credits.

Students who are on the yearly Dean's List receive a certificate.

Baccalaureate Honors

Baccalaureate honors (summa cum laude, magna cum laude, cum laude) are awarded only to recipients of a first baccalaureate degree. These honors are earned by those students who have completed no fewer than 90 residence credits at this institution. At least 60 of the 90 credits must have been acquired on a graded basis.

The University's Honors Committee determines annually the grade-point requirement for each baccalaureate honor. In recent years, approximately ten percent of the students have been awarded baccalaureate honors. Credits earned by correspondence courses are not counted toward honors eligibility.

Sophomore Medal, Junior Medal, President's Medal

The Sophomore Medal is awarded to the UW junior having the highest scholastic standing for the first two years of his or her course. To be eligible, students must have completed at least 40 credits in residence at the University.

The Junior Medal is awarded to the UW senior having the highest scholastic standing for the first three years of his or her courses. To be eligible, students must have completed at least 40 credits in residence at the University.

The President's Medal, which is conferred at commencement, recognizes the graduating senior who has the most distinguished academic record. Only students who have earned at least 90 credits in residence at the University may be considered.

Honorary Societies

In addition to the honors discussed above, students with distinguished academic records may participate in several University-wide honorary societies, described below, and specific college or school honorary societies.

Golden Key National Honor Society. A national, non-profit academic honors organization founded in 1977 for the purpose of recognizing and encouraging scholastic achievement among students from all academic fields. Membership is by invitation only.

Mortarboard. A national college senior honor society whose membership is based on scholarship, leadership, and service. The local Tolo chapter was first founded in 1909 and became part of the national organization in 1925. Students of junior standing apply winter quarter for selection in spring quarter.

Phi Beta Kappa. A national collegiate honorary society, founded in 1776, with the Washington Alpha Chapter established in 1914. Phi Beta Kappa recognizes distinguished scholarship, especially in the acquisition of an education in the liberal arts and sciences. Students are elected to membership on the basis of GPA and breadth of education.

Additional information on honorary societies may be obtained from academic advisers and the respective campus representatives.

Withdrawal from the University

If you interrupt your registration for an undetermined period of time, you are considered to be withdrawn. A student admitted to the BA program must formally request a leave if he or she wishes to withdraw from the program and return later (refer to "Leaves of Absence" above). Students who do not gain prior approval for a leave, but who wish later to resume their studies, must submit a written request seeking re-admission, meet with the School's Director of Admissions, and reapply to the UW. The Director of Admissions will meet with the Assistant Dean for Student Affairs to determine re-admissibility or program of study revisions that may be needed by the student to continue in the program. For timelines, fees and tuition forfeiture on withdrawing, a student should consult the quarterly University Time Schedule.

Financial Assistance

Students wanting information on their financial aid can check their accounts through MyUW Tuition Statement.

The School of Social Work requires all students who wish to be considered for any type of financial assistance to complete the Free Application for Federal Student Aid (FAFSA). The closing date to submit a completed FAFSA is typically February 15. However, students should contact the UW Office of Financial Aid for the most current and accurate information since deadlines are subject to change. The Office of Financial Aid, 105 Schmitz Hall, has the FAFSA forms available (or else call 206-685-9535) and can assist students with work-study questions, student loan information, emergency loans, and child care subsidies. Students are encouraged to seek these services and information which can make the financial aspects of attending the graduate program less burdensome.

Apart from the UW Office of Financial Aid, the School of Social Work has limited funds to assist students. These funds are primarily available to students who have exhausted other avenues of support and assistance, and generally consist of emergency short-term, low-interest loans. In cases of exceptional need, small grants can also be considered, again, when other avenues of assistance have been eliminated. The School requires that the student notify the Chair of the Scholarship Committee and the UW Office of Financial Aid of any awards received. This notification is essential to be considered for any other type of financial assistance from the Office of Financial Aid or the School during the academic year.

Information regarding departmental financial assistance can be obtained from Juanita Ricks, Director of Admissions and Chair of the Scholarship Committee, (Room 23A, 206-543-5676 for appointments, email: jmricks@u.washington.edu).

Tuition Exemption Program

This program is available to UW and Washington State employees who are employed half-time or more to have tuition waived for up to six credits.

Eligible students register on a space-available basis during the first week of the quarter (UW employees - 3rd day; State employees - 4th day). Students who enroll for more than six credits will receive the tuition waiver for the first six credits, and will pay a per credit charge for the credits taken over six.

Detailed information about the Tuition Exemption Program, including applicable fees and downloadable application forms are available at www.washington.edu/students/reg/tuition_exempt.html.

Students who participate in the Tuition Exemption Program must contact Roberta Aldrich in Student Services prior to the beginning of each quarter to provide information on the courses they plan on taking. This allows Student Services to provide more accurate information to faculty about expected enrollments.

If a required social work course has multiple sections, students register for a section that is not closed. If courses meet before students can register, they must contact Roberta to find out which section(s) are likely to be open. Roberta will work with students to determine which section(s) they should attend.

If a social work class requires an entry code, students should request one during the appropriate registration period for their program or concentration. This information is listed with the course information in the quarterly registration packet.

Inclement Weather Policy

1. If the University of Washington closes due to inclement weather, the School of Social work will also close and all classes will be cancelled. Call 206-547-INFO (4636) for recorded information about the University's operation during inclement weather
2. School of Social Work faculty may cancel a class due to concerns about safety, regardless of whether the rest of the University is closed. Instructors who cancel their classes will a) leave a message on their voice mail; b) notify the School's main receptionist (206-543-5640); and c) notify Student Services (206-543-8617). Student Services will announce cancellations on email and will put the information on the office voice mail after the office closes (206-543-8617). Students with questions about a particular class may thus check their email or call their faculty's voice mail, the School's receptionist, or Student Services. (Some faculty may also have an arrangement to notify their classes by email, but we recognize that many students do not have access to email during the day.)

Your Address - Please Keep It Current

It is critical that you keep your local address and telephone number updated with the University (Registrar Office in 225 Schmitz). Without a current local address and telephone number, you may not receive periodic mailings or be contacted by the administration, faculty, or Student Services staff. Please complete the appropriate form at Schmitz Hall or update your address with the University through MyUW or by telephone: 206-543-3868.

Release of Information from Student Files

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. Students who do not want assignments returned to their student mail file should make other arrangements with their instructors. However, the following information is considered public or "directory" information and may be released to anyone unless you inform the Office of the Registrar

that you do not wish any information released: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full-or part-time enrollment status, and educational institutions attended.

If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you must restrict access through MyUW or call the address change service at 206-543-3868 to restrict access to this information. No information will be released on students that have restricted release of directory information including degrees awarded and dates of attendance. If you later wish to change your authorization and allow release, you must go to the Registration Office, 225 Schmitz and present photo identification.

The School of Social Work will routinely release the information noted above if you have not restricted your release through the Office of the Registrar.

If you need a hardcopy of your transcript in the future, please order it directly through the Transcript Office by calling 206-543-5940.

If you want prospective employers or schools to have any of the information noted earlier, then there can be no “holds” on your degree (for example, because a library payment is unpaid, etc.).

If you choose not to give the releases to the University of Washington and/or the School of Social Work, you should remember to change the release with the Office of the Registrar or provide the School with separate releases any time you use the University of Washington or School of Social Work or its faculty for reference purposes.

Retaining Your Course Syllabi

We strongly recommend that you begin your social work career by maintaining a file or notebook of all course descriptions and syllabi for courses you take including practicum contracts and evaluations. You will find this very helpful in the future if you decide to apply for certification in a specialized area or if the state in which you practice requires this information. Your official University transcript shows generic titles for some Social Work courses, and thus, does not always reflect the specific title or content of all courses.

Approximately 3-4 times each month we receive requests for a syllabus from a course a student took years ago (in some cases, 15-20 years ago). These syllabi are not always available. You can save yourself time (and lost opportunity) if you begin this kind of record keeping now.

Employment

Although the School of Social Work does not place students directly into jobs, efforts are made to inform students of employment opportunities. Job notices are posted in the Social Work Library and via email to sswjobs. Students with visual disabilities may utilize the Reading Services offered through Disabled Student Services to assist with the reading of job listings.

Located in Mary Gates Hall, Room 134, the Center for Career Services provides undergraduate students with a variety of career planning opportunities. In addition to maintaining a graduate school file for seven years (this type of service is of value for those who apply to graduate school), the Center for Career Services offers resume and interview preparation workshops. Also, job opportunities are posted and interviews with prospective employers are scheduled. You are encouraged to visit the Center for Career Services during your first year in order to utilize their resources in your second year.

Career development workshops specifically for students in the School of Social Work are also offered throughout the year.

Graduation Requirements, Checklist and Ceremonies

Application to Graduate

Students are encouraged to apply to graduate with approximately 145 credits or at least in the quarter preceding their graduation by making an appointment with the Academic Adviser in Student Services. During the appointment the formal application to graduate is completed and an analysis of remaining courses and credits is done. The application is filed with the Graduation Office, which will then monitor the student's progress in completing the courses listed. Students must apply to graduate no later than two weeks into the quarter in which graduation is planned.

A graduating student with a degree application on file in the Graduations Office may register on the first day of Period I for the final two quarters (priority quarters). This assumes the application has been filed during the first three weeks of the third quarter prior to graduation. If a student must postpone his or her graduation, the student may save his or her priority quarters by not registering before the regular senior priority day. Students who have used their Graduating Senior Priority for two quarters revert to regular senior priority.

Although a student may graduate in any quarter, there is only one commencement ceremony each year, in June, for everyone graduating during the academic year. If the application is done in time, a student can go through the June ceremony even though coursework is being finished in the summer.

Students who do not graduate in the planned quarter must notify the Graduations Office, 264 Schmitz (206-543-5930), email: ugradoff@u.washington.edu, as well as Student Services, (206) 543-8617, email: sswstsr@u.washington.edu.

Total Requirements - BA Checklist

Language Skills ¹	5-20
(English Composition-5; Foreign Language-Third Quarter-5)	
Reasoning and Writing in Context	15
(Quantitative/Symbolic Reasoning (QSR)-5 ² ; Additional Writing Courses-10)	
Areas of Knowledge ³	75
(Visual, Literary & Performing Arts-20; Individuals & Societies-20; The Natural World-20; plus 15 in any of the VLPA, IS, or NW areas)	

BA Major Requirements and Checklist

<i>Department and Course Numbers</i>	<i>Areas of Knowledge</i>	<i>Credits</i>	<i>Quarter/Year Completed</i>
Soc Wf 200, Introduction to Social Work ^{3 4}	I & S	5	
Soc Wf 310, Social Welfare Practice I		3	
Soc Wf 311, Social Welfare Practice II		3	
Soc Wf 312, Social Welfare Practice III		3	
Soc Wf 315, Community Service Learning (2 credits in each of three quarters)		6	
Soc Wf 320, Social Welfare History/Policy		5	
Soc Wf 390, Introduction to Social Welfare Research		5	
Soc Wf 402, Human Behavior & Social Environment/Theory/Diversity I ³	I & S	5	
Soc Wf 403, Human Behavior & Social Environment/Theory/Diversity II ³	I & S	5	
Soc Wf 404, Cultural Diversity and Justice ³	I & S	5	
Soc Wf 405, Practicum Seminar (1 credit in each of three quarters)		3	
Soc Wf 415, Practicum (4 credits in each of three quarters)		12	
Soc Wf 445, Social Welfare Selective		3	
Statistics		varies	
General education		varies	
General electives ⁵		varies	
Total		180	

¹ For students beginning college in Autumn 1985 or later, the English Composition and Foreign Language (third quarter) requirements must be passed with a grade point of 2.0 or better. If a student tests beyond the third quarter of the foreign language, these five credits become general elective credits.

² Econ 100, 200 or 201 and introductory statistics may count in the Areas of Knowledge and Q/SR. W courses may also count towards Areas of Knowledge

³ Up to 15 credits of courses in the Social Welfare major may count towards Areas of Knowledge.

⁴ Not required if Soc Wf 200 has been taken previously.

⁵ The number of general electives is variable and is evaluated upon entrance to the BA program when the student meets with an adviser in the School of Social Work Student Services.

Graduation Ceremonies

There are two separate graduation ceremonies — the School of Social Work graduation ceremony and the UW Commencement ceremony — and graduating students are welcome to attend either or both.

School of Social Work Graduation Ceremony and Reception: The School of Social Work holds its own ceremony to recognize the accomplishments of students receiving BA, MSW, and PhD degrees. This ceremony is followed by an informal reception for students, faculty, and guests. Most students wear cap and gown, or otherwise dress formally. *Be aware that the seating in the hall is limited.*

Information about the School's ceremony is distributed via e-mail and mailfiles. *Students who are graduating have the responsibility to check their mailfiles and acquire this information or make arrangements with Student Services to have this information mailed to their home if the student does not plan to be on campus during Spring Quarter.*

University Commencement Ceremony: The University of Washington holds a Commencement ceremony for all UW graduates. Information, including about required tickets for guests, is provided after students have officially applied for graduation. Cap & gown are required for this ceremony. *Space is limited, and to enable other graduating students to bring their families, you are especially requested not to state that you are participating or to order tickets unless you definitely plan to participate in this ceremony.* UW Commencement is coordinated by the Office of Commencement Exercises: depts.washington.edu/commence.

Caps and gowns: Caps and gowns are reserved in May. All degree applicants will receive information about ordering academic apparel.

Diplomas: These are mailed to students 3-4 months after graduation. In the meantime, if an employer requests verification of graduation, either Social Work Student Services can provide a letter or you may contact the Office of Graduations and Academic Records at 206-543-1803.

Computing, Email Lists and Web Page Information

MyUW and UWNetID

MyUW (myuw.washington.edu/): MyUW is your web portal to University of Washington information, UW email, and personal services (includes web registration, checking your grades, tuition statement, and other personal information). MyUW is an easy-to-use tool for finding the resources you need to fulfill your goals at the university. You can "personalize" it to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer.

A **UWNetID** (with password) is required to access your personal services, web registration, and UW email. For security, your UWNetID and password and all functions of MyUW that contain sensitive information are encrypted before they are transmitted across the network.

MyUW includes links to the UW Library catalog, reference tools such as an encyclopedia and a dictionary, a calendar of campus events, a continuously updated *General Catalog*, the UW student directory, a scholarship directory, the academic calendar (deadlines for adding or dropping courses, registration dates), and an on-line class schedule. The last item is particularly useful because it includes the minute-to-minute enrollment status of courses -- so that during registration for the next quarter, for example, you can check classes to see if they are open *before* you register. With the exception of access to your personal information and web registration, you may also access many of these resources through the UW's Website (www.washington.edu.)

Social Work Web Page Information

SSW Website (www.ssw.washington.edu): Many important documents are available through the School of Social Work's web page. Information which can be found on the Web site includes: BA, MSW and PhD Program Manuals; MSW Course Catalogs; BA and MSW Practicum Manuals; Practicum Placement Listings; Practicum Forms, Master of Social Work Calendar; MSW Exemption/Waiver Policy and Procedures; registration packets; Scholarship information about Academic Standing; the complete policies noted in the "Standards of Conduct and Grievance Procedures"; the Curriculum Policy Statement from the Council on Social Work Education for BA and MSW programs; PhD forms.

You may access the School's website from the computers anywhere in the world, as long as they have an Internet connection and browser software.

Note: The documents are subject to change since various documents, such as quarterly registration materials, are added to these menus throughout the year.

Social Work Computing and Media Services

SWS 18 and SWS B52, 206-685-2295

The School of Social Work houses its own Computer Lab (Rm. 18) and Media Lab (Rm. B52) in the Social Work building. The School offers free wifi (wireless) access to all users with UWNetID's so you are welcome to bring your laptop and/or personal computing device for use on our wireless network.

In the Computer Lab, students have free access to a scanner and 23 PC's running a variety of Windows software, including Word, Excel, Powerpoint and Access. Laser printing is available at a cost of 10 cents per page. A number of other software packages, including electronic mail, web page development software, Internet browsers, and statistical analysis programs, are also available. Lab staff specialize in

teaching people who have little prior experience with computers. Hours of operation and consultant availability are posted on the door, inside the lab, and on the SSW Computing Services webpage at: www.washington.edu/itconnect/policy/#EMAIL

For further information, please stop by the lab or call Computing Services at 206-685-2295.

The Media Lab (Rm. B52) provides equipment and services related to the production of online streaming audio and video as well as still digital images and the incorporation of digital media into websites and paper formats. Hours of operation and consultant availability are posted online and on the Media Services Office door. For further information, please stop by, please email media2go@u.washington.edu or call Media Services at 206-543-4471.

Social Work Library Access+ Computers

As part of a cooperative program by UW Libraries and EPLT (Educational Partnerships and Learning Technologies) to bring more functionality to library computers, 13 PC workstations have been installed in the Social Work Library. This is supported by the Student Technology Fee.

Access+ workstations have:

- Standard access to email, web, and licensed databases
- Microsoft Office suite such as Word, Excel, PowerPoint, and Access
- Additional communication and productivity software
- CD-RW drives to read and write to CDs; compatible with USB devices

Printing is available at 10 cents per page (cash/coins only).

Access+ workstations are restricted to currently enrolled UW students, faculty, and staff and require users to log on using their UWNNetID. The workstations are available when the Social Work Library is open.

Electronic Mail Account and SSW Electronic Communications

As a student at the University of Washington, you are provided with an electronic mail (email) account at no charge. You must create it — email accounts are not created for you. Although it is possible to create your email account on your own, incoming students will find several opportunities for help in creating their own email account. A detailed memo will be distributed to the mailfiles of all students, which will give further details on these options:

- orientations for new students will include email information; and
- workshops in the SSW Computer Lab will be offered in the first few weeks of Autumn Quarter explaining how to create an account, as well as going over email basics and etiquette.

The School of Social Work uses email as the major means to distribute important information about school programs, deadlines, and other items. Students are required to create an email account, be subscribed to the email list that pertains to them, and check their email regularly (at least twice a week).

You will be automatically added to the appropriate program listserv at the beginning of autumn quarter.

Computing Rules at the UW

The following is excerpted from the UW website:

www.washington.edu/computing/guidelines.html#EMAIL

Email Guidelines: Your use of email must meet the same common sense standards you would apply to your use of campus telephones and campus mail. Further, your use must not interfere with the operation of the computers and networks or with the work of others.

- DO NOT send email to someone who has requested that you not do so.
- DO NOT send frivolous or excessive messages, either locally or off campus.
- DO NOT create, send, or forward chain letters (messages that are forwarded many times to people who have not solicited the information).
- DO NOT flood another system, network, or user account with email.
- DO NOT send email to someone you do not know, just because you see them logged in or like their name.
- DO NOT send email to individuals or groups who you could not reasonably expect to welcome email from you. If you have any doubt, ask their permission before adding them to any list.
- DO NOT obscure the true identity of the sender of email or forge email messages.
- It is your responsibility to determine the purpose of an electronic mail list (e.g., a LISTPROC or LISTSERV) before subscribing or sending messages to the list. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list.
- DO NOT send to an email list any materials that are not consistent with the purpose of the list. If you send messages not relevant to the purpose of the list, you will be viewed as having sent unsolicited email.
- DO NOT continue to send email to a list if the list owner has requested that you stop sending to the list because you are not following the guidelines or topic established for the list.
- DO NOT harvest email addresses from another email list in order to establish your own list. If a list is closely related to a subject you would like to initiate, it is permissible to post a message to the existing group, inviting people to subscribe to your list.
- DO NOT harvest email addresses from an institution's directory or through the use of tools such as finger.
- DO NOT subscribe anyone to an email list except with the individual's permission.

Please refer to the following website for detailed rules on email and computer usage at the UW:

www.washington.edu/computing/rules.html

Other Computer Labs

Computers are used in a wide range of UW courses, and their use is increasing rapidly. Computers and computer terminals are available to students in a number of locations at the University.

OUGL Computing Commons

A General Access Lab with a variety of hardware and software available, including laser printing. Located in Odegaard Undergraduate Library. Phone: 616-7173.

The Computing Commons are open the same hours as the library:

www.lib.washington.edu/about/hours/ougl.html

Mary Gates Hall Computing Resource Center (Please Note: As of the time of printing, these labs were being reorganized and may change locations and hours. Please see their website for updates)

A General Access Lab with a variety of hardware and software available, including laser printing. Located in Mary Gates Hall.

See website for hours: catalyst.washington.edu/learning_spaces/lt_workstations.html

The Adaptive Technology Lab

The Adaptive Technology Lab (ATL) provides resources to improve access to computing resources for University of Washington students, faculty, and staff. The computers, software and special equipment in the lab provide:

- access for blind users via speech output or braille;
- magnification of the screen for people with low vision;
- alternatives to the standard keyboard and mouse;
- use of speech recognition software as a writing tool;
- tools to make the reading and writing process easier;
- accessories to make computer use more comfortable; and
- the capability to create and produce documents in alternative formats such as e-text, braille, large print, etc.

The Adaptive Technology Lab is located in and open for users during the same hours as the Mary Gates Hall Computing Resources Center. Staff assigned specifically for ATL help and consulting are available from 9:00 a.m. to 5:00 p.m. Monday thru Friday.

Center for Social Science Computation and Research (CSSCR)

CSSCR will be temporarily relocated to Condon Hall while their usual rooms in Savery Hall are renovated.

See website for hours and new location: julius.csscr.washington.edu/hours.htm

Access+ Workstations – UW Libraries

Educational Partnerships and Learning Technologies, in collaboration with the UW Libraries applied for, and received, Student Technology funding to expand the computing services in UW Libraries across campus.

In addition to the normal services provided by standard public library terminals — email, internet access, and access to library databases--these workstations also provide the full Microsoft Office suite, and a whole set of convenient academic research software.

See website for information on locations and hours:
catalyst.washington.edu/learning_spaces/lt_workstations.html

Other Departmental Campus Labs

Various departmental labs on campus are open to general student use (hours vary). See this website for specific places and hours: www.washington.edu/computing/compmap.html

Training is available, and the centers are staffed for on-site assistance. The computer labs are very busy and you may have to wait for a computer, particular during the peak time of mid-morning to mid-afternoon.

Personal Computers

If you would like to connect your personal computer to the UW network, then you need a broadband connection (DSL, broadband cable), a modem & telephone line connection and/or a wireless network card. In the campus dorms, you can connect directly to the network with no modem is required.

If you do not already have a broadband connection (e.g. DSL, broadband cable) from home, you may want to purchase a University of Washington Internet Connectivity Kit (UWICK) CD at the University Bookstore Computer Center. This CD has an automated software installation program on it, which will install all of the communications programs you need to connect to UW computers via a MODEM and phonenumber from home. Unfortunately, the UWICK CD does not provide high-speed broadband access.

A handout with instructions for connecting from home is also available at the computer labs and at the libraries. For further information, you can also check out the UW's website at:
(www.washington.edu/uware/uwick/)

For UW students there is no charge for using the University computers over a modem if you are within the local telephone calling area, which in this case extends from Everett to Tacoma. If your call to the University computers is long-distance, you will be charged regular long-distance rates.

Resource Guide Summary

Note: Description of additional campus programs, resources, and services are accessible through the MyUW (myuw.washington.edu/) or the Student Guide on the Web (www.washington.edu/students/).

Safe Campus: UW Resources for Students

Preventing violence is a shared responsibility in which everyone at the UW plays a part. The SafeCampus website (www.washington.edu/safecampus/index.html) provides information on counseling and safety resources, University policies, and violence reporting requirements that help us maintain a safe personal, work, and learning environment.

ALWAYS CALL 911

If you or others may be in danger

REPORT THREATS

206-685-SAFE (7233)
For advice and resources

DON'T WALK ALONE

206-685-WALK (9255)
UW safety guards
to walk with you

Information on UW resources are listed below. See SafeCampus website for additional Community Resources.

Health and Wellness

Committed to holistic development and support of students and provides a variety of services to help students get the most out of their college experience. Health and Wellness staff also work directly with students who may need a higher level of support and individual attention. By providing consultation, assessment, and intervention services, Health and Wellness can assist students in times of need through direct service and/or referral. Health and Wellness works with students, families, faculty and staff in difficult situations, when multiple services are needed, to provide a safe and supportive response.

206-543-2684 or livewell@u.washington.edu.

Website: www.washington.edu/provost/studentlife/healthandwellness/

UW Counseling Center

Support UW students in all aspects of their development. It provides personal counseling, career counseling, study skills assistance, and other services to currently-enrolled UW students

206-543-1240

Website: depts.washington.edu/counsels/

SARIS (Sexual Assault and Relationship Violence Information Service)

Confidential, free program for students who are victims/survivors of sexual assault or relationship violence and friends, family, and significant others seeking information about sexual assault and relationship violence.

206-685-HELP (685-4357)

Website: www.washington.edu/students/saris/

Hall Health Mental Health Clinic

Provides mental health services to students, faculty and staff, including assessments; individual, couple, family and group therapy; medication evaluation and management; and referrals when appropriate to other campus or community resources.

206-543-5030

Website: depts.washington.edu/hhpccweb/index.php?ClinicID=6

UW Women's Center

Offers a safe space and point of contact for students and community members in addressing sensitive issues in their lives, such as domestic violence, sexual assault, depression and eating disorders. The UW Women's Center houses a large collection of resources that enable the staff to connect those in need with appropriate services..

206-685-1090

Website: depts.washington.edu/womenctr/

UW Police Department

Emergency Number: 911

Non-Emergency service calls: 685-UWPD (8973)

Provides emergency response to violent incidents and direct threats of harm to persons or property. The UWPD also provides crime prevention services that identify problems and develop mitigation plans to avoid violence.

UW Violence Prevention & Response Program

206-685-SAFE

Provides: 24/7 central reporting and consultation for non-urgent concerns about violence and violence prevention; immediate risk mitigation recommendations and resources; collaborative risk assessment and action plan creation; follow-up monitoring of situations of concern; and violence prevention training for the campus community.

UW Alert

University of Washington (UW) developed communications service that distributes official information during emergencies or crisis situations that may disrupt normal UW operation or threaten the health or safety of members of the UW community. Signing up for UW alert can help you know about and how to respond to an event in the most effective manner possible, as early as possible.

Website: www.washington.edu/alert/index.php

NightRide

206-685-3146

Operates Sunday through Thursday from 8 p.m. to 12:15 a.m. during autumn, winter and spring quarters. Shuttles transport students, faculty, and staff from campus to their destinations in three zones within one mile north, east, and west of campus.

Campus Resources

Associated Students, University of Washington (ASUW)

Student government carries out a variety of student activities and represents student interests.

HUB 104C, 206-543-1780, asuw@u.washington.edu

Website: www.asuw.org/

Childcare Assistance Program and Student Parent Resource Center

Provides eligible students with financial assistance to subsidize childcare services. Need to submit FAFSA by February 15, and a Childcare Request Application by end of May. Additional information about child care is available from the Student Parent Resource Center.

Schmitz 172, 206-543-1041

Website: www.washington.edu/students/osfa/currentug/child.care.html

Course Evaluation Catalog

On-line summary of student ratings of instruction

Website: www.washington.edu/cec/

Disability Resources for Students Office (DRS)

Provides assistance for permanent or temporary disabilities. Has volunteer opportunities.

Schmitz 448, 206-543-8924 (Voice), 206-543-8925 (TTY), uwdss@u.washington.edu

Website: <http://www.washington.edu/students/drs/>

Hall Health Primary Clinic

Provides outpatient health and medical care for students. Services include preventive care, health education, and diagnosis and treatment of illness or injury. Includes Mental Health Clinic (Students are eligible for one crisis intervention visit at no charge).

Near center of campus, 206-685-1011; Mental Health Clinic, 206-543-5030

Website: depts.washington.edu/hhpcweb/

Health Sciences Immunization Program

Hall Health Primary Care Center

myshots@u.washington.edu, 206-616-9074

Website: depts.washington.edu/hhpcweb/index.php?ClinicID=19

Husky Union Building (HUB)

Includes banking services, Husky Den Dining, UW Ombudsman's Office, Ticket Office, University Bookstore branch.

Near center of campus, 206-206-543-8131

Website: depts.washington.edu/sauf/

Intramural Activities Building (IMA)

Variety of recreational and intramural sports facilities and classes. Free to students.

206-543-4590, ima@u.washington.edu

Website: depts.washington.edu/ima/

Social Work Writing Consultant/Social Welfare Tutor

Assists students with their writing skills and tutoring services involving social welfare content.

Contact: Jen Nuckols, sswwrite@u.washington.edu

Women's Center

Offers a variety of services and courses, focused on women. Free quarterly catalog available at many campus locations.

Cunningham Hall, 206-685-1090, womens@u.washington.edu

Website: depts.washington.edu/womenctr/

Scholarship Funding Information

Undergraduate Scholarship Office

Offers a number of services regarding merit-based scholarships, fellowships, and grants..
 120 Mary Gates Hall, 206-221-6023, scholarq@u.washington.edu
 Website: <http://www.washington.edu/students/ugrad/scholar/index.shtml>

Funding Sources on the Internet

UW Graduate School Web page with links to general funding information.
 Website: www.grad.washington.edu/fellow/hotlist.htm

Grants and Funding Services for UW Graduate Students (GFIS)

Cooperative Project of the Graduate School and University of Washington Libraries to support UW graduate students who are seeking any type of general or research funding.
 206-616-3084, gfis@u.washington.edu
 Website: www.lib.washington.edu/Gfis/

Opportunities For Involvement

There are many student groups at the School of Social Work. Below are groups that have operated in the school recently. Each year the level of activity fluctuates depending on student interests and needs. For current Social Work Groups go to the SSW homepage (depts.washington.edu/sswweb/students/student_groups.html).

Student Advisory Council

The Student Advisory Council of the School of Social Work consists of elected student leaders who strive to create and build an ongoing relationship with the SSW Administration and Faculty to uphold the School of Social Work stated mission and values of promoting social and economic justice, both within the school and community. The SAC does this by facilitating communication between the student body and the SSW Faculty and Administration through advocacy, active engagement, and support. Representatives are elected from the bachelors, masters, and doctoral programs.
 Student Contact: TBA
 Faculty Adviser: Margaret Spearmon, spearmon@u.washington.edu

Organization of Student Social Workers (OSSW)

SSW students are automatically members of OSSW. The OSSW Council serves primarily as a liaison between students and the School.
 Student contact: Jaycee Chan, chanjc@u.washington.edu, (BA)
 Staff contact: Linda Ruffer rufferl@u.washington.edu

The Association of Black Social Work Students (ABSWS)

ABSWS is committed to enhancing the quality of life and empowering people of African ancestry through advocacy, human services, and research. Our purpose is to provide a structure and forum through which student members can exchange ideas, offer support, and develop programs in the interest of the Black student body and the Black community.
 Student Contact: TBA
 Faculty Contact: Zynovia Hetherington, zynovia@u.washington.edu

BA Program Committee

Policy-making and oversight responsibility for undergraduate program. Representatives from students, BA faculty, practicum instructors and academic staff.

Faculty Contact: Todd Herrenkohl, Director of BA Program, 206-221-7873, tih@u.washington.edu

Disability Committee

Students, faculty, and staff interested in disability issues at the School of Social Work, University of Washington, or nationally.

Staff contact: Gary Olson, 206-616-5830, garyo@u.washington.edu

Jewish Social Workers

Jewish Social Workers consists of students, faculty, and staff, both Jewish and non-Jewish, who have an interest in Jewish issues.

Email forum/discussion list: JewishSW@u.washington.edu

Faculty contact: James DeLong, 206-685-3173, delongj@u.washington.edu

National Association of Social Workers (NASW)

Only national organization serving needs of social work profession. Offers a wide range of professional services, benefits, and opportunities. Reduced rates for students, by degree level.

State chapter: 522 N 85th St. Suite B100, Seattle, WA 98103, 206-706-7084,

email: info@nasw-wa.org

Chapter Website: www.nasw-wa.org/

National address: 750 First Street NE, Ste 700, Washington, DC 2002-4241

Website (includes on-line membership application): www.socialworkers.org

Toll-free number for membership information: 1-800-742.4089

Practicum Advisory Council

Practicum Advisory Council provides consultation to the faculty regarding MSW and BA practicum curriculum, policies and procedures. Includes representatives from students, faculty, practicum instructors, Associate Director of Field Education, and the Director of Field Education.

Faculty contact: Leon Preston, 206- 543-3881, LTP3@u.washington.edu

Q Center

The Q Center is the only professionally-supported resource, advocacy, and mentoring center for lgbtq students and lgbtq concerns at the University of Washington. It provides consulting for various departments on campus with regards to bolstering safety and respect for lgbtq students, and also coordinates numerous programs, social organizations, and educational initiatives.

Website: depts.washington.edu/qcenter/, 206-890-1430

Research Projects

“Current Research” directory describes research projects of SW faculty. There are numerous individual research and training projects. Students may contact faculty to learn about the research, participate, or find positions as student help.

Faculty contact: David Takeuchi, 206-543-5133, dt5@u.washington.edu

Website (includes listing of current research projects): sww.washington.edu/research.html

Social Work Q's (Lesbian, Gay, Bisexual, Transgender, Queer, Two Spirit, & Intersex Students, Faculty and Staff, and their Allies)

Social and support group for students at the SSW.

Faculty/Staff contact: Taryn Lindhorst tarynlin@u.washington.edu

Website: www.ssw.washington.edu/glbtc

SSW Alumni

Allows alums to stay involved with SSW while providing input for social workers of the future.

Contact: Jee Young Kim, 206- 543-7704, Jeeykim@u.washington.edu

Website: ssw.washington.edu/alumni/

UW Alumni Association

Provides programming and events linking alumni and students.

206-543-0540 or 1-800-AUW-ALUM

Website: www.washington.edu/alumni/

Employment Information

Center for Career Services

Employment listings, workshops, individual counseling. resume and interview assistance. Free.

134 Mary Gates Hall, 206-543-0535

Website: careers.washington.edu

Jobs and Volunteer Opportunities

The SSW website has links to websites with job listings and a link to the SSW Jobs and Volunteer Listserv.

Website: ssw.washington.edu/jobs-opp.html

Additional Educational Opportunities

ASUW Experimental College

Offers a wide range of non-credit recreational or practical classes, mainly on evenings and weekends.

Free quarterly catalog available at many campus locations.

HUB G-10, 206-543-4375

Website: depts.washington.edu/asuwxpcl/

Social Work Continuing Education

Offers a year-round schedule of non-credit professional development programs. Contact UW Extension for information.

UW Extension: 4311 – 11th Avenue NE, 206-897-8939 or 1-800-506-1325 & press 0

Website: ssw.washington.edu/ce

Standards of Conduct and Grievance Procedures

UW Student Conduct Code

The following is an abbreviated version. The complete code is available from the Office of the Vice President for Student Affairs, Schmitz 476, or the Washington Administrative Code, Chapter 478-120 (in the Social Work Library).

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. That responsibility includes, but is not limited to:

- academic and professional honesty and integrity,
- refraining from actions which would interfere with University functions or endanger the health, safety, or welfare of others, and
- complying with the rules and regulations of the University and its units.

Specific instances of misconduct on campus include, but are not limited to:

- intentionally and substantially disrupting teaching
- physical abuse or threat of harm
- sexual offenses, such as rape, sexual assault or harassment
- malicious damage to or misuse of property
- refusal to comply with lawful order to leave the campus
- possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons (excluding legal defense sprays)
- unlawful possession, use, distribution, or manufacture of alcohol or controlled substances
- inciting others to engage in unlawful activity.

Violations of these standards may result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the School of Social Work

Students may be terminated from the School of Social Work for any of the following:

1. Failure to meet or maintain academic standards as established by the University and the School of Social Work. (This is automatic and may take place without a review or further procedure.)
2. Academic cheating, lying, or plagiarism.

3. Behavior judged to be in violation of the NASW Code of Ethics (available at www.naswdc.org/pubs/code/default.asp on the World Wide Web) or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct, Regulation of Health Professions-Uniform Disciplinary Act, Revised Code of Washington (available at apps.leg.wa.gov/RCW/default.aspx?cite=18.130.180.*
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the School of Social Work and became known after admission.
5. Failure to meet the Standards for Essential Abilities and Attributes for Admission and Continuance in the School of Social Work.

* The NASW Code of Ethics is published in the *Encyclopedia of Social Work*, Vol. 3, Appendix 1, available in the SW Library. The most recent RCW 18.130.180 is published in the *Revised Code of Washington*, available in the Law Library or in the Government Publications section of Suzzallo & Allen Library.

Academic Honesty: Cheating and Plagiarism

What is academic misconduct?

Academic misconduct occurs if you present as your own work something that you did not do, or if you intentionally present incorrect data. It is also considered academic misconduct if you help someone else present work that is not his or her own.

Plagiarism

The student conduct code of the University of Washington requires students to practice “high standards of academic and professional honesty and integrity.” In addition, the School of Social Work’s academic standards specify that students may be dismissed for “academic cheating, lying, or plagiarism.” Students who are suspected of cheating or plagiarism will be confronted directly by the instructor, who will inform the program director and the assistant dean for student affairs. Instructors will not award credit for work that has been plagiarized. The instructor, director and assistant dean will determine if the student’s actions warrant disciplinary action, which may include probation or dismissal.

When students plagiarize, they usually do so in one of the following six ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and identify the source of the quotation.
2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with an in-text citation, note, or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).
 - **Original:** *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*

- **Unacceptable borrowing of words:** *An ape who knew sign language unsettled linguists and startled animal behaviorists.*
 - **Unacceptable borrowing of sentence structure:** *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*
 - **Acceptable paraphrase:** *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*
5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
 6. *Using a paper writing "service" or having a friend write the paper for you. Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.*

Note: The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found.

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins.

Standards for Essential Abilities and Attributes for Admission and Continuance in the School of Social Work

Essential Abilities and Attributes for Admission to and Continuance in the School of Social Work, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the practice of social work.

Acquisition of competence as a social worker is a lengthy and complex process that will be subverted by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

Students in the School of Social Work at the University of Washington are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practica and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating applications for admission and faculty responsible for evaluating students' classroom and practicum performance.

Motor Abilities. The social work student must have sufficient motor abilities to attend class and practicum placement with or without technical accommodation. Reasonable accommodation through technology for limitations in motor abilities will be allowed. The Office of Disability Resources for Students may be consulted regarding reasonable accommodations.

Sensory Abilities. The social work student must have the ability through his/her senses to participate in classes and practicum placement. The student must acquire and integrate data through use of their senses with or without technical accommodation. Reasonable accommodation through technology for limitations in sensory abilities will be allowed. The Office of Disability Resources for Students may be consulted regarding reasonable accommodations.

Communication Skills. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

Self-awareness. The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working with clients and other professionals; and must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment. The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work which are the dignity and worth of every individual and his/her right to a just share of the society's resources.

Knowledge Base for Social Work Practice. The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

Objectivity. The social work student must be objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

Empathy. The social work student must endeavor to seek to comprehend another individual's way of life and values. He/she must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

Energy. The social work student must be resistant to the undesirable effects of stress and avoid burnout by exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

Acceptance of Diversity. The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients.

Interpersonal Skills. The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity and the demonstration of respect for, and consideration of others.

Professional Behavior. The social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time.

Student Concerns Protocols

Introduction

The mission of the UW School of Social Work emphasizes social workers' role in promoting social and economic justice, particularly for disadvantaged populations, and improving the quality of life for all. As we strive to create a community of learners committed to fulfilling our mission, we realize that the challenges are tremendous for both students and faculty. Genuine diversity, whether in society at large or in our School in particular, is extremely difficult to achieve. In the process, there are inevitable misunderstandings, insensitivities, and conflicts. People can feel hurt, misunderstood, and discounted. It

is important to have procedures that can be used when this happens in order to find resolution and to learn from our experiences.

This document makes suggestions about where to start if you have a concern about your experience in the School, whether with the curriculum, faculty, staff, or other students. There are several varied avenues for taking action and your choice will depend on the situation itself and what you feel most comfortable doing.

Pathways to Action

You are encouraged to talk directly with the person with whom you have an issue first if that is possible for you to do. It is recognized that there are times, however, when you need to talk things over with someone not involved in the situation. If you have a concern and don't know what to do about it, you might want to talk it over with someone to sort out your feelings. There are several people in the school who are available for you to talk with:

Todd Herrenkohl
Director of BA Program
206-221-7873, Room 127J
email: tih@u.washington.edu

Stan de Mello
Associate Director of Field Education
206-616-5983, SWS 112K
demellos@uw.edu

Taryn Lindhorst
School Ombudsman
206-616-2152, SWS 225A
email: tarynlin@uw.edu

Linda Ruffer
Academic Advisor
206-543-8617, SWS 23
rufferl@uw.edu

Gary Olson
Assistant Dean of Student Services
206-616-5830, SWS 23
garyo@uw.edu

Margaret L. Spearmon
Associate Dean for Professional Development
and Community Partnerships
206-616-2516, SWS 210D
spearmon@uw.edu

Leon Preston
Director of Field Education
206-543-3881, SWS 112E
ltp3@uw.edu

Resolution of Grievances

There are two different avenues to redress a grievance, depending on whether the grievance is academic (including practicum) or related to discrimination or unfair treatment. **The School as well as the University encourage the resolution of grievances at the lowest level. In addition, although the process will generally be followed in the order described below, no one phase in the process is required before another may be utilized.** If resolution of a grievance does not occur at a particular level, the appropriate referrals can be identified and discussed. It is against University policy to penalize or retaliate against any party for participation in grievance resolution.

Contact information for the parties mentioned in this section are listed at the end.

Academic Grievance

An academic grievance may be resolved by discussing the issue with the faculty member concerned; secondly with the faculty adviser, lead instructor, or Student Services; thirdly with the Ombudsman; and fourthly with the Director of the Program.

For academic issues within practicum, resolution may be sought by discussion with the Practicum Instructor, Liaison or Coordinator; secondly with the Director of Practicum; and thirdly with the Ombudsman; and fourthly with the Director of the Program.

The Director of the Program may refer an academic grievance to the Dean or the School of Social Work Review Committee (described in the pages that follow this section) or an appropriate University office.

Graduate School academic grievance procedure: Having exhausted the avenues for resolution within the School, a graduate student with a complaint of unfair treatment involving academic policies may approach the Graduate School. If resolution is not reached through informal conciliation by the Graduate School, the student may file a formal complaint seeking resolution by the Graduate School Academic Grievance Committee. (*For complete procedural details, refer to the Graduate School Memorandum No. 33, available at www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm.)*)

Discrimination/Unfair Treatment Grievance

Students and employees of the University are protected by the University's equal opportunity policies (see the following section). If you believe that you have been discriminated against or unfairly treated — on the basis of race, color, creed, religion, national origin, sex, sexual or political orientation, age, marital status, disability, or disabled-veteran or Vietnam-era-veteran status — procedures exist within the School and the University for the resolution of such a grievance. Students also have access to the complaint procedures in state and federal agencies as allowed by law. Be aware that there may be time limitations on the filing of a formal complaint with an external agency.

Within the School: Discuss the issue and seek resolution with the individual involved. If it is unresolved, students should follow the same steps outlined above under “Academic Grievance.”

When you discuss a complaint with any of the individuals named above, you can expect confidentiality. If, however, your complaint is about sexual harassment, the individual to whom you reported the complaint is legally obligated to report your complaint to the University. (The student can decide whether or not to follow up with the University representative.)

Within the University: Resolution of discrimination or unfair treatment complaints may be sought through the University Ombudsman, and then either through the Office of the Vice President for Student Affairs or the University Complaint Investigation & Resolution Office (UCIRO)—depending on whether the complaint is about a student or a university employee. Complaints about students are directed to the Vice President for Student Affairs; complaints about University employees (which includes faculty) are directed to UCIRO. (The UCIRO may refer you to a more appropriate University office.) At these offices, resolution may be sought through informal conciliation or a formal complaint procedure.

The University Ombudsman uses education, consultation, conciliation, or mediation to reach a mutually satisfactory resolution of a dispute, or if a resolution does not occur, can identify and discuss appropriate referral options.

Resource Persons Within the School and the University

School of Social Work Ombudsman

Taryn Lindhorst
SWS 225A
206-616-2152
email: tarynlin@uw.edu

Assistant Dean for Student Affairs

Gary Olson
SWS 23
206-616-5830
email: garyo@uw.edu

Director of BA Program

Todd Herrenkohl
SWS 238D
206-221-7873
email: tih@uw.edu

Director of MSW Program

Emiko Tajima
206-221-7874
SWS 238F
etajima@uw.edu

Director of Extended Degree Programs

James B. DeLong
SWS 238C
206-685-3173
email: delongj@uw.edu

Program Coordinator for BA and MSW Programs

Jennifer Maglalang
Room: SWS 238G
206-543-3416
jennmag@uw.edu

Director of Field Education

Leon Preston
206-543-3881
SWS 112E
email: ltp3@uw.edu

Associate Director of Field Education

Stan de Mello
Room 112K
206-616-5983
email: demellos@uw.edu

Dean of the School of Social Work

Edwina S. Uehara
206-685-2480
SWS 210C
email: eddie@uw.edu

Associate Dean for Professional Development and Community Partnerships

Margaret L. Spearmon
206-616-2516
SWS 210D
email: spearmon@uw.edu

Associate Dean for Academic Affairs

Marcia Meyers
206-616-4409, SWS 210E
mkm36@uw.edu

Associate Dean for Research

David Takeuchi
SWS 210B
206-543-5133
dt5@uw.edu

University Ombudsman

Susan L. Neff
301 HUB
206-543-6028, TTY: 206-616-6163
email: sneff@uw.edu

Office of the Vice Provost for Student Life

476 Schmitz Hall
206-543-4972
email: ovpsa@uw.edu

University Complaint Investigation and Resolution Office (UCIRO)

4311 11th Avenue NE, Suite 630
616-2028
email: uciro@uw.edu

UW Equal Opportunity Statement

For the complete legal statement, refer to the U of W Operations Manual, Vol. 2, D46.4 (available in the SW Library).

The University of Washington reaffirms its policy of equal opportunity regardless to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

In addition to adhering to the University of Washington Equal Opportunity Statement, the School of Social Work provides equal opportunity in education without regard to political orientation.

Reasonable Accommodation Statement

The University of Washington is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: Disability Resources for Students at 206-543-8924/V, 206-543-8925/TTY, 206-616-8379 (FAX), or e-mail at uwdss@uw.edu

School of Social Work Review Committee

The School of Social Work Review Committee (SSWRC), a committee appointed by the Dean of the School of Social Work, is charged with the responsibility to investigate and decide on matters related to students' academic and practicum performance problems, including the failure to meet the Standards for Essential Abilities and Attributes for Admission and Continuance in the School of Social Work and the items listed in "Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the School of Social Work."

The Dean appoints the SSW Review Committee each year. Members serve two-year terms.

UW Policy on Non-Discrimination and Affirmative Action

For complete policy details, please refer to Volume 4, Part I, Chapter 2 of University of Washington Handbook (www.washington.edu/faculty/facsenate/handbook/Volume4.html).

The University of Washington, as an institution established and maintained by the people of the State, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal, the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

University policy:

- Prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.
- Prohibits any member of the University community, including, but not limited to, the faculty, staff, or students, from discriminating against or unlawfully harassing a member of the public on

any of the above grounds while engaged in activities directly related to the nature of their University affiliation.

- Prohibits retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation.

UW Policy on HIV

For complete policy details, please refer to Executive Order No. 60 of the President, Revised September 24, 1996, University Handbook (www.washington.edu/faculty/facsenate/handbook/04-06-10.html).

The University makes available to eligible persons information and appropriate clinical services, including testing and counseling, and will make referrals as necessary to other health-care agencies. Questions regarding HIV can be directed to the Hall Health Primary Care Center Information Hotline: 206-685-AIDS or the HIV/STD Information Hotline: 206-205-7837. Additional information is available on the Hall Health Website (depts.washington.edu/hhpcweb/qa-detail.php?QandAID=55&ClinicID=1).

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September 24, 2009

Academic Services Providing Services to Students

(Website links are available at www.washington.edu/students/contacts.html)

Admissions

Room 320 206-543-9686

- application for undergraduate admission (freshman, transfer, postbaccalaureate, nonmatriculated, international students)
- transfer evaluations

Office of Educational Assessment Testing Center

Room 440 206-543-1170
oea@u.washington.edu

- registration materials for SAT, LSAT, MCAT, GRE, etc.
- Testing Office
math, French, German, Italian, Japanese, Spanish, and English as a second language placement tests
- registration for MLT, ELS, GSFLT, SPEAK, MAT, etc.

Graduation and Academic Records

264 Schmitz 206-543-1803
ugr_adoff@uw.edu

- grade information and recording, including incompletes and repeated courses
- low and high scholarship and honors information
- credit-by-examination applications
- residency classification
- undergraduate degree applications
- diplomas
- degree audit program (DARS)

International Students and Scholars

459 Schmitz 206-221-4404
depts.washington.edu/uwiso/contact.shtml

- information for international students and visiting scholars, including immigration regulations

Husky Card Account & ID Center

Odegaard (next to By George) 206-543-7222
huskycrd@uw.edu

- new and replacement student ID cards

Transcripts

260 Schmitz 206-543-5940

- order transcripts
- statements of attendance and/or certification of GPA for auto insurance, loan deferments, enrollment
- statements of degree

Registration

225 Schmitz 206-543-4000
regoff@uw.edu

(address changes) *MyUW or 206-543-3868*

- registration for time conflicts and S/NS
- changes to audit and variable-credit changes
- late registration and late adds
- hardship withdrawal petitions
- withdrawal for the quarter
- address changes (206-543-3868 or use MyUW)
- name, social security number, date of birth changes
- time schedules
- returning student re-enrollment applications
- course-out-of-quarter forms and registration
- reinstatement for prior quarters (if canceled for non-payment of tuition, for example)
- fee waiver petitions
- student U-PASS replacements
- student health insurance coverage changes and claim forms
- verification for auto insurance, golf and credit cards
- staff/state tuition waiver forms and processing
- ACCESS registration
- prior quarter registration changes

Personal and Financial Services

Vice Provost. for Student Life	101 Gerberding Hall	206-543-4972	email: stulife@uw.edu
Childcare Assistance Program	482 Schmitz	206-543-1041	Child Care Assistance Program
Disability Resources for Students	448 Schmitz	206-543-8924 TTY 206-543-8925	email: uwdss@uw.edu
Housing and Food Services	301 Schmitz	206-543-4059	email: hfsinfo@uw.edu
Short-Term Loan Applications	172 Schmitz	206-685-1282	
Student Fiscal Services	129 Schmitz	206-543-4694	email: sfshelp@uw.edu
Student Financial Aid	105 Schmitz	206-543-6101	email: osfa@uw.edu
Student Health Insurance	520 Schmitz	206-543-6202	email: stdins@uw.edu
Student Loans	129 Schmitz	206-543-4025	email: sfshelp@uw.edu
Work Study Programs	172 Schmitz	206-685-1985	

Other phone numbers and website links are available at www.washington.edu/students/contacts.html.