

The University of Texas Rio  
Grande Valley  
School of Social Work

**B.S.W. PROGRAM**

**STUDENT HANDBOOK**

**2022 – 2023**

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## **Introduction**

The faculty and staff welcome you as a social work major. You have embarked on an academic path that will prepare you for generalist practice at the baccalaureate level. During the next couple of years, you will acquire knowledge, skill, and values that are essential for beginning professional practice. We urge you to use the program resources that are available to you. Mainly, your academic advisor, the BSW Program Director, the social work faculty and the student social work organization.

This guide, along with the university's Undergraduate catalog, should assist you in successfully progressing through your course of study.

### **School of Social Work Administrative and Clerical Staff**

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Dr. John Gonzalez, Associate Dean of Academic Affairs

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Dr. Romeo Escobar, MSSW Coordinator

Dr. Denise Longoria, Director of Online Programs & Distance Learning

Ms. Nelda Rodriguez, Clinical Assistant Professor, Field Education  
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Ms. Sandra Stark, Title IV-E Program Coordinator

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Ms. Marisol Guerra, Senior Administrative Assistant to Dr. Luis Torres-Hostos, Ph.D.

Ms. Odette Perez, Administrative Assistant II

Ms. Cynthia Cisneros, Program Specialist I

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Suzy Villegas, PH.D., Associate Professor  
Grizelda Vasquez, LCSW, Clinical Assistant Professor  
Heather Vitek, LMSW, BSW Field Education Director

# **School of Social Work Mission Statement**

The mission of the BSW program is to prepare graduates to provide effective generalist social work practice to meet the needs of a bi-national and multicultural community. The program fosters the profession's focus on service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry as among the core values of social work. These values underpin the program's commitment to respect all people and strive for social, economic and environmental justice.

## **Program Goals and Objectives**

Provide students with an educational curriculum that builds upon a liberal arts foundation and person-in-environmental framework that prepares them to become competent generalist practitioners;

Prepare students to assess, intervene, and evaluate diverse individuals, families, groups, organizations and communities guided by research-informed and best practices that promotes the well-being of client systems;

Prepare students to be culturally competent social work practitioners who can deliver social work services to diverse communities;

Prepare students to be engaged in advocacy for policies that support the advancement of human rights and the promotion of social, economic and environmental justice;

Prepare generalist practitioners who can think critically and are guided by values and ethics of the profession; and,

Encourage students to be leaders and collaborators with stakeholders within the community to address the unmet and legitimate needs and rights.

## **Program History**

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Baccalaureate social work education has been offered at this institution since January 1970. The program was originally conceptualized as being a liberal art based, broad-field major designed to prepare students to enter the social work profession. The Manpower Development Project of the Texas Department of Welfare Provided initial funding to the University for the Program's creation. This action was in response to specific, urgent socioeconomic problems and social service personnel needs of the South Texas region. Initially, it was known as the Bachelor of Arts in Community Services in an attempt to create a term that was understood and accepted by the public.

The community Services program was administered in the School of Humanities and Social Studies and housed in the Departments of History and Political Science. In 1973, under a university wide divisional restructuring, the degree program came under Behavioral Sciences and the Department of Sociology. On April 22, 1977, the Coordinating Board of the Texas College and University System authorized a degree name change from a Bachelor of Arts (BA) in community Services to the Bachelor of Social Work (BSW) Degree. The name change was officially made retroactive to the fall of 1976. The social Work program achieved initial accreditation by the Council on Social Work Education in 1976 and departmental status in the early 1990s. The program's accredited status was reaffirmed in 1985, 1992, 2001, 2008 and 2015. The program is currently accredited through 2022. In 2018, the Department of Social Work became a School of Social Work.

The School of Social Work is administratively under the Division of Health Affairs, and faculty are housed in the Innovation Building; phone number 956-665-3575.



# **BSW Curriculum**

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The primary objective of the undergraduate program Social Work is the preparation of students for effective professional social work practice, under supervision, in beginning level positions. There are five basic components of the BSW Program:

1. Required Liberal Arts Courses
2. General Elective Courses
3. Required Social Work Core Courses
4. Courses that Support Social Work Curriculum
5. Additional General Education Courses that are required by the School of Social Work

## **Required General Education Courses**

Effective September 2008, students entering the University of Texas Rio Grande Valley must complete a 42 hour core general education curriculum-see Appendix C. Essential, students must complete: 6 hours in English (ENG 1301 and ENG 1302), 3 hours in Mathematics (Math 1314 or higher), 6 hours in history and 6 hours in political science, 6 hours in laboratory science (social work does not have a required science course, but does recommend BIOL 2401& BIOL 2402), 3 hours of Language, Philosophy & Culture, 3 hours of Creative Arts, 3 hours of Social And Behavioral Science and 6 hours of Integrative/Experiential Learning.

## **General Elective Courses**

Students entering the University of Texas Rio Grande Valley September, 2008 and thereafter, who major in social Work, must complete 6 hours of general electives. Students may select electives from any courses that are offered at the university. An elective) can be any class (course number 1000-4999) for which you can receive College or University credits.

## **Required Social Work Core Courses**

Social Work majors must complete 39 hours of core course related to social work knowledge, skills, and values—see Appendix C. The Council on Social Work Education, which is the accrediting body for the BSW and MSSW programs, delineates critical educational components for BSW programs in its Curriculum Policy Statement on Baccalaureate Degree Programs in Social Work Education. According to CSWE, social work students must acquire knowledge and skill related to:

- Social work values and their ethical implications;
- Ethical problem-solving;
- Human diversity, i.e., curriculum content about differences and similarities in the experiences, needs, and beliefs of people;
- Differential assessment and intervention skills related to groups who can be distinguished by race, ethnicity, culture, class, gender, sexual-orientation, religion, physical or mental ability, age, and national origin;
- The dynamics and consequences of social and economic injustice, including all forms of human oppression and discrimination;
- Social change and interventions that advance the achievement of individual and collective social and economic justice;
- People of color, gender, and gender identity and expression, and the impact of discrimination, economic deprivation, and oppression upon these groups;
- Theories of human bio-psycho-social development, including theories about the range of social systems in which individuals live (families, groups, organization, institutions, and communities);
- Social welfare policy and services, including the history, mission, and philosophy of the social work profession;
- The role of social policy in helping or deterring people in maintaining or achieving optimal health and well-being, and the effect of policy on social work practice;
- Generalist social work practice, including the phases of problem-solving (assessment, planning, intervention, and evaluation) and the skills for practice with clients from differing social, cultural, racial, religious, spiritual, and class backgrounds, and systems of all sizes;
- The scientific, analytic approach to building knowledge for practice and for evaluating service delivery in all the areas of social work practice; and
- Educational contracting, supervision, and agency practice.

The first three courses in the social work curriculum SOCW 2361 Introduction to the Social Work Profession, SOCW 2314 Welfare Institutions and SOCW 3375 Statistics, may be taken by pre-social work majors and are generally completed prior to admission into the program. The remaining social work courses in the core are open only to majors. Those courses are listed below.

Knowledge related to social work values and ethics, social and economic justice, diversity, and populations-at-risk, permeates the entire curriculum. In addition the curriculum is designed such that knowledge areas cited about are taught principally in specific courses. The knowledge areas and the corresponding courses are outlined below:

Content Area	Course Number & Title
Social Work History	SOCW 2361 Introduction to Social Work Profession (C min.)
Human Behavior and Social Environment	SOCW 3321 SOCW 3322
Generalist Social Work Practice* * a "C" is required for catalog period prior to Fall 2022 * a "B" is required for catalog period beginning Fall 2022	SOCW 3323 Social Work Practice I (C or B min.) SOCW 4301 Social Work Practice II (C or B min.) SOCW 4302 Social Work Practice III (C or B min.) SOCW 4303 Social Work Practice IV (B min.)
Research	SOCW 3375 Statistical Methods for Human Services SOCW 4311 Research for the Social Services
Policy	SOCW 2362 Welfare Institution SOCW 3314 Social Welfare Policy & Programs
Field Education	SOCW 4353 Integrative Seminar SOCW 4619 Block Field Education SOCW 4353 Field Education I SOCW 4355 Field Education II

**Courses that Support Social Work Curriculum**

While students are completing the above core social work courses, they will also be completing courses in the five areas that support the social work curriculum. Students must complete 24 hours of support course work as shown below.

12 hours required from the following

3 hours: (Choose one from the following)

PSYC 4313 or SOCI 4313

3 hours: (Choose one from the following)

PSYC 3337, PSYC 3332 or PSYC 3333

3 hours: (Choose one from the following)

SOCI 4313 or SOCI 4323

3 hours: (Required)

SOCI 4352

12 hours of Upper Division Restrictive Electives:

Upper division courses are 3000 – 4999

Social Work majors or Pre-majors are to take electives only in the following departments: Criminal Justice, Rehabilitation, Social Work, Psychology, Sociology, Political Science, and Anthropology.

### **Additional General Education Courses that are required by the Department**

Students will also be required to complete 6 hours of Spanish or take an exam for college credit (CLEP) for Spanish and complete SOCI 1301 Introduction to Sociology and PSYC 2301 General Psychology. They are also required to take 6 hours of General Electives.

The University provides all social work students with the Social Work degree plan during their orientations. Students are to be aware of the required courses they must complete.

**See Appendix B for the Social Work Degree Plan**

# **Program Policies/Procedures**

## **Admission**

Pre-social work majors may request admission into the BSW Program after:

- 1) Successfully completing the University College Requirement, i.e., completing a minimum of 30 hours, including six hours (6) of freshman English (**ENG 1301 & ENG 1302, NOTE: 1305 will not be accepted**) and the mathematics requirement (college algebra or higher math) with a “C” grade or better;
- 2) Passing SOCW 2361 Introduction to the Social Work Profession with a “C” grade or better;
- 3) Achieving sophomore, junior, or senior standing;
- 4) Possessing a 2.7 cumulative grade point average (GPA) at time of application If catalog year is prior to Fall 2022 and 3.0 GPA if catalog year is Fall 2022 and forward;
- 5) Write a 300-500 word essay on your interest in Social Work as a career choice
- 6) Submitting a completed application for admission into BSW Degree Program – see Appendix D; and
- 7) Demonstrate that he/she does not have any incomplete grades.
- 8) Submit an unofficial transcript
- 9) Attach to the application a 2x2 picture of the applicant. (Please do not spend any money for this, you can make a copy of your picture off your student id card or any other material that has your photo id. Once copied, cut out your picture and attach it to your application or you can visit Student Success and they can take a photo of you free of charge.

The application packet is available on the UTRGV Social Work website [www.utrgv.edu/socialwork](http://www.utrgv.edu/socialwork) under “Admission Criteria/BSW Admission Package” Completed application forms may be turned in via email to [sarah.villarreal@utrgv.edu](mailto:sarah.villarreal@utrgv.edu) or [sonja.arredondo@utrgv.edu](mailto:sonja.arredondo@utrgv.edu) or it can be hand delivered to the School of Social Work located in the old Innovation Building on the Edinburg campus.

**See Appendix C for the BSW Program Application**

## **Process for Admission and Notification**

The review and verification that the student is eligible for admission into the BSW Program is done by the BSW Program Director. If there is any question as to whether a student should be admitted or not due to statements made in their personal statement, the Program Director will request further information from the student and will inform the Assistant Dean of Academic Affairs to seek consultation.

Following approval by the BSW Program Director, the BSW Program Director will notify the Registrar's office via email of students acceptance in the BSW Program and an email will be sent to the student by the Administrative Assistant to notify them of their acceptance. Students are expected to make an appointment with the BSW Program Director for their initial advising. The purpose is to develop a schedule of classes up to and including graduation. Students are expected to meet with either the BSW Program Director or the UTRGV Advising Department every semester for advisement until they graduate. This is discussed with them at their initial meeting with the Program Director.

Should a student not be accepted, they will also be notified via email. In this email they will be provided the opportunity to discuss the denial in person or via zoom or Teams. The Program Director will also discuss what they may need to do to be accepted by the program. It will be the student's responsibility to take notes.

**See Appendix D for Notification Letter to Students**

### **Student Responsibilities**

Implicit in the process of being admitted into the program is the expectation that the student's behavior will be guided by the National Association of Social Worker's Code of Ethics - **see Appendix E**. The Code of Ethics addresses six areas, as outlined below:

1. The Social Worker's Ethical Responsibility to Clients.
2. The Social Worker's Ethical Responsibility to Colleagues.
3. The Social Worker's Ethical Responsibility to Practice Settings
4. The Social Worker's Ethical Responsibility as Professionals
5. The Social Worker's ethical Responsibility to the Social Work Profession
6. The Social Worker's Ethical Responsibility to the Broader Society

# Academic Responsibilities and Appeal

The University has outlined student's responsibilities and an appeal process for them to follow. See below. Social work students are to follow the procedures outlined.

## ACADEMIC RESPONSIBILITIES

Students are expected to inform themselves thoroughly concerning the regulations of the university and the course requirements for degrees, and to make inquiries in case of doubt.

Regulations will not be waived, nor exceptions to requirements made, on a plea of ignorance of the regulations and requirements. Students, therefore, should become familiar with all of the information related to the program contained in the [University Catalog](#), on the university website, and in other official publications.

Each student, by registering, enters an academic college of the university and is under its jurisdiction with regard to the student's program of study and degree requirements. For questions regarding waivers to course requirements and options, deficiencies, degree plan and special regulations, students should work directly with the person in their major who is assigned the responsibility of supervising their programs or seek assistance from the [Academic Advising Center](#) (undergraduate students only). Requests to waive regulations and/or requirements should be directed in writing to the Dean of the college.

## ACADEMIC APPEALS

Students wishing to appeal final course grades or decisions regarding academic standards should first discuss the matter with the instructor of the class. If no resolution occurs, and the student wishes to pursue the matter further, the student may appeal in writing to the appropriate department chair/director within one long semester, or Summer III long semester, after the disputed grade or decision is issued. The department chair/director will respond in writing to the student within 14 calendar days (excluding holidays) of the receipt of the student's written appeal.

Pursuant appeals will be written and directed within 14 calendar days (excluding holidays) of the date of the department chair/director's decision to the school, college, or division. Upon receipt of the written appeal of the department chair/director's decision, the Dean will appoint a College Academic Appeals Committee. The committee will consist of a panel of three faculty members, two of whom may not be from the department in which the appeal originated. The Dean will notify the student in writing of the date, time and location of the hearing and the names of the members of the panel to take place no less than 14 calendar days of the receipt of the student's appeal. The student and the faculty member involved may appear in person before the panel and present evidence. The hearing will be closed to the public, and no person other than the student, the faculty member involved and panel members may be present. No person may represent the student or the faculty member except in the event that the instructor is unavailable for an extended period of time (such as due to death, serious illness, or termination of employment with UTRGV). In those cases, the faculty member may be represented by the appropriate department chair.

After the College Academic Appeals Committee has heard the appeal, it will deliberate and come to a decision. The committee's decision will be written, mailed, emailed, or delivered in person, to the student and faculty member within three business days of the close of the hearing. The student may appeal in writing within 14 calendar days to the Dean/director (excluding holidays). The Dean's/director's decision will be final, and it must be mailed, emailed, or delivered in person to the student within 14 calendar days (excluding holidays) of the receipt of the student's written appeal.

Students who may wish to complain or grieve a class that is in progress should utilize the complaint and grievance process outlined in [STU 02-200](#).

Note that a transcript notation that the student dropped or withdrew from a course is not subject to academic appeal through this process. That notation is an indication of enrollment status, not academic performance. Students believing that such a notation is incorrect who wish to appeal can do so through the [UTRGV Strategic Enrollment and Student Affairs appeals portal](#).

## **STUDENT COMPLAINT PROCEDURES**

### **Purpose**

The University of Texas Rio Grande Valley endeavors to provide fair and objective procedures for hearing student complaints. Students are protected from coercion, intimidation, interference, harassment, retaliation, or discrimination for filing a complaint or assisting in an investigation.

### **Student Advisement for Concerns/Complaints**

University policies and procedures direct students about how to file a complaint. The applicable policy will depend on the nature of the complaint. If a student has questions about the applicable policy, the Office for Student Rights and Responsibilities, located in the University Center, Rm. 315, on the Edinburg Campus and in Cavalry, Rm. 205 on the Brownsville Campus, can assist a student who has questions regarding existing policies and procedures. Methods to file complaints are outlined more fully in the Handbook of Operating Procedures.

### **UTRGV Complaint Process**

The Texas Higher Education Coordinating Board (THECB) and the Texas Administrative Code ([19 TAC § 1.110-1.120](#)) require The University of Texas Rio Grande Valley to provide a student complaint procedure that complies with the U.S. Department of Education's "Program Integrity" regulations as part of UTRGV's eligibility for Title IV federal funds. The THECB complaint process may be found here.

Students wishing to file a formal complaint under the THECB process must ensure they have first brought their complaint to UTRGV's attention through UTRGV's complaint processes. Students may submit complaints through [Vaqueros Report It](#). If the matter is unresolved after exhausting UTRGV's complaint processes, the student may then file a formal complaint with THECB.

Students making a complaint to the THECB may submit required forms and supporting documentation in PDF format by email to [studentcomplaints@theeb.state.tx.us](mailto:studentcomplaints@theeb.state.tx.us), or by regular mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. Original documents should not be submitted, as the THECB cannot return documents received.

Accreditation-related complaints regarding UTRGV's accreditation may be made to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) under its complaint procedures. A complainant should complete SACSCOC's Complaint Form and send two signed copies to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097. The details of the SACSCOC complaint process explain that it is intended to address significant, documented, alleged non-compliance with SACSCOC accreditation standards,



policies, or procedures. Complainants are expected to have attempted to resolve the issue through UTRGV's complaint processes before filing a complaint with SACSCOC.

### **Academic Dismissal**

Policies and procedures from the university and its academic programs are explained in the University of Texas-Rio Grande Valley Undergraduate Catalog and the UTRGV Student Guide. Copies of the catalog are available online through the Office of Admissions and the Office of the Dean of Students or students may go directly to <https://utrgv.smartcatalogiq.com/2022-2023/Student-Policies> for a review of student policies.

Students are required to maintain a cumulative grade point average of 2.00 or above to remain in good standing (1.70 in case of freshman and 1.80 in case of Sophomore) for the university. Persistent substandard academic performance may result in probation, followed by academic suspension. An academic suspension may be appealed if the student feels that the circumstances warrant review or special consideration. The policy for determining scholastic probation or suspension is found in the Undergraduate Catalog under Continuous Enrollment Policies. Students can choose to do a written appeal or an online appeal.

**See Appendix F, Appendix L, and Appendix M**

### **Social Work and Academic Performance**

In order to maintain good standing in the School of Social Work, students must maintain a minimum of 2.7 (prior to Fall 2022) or 3.0 (if accepted Fall 2022) over all GPA. This reinforced during advisement and orientation to the program. Should a student's GPA fall below 2.7 or 3.0, they are given one (1) semester to restore their GPA. Student's GPA will be reviewed by the Program Director at the end of the semester when grades are available. It will be at this time that a determination will be made as to whether the student remains in the program or is suspended from the program until his/her GPA meets requirements to return to the program. An email to the student regarding this will be sent to the student by the Program Director.

At the end of the semester the BSW Program Director will review all overall GPA's of students who are admitted into the BSW program to determine their standing in the program after grades have been posted. A report by the Enrollment Systems and Analysis is provided to the BSW Program Director at the end of the semester when grades have been posted as to the overall GPA of social work students and pre-social work students. If the student did not meet the GPA expectation, they are formally removed from the program via an email to the student. The program director will send an email offering to meet with the student to discuss the decision and the next steps.

Information regarding the student's academic performance criteria is found in their class syllabi as well as in this Student handbook and the UTRGV website.

In case of complaints and concerns that have not been resolved to the satisfaction of the student, they can contact Student Rights and Responsibilities who will help them with their concerns and complaints

regarding academic performance or who have complaints or questions regarding existing policies and procedures.

## **Social Work and Professional Performance**

The termination policy for students in the BSW program are detailed in the BSW Student Handbook. A student can be terminated from the program for not maintaining the required GPA after being given a semester to raise their overall GPA to a minimum 2.7. BSW students may also be terminated from the program due to confirmed criminal activity, verified dishonesty in their work, assignments, field and grades.

Students wishing to appeal final grades or decisions regarding their professional performance should first discuss the matter with the instructor of the class. If no resolution occurs, and the student wishes to pursue the matter further, the student may appeal in writing to the school's Assistant Dean for Academic Affairs within one long semester after the disputed grade or decision is issued.

The school's Assistant Dean for Academic Affairs will respond in writing to the student within 14 calendar days (excluding holidays) of the receipt of the student's written appeal. Pursuant appeals will be written and directed within 14 calendar days (excluding holidays) of the date of the department chair's decision to the school, college, or division College Academic Appeals Committee.

The committee will consist of a panel of three faculty members, two of whom may not be from the department in which the appeal originated. The dean will appoint the panel members upon receipt of the written appeal and notify the student in writing of the date, time, and location of the hearing and the names of the members of the panel.

The student and the faculty member involved may appear in person before the panel and present evidence. The hearing will be closed to the public, and no person other than the student, the faculty member involved and panel members may be present.

No person may represent the student or the faculty member. After the College Academic Appeals Committee has heard the appeal, it will deliberate and come to a decision. The committee's decision will be written and mailed, or delivered in person, to the student and faculty member within three class days of the close of the hearing. The student may appeal in writing within 14 calendar days to the dean/director (excluding holidays). The dean's decision will be final, and it must be mailed or delivered in person to the student within 14 calendar days (excluding holidays) of the receipt of the student's written appeal.

All students received and signed a copy of the NASW Code of Ethics, Code of Conduct, and the Vaquero Honor Code, at the start of their BSW program. These standards outline expectations for professional and academic performance. For professional performance in field, the field syllabus will outline the learning and expectations. It is expected that students will perform adequately but should the Student be unable to competently perform within a field agency and/or there are documented concerns about their performance, a decision by the Field office will be made whether to remove and replace in another field agency. A meeting with the student, Field Liaison, Field Instructor and BSW Director may be held to discuss the situation. The student may be notified either in writing or verbally or both.

### **Class Attendance**

Please refer to the course syllabus for the class attendance requirements in each course that you are taking.

### **Student Social Work Misconduct**

The profession of social work embraces a set of core values that provide the basis for its standards of professional conduct. These values include service, social justice, the dignity and worth of individuals, the importance of human relationships, integrity and competence. The National Association of Social Work (NASW) has established a code of ethics to guide the professional conduct of members of the profession. Students enrolled in the BSW program in the UTRGV School of Social Work are expected to demonstrate conduct consistent with those values and ethics. Students who are found to consistently disregard the values and ethics of the profession may be subject to termination from the BSW Program. The NASW Code of Ethics will be the guiding framework and source for identifying professional misconduct. These students will be referred to Students Rights and Responsibilities and a report will be made to *Vaquero Report It*.

### **Student Complaints and Appeals**

Please refer to **Academic Responsibilities and Appeals**, page 15 of the BSW Handbook.

See: Appendix K and Appendix L for additional information

## **Academic Advising**

All BSW majors are provided initial advisement by the BSW Director and subsequent mandatory advisement by the UTRGV Advisement Department. Social Work majors are expected to have advisement every semester until graduation, as it is tied into registration. Students will not be allowed to register without having advisement. Students should provide to the Administrative Assistant to the BSW Program Director the name of the advisor and the date of advisement. The Administrative Assistant may verify this through the *EAB Navigate system*.

### **BSW Program Director Initial Advising Responsibilities**

1. assist the student in evaluating his/her aptitude and motivation for a career in social work;
2. engage the student in a process that allows for early and periodic evaluation of his/her performance in the total educational program;
3. assist the student in the selection of courses and program planning
4. refer student with academic or personal problems to appropriate resources within the university and in the community, if appropriate, and
5. assess with student the field settings that best meet their education needs and career goals-

### **Student Responsibilities in Advisement**

The School of Social Work recognizes that advising is critical in a student's academic journey however, the student has the major responsibility for the satisfactory completion of his/her degree program. The specific responsibilities of the student include:

1. Meet with your faculty advisor each semester for academic planning
2. Follow your Plan each semester to ensure that there is reasonable progress toward completion of the degree.
3. Satisfactorily complete all courses for which you have registered.
4. Review the [Undergraduate Catalog](#) to be aware of the academic policies and procedures related to admission, tuition, financial assistance, registration, library services, graduation, student services, and the learning assistance and guidance center.
5. Maintain a current email address, mailing address and phone number with the office of admissions and records and the School of Social Work.
6. Read and abide by the BSW Student Handbook.

# **BSW Curriculum Policies**

## Curriculum Policies Related to Specific Courses

### **SOCW 2361 Introduction to the Social Work Profession:**

A student must make a minimum of a “C” grade in the introduction course in order to be admitted to the Social Work Program.

### **SOCW 3323, 4301, & 4302 Social Work Practice I, II, & III**

Only social work majors may enroll in the social work practice courses.

A social work major must successfully complete Practice I, II, & III with grades of “C” or better in order to be admitted into Field Practicum if their catalog year is prior to Fall 2022. If the catalog year is 2022 and beyond the grade is a “B” or better.

SOCW 4301, 4302 and 4303 may be taken currently after successful completion of SOCW 3323 Social Work Practice I.

### **SOCW 3375**

Cannot be taken with SOCW 4311. It must be taken alone.

### **SOCW 4311**

SOCW 4311 may be taken after successful completion of SOCW 3375.

### **SOCW 4619 Block Field (480-hour field internship) or 4654/4655**

The internship course (SOCW 4619 or SOCW 4354/4355) may not be waived.

Students are eligible to enter into Field (SOCW 4619 or SOCW 4354/4355) after completion of the following requirements:

- a. The student must be admitted to Social Work Program.
- b. The student must have a 2.0 GPA in the General Education Curriculum and a 2.7 GPA in social work.
- c. The student must have successfully completed SOCW 2361, 2362, 2375, 3314, 3321, 3322, 3323, 4301, 4302, and 4311.
- d. The student must have completed all general education curriculum (38 hrs.), complete the additional 8 department requirement hours, complete all 24 hours of the social work support courses, and the 6 hours of the general elective hours.
- e. If requested course substitutions, the student must have documentation on Degree Works that substitutions are in place.
- f. The student must take SOCW 4353 Integrative Field Seminar concurrently with the field internship course (SOCW 4619 or SOCW 4354/4355).
- g. The student must have applied for Graduation with the Office of Admissions and Records.

- h. The student must complete an application for admission into the field education program.

**Note: Many agencies require a criminal history check. If this is an issue for you, please notify the BSW Program Director and Field Education Undergraduate Director as soon as possible.**

Social work majors who, for circumstances in their placement, seek, and are accepted for transfer by the Office of Field instruction to another agency during the semester, will receive credit for the clock hours that were successfully completed at the original placement.

A social work major may receive an “IP” (In Progress) grade for the field internship course under the following circumstances:

- a. the student was not able to complete the number of clock hours necessary due to circumstances of the social agency that were beyond the control of the student;
- b. The student was not able to complete the number of clock hours necessary due to unusual personal or health circumstances; or
- c. The student was not able to complete the number of clock hours necessary due to an unexpected withdrawal from the university.

All in progress (IP) grades in the field internship must be changed to a passing grade by the designated faculty liaison. Unless the liaison submits a grade within the following regular semester, an “I” automatically turns into an “F” grade. In any case, incomplete grades in the internship must be removed before the major is certified for graduation.

### Advanced Hours

Effective September 2008, all entering and/or transfer students must complete a designated amount of advanced hours per major. Advanced hours are earned in upper division courses, those numbered 3000 and above. This university requirement is satisfied when the student completes the core social work curriculum, the advanced restrictive electives, and the support course work. The social work curriculum contains 33 advanced hours, and students must complete 24 advanced hours in support courses and restrictive electives for a total of 57 hours.

### Transfer Credit

The University of Texas – Rio Grande Valley accepts transfer credit from accredited lower division and upper division colleges and universities. UTRGV policies and procedures for transfer of

college credit are described in detail in the university catalog. As relates to the transfer of social work courses, the department of social work routinely accepts transfer courses from Texas and other accredited institutions of higher education for the 1<sup>st</sup> two courses in the curriculum. As part of an articulation agreement that was drawn up by the Texas Coordinating Board of State Colleges and Universities, the department accepts the transfer of SOCW 2361 Introduction to Social Work and SOCW 2362 The Social Welfare Institution. The department has had a longstanding relationship with the junior colleges in the region, South Texas College, Texas Southmost College and Laredo College. Both institutions offer a limited number of social work courses and human services courses leading to an associate degree.

### **See Appendix G for UTRGV Undergraduate Transfer Credit Policy**

Transfer credit beyond the first two courses is evaluated on an individual basis, but credit is accepted only from BSW programs that are accredited by the Council on Social Work Education. The BSW Program Director evaluates all requests for transfer credit, with the exceptions noted above. As needed, the director will request that students supply copies of syllabi and or documentation, in order to determine whether the transfer work meets departmental and CSWE standards. Since the university requires transfer students to complete a residence requirement, at least 24 of the last 31 semester hours must be in the major. Courses that **may be** accepted for transfer credit include:

SOCW 2361 Introduction to the Social Work Profession  
SOCW 2362 Social Welfare Institutions  
SOCW 3375 Statistical Methods  
SOCW 3314 Social Welfare Policy and Programs  
SOCW 3321 Human Behavior/Social Environment I  
SOCW 3322 Human Behavior/Social Environment II  
SOCW 3323 Social Work Practice I  
SOCW 4301 Social Work Practice II  
SOCW 4302 Social Work Practice III  
SOCW 4311 Research for Social Services  
SOCW 4619 Field Education Block or Field Education

### **Course Substitutions to the Degree Plan**

According to university policy course substitutions are initiated by the student's academic advisor who will submit the request through the online portal to officially petition for review of your degree requirements.

1. The social work major student must discuss possible need with their advisor.
2. If the advisor supports the student's request, the advisor then completes an online substitution request (<https://www.utrgv.edu/ucentral/registration/course-substitution/index.htm>) with all the necessary information.
3. The online substitution request is forwarded to the Associate Dean for Academic Affairs for approval or disapproval. Once completed, it is routed the Dean of the School of Social Work and then through the university system

4. An email will be sent to the originator, notifying them of approval or denial. Should the course substitution be approved, it will be documented in Degree Works
5. The advisor is to notify the student of approval or denial. If denied, the student will be expected to meet the course requirement.
6. See Appendix H-Instructions for Submitting Requests for Course Substitutions & Waivers Online

**See Appendix H-Instructions for Submitting Requests for Course Substitutions & Waivers Online**

Course substitutions in the general education curriculum are seldom possible. Students wishing to substitute a general education requirement must adhere to the following processes.

1. The social work major student must seek approval from his/her designated faculty advisor with a letter of appeal and a transcript.
2. If the advisor supports the student's request, the advisor then completes a Petition for Degree Requirements Guidelines & Instructions online.  
(<https://www.utrgv.edu/dass/files/documents/petition-for-degree-requirements-guidelines-and-instructions.pdf>)
3. It will be reviewed and forwarded to the Associate Provost for Student Success/Dean of University College.

**See Appendix I: Petition for Degree Requirements**

**Credit for Life Experience**

Under no circumstances are academic credits awarded in social work courses for life or work experiences. The university's policy regarding this is as follows: "Normally, no credit will be awarded for life experience. The exception to this rule may include those cases where the credit has been validated either by another regionally accredited institution of higher education or by a test administered by an academic department and approved by the Office of the Provost." This is found in Undergraduate Admissions -Transfer Credit Policies.

**Refer to Appendix J Credit for Life Experiences**

**Distance Education**

Since 2010 fall semester, the Department of Social Work has been offering the BSW courses to students in Laredo and in Brownsville through a combination of teleconference, Blackboard and face-to-face courses. Eligible students who have completed general education and other lower division courses



in our BSW degree plan and who have been accepted into the program will be able to pursue our BSW on a part-time basis or full time.

## **Social Work Student Association**

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Both pre-social work students and social work majors are encouraged to join the Social Work Student Association (SWSA). The guiding principle of the SWSA is “Making a Difference in People’s Lives”. Its purpose is to promote awareness about the profession of social work in the community, as well as on campus, and to foster unity among social work students through mutual support and advocacy. The organization offers students opportunities to enhance personal growth through sharing and working together and to learn about organizational dynamics and leadership.

The student organization operates through a committee structure which offers social work students many opportunities to participate in community service activities, fundraising, student support, student recruitment, and community and university events. (See SWSA By-laws, Appendix 43). Its Executive Committee includes the Officers of the organization, as well as the Chairperson of its six standing committees, ensuring broad-based decision-making and information sharing. Elections are held each semester.

Students may join the organization at any time during the year by contacting SWSA’s Recruitment Committee Chair or Treasurer or via VLink. A small membership fee is required. The combination of membership dues and special fundraising projects helps finance lunch meetings, as well as student trips to NASW conferences or Social Work Legislative Day activities in Austin and/or other functions.

## **Phi Alpha Mu Social Work Honor Society**

Undergraduate and graduate students have an opportunity to apply for induction to the Phi Alpha Mu Social Work Honor Society. To qualify for membership the student must meet the following eligibility requirements:

**Undergraduate level:**

1. Acceptance in the BSW Program and completion of nine hours of pre-requisites.
2. Overall grade point average of **3.2** on a 4.0 scale.
3. Grade point average of 3.3 on a 4.0 scale in required core social work courses.

**Graduate Level:**

1. A minimum of one semester of course work or a minimum of 9 credits in the MSSW Program.
2. Grade point average of **3.5** on a 4.0 scale.

All eligible applicants must submit their application by an established and announced deadline.

## **Student Participation on Department Committees**

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BSW students may select representatives to serve on Social Work Department Committees that review department policies, course offerings and course schedules, BSW degree plan requirements, student handbook, program materials, and participate in searches for new social work faculty. Students may serve alongside faculty on the BSW Program Committee, department committees engaged in curriculum review and planning for the various social work core classes and in Faculty Searches.

Student representatives are recruited from the membership of the Social Work Student Association and nonmembers, through volunteering, and faculty recruitment. Besides providing practical input, representatives may poll and inform students regarding important programmatic decisions. The social work faculty regard student input as essential to informed decision making in the department.

## **Appendices**

**Appendix A: 2015 CSWE Educational Policy and Accreditation Standards**

**Appendix B: BSW Degree Plan**

**Appendix C: BSW Program Application**

**Appendix D: Notification Letter to Students**

**Appendix E: NASW Code of Ethics**

**Appendix F: Academic Dismissal and Academic Probation and Suspension**

**Appendix G: UTRGV Undergraduate Transfer Credit Policy**

**Appendix H: Instructions for Submitting Request for Course Substitution and Waivers Online**

**Appendix I: Petition for Degree Requirements**

**Appendix J: Credit for Life Experience**

## **Appendix A: 2015 CSWE Educational Policy and Accreditation Standards**

**Competency 1: Demonstrate Ethical and Professional Behavior** Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

**Competency 2: Engage Diversity and Difference in Practice** Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

**Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice** Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed

equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

**Competency 4: Engage In Practice-informed Research and Research-informed Practice** Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers: • use practice experience and theory to inform scientific inquiry and research; • apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and • use and translate research evidence to inform and improve practice, policy, and service delivery.

**Competency 5: Engage in Policy Practice** Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers: • Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services; • assess how social welfare and economic policies impact the delivery of and access to social services; • apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities** Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers: • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and • use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities** Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers: • collect and organize data, and apply critical thinking to interpret information from clients and constituencies; • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies; • develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and • select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities** Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration. Social workers: • critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies; • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies; • use inter-professional collaboration as appropriate to achieve beneficial practice outcomes; • negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and • facilitate effective transitions and endings that advance mutually agreed-on goals.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities** Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers: • select and use appropriate methods for evaluation of outcomes; • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes; •

critically analyze, monitor, and evaluate intervention and program processes and outcomes; and • apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

## **Appendix B: BSW Degree Plan**

### Social Work, Bachelor of Social Work

#### **Program Overview**

This program leads to a profession which requires an occupational license as defined under Texas Occupations Code 58.001. This requires that all applicants seeking to become licensed must undergo a criminal background check prior to licensure.

The School of Social Work at The University of Texas Rio Grande Valley offers a Bachelor of Social Work (BSW) degree program which is accredited by the Council on Social Work Education (CSWE). The BSW is a professional degree built on a liberal arts foundation with supporting social and behavioral sciences coursework. Graduates of our program will qualify to take the Texas licensing examination to become a Licensed Baccalaureate Social Work (LBSW).

#### **Admission requirements for this program beyond university admission requirements.**

- 3.0 cumulative GPA
- At least 30 hours of University General Education Core Curriculum requirements, with a 2.0 GPA
- SOCW 2361 Introduction to the Social Work Profession, with a grade of 'C' or higher,
- 6 hours of freshmen Rhetoric and Composition, with a grade of 'C' or higher (ENGL 1301 and ENGL 1302)
- 3 hours of college algebra or higher-level mathematics, with a grade of 'C' or better.

#### **Progression requirements for this program.**

- A minimum grade of 'B' is required for SOCW 3323 (Practice I) as a prerequisite for enrollment in SOCW 4301 (Practice II), SOCW 4302 (Practice III) and SOCW 4303 (Practice IV).
- A minimum grade of 'B' is required in SOCW 4301, SOCW 4302, and SOCW 4303 in order to progress to SOCW 4353 (Integrative Field Seminar).
- A minimum grade 'B' is required in SOCW 4301, SOCW 4302, and SOCW in order to progress to SOCW 4619 (Field Education Block) or SOCW 4354 and SOCW 4355 (Field Education I and Field Education II).

#### **Core Curriculum - 42 hours**

The Core Curriculum serves as a broad foundation for the undergraduate degree. All candidates for a bachelor's degree must achieve core student learning outcomes, including communication, critical thinking, empirical and quantitative skills, teamwork, personal responsibility and social responsibility, by completing courses within each category or component area of the Core Curriculum as outlined below.

The University has approved specific courses that satisfy Core Curriculum Requirements. Approved courses can be found on the Core Curriculum Page. Students seeking the most efficient way to complete the core curriculum and major or minor requirements are advised to take approved courses that can fulfill both requirements. Although core curriculum courses can also be used to fulfill major or minor requirements, earned credits hours are only applied once.

The courses listed below fulfill core curriculum and major requirements. Students who have completed a core



curriculum category with courses other than those listed below will still be required to take the listed course(s) to meet major requirements.

020 Mathematics - 3 hours

Choose one:

MATH 1314	College Algebra	3
	Or	
MATH 1414	College Algebra	4
MATH 1342	Elementary Statistical Methods	3
MATH 1324	Mathematics for Business and Social Sciences	3
MATH 1343	Introduction to Biostatistics	3
MATH 2412	Precalculus	4
MATH 2413	Calculus I	4

080 Social and Behavioral Sciences - 3 hours

Choose one:

SOCI 1301	Introduction to Sociology	3
PSYC 2301	General Psychology	3

**Major Requirements - 72 hours**

Required Courses - 42 hours

SOCW 2361	Introduction to the Social Work Profession	3
SOCW 2362	The Social Welfare Institution	3
SOCW 3375	Statistical Methods	3
SOCW 3314	Social Welfare Policy and Programs	3
SOCW 3321	Human Behavior and the Social Environment I	3
SOCW 3322	Human Behavior and the Social Environment II	3
SOCW 3323	Social Work Practice I	3
SOCW 4301	Social Work Practice II	3
SOCW 4302	Social Work Practice III	3
SOCW 4303	Social Work Practice IV	3
SOCW 4311	Research for the Social Services	3
SOCW 4353	Integrative Field Seminar	3

Choose one of the following six-hour options:

SOCW 4354	Field Education I	3
	And	
SOCW 4355	Field Education II	3
	Or	
SOCW 4619	Field Education Block	6

Prescribed Electives - 18 hours

Advanced Restricted Electives - 9 hours

Choose from any advanced CRIJ, REHS, SOCW, PSY, SOCI, POLS, or ANTH courses

Spanish Language Electives - 6 hours

Choose one pair:

SPAN 1311	Beginning Spanish I	3
SPAN 1312	Beginning Spanish II	3
	Or	
SPAN 2313	Spanish for Heritage Language Learners II	3
SPAN 2315	Spanish for Heritage Language Learners III	3

*Students are placed into a sequence and a level based on the proficiency exam or departmental approval. Contact the Spanish Department prior to enrolling in a course.*

Social Science and Behavioral Sciences - 3 hours

Complete the Social and Behavioral Sciences course not completed in the Core Curriculum requirement.

Choose one:

SOCI 1301	Introduction to Sociology	3
PSYC 2301	General Psychology	3

Support Courses - 12 hours

Required

SOCI 4352	Social Stratification	3
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Choose one:

PSYC 4313	Abnormal Psychology	3
SOCI 4314	Sociology of Deviance	3

Choose one:

PSYC 3337	Developmental Psychology: Lifespan	3
PSYC 3332	Developmental Psychology: Infancy Through Adolescence	3
PSYC 3333	Psychology of Adulthood: Maturity and Old Age	3

Choose one:

SOCI 4313	Race and Ethnic Relations	3
SOCI 4323	The Mexican American Experience	3

**Free Electives - hours will vary**

Free electives credit hours required may vary to achieve the institutional minimum of 120 hours for a degree.

**Subtotal: 42**

**Total Credit Hours: 120**

**Appendix C: BSW Program Application**



**School of Social Work  
APPLICATION FOR ADMISSION INTO BSW DEGREE PROGRAM  
Submit Application to the Social Work Department Office**

Print Name: \_\_\_\_\_ UTRGV SID#: \_\_\_\_\_  
\_\_\_\_\_  
DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_  
Cellular Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
\_\_\_\_\_  
UTRGV Email address: \_\_\_\_\_ UTRGV Campus: \_\_\_\_\_  
\_\_\_\_\_

**CRITERIA FOR ADMISSION INTO BSW MAJOR**

- \_\_\_\_\_ 1. University College requirement of 30 hours, including.
  - \_\_\_\_\_ Six hours (6) of freshman English 1301& 1302 (English 1305 is not accepted) with a "C" or better.
  - \_\_\_\_\_ Math 1314 or higher-level math, with a "C" or better.
- \_\_\_\_\_ 2. SOCW 2361, Introduction to Social Work with a "C" or better.
- \_\_\_\_\_ 3. Sophomore, Junior, or Senior standing.
- \_\_\_\_\_ 4. Catalog year 2021-2022 and prior 2.7 cumulative (overall) grade point average (GPA) / Catalog year 2022-2023 3.0 cumulative (overall) grade point average (GPA) or better at time of application.
- \_\_\_\_\_ 5. Copy of unofficial UTRGV transcript attached to this application.
- \_\_\_\_\_ 6. No incomplete grades on transcript.
- \_\_\_\_\_ 7. Personal Statement (Please use template in BSW tab)
- \_\_\_\_\_ 8. 1 Letter of Recommendation (Please use template in BSW tab)
- \_\_\_\_\_ 9. Attach a recent 2X2 picture of yourself. (It can be a copy of your student ID picture)

**Must Complete this section:**

Have you ever been convicted of a Misdemeanor or Felony (Underline) If so, when did it occur?

\_\_\_\_\_  
\_\_\_\_\_

a. Nature of misdemeanor/felony:

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b. Were you convicted or placed on probation?

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All applicants must understand that they will have to take and pass the Licensed Baccalaureate Social Worker examination as well as passing an online Jurisprudence Exam and a criminal background check. Should you have answered yes to committing a misdemeanor or felony it may affect your ability to be licensed in the State of Texas.

In compliance with the Social Work admissions requirements, I hereby submit this application for admission into the Baccalaureate Social Work Degree Program.

\_\_\_\_\_  
Student's Signature

Date

**Decision:**

Admission into BSW Program:

Date: \_\_\_\_\_

BSW Program Director Signature:

---

Denial:

Reason:

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---

Date: \_\_\_\_\_

**BSW Program Director Signature:**

\_\_\_\_\_

## Appendix D: notification Letter to Students

### Acceptance Letter:

#### **Congratulations! You have been accepted into the BSW Program:**

The department will forward the Change of Major to the university registrar's office to change your status from **pre-social work to social work major**. The department will also issue an official degree plan, which will be kept in your file. For those of you who have declared a major other than social work, please contact U Central in order to do a change of major.

Please make plans to attend a **Mandatory** meeting of new BSW majors on **Tuesday, August 23, 2022**. This meeting will start at **9:00 AM and end at 12pm at EENGR bldg. room 1.300**. There will be no make-up sessions regarding this meeting. This notice of meeting will give you ample time to make necessary arrangements so that you can come to the meeting. Upon receipt of this notification, begin working on your plans to come to this meeting and how you will handle your work schedule for **Tuesday, August 23, 2022**.

**You will be required to see your assigned advisor every semester before registering for the following semester. Initial advising will be with Ms. Arredondo. Schedule the appointment with Ms. Sarah Villarreal at [sarah.villarreal@utrgv.edu](mailto:sarah.villarreal@utrgv.edu). Registration is dependent on you having advisement. Schedule early to avoid not being able to register.**

Every attempt will be made to use technology to communicate with BSW Program students for exchange of information on an as-needed basis. Please keep your personal information updated on our on-line program services (ASSIST) and check your e-mail on a regular basis. It would be very helpful if you would notify Sarah at 956-665-2972 of your new address and phone number.

To remain in the program, you must maintain your GPA at a minimum of 2.7 (if prior to catalog Fall 22) or 3.0 (if catalog Fall 22 and beyond) for continuous enrollment in the BSW program. If during your course of study in social work, you must withdraw from UTRGV, we ask that you let us know so that we can inform you of your status in the BSW program.

We hope that as a social work student, you will consider joining one or more professional social work organizations, such as the National Association of Social Workers (NASW). You may also want to join the UTRGV Social Work Student Association (SWSA) or Phi Alpha Mu Honor Society. Membership in these organizations allows you to: 1) participate in professional activities; and 2) contribute to the community and the experience in self-government.

On behalf of the Founding Dean, Dr. Luis Torres-Hostos, and Associate Dean of Academic Affairs, Dr. John Gonzalez, Faculty, staff, and myself, welcome to the BSW program. If you have any questions, please call us at (956) 665-2972.

Sincerely,

*Sonja Arredondo, LMSW*

Sonja Arredondo, LMSW  
BSW Program Director  
School of Social Work

**Denial Letter:**

Hello \_\_\_\_\_,

We regret to inform you that after reviewing your application, you have been denied admission into the BSW Program at this time. The review determined that you have not met the following requirements:

- \_\_\_ 2.7 cumulative GPA for 2021-2022 Catalog Year or 3.0 cumulative for 2022-2023 Catalog Year
- \_\_\_ At least 30 hours of University Core Curriculum requirements, with a 2.0 GPA
- \_\_\_ SOCW 2361 Introduction to the Social Work Profession, with a grade of “C” or higher
- \_\_\_ 6 hours of freshman English (ENG 1301 & 1302), with a grade of “C” or higher
- \_\_\_ 3 hours of college algebra or higher-level mathematics, with a grade of “C” or higher

We thank you for your interest in our BSW program and encourage you to reapply after you satisfy the admission requirements indicated with a checkmark. Therefore, we are referring you back to the Academic Advisement Center for academic enhancement and advisement. Should you wish to speak to the BSW Program Director to discuss what steps you should take to meet the requirements of the program, please contact Ms. Sarah Villarreal at 956-665-2972 to schedule an appointment.

I look forward to meeting you and discussing with you your application and what you need to do to be accepted into the BSW program. Please do not hesitate to call us to schedule an appointment.

Sincerely,

*Sonja Arredondo, LMSW*

Sonja Arredondo, LMSW, Lecturer III

BSW Program Director

School of Social Work

## **Appendix E: NASW Code of Ethics**

### NASW Code of Ethics

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

**Value:** Service

**Ethical Principle:** Social workers' primary goal is to help people in need and to address social problems

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** Social Justice

**Ethical Principle:** Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** Dignity and Worth of the Person

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** Importance of Human Relationships

**Ethical Principle:** Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value:** Integrity

**Ethical Principle:** Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers should take measures to care for themselves professionally and personally. Social workers act honestly and



responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** Competence

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

Taken from <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

## **Appendix F: Academic Dismissal and Academic Probation and Suspension**

### **Academic Dismissal:**

Students are required to maintain a cumulative grade point average of 2.00 or above to remain in good standing (1.70 in case of freshman and 1.80 in case of Sophomore) for the university. Persistent substandard academic performance may result in probation, followed by academic suspension. An academic suspension may be appealed if the student feels that the circumstances warrant review or special consideration. The policy for determining scholastic probation or suspension is found in the Undergraduate Catalog under Continuous Enrollment Policies. Students can choose to do a written appeal or an online appeal.

The BSW Program Director or her Admin. upon receipt of the GPA report on all School of Social Work students (PreSocial Work students and Admitted BSW students) will review the report to determine if there are students whose GPA do not meet the enrollment requirement. Those students who do not meet the required GPA will be sent an email to inform them of this information. They are asked to request an appointment with the BSW Program Director in person, via Zoom or by phone. Should the Program Director not hear from the student, an email will be sent alerting them of their GPA and that they have the current semester to bring their GPA to the required amount. If the student does not bring their GPA to the required amount, they will be removed from the program. They may reapply when they meet the GPA requirement.

Should a student commit a felony/criminal act or a verified act of dishonesty, they will be removed/terminated from the program. The student will be asked to meet with the BSW Program Director and the Assistant Dean for Academic Affairs to discuss this matter. The meeting will be documented in an email to the student. The Assistant Dean for Academic Affairs and the BSW Program Director will meet to discuss the meeting with the student and to decide whether the student shall be terminated from the program or remain in the program. Consultation will be made with Student Rights and Responsibilities and any appropriate department within the University. Should the decision be made to terminate the student from the program, an in-person meeting will be requested via email with the student to discuss the decision. If a response is not received, an email will be sent to the student regarding the decision. The student will be notified of their right to seek assistance from Student Rights and Responsibilities.

BSW students have access to the BSW Student Handbook and therefore are expected to understand the policies and procedures. Those students who are involved in a situation that could lead to termination from the program will be encouraged to review the policies and procedures in the Handbook. They will also be referred to the UTRGV Student Policies Publication, Student Rights and Responsibilities, and the UTRGV Undergraduate Catalog.

### **Academic Probation and Suspension:**

## **ACADEMIC PROBATION AND SUSPENSION POLICY**

The Academic Probation and Suspension Policy for undergraduate students at The University of Texas Rio Grande Valley is as follows:

1. Academic probation or suspension will be determined each regular (fall or spring) semester based on the student's current semester and total Grade Point Average (GPA).
2. An undergraduate student will be placed on academic probation when his/her total GPA falls below 2.0.
3. An undergraduate student will be placed on academic suspension for one regular semester whenever the student enters a semester on academic probation and does not remove him/herself from academic probation (achieve a total GPA higher than 2.0). The student will continue probation if the student's current semester GPA is 2.0 or above for a fall or spring semester.

### **Academic Status and GPA Criteria**

**Good Standing** - Total GPA is 2.0 or above

**Placed on Academic Probation** - Total GPA has dropped below 2.0.

**Continued Academic Probation** - Previously on Academic Probation, total GPA is below 2.0 and current semester GPA is 2.0 or above.

**Academic Suspension** - Previously on Academic Probation, total GPA is below 2.0 and current semester GPA is below 2.0.

4. A student on academic suspension may enroll for summer sessions for the purpose of raising the institutional GPA to the level required for good standing for the student's classification (Once placed on suspension for a semester, the suspension cannot be removed or changed to probation on the basis that the current semester GPA is a 2.0 or higher.) Removal from suspension can be most efficiently accomplished by enrolling only for courses in which the student has previously earned a low or failing grade.
5. A student on academic suspension who raises the total GPA to the level required for good standing will be reinstated as a student in good standing.
6. If a student who has been suspended for failure to meet academic probation requirements feels that unusual circumstances warrant a review, the student may submit an academic suspension appeal online by the deadline stated in the notification email to affected students from the Office of the University Registrar. The appeal is submitted through the [Enrollment Services Online Appeal Portal](#) according to instructions in the email notification. The appeal must detail the reasons for alleging that circumstances warrant special consideration and should articulate the student's plan for achieving academic success. The committee may reinstate a student who has not served the period of academic suspension when convinced the best interests of both the university and the student will be served by such action. Final decisions will be made by the committee and communicated to students by email within thirty days of submission of the appeal, or before the first day of classes in the next long semester, whichever comes first. Submission of an appeal for Academic Suspension does not also serve as an appeal for meeting Satisfactory Academic Progress with the Office of Financial Aid.

All students are responsible for knowing whether they are eligible to continue at the university. An ineligible student who nevertheless registers or has registered prior to completion of the semester, in which academic standing is determined, shall be dropped and may not attend classes. Students will not receive special consideration for lack of knowledge of academic standing including failure to check

campus email, regardless of whether the student registered and paid fees. Similarly, credit will not be awarded for any classes the student was ineligible to take as a result of his or her academic standing.

### **VARSITY ATHLETES**

To be in compliance with NCAA Division I eligibility requirements for athletic participation and/or athletically-related financial aid, a student-athlete must meet University and NCAA admission requirements and “progress toward degree” requirements in addition to the university’s grade point progress requirements as stated on the [Academic Suspension and Probation website](#).

## **Appendix G: UTRGV Undergraduate Transfer Credit Policy**

The UTRGV Office of Undergraduate Admissions, in consultation with academic departments, is responsible for awarding transfer credit. An evaluation of transfer credit is completed for undergraduate degree-seeking applicants at the time of admission. Students may view their evaluations by accessing their academic record on [My.UTRGV.edu](http://My.UTRGV.edu). The processes used to evaluate transfer credit are based on the guidelines and practices recommended by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). UTRGV accepts transfer credit from institutions accredited by the Southern Association of Colleges and Schools Commission on Colleges, the North Central Association, the Western Association of Schools and Colleges, the New England Association of Schools and Colleges, the Middle States Association of Schools and Colleges, and the Northwest Commission on Colleges and Universities. In some circumstances, course credit earned at institutions undergoing accreditation or from foreign institutions may be accepted. Credits for life experience are not normally awarded. An exception to this rule may include those cases where the credit has been validated either by another regionally accredited institution of higher education, or by a test administered by an academic department and approved by the Office of the Executive Vice President for Academic Affairs, Students Success, and P-16 Integration. Experiential learning and vocational-technical courses are not accepted for transfer credit. UTRGV assumes responsibility for the academic quality of any coursework or credit recorded on the institution's transcript.

The grading policies of The University of Texas Rio Grande Valley will be applied to all coursework transferring from other institutions. Some special circumstances regarding the transfer or non-transfer of credit to The University of Texas Rio Grande Valley are listed as follows:

- 1. Bible Coursework:** Exegetical or doctrinal courses in religion are not transferable. Courses in Bible of a historical or literary nature (but non-doctrinal) are transferable up to a maximum of 12 credit hours of lower-division credit.
- 2. Incomplete Grades:** Incomplete grades are kept as incomplete until a letter grade has been posted by the transferring institution.
- 3. Life Experience:** Normally, no credit will be awarded for life experience. The exception to this rule may include those cases where the credit has been validated either by another regionally accredited institution of higher education or by a test administered by an academic department and approved by the Office of the Provost.
- 4. Remedial Courses:** Courses such as remedial or developmental reading and math, speed reading, remedial science, and orientation are not transferable for credit.
- 5. Terminal Courses:** Terminal courses offered at many junior colleges are not offered for the purpose of transfer to senior colleges and usually are clearly labeled in the college catalog as

being non-transferable. Examples of terminal courses are auto mechanics, machine shop, electricity, data processing, and welding.

**6. Vocational/Technical Courses:** Coursework typically described as vocational or technical are not designed for transfer into university curricula even when courses have been taken at a community college as part of a certificate program or an Associate of Applied Science degree. In Texas, such courses are organized in the Texas Higher Education Coordinating Board's [Workforce Education Course Manual](#) (WECM). UTRGV generally does not accept WECM or similar courses for transfer. Exceptions are only considered when content is substantially like subjects/courses offered at UTRGV as demonstrated by a review of the course description and learning outcomes. Exceptions are approved as part of standard curriculum approval processes at UTRGV. When the curriculum review/approval process determines that individual WECM courses are substantially like subjects/courses offered through UTRGV, the credit for each course transfers as a generic lower-division course in the appropriate department.

**7. Second Undergraduate Degrees:** Refer to the Multiple Degrees section of the Undergraduate Catalog.

### **Texas Common Course Numbering System (TCCNS)**

UTRGV participates in the Texas Common Course Numbering System (TCCNS) which aids students in the transfer of general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses identified as common by TCCNS member institutions. The TCCNS system ensures that if the student takes courses designated as common, they are accepted as transfer with credit. A list of courses UTRGV has identified as common and their TCCNS equivalents are listed in the undergraduate catalog.

### **Non-TCCNS Courses**

Transfer coursework not part of the TCCNS inventory is evaluated on a course-by-course basis by an admissions staff member to determine if equivalent. Admissions staff read the course descriptions in order to analyze content, quality, and comparability to UTRGV courses. If a course is found to be equivalent to a UTRGV course and it does not exist in the SIS as an equivalent, it will be created. The course must be the same level and number of credit hours with the exception of developmental courses. A lower-level course cannot be given an upper-level equivalent and an upper-level course cannot be given a lower level equivalent. If the equivalent of a required upper-division UTRGV course is completed at an accredited institution as a lower-division course, the course need not be repeated, but another upper-division course, approved by the student's advisor, must be completed at UTRGV in substitution. Admissions staff follow the procedures outlined in the *College transcript evaluation procedures* section of the Undergraduate Admissions Policy and Procedures manual. If the admissions staff member cannot determine if the course is equivalent to a UTRGV course, they may consult with the appropriate department official. A written request is sent to the department for review. The department will review and respond with a decision in writing. If the course is not equivalent to

a UTRGV course, it may be assigned a general credit based on the subject. A general credit may in some situations be used to meet a degree requirement. UTRGV is on a semester-hour system therefore quarter hours must be converted to semester credit hours when creating a course from an institution that uses the quarter-hour system. Credit is not given for duplicated courses.

### **International Student Evaluations**

Credits completed at institutions outside the U.S. are individually evaluated at student expense through SPANTRAN, Foreign Credentials Service of America (FCSA), or World Education Services (WES). Students with foreign university credit must submit information directly to SPANTRAN, FCSA, or WES and request a copy of the evaluation to be sent to UTRGV. The student must also send directly to UTRGV a copy of their original foreign transcript, certified English translation for all course descriptions, and course syllabi if these documents are not included in their foreign credential evaluation file sent to UTRGV by SPANTRAN, FCSA, or WES. UTRGV accepts transfer credit from foreign institutions based on this evaluation.

### **Awarding Credit for Military Service**

In accordance with Texas Education Code, Section 51.3042, eligible former armed forces members admitted as undergraduates or readmitted as undergraduates (after having withdrawn to perform military service) are given course credit for all required physical education courses and for additional semester credit hours, not to exceed 12, satisfying any elective course requirements for courses outside the student's degree program.

Eligible veterans must graduate from an accredited public or private high school or a US Department of Defense operated high school, and honorably discharged from the US armed forces after completion of at least two years of service or discharged because of disability.

To award the credit, students must complete a [Military Service Credit Request](#) form and must provide proof of eligibility (i.e., DD214 or disability discharge documentation).

### **Credit By Exam**

UTRGV offers college credit by examination to qualified students through a variety of approved examinations. Students may apply to their degree plan up to 30 hours of undergraduate credit by examination through the following programs:

- Advanced Placement (AP) Tests
- International Baccalaureate (IB) exams
- College Level Examination Program (CLEP)

A list of available course credit may be found in the UTRGV Undergraduate Admissions website. The Testing agency sends test scores directly to the university. Credit posts to the student's permanent record after census day of the student's first term of enrollment. Credit by

exam is accepted as credit only (CR) and does not affect the student's cumulative grade point average.

### **Disputes for Lower Division Courses**

The following policy was developed for students transferring to UTRGV from other Texas public institutions and may be found in the undergraduate catalog:

1. The transfer of curricula shall be as prescribed by the THECB *TAC*, Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.27. The following procedures shall be followed by public institutions of higher education in the resolution of transfer disputes involving lower-division courses:

a) If an institution of higher education does not accept a course credit earned by a student at another Texas public institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.

b) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.

c) If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of Higher Education of its denial and the reason for the denial.

2. The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

3. All Texas public institutions of higher education shall furnish data to the Coordinating Board on reported transfer disputes as the Board may require in accordance with its statutory responsibilities under Section 61.826 of the Texas Education Code.

TRGV



**Appendix H: Instructions for Submitting Request for Course Substitution and Waivers Online**

# Instructions for Submitting Requests for Course Substitutions & Waivers Online

## **Course Substitution and Waivers Portal**

If you need to initiate a course substitution or waiver, please [contact your Academic Advisor](#). All requests will need to be submitted by your academic advisor through the online portal to officially petition for review of your degree requirements.

Your Academic Advisor will follow these 4 easy steps (taking course substitution for example) to initiate the process:

- **Step 1:** Fill in the basic information
- **Step 2:** Enter course substitution
- **Step 3:** Upload documents (Optional)
- **Step 4:** Verify department chair or designee and submit

After the request is submitted, students will be able to see the request by logging into the [Course Substitution and Waivers Portal](#) (<https://enrollment.utrgv.edu/CourseSubst/Auth/login.aspx?ReturnUrl=%2fCourseSubst%2fauthl>). The request will be displayed under “My Requests” Tab with all the detailed information, including the full workflow path. The current pending approver can be viewed from the View Detail page.

Waiver requests are similar to that of course substitutions with a little variation, but can easily be completed following the same steps.

**Appendix I: STU 02-100**  
**Student Conduct and Discipline**

Policy Number: STU 02-100

Responsible Executive: Strategic Enrollment and Student Affairs

Originated: 09/01/2015 1

Handbook of Operating Procedures: STUDENT CONDUCT AND DISCIPLINE

Link: <https://www.utrgv.edu/hop/policies/stu-02-100.pdf>

**Appendix J**  
**Student Academic Responsibilities and Appeals**

# Student Academic Appeals

Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the College Appeals Committee will not consider any appeal that is made on the basis of a disagreement with an instructor over the content of an exam answer, paper, or other assignment.

**Appeals are only considered by the College Appeals Committee when they meet one or more of the following criteria.**

- Instructor violated the terms of the syllabus.
- Instructor made an error in calculating or recording a grade.
- Instructor violated a university policy when he/she gave assignments, administered exams, or assigned grades.
- Instructor applied an inconsistent grading standard across students.
- Instructor did not allow the student to complete assignments or exams missed before the student added the course.
- Instructor violated a written agreement with the student.
- Instructor did not provide accommodations as required by Student Accessibility Services.

**Before submitting a Student Grade Appeal read the [College Student Academic Appeals Policy and Procedures](#) and read and fill out the [Grade Appeal Form](#).**

**You will need your completed Grade Appeal form and supporting documents before you can submit your Student Grade Appeal packet in the Student Grade Appeal Submission Form below.**

## **Supporting documents**

The following supporting documentation is required (unless otherwise noted):

1. Explanation of what occurred and how the criteria checked above applies to the situation
2. Correspondence from instructor and Department Chair indicating that the appeal has been denied at those levels
3. Course syllabus
4. Timeline of events relevant to the appeal
5. Assignment or exam in question (if applicable)
6. Copy of university regulation (if applicable)
7. Correspondence with instructor (if applicable)
8. Any other documentation supporting the appeal

*\*Student Grade Appeal packet: Grade Appeal Form + Supporting documents*

**College Student Academic Appeals Policy and Procedures**

**Grade Appeal Form**

## Student Grade Appeal Submission Form

Student Grade Appeal Submission Form

First Name (Required)

Last Name (Required)

UTRGV ID (Required)

Email (Required) Format: [jane.doe@utrgv.edu](mailto:jane.doe@utrgv.edu)

Phone Number (Required) Format: 956-555-5555

Upload your Student Grade Appeal packet

The Student Grade Appeal packet must be uploaded as a single PDF file with the Grade Appeal Form first and its supporting documents in the order listed at the top of the page under Supporting Documents.(Grade Appeal Form pdf link on top of page.)

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Link: <https://www.utrgv.edu/coha/resources/student-resources/student-grade-appeals/index.htm>

## Appendix K: Student Complaint Procedures

# Grievance Procedures

The University has established processes for addressing student complaints and grievances. Students may refer to the UTRGV Handbook of Operating Policies, <https://www.utrgv.edu/hop/policies/stu-02-200.pdf>, as well as the complaint procedure concerning accommodations for individuals with disabilities, <https://www.utrgv.edu/hop/policies/adm-03-200.pdf>

Students may seek an informal or formal resolution. Students seeking to submit a complaint/grievance may do so by submitting a ***Vaqueros Report It*** within 10 business days of the incident or communication. Upon receipt, Student Rights and Responsibilities staff will direct the concern to the appropriate staff and/or department(s). At such time, the designated UTRGV staff will contact the student to initiate communication regarding the concern. The designated staff member will evaluate the student's complaint/grievance and provide a written response to the student no later than 5:00 p.m. on the tenth business day of receiving the concern.

Such concerns may include, but are not limited to:

- Any Student Accessibility Services (SAS) support service or accommodation request
- An accommodation decision made by SAS
- A faculty member not implementing accommodations approved by SAS
- Alleged discrimination on the basis of disability

The *Vaqueros Report It* form can be found at: [https://cm.maxient.com/reportingform.php?UnivofTexasRGV&layout\\_id=13](https://cm.maxient.com/reportingform.php?UnivofTexasRGV&layout_id=13)

Link for information: <https://www.utrgv.edu/accessibility/procedural-guidelines/grievance%20procedures/index.htm>

## **Appendix L: Social Work Student Association By-Laws**

### **Social Work Student Association By-Law**

- Article I** The name of the Organization shall be the Social Work Student Association.
- Article II** The purpose of the Social Work Student Association is to promote and develop awareness among the community about the profession of social work, while fostering unity among social work students through student support and advocacy.
- Article III** Membership
- Section 1** Membership shall be open to students of the University of Texas Rio Grande Valley regardless of race, national origin, creed or political affiliation, sex (in accordance with Title IX), religion, age, disability, sexual orientation, or veteran's status.
- Section 2** Only Social Work Student Association members have voting privileges. Only Pre-Social Work and Social Work majors may hold office in the Social Work Student Association and cannot be changed. The majority of our active membership must be enrolled students of UTRGV. Only enrolled students at UTRGV can vote and/or hold office.
- Section 3** Active membership constitutes in fulfilling the requirements (hours and points) and at least four (4) activities. Also, be considered an active member you **MUST** complete your hours of service. Each member who participated in the Fall/Spring semester should

complete at least five hours of community service even if all points are completed or if participating in the summer, each member should complete at least three hours of community service even if all points are completed.

#### **Section 4**

S.W.S.A. Stole is only available to those who have participated and earned it. The stole cannot be bought by anyone who has not participated in the organization. You have to earn 80 points by the time of graduation. In order to receive your stole you have to (participate a minimum of two consecutive semesters including your final semester of your Field Practicum) pay the membership fee every semester including semester of graduation. Summer participation is mandatory if you are completing your internship in the summer and wish to earn a stole. A student cannot join the association for the sole purpose of obtaining a stole. Students must have joined and participated in the association for at least 2 consecutive semesters (Fall/Spring, Spring/Fall or Spring /Summer (if doing internship during the summer)). You will not receive the stole if these requirements are not met. The membership fee is recurring each semester. Students who walk in May but do their internship in the summer do not qualify to get a stole in May. The same goes for the Fall semester, if a student walks in the fall and is doing their internship in the spring a stole cannot be given to them

until completion of their internship. They must do their internship and hours before getting a stole no matter what.

**Section 5** Participation for each semester (fall, spring and summer) is optional. Only hours for consecutive semesters which an active member participates in will be the only hours that will count towards earning a stole.

**Section 6** If a member does not complete their volunteer hours for the semester, the student will not be awarded a stole. Volunteer hours MUST be completed

**Article IV** Officers

**Section 1** The officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer, Historian, Public Relations Officer, Sergeant of Arms, and the Chairs of each of the Standing committees.

**Section 2** President: The Duties of the President shall be to preside at all meetings of the Social Work Student Association and of the Executive Committee; to call special meetings; to sign with Treasurer all checks on the account of the Social Work Student Association; to submit at [each regular meeting] a written report of official work done during his or her term of office; to require written reports of all officers and chairs of all committees at each regular meeting. Also to keep members information organized and



work with the Vice-President in keeping track of donations.

Deposits and withdrawals of funds at the organization's bank along with the Treasurer or Vice-President.

**Section 3** Vice-President: The duties of the Vice-President shall be to perform all duties of the President in his/her absence. Also to work together with the President to keep a record of donations. Duties also include keeping track of the points and volunteer hours system. President and Vice-President are in charge of working together with Sargent of Arms when it has come to the attention to any officer that a member is being unethical and unprofessional. A meeting shall be held with your advisor where the issue will be discussed. Any member that has violated any rules and has abused the NASW Code of Ethics will be expelled from SWSA.

**Section 4** Secretary: The duties of the secretary shall be to keep an accurate permanent record of the membership roll of the organization, the minutes and proceedings of the organization and of the Executive committee, and to be the custodian of all correspondence and records of the association which will be kept in a binder/folder. Secretary duties also include typing out the agendas for meetings and working on the monthly calendar of events

**Section 5** Treasurer: The duties of the Treasurer shall be to keep an accurate account of all money received and paid out, which includes from whom received and to whom given; to collect all money due to the

organization, including dues; to pay out money only on checks signed by himself/herself and countersigned by the President and or Vice-President. The treasurer must also render an account of the finances of the organization at every general meeting to keep members informed. He/she shall submit the financial records of the association to a newly elected treasurer each year, at the time of installation of new officers. The Treasurer shall be responsible for the association's deposit slips, deposit receipts, bookkeeping, and make purchases if needed. When making purchases treasurer should be accompanied by another officer if needed. Treasurer shall keep President and Vice-President informed of all transactions. Treasurer also needs to keep track of the financial report and have it in binder/folder. At any event or meeting where money is picked up, the President or Vice-President need to be notified and given the money to deposit. Treasurer is only allowed to keep \$50.00 in cash. If a greater amount is needed, Treasurer must inform the President and Vice-President and further ask permission from the advisor.

**Section 6** Public Relations Officer: The duties of the Public Relations Officer shall be to plan recruitment strategies, accurate history of the Social Work Student Association activities and to maintain a binder/folder with contact information of previous volunteer locations. Function as the reporter and publicist for the

organization. In charge of looking for and setting up community Service Opportunities.

**Section 7** Sergeant at Arms: The duties of Sergeant at Arms shall be to manage and keep order at all meetings and events and delivers formal charges for any judicial proceedings. Also, will ensure that all required forms are submitted to the University and all members meet University requirements (food handling permits, risk management completions, etc.) Also, this officer will be in charge of creating a group of members to be in the Design Committee, to help with decorations, arts, crafts and anything the organization may need. His/Her duties also include of taking roster of all officers at all officer meetings.

**Section 8** Historian: Duties of the Historian will be to take pictures at events and then update social websites (Facebook, Twitter) with the pictures that were taken. He/She shall inform all members that SWSA Facebook/Twitter page is not the place to be posting pictures of non-SWSA related activity. Historian will also be in charge of starting a Photo Album so it can be kept with the Organization throughout the years.

**Section 9** Officers will be elected for a yearly term to begin in the Fall/Spring Semester of that year. Nominations for new officers will take place 3 weeks prior to the last meeting of the Semester. Voting shall take place during the third to the last meeting of the

Semester. Ballots will be counted and election results shall be announced before the meeting is adjourned the day of elections.

Officers are not allowed to vote.

- Suggested that the third to last meeting hold nominations for officer positions. Second to last meeting hold elections for nominees. Last meeting both old and new officers host meeting.

**Section 10** Unexpected vacancies can be filled pursuant to a majority vote of an Executive Committee SWSA members.

**Section 11** The Officer Panel is in charge of points. The amount of points to receive for volunteering and donations are up to the officer panel to decide. The amount of points will be fair: on the price of the item, points per hour, and participation at the event.

**Article V**     Executive Committee

**Section 1**     The Executive Committee Shall consist of the Officers and Standing committee chairs of the Social Work Student Association, all of whom shall be voting members.

**Section 2**     The President of the Social Work Student Association is an ex-official (non-voting) member of each and every standing committee. Section 3 A group of officers (President, Vice-president, and Secretary) need to sit together prior to graduation and review that all upcoming graduates have met their 80pts in order to receive their SWSA graduation stole that includes the 5

hours in a fall/spring semester community service volunteer per semester or 3 hours in summer semester.

**Section 4** It is to be stated that if an Intern has yet to pay any membership dues or earned the amount of points/volunteer hours needed they will not be receiving the SWSA Graduation stole. Graduations Stoles cannot be purchased.

- This section will be enforced, and no exceptions will be made

**Article VI** Committees

**Section 1** There shall be six (6) standing committees if needed: Fundraising committee, Student Support committee, Events Committee, Community Service Committee, Recruitment Committee and Publicity Committee. The President of the Social Work Student Association will ask for volunteers to chair the standing committees. If there are more than one volunteer for a standing committee, the members of that committee shall elect the committee chair.

**Section 2** Standing committee members and chairs shall serve for same period of time as the other elected officers.

**Section 3** The Fundraising Committee will be in charge of organizing

fundraising events to raise money for the Social Work Student Association.

- This committee will also plan to reserve dates and locations to raise money. Day reserved will determine the day of the fundraiser.

**Section 4** The Events Committee will be in charge of organizing involvement of association members in school and community events and activities held off and on campus.

**Section 5** The Student Support Committee will be in charge of providing Social Work Students with information about student support services on campus, including tutoring, review session, mentoring, advocacy and counseling.

**Section 6** The Community Service Committee will be in charge of bringing information to the membership about volunteer and community services opportunities and coordinating such activities.

**Section 7** The Publicity Committee will be in charge of publicity for SWSA, including the development of information flyers, newspaper articles and radio announcements.

**Section 8** The Recruitment Committee will be in charge of activities to recruit new members to committees as needed.

**Section 9** Special Committees may be appointed by the Executive Committee from time to time to address special needs of the organization.

**Article VII** Advisor

**Section 1** The advisor for the association must be a full-time faculty member of the Social Work Program at UTRGV.

**Section 2** “Removal of advisor requires a  $\frac{3}{4}$  or majority vote of members or voluntary resignation is accepted.”

**Article VIII** Meetings

Section 1 General meetings of the Association shall be held on the date and time decided by the incoming officers of each semester.

The First meeting of each semester shall be set by the Executive Committee, no later than three [two (2)] weeks after each semester has started.

**Section 2** Special meetings of the Executive Committee will be called by the

President and/ or Vice-President, pursuant to a request for such meeting by any member of the Executive Committee.

**Article IX**    Dues

**Section 1**    Membership dues are due within two (2) weeks of the first meeting attendance. After the deadline to pay membership there will be a fee added. Every 20 days after the deadline the fee will double until the semester ends.

**Section 2**    The current officers per semester will determine the membership fees.

**Article X**    Shirt Logo

Section 1 Logo shall remain the same for at least four semesters (spring, summer I, summer II, & fall). (Attach a copy of the logo on the By-Laws).

**Article XI**    Volunteer Hours

**Section 1**    For each semester, (fall and spring) 5 Volunteer hours are required. As for summer, 3 volunteer hours are required. It can be changed with the agreement of each officer and with approval of the advisor. Volunteer hours cannot be completed at internship



locations or places of employment to avoid conflict of interest.

(MR 7/20/17)

**Article XII**    Bank Account

There shall be a minimum of \$300 balance in the SWSA bank account at the end of each semester.

**Article XIII**   Graduate Luncheon

The officers for Spring Semester and the incoming fall officers will be responsible for summer graduate luncheon.

**Article IXV**   Transition

The last meeting must be held by both the new and old officers for a smooth transition. Meeting shall be held prior to the start of the new term.

**Article XV**    Methods to amend the constitution

The By-Laws shall be enforced by the membership to promote the purpose of this association.

These By-Laws can be amended or repealed and new by-laws can be enacted by a majority vote of the members present at any regular meeting of the association. A two-week (2) notice is required to amend, change, repeal or enact the by-laws.

## **Article XVI**   Expulsion

“Violation of any provision in the University of Texas Rio Grande Valley student conduct code as expressed in the Handbook of Operating Procedures.”

“Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership.”

Amendments must be approved by the committee on Student Organization.

“Any amendment proposed by the organization must be approved by the CSO.”

### **Risk Management protocol**

In accordance with Texas HB 2639/SB 1138 and the requirements of the Social Work student association, SWSA will abide by the requirements for risk management compliance.

Section 1: Designated officers of SWSA will complete annual risk management training requirements as set forth by the Center for Student Involvement.

Section 2: SWSA has adopted a risk management plan to assess and evaluate organizational activities and events with the intent of eliminating or at least minimizing associated risks (physical, reputation, emotional, financial, and facilities) to the organization and its membership for each of the specified topics:

A. Alcohol and Illegal Drugs – In adherence to UTRGV’s commitment to maintain a safe and healthy environment of the campus community, no SWSA activities or events will encompass the presence of alcohol and illegal drugs.

1. SWSA fund will not be used to purchase alcohol and/or illegal drugs.
2. Member found to be under the influence, regardless of being over the legal age in the case of alcohol will be removed from the SWSA activities/event.

3. Members are responsible to adhere to policies related to alcohol and drugs, as outlined in the **Student Conduct**.

B. Hazing – In support of UTRGV’s commitment to providing a safe educational environment for all students, **STPRS** will not condone or support hazing acts within the organization, as outlined in the **Student Conduct**. The organization shall not haze any member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave the organization without fear of retribution or harassment.

-In addition, officers are not allowed to message each other privately, unless done by officer chat or with an adviser added.

- If a member or officer feels uncomfortable or in an unsafe position we will follow expulsion protocols

C. Sexual Misconduct - In support of UTRGV’s commitment to UTRGV is committed to the principle that its working and learning environment be free from inappropriate conduct of a sexual nature, **SWSA** will not condone or supports any action of direct or alleged sexual misconduct from its members as outlined in the **Student Conduct**.

D. Fire and Life Safety – **SWSA** members will abide by all applicable fire safety protocols and procedures, making sure to report any unsafe conditions and participate fully in drills and actual fire alarms. When possible, **SWSA** promote participation of its members in fire and other safety prevention programs. Members will abide by all policies related to Health or Safety as outlined in the **Student Conduct**.

E. Travel – **SWSA** will abide by policies related Student Travel.

1. Intent to travel for official **SWSA** business to a location more than 25 miles from the UTRGV campus of departure will be filed with the Office of the Dean of Students through the completion of travel paperwork including the **Authorization for Student Travel Request form**, a Release and Indemnification **Agreement for each student attending** and, in the case of 10 or more student participants, completion of a **Group Roster**.

2. Members who participate in University sanctioned-travel will abide by UTRGV rules of conduct as outlined in the **Student Conduct**.

F. Behavior at Organization Sponsored Parties and Social Events – **SWSA** members are expected to observe standards of conduct appropriate for an academic institution, as outlined in the Student Conduct, including but not limited to: Disruptive Conduct, Inciting Lawless Action, and Vandalism.

G. Access and Accommodations for Persons with Disabilities – **SWSA** is committed to making both the organization and its activities and events accessible and open to the campus community.

Section 3: Members found in violation of the identified risk management plans will be reported to University officials, be subject to fines or other applicable sanctions and may be removed from the group.