

**New Mexico State University  
College of Health, Education and Social Transformation  
School of Social Work**



**Bachelor of Social Work Student Handbook  
2022-2023**

## Welcome!

Dear Bachelor of Social Work Students,

As the faculty of New Mexico State University's (NMSU) School of Social Work (SSW), we want to warmly welcome you to the Bachelor of Social Work (BSW) program. The BSW Program is accredited since 1975 by the Council on Social Work Education. It is a rigorous and engaging program to prepare you for bachelor-level social work practice in the Southwest. A profession guided by social justice, social work is an exciting and diverse values- and research-driven profession. Social work also promotes socially just public policy toward social transformation.

New Mexico State University is a research-extensive, public land grant, Hispanic-, and Minority-serving institution with a commitment to creating educational opportunities for students from all areas of New Mexico and beyond. We honor and respect our Border Area location and are committed to living up to these designations as a School by offering students meaningful connections with faculty, staff, and our community partners. The mission of NMSU's BSW program at New Mexico State University is:

To prepare undergraduates to promote human and social well-being through ethical, theory based and evidence-informed generalist social work practice with individuals, groups, families, organizations, and communities in the culturally diverse environments of the U.S. Southwest, nation, and world. The BSW program is committed to serving people impacted by poverty and oppression through the promotion of empowerment, cultural humility and competence, and social and economic justice.

During the BSW program, students build culturally competent knowledge and skills in engagement, assessment, treatment, and evaluation at micro, mezzo, and macro levels of social work practice. With a BSW degree, you will be qualified for entry-level positions, such as case management, substance use, behavioral health, child and adult protective services, medical, criminal, and juvenile justice service settings. A cornerstone of social work education is gained through placements in social work settings, where BSW students complete up to 450 hours of practicum in their second year to strengthen their knowledge and skillsets.

Each new BSW student receives an orientation to the program and is introduced to a team of leadership, faculty, and an academic advisor who are there to offer support and guidance. Here is a list of the people who are available to answer students' questions:

- Héctor Luis Díaz, PhD, NMSU SSW Director  
[hdi@nmsu.edu](mailto:hdi@nmsu.edu)
- Jennifer Parker, LISW, Practicum Education Director  
[jennpark@nmsu.edu](mailto:jennpark@nmsu.edu)
- Maribel Tellez, BSW, MSW, Practicum Education Coordinator  
[tellezm@nmsu.edu](mailto:tellezm@nmsu.edu)
- Myra Garcia, LCSW, BSW Program Coordinator  
[mygarcia@nmsu.edu](mailto:mygarcia@nmsu.edu)

Welcome again and we are excited to connect with each of you soon!

## **NMSU's School of Social Work**

The School of Social Work's CSWE accredited Master and Bachelor of Social Work educational programs are designed to prepare students for ethical and evidence-informed professional social work practice. The social work profession's purpose is to promote human and community well-being. The profession is guided by the person-in-environment framework which enables the social work profession to foster a global perspective, respect for human diversity and knowledge based on scientific inquiry.

### **Our Vision**

To be a leader in culturally responsive and inclusive education, applied research, community engagement, and interdisciplinary and international collaboration.

### **Our Mission**

To foster optimal health and well-being, equal human rights and a just society rooted in ethical, culturally responsive, and evidence-informed social work practice in the United States southwest, nationally, and internationally.

### **Our Values**

- Student-centered education
- Collective empowerment
- Cultural responsiveness
- Social and economic justice
- Community engagement
- Data-informed and ethical practice

## **Our History**

In 1969, New Mexico State University began offering baccalaureate courses in social welfare. In 1972, with the help of Dr. Corinne Wolfe and a Section 707 grant, the University developed a baccalaureate social work program within the Sociology and Anthropology Department. In 1975, the BSW Program was accredited by the Council on Social Work Education, and in 1980 Social Work became a separate academic department. The move to departmental status was part of an overall university reorganization that created the then College of Human and Community Services, now known as the College of Health and Social Services.

## **Our Location and Contact Information**

New Mexico State University's (NMSU) School of Social Work (SSW) is part of the College of Health, Education and Social Transformation. Our physical location is on the 2<sup>nd</sup> floor of the Health and Human Services Building on main campus in Las Cruces, New Mexico.

### **The School of Social Work's mailing address is:**

New Mexico State University  
College of Health, Education, and Social Transformation  
School of Social Work  
MSC 3SW, PO BOX 30001 Las Cruces, NM 88003

## Social work staff can be reached at:

Email: [socwork@nmsu.edu](mailto:socwork@nmsu.edu)

Telephone: (575) 646-2143

## NMSU Student Resources

Here are important resources for you as you begin your BSW Program! Please also feel free to connect with the BSW Program Coordinator and faculty if you need resources and would like support.

- Aggie Cupboard: <https://aggiecupboard.nmsu.edu/>
- Aggie Health and Wellness Center: <https://wellness.nmsu.edu/>
- Aggie One-Stop: <https://onestop.nmsu.edu/>
- American Indian Program: <https://aip.nmsu.edu/>
- Black Programs: <https://blackprograms.nmsu.edu/>
- Chicano Programs: <https://chicano.nmsu.edu/>
- College Assistance Migrant Program (CAMP): <https://camp.nmsu.edu/>
- Disability Access Services and Student Application: <https://studentlife.nmsu.edu/disability-access-services1/index.html>
- Family Outreach Center: <https://families.nmsu.edu/>
- Financial Aid and Scholarship Services: <https://fa.nmsu.edu/>
- HEST College Financial Aid Contacts and Scholarships: <https://hest.nmsu.edu/students/scholarships.html>
- LGBT+ Programs: <https://studentlife.nmsu.edu/lgbt/index.html#:~:text=LGBT%2B%20Programs%20is%20committed%20to,programming%20to%20the%20college%20community.>
- Military and Veterans Programs: <https://mvp.nmsu.edu/>
- NMSU Bookstore: <https://www.bkstr.com/nmsustore/home>
- NMSU NOW: COVID-19 Pandemic Action Plan: <https://now.nmsu.edu/>
- Office of Institutional Equity: <https://equity.nmsu.edu/>
- Scholar Dollar\$: <https://scholarships.nmsu.edu/>
- School of Social Work webpage: <https://socialwork.nmsu.edu/index.html>
- School of Social Work Child Welfare Scholars Program: [https://socialwork.nmsu.edu/files/documents/2019\\_CWSP\\_Brochure.pdf](https://socialwork.nmsu.edu/files/documents/2019_CWSP_Brochure.pdf)
- NMSU Student Handbook and Code of Conduct: <https://studenthandbook.nmsu.edu/>
- TRIO Student Support Services: <https://trioss.nmsu.edu/>
- Writing Center: <https://writingcenter.nmsu.edu/>
- Zuhl Library: <https://library.nmsu.edu/>

## BSW Student Resources

- Bachelor Student Social Work Association (BSSWA): Instagram- [https://www.instagram.com/nmsu\\_bsswa/](https://www.instagram.com/nmsu_bsswa/);
- BSW Practicum Education:
- Phi Alpha Honor Society: <https://m.facebook.com/101692416847141/>

## **National Association of Social Workers (NASW) Code of Ethics: A Requirement**

The NMSU School of Social Work is a professional Social Work organization and is guided by the NASW Code of Ethics (NASW, 2021). **It is a requirement that social work students read the NASW Code of Ethics carefully and utilize it to guide their professional conduct during their program.**

The National Association of Social Workers (NASW) is the national membership organization that governs our professional Code of Ethics (NASW, 2021). This code of ethics provides a unified mission and core values for the profession of social work and ethical standards to guide our professional behavior. All BSW students are required to read, regularly review, and follow the NASW Code of Ethics (2021). The Code of Ethics begins with a preamble describing the mission and core values of social work:

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's dual focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- Competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience. NASW, 2021, paras. 1-3

The full Code of Ethics is available for free in both Spanish and English. The Spanish version can be found here: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-Spanish>. The English version can be read here: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>.

Finally, NASW has State-level chapters that provide supportive resources and education to social workers. The NASW-New Mexico Chapter's website is: <https://naswnm.org/>. The NASW-Texas Chapter's website is <https://www.naswtx.org/>. Students receive membership discounts to join and access many useful resources.

### **Important National and International Social Work Associations**

Social work is a profession grounded in social justice. Beyond NASW, a broader national and international community of social workers exists to provide social workers a sense of community in our work. Links to some of these associations are included here for students to learn more.

- Association of Asian American Social Workers: <https://uh.campuslabs.com/engage/organization/aaasw>
- Association of Community Organization and Social Action (ACOSA): <https://www.devex.com/organizations/the-association-for-community-organization-and-social-administration-acosa-75925>
- Association of Latina/Latino Social Work Educators: <https://www.allsw.com/>
- Indigenous and Tribal Social Work Educators' Association: <https://socialwork.asu.edu/itswea>
- International Federation of Social Workers: <https://www.ifsw.org/>
- National Association of Black Social Workers (NABSW): <https://www.nabsw.org/>
- National Association of Puerto Rican Hispanic Social Workers: <https://www.naprhw.com/>

### **Council on Social Work Education: Our Accrediting Body**

The Council on Social Work Education (CSWE) is the School of Social Work's accrediting body. This means it monitors the quality of learning and the programs to ensure that social work students' learning needs are met. In 2008, CSWE adopted a competency-based education framework for its Educational Policy and Accreditation Standards (EPAS), which measures student learning outcomes and dimensions. Currently, the School of Social Work's curricula are centered on the nine core competencies and four dimensions of learning.

The BSW Program integrates nine competencies, developed by the Council on Social Work Education (CSWE) in 2015, throughout the entire curricula. These nine competencies are:

- 1) Demonstrate ethical and professional behavior;
- 2) Engage diversity and difference in practice;
- 3) Advance human rights and social, economic and environmental justice;
- 4) Engage in practice-informed research and research-informed practice;
- 5) Engage in policy practice;
- 6) Engage with individuals, families, groups, organizations, and communities;
- 7) Assess individuals, families, groups, organizations, and communities;
- 8) Intervene with individuals, families, groups, organizations, and communities;
- 9) Evaluate practice with individuals, families, groups, organizations, and communities.

This competency-based instruction also guides social work students' practicum experience courses, where the Learning Contract evaluations are rated based on students' comprehension of these nine competencies through demonstrating comprehension and application of related practice behaviors in their practicum placements.

Each competency has related practice behaviors, or measurable actions that demonstrate comprehension, application, integration, and critical analysis. Practice behaviors are sequentially divided by level of difficulty each semester. The expectation is that the student will master specific practice behaviors to progressively move through more demanding practice behaviors in the following semester of the program. Although the student may be evaluated on different practice behaviors in the second semester of placement, these practice behaviors rely on the student's ability to achieve competence in the practice behaviors from the previous semester.

Finally, students are evaluated on their depth of comprehension, integration, and critical analysis of competencies through five dimensions: 1) Knowledge; 2) Skills; 3) Values; 4) Cognitive Processes and Critical Thinking; and 5) Affective Processes. As students begin their social work education, they are expected to acquire knowledge and skills specific to the profession and to understand and display social work values. This level of learning is considered *cognitive competence*. Students then build *behavioral competence*, or the ability to apply knowledge and skills effectively in practice. Finally, as students build their academic and professional experience, it is expected they will refine their critical thinking skills and affective awareness, leading to holistic competence and the ability to exercise independent professional judgement to unique practice situations. This is considered *scaffolded instruction*, or the process where students progress toward stronger comprehension and greater independence throughout a learning process.

Each course students take in their BSW Program integrate one or more of the 9 core competencies. Assignments or activities in each course also measure one or more student learning dimensions. To learn more about CSWE's 9 competencies and learning dimensions, here are some resources:

Council on Social Work Education. (2015). Educational policy and accreditation standards. Retrieved January 25, 2018, from [https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS\\_Web\\_FINAL.pdf.aspx](https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx)

Poulin, J., & Matis, S. (2015). Social work competencies and multidimensional assessment. *Baccalaureate Social Work, 20*. Retrieved January 25, 2018, from <https://www.bu.edu/ssw/files/2017/07/Social-work-competencies-and-multidimensional-assessment-Poulin-and-Matis.pdf>

## **The BSW Program: Generalist Social Work, Degree Maps, and Course Descriptions**

**Generalist Social Work.** As the only School of Social Work at an R2 Research Institution in New Mexico, BSW students at NMSU are well-prepared for generalist practice with populations of the Southwest and beyond at the micro, mezzo, and macro levels of social work. Generalist social workers provide research- and practice-informed case management and other services to individuals, families, groups, communities, and organizations. Generalist social work practitioners are also prepared to understand and critically analyze social and organizational policies and practices. Perspectives of generalist social work practice include the Person-In-Environment and Strengths perspectives, which view populations being served as possessing cultural capital, strengths, resilience, and assets. Generalist social workers critically analyze societal, structural, and institutional factors impacting populations being served as well as individual, family, and community needs. Also, generalist social workers engage in interdisciplinary collaboration to provide services to clients. These services include engagement, assessment, brokering resources, advocacy, education, and organizing alongside and on behalf of the populations being served. In addition to these services, generalist social workers also participate in community and organizational engagement, assessment, development, and evaluation. Finally, generalist social work practice includes continual quality improvement to ensure services best meet the needs of those being served.

**Degree Maps.** A degree map is an important resource to guide students in identifying the courses they need each semester to progress in the program. Two program options, or courses of study, exist for BSW students: a two-year and a three-year option. The degree plan for the two-year option can be found here: <https://socialwork.nmsu.edu/students/undergraduate-students/AY22-23-Full-Time-BSW-Degree-Map1.pdf>. The three-year option degree plan is located



here: <https://socialwork.nmsu.edu/students/undergraduate-students/AY22-23-Part-Time-BSW-Degree-Map-4.18.22.pdf>

**Course Descriptions.** Course descriptions help students know what they can expect from each course they take. Course descriptions may also help students in getting their questions answered about a particular class before it begins. All course descriptions and learning objectives for each course are detailed here: <https://catalogs.nmsu.edu/nmsu/course-listings/sowk/> .

### **Advancing Through the BSW Program**

**Students granted Provisional Acceptance to the BSW Program:** Applicants may be granted Provisional Acceptance to the BSW Program for reasons such as GPA below 2.5 or incomplete general education and/or departmental pre-requisites. Such instances are considered on a case-by-case basis. The applicant will be informed in writing of the conditions which define the Provisional Admission, and a Departmental Mentoring (DM) Hold will be placed on the student account. If the DM hold is placed for missing pre-requisites, then the student must meet with the Social Work Academic Advisor to create a plan to complete remaining pre-requisites for it to be removed. If the DM hold is placed for low GPA, then the student will have the Provisional Admission granted for one semester.

The student will have to meet with the Social Work academic advisor for registration assistance while the hold is in place. The student will have 1 semester to increase their GPA and to remove their Provisional Status. If the conditions of the Provisional Admission are not satisfactorily met by the deadline specified by the Admissions Committee, the student may be immediately dismissed from the BSW Program. If you are admitted provisionally, make sure to speak with the BSW Program Coordinator at the end of your first semester.

**Transfer Students:** A guide for transfer students can be found here: <https://admissions.nmsu.edu/how-to-apply/transfer-students/>. It is essential for transfer students to meet with pre-social work advisors at Central Advising prior to meeting with the Social Work program. Appointments with a pre-social work advisor can be scheduled through the NMSU Center for Academic Advising and Student Support at <https://advising.nmsu.edu/>. This advisement appointment is important to help students ensure that their official transcript is sent from their prior college or university to NMSU Registrar's Office after all grades are posted on their records. Once the Registrar's Office has evaluated students' transferred credits and those credits are posted in the Banner System, students may check their own academic transcript through the MyNMSU Portal at <https://my.nmsu.edu/>.

**Registration:** ANMSU provides a registration guide for students here: <https://records.nmsu.edu/registering-for-classes/>. All NMSU students have access to the Banner System and can self-register for most classes online. **All BSW students are guaranteed**

**spaces in their required classes.** Students who register early will have more flexible options on times and days those classes are offered. Registration times are based on student classifications. Students can find their registration eligibility date here: <https://records.nmsu.edu/registration-schedule-by-classification/>. If you are not able to register for a required course, you may contact the Academic Advisor for assistance.

**Social Work Academic Advisement:** Once students are admitted to the BSW Program, they are strongly encouraged to connect with our Social Work Academic Advisor. Students are also strongly encouraged to meet with their Social Work Academic Advisor at least once a semester to discuss your progress in the BSW program and any academic concerns. The advisor will review the student's academic record and provide students with the individual guidance they need. Seniors should meet with the Social Work Academic Advisor at least once during their final Fall semester. It is not recommended that students use the advice of peers regarding the course selection because their academic standing might be different.

**Standards of Scholarship:** The School of Social Work does not accept life or work experience as a substitution for social work coursework. Students are expected to maintain a minimum cumulative GPA of 2.5 to remain in good standing. The minimum grade for SOWK courses is "C" or higher. Courses graded "S" is not counted in determining grade-point averages. However, earning an unsatisfactory (U) grade in a practicum or seminar course may be basis for dismissal.

**Student Retention Policies:** The GPA standard in the BSW social work program is set at a minimum of 2.5. This standard is for continuation in the program and to graduate. Once BSW students are admitted into the program, they must maintain at least a 2.5 overall grade average; at least a 2.5 grade average in required social work courses; an "S" in practicum courses; and, earn at least a "C" in all required social work courses.

Students who fall below the minimum cumulative GPA standard even though they have not received a "D" or "F" in a core social work course need to immediately schedule an appointment with the social work advisor. If students wish to stay in the program, they must agree to a GPA improvement plan approved by the Social Work Advisor. Students not meeting the GPA standard and without a reasonable GPA improvement plan and who do not voluntarily transfer to another major will be administratively dropped from the BSW program. Students who are dismissed from the program may seek reinstatement by following the reinstatement procedure. Students who receive a grade of "D" in a single, required social work course in any one semester and whose GPA remains above the required 2.5 minimum standard, will be allowed to continue in the program but will need to retake that course in the next semester the course is offered. They may not register for courses that require the course needing to be retaken as a prerequisite or co-requisite course. The student must wait to take these courses until such time the course in question has been retaken and a grade of "C" or better has been earned.

Students who receive a grade of "F" in a required social work course are at risk for being dismissed from the BSW program and may seek reinstatement by following that procedure. If you have been accepted into the program provisionally, you are at risk of being dismissed from the program unless your provisional requirements are met by the specified deadline. Therefore, we strongly suggest that you: (a) meet with your Academic Advisor regularly, and (b) take advantage of the writing lab on campus or any other resource that has been recommended as a condition of your admission. In addition, all students are expected to meet the ethical and behavioral standards of the Personal Characteristics statement (see below) as well as the NMSU Student Code of Conduct.

**Degree Checks:** All NMSU students have access to the NMSU STAR Degree Audit System. Access the STAR Audit system here: <https://records.nmsu.edu/star-degree-audit/>. Degree requirements change from time to time, but student degree requirements will be based on the requirements in place at the time of their admission to the BSW program. If students are unsure of their catalog year, please contact the Social Work Academic Advisor as soon as possible. It is highly recommended that you check your progress and discuss specific requirements with your Academic Advisor at least once each semester.

**Correspondence:** All email correspondence should only occur using an NMSU or Canvas email account. Zoom logins should be completed using the student's NMSU credentials. This is in place to protect student privacy under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). Please include your AGGIE ID number in email correspondence with the Social Work Academic Advisor.

### **BSW Program Academic Policies and Guidelines**

Students in the BSW Program have rights and responsibilities within the University and the School of Social Work. To learn more about student rights and responsibilities at NMSU, please see the NMSU Student Handbook at <https://studenthandbook.nmsu.edu/>. This section of the BSW Student Handbook details student rights and responsibilities in the BSW Program.

**Ethical, Professional Behavior:** In addition to the academic expectations, social work students are expected to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession. Behavior contrary to these ethics will be cause for review of the student's admission to the program or continued future in the BSW Program. Examples of behavior, which could warrant such a review, include derogatory oral and written statements, gestures, and/or wearing clothing with statements that are disruptive to students, faculty, and/or persons from populations reflecting racial, ethnic, disability status, religious, socio-economic, gender, and sexual orientation differences.

**Ethical, Professional Conduct:** Since social work roles are comprised of practice with clients and client systems with diverse backgrounds impacted by a range of social issues, it is important that BSW students do not permit personal needs to interfere with this role. Students must also actively identify and address their emotional and psychological wellbeing or seek resources to support their wellbeing. In instances where students demonstrate behaviors which suggest that one's personal matters are not sufficiently resolved to be able to help and support others at this time, students with personal needs may be provided resources and accommodations adequate to support their educational progress as appropriate. However, if a student's personal needs continue to interfere with their ethical, professional behavior and conduct, then they may be dismissed from the BSW Program. Applicants to the BSW Program may also not be admitted if their personal needs appear to prevent them from demonstrating ethical, professional behavior and conduct in the BSW Program.

**Criminal Justice Involvement:** Students are advised that if they have lived experiences with the criminal justice system prior to starting or during their BSW Program to proactively disclose this information. This is important because arrests and legal convictions may have implications for practicum placements, professional licensure, and professional employment. While this may not affect students' academic standing, this information is shared with the SSW Administrative Team to effectively provide students with guidance. Students are further advised that some state boards of social work examiners, including New Mexico's, may refuse to issue a license or certificate of registration to any person who has been convicted of a felony, in this or another state.

**Grade Appeals.** Every student has a right to appeal individual grades. The first step of the grade appeal process is to contact the professor who issued the grade. If this is not sufficient, students may submit a written appeal to the BSW Program Coordinator. The BSW Program Coordinator will convene an ad hoc Academic Standards Committee with two additional faculty members from the School of Social Work within two weeks. This committee will review the information provided by the student and their professor and provide a recommendation to the School of Social Work Director within one week of the meeting for a determination. If the student disagrees with any recommendation or determination, they have the right to submit an appeal to the College of Health, Education, and Social Transformation Academic Dean. All grade appeals processes must adhere to the guidance provided in the NMSU Administrative Rules and Procedures (ARP), Chapter 5, Section 5.13 – Undergraduate Student Academic Grievances, found here: <https://arp.nmsu.edu/5-13/>.

**Student Support, Rights, and Accountability Process.** The SSW promotes students' wellbeing, academic persistence thriving and success throughout their academic program. Collectively, the SSW faculty, staff, and administration act to provide information, support and advisement, engage students in their courses and through fostering an inclusive campus environment, and communicate with students early when academic or behavioral concerns

arise. These concerns may include but aren't limited to falling below a 2.5 overall GPA, failing social work course(s), disruptive behavior, violation of NMSU student conduct or academic integrity policies, SSW or practicum site policies, breeches of the NASW Code of Ethics, unprofessional behavior, or behavior that presents harm to the safety of oneself and others. A three-phased approach is applied to offer students support, inform them of their rights and responsibilities, develop a plan for students to demonstrate progress, and to outline consequences if concerns persist.

**Phase 1: Student Support Meeting.** Faculty and students are strongly encouraged to first communicate when issues arise and to attempt to resolve these challenges. Students may also reach out to the SSW Academic Advisor, their faculty advisor, and/or the Program Coordinator for guidance and information. However, when academic or behavioral concerns arise that have the potential to interfere with students' safety and success in their academic courses or practicum placements, a collaborative problem-solving approach is used. It begins with a Student Support Meeting.

A student, their faculty advisor and/or one or more professor(s) can request a Student Support Meeting. If the concern arises in practicum, this student support process is led by the Practicum Education Director and Coordinators, and includes the practicum liaison, site instructor, and the student (See Practicum Education Student Handbook). If the concern occurs in a course or courses outside from practicum, the student support process is led by the respective Program Coordinator and includes the professor(s) and the student. These meetings may also include the SSW Academic Advisor. The student support meeting includes gaining an understanding of the concern(s) from the faculty and student perspectives, identifying student strengths and needs, providing the student with support and resources, and defining a plan for students to demonstrate progress toward academic success. This academic success plan must include a timeline for resolution. The Program Coordinator will monitor whether this timeline is completed. A second student support meeting may be convened if the student needs additional support, to receive progress updates or to conclude the process.

### **Phase 2: Student Rights, Responsibilities, and Accountability Process**

The second phase of this process is a formal stage called Student Rights, Responsibilities and Accountability. This phase is initiated when concerns addressed during the Student Support Meeting are not resolved and/or a student is at risk for serious consequences, such as failing a course or course(s), being removed from a practicum placement which impacts their ability to complete practicum requirements, being placed on academic probation or being dismissed from the SSW and/or University. Phase 2 may be immediately initiated if significant violations of the NASW Code of Ethics, NMSU academic conduct or integrity policies, or safety occur. The formal Student Rights, Responsibilities, and Accountability process begins using the following steps:

- Step 1:** The Program Coordinator is notified via email that a Student Rights, Responsibilities and Accountability meeting is necessary.
- Step 2:** The Program Coordinator will schedule the meeting with the student, professor(s), and other relevant parties, as soon as possible but no later than two weeks from notification. During this time, the Program Coordinator will prepare

and provide to all relevant parties information for the meeting, including a description of the concern, steps taken to resolve the concern, academic investigation findings, the student's academic progress and status, and relevant NMSU policies.

**Step 3:** Upon convening a Student Rights, Responsibilities, and Accountability meeting, a clear plan to resolve concerns with measurable actions, people responsible, and a timeline will be developed.

**Step 4:** If a student is nonresponsive and chooses not to participate in this process or concerns are not resolved within the timeline defined during the meeting, the Program Coordinator will convene a second meeting with all involved parties to recommend the student continue with their academic program with conditions or be dismissed from the program. If the recommendation is that student continues in the program, the Program Coordinator will monitor the student's progress. If the recommendation is to dismiss the student from the program or conditions for continuing in the program are not met, the Program Coordinator will notify the SSW Director in writing.

### **Phase 3: Student Dismissal from the BSW Program**

The SSW Director and faculty take seriously the responsibilities to ensure the BSW Program is high quality and rigorous and to prepare our students to be highly trained, skilled and ethical professionals as they begin practicing social work. Dismissing a student from the SSW is an outcome that may occur when other avenues of support and accountability are not successful in resolving student academic or behavioral concerns. In addition to the circumstances described earlier, a student may be dismissed from the SSW if they:

1. Receive two "D's" in the social work professional core classes;
2. Receive one "F" in the social work professional core classes;
3. Receive one "U" in practicum;
4. Earn below the minimum 3.0 cumulative GPA at the end of two consecutive grading periods; if a student is on provisional status, dismissal occurs at the end of one grading period;

The SSW Director will notify the student, in writing, of dismissal when any of the above occurs.

**Student Reinstatement to the BSW Program.** If a student is notified that they are dismissed from the BSW Program and believe they've been unfairly dismissed, they may make a request to the BSW Program Coordinator for reinstatement into the program. Requests must be made in writing within two weeks after receipt of notice of dismissal. The expected timeline is as follows:

- a. Within one week, the BSW Program Coordinator will constitute a Reinstatement Committee, which shall consist of two Social Work faculty members. Faculty members selected, will be required to serve.
- b. The student shall submit in writing, the reasons they believe that extenuating circumstances contributed to the deficiencies leading to dismissal. Any supporting data are accepted to assist the student in developing a rationale.
- c. The committee, in turn, may request written data from other sources (grades and feedback from other professors, feedback from field instructors, etc.) to assist in the decision-making.
- d. The committee shall deliberate in private and send a recommendation to the BSW Program Coordinator within five working days following the meeting. The program coordinator shall consider the committee's recommendation, make a decision, and notify the student of that decision within three working days after receipt of the committee's recommendation.
- e. Students who are reinstated, by appeal, but who subsequently receive a "D" or "F" in any BSW core course or a "U" in practicum courses are automatically and permanently dismissed from the Program.

Students who did not seek reinstatement or whose reinstatement is denied must wait one full calendar year before reapplying to the Program. The former student must meet all criteria for review required of other applicants and become part of the applicant pool. This requires reapplying with a complete application packet.

**Reinstatement of Students Who Withdrew from the BSW Program in Good Standing.** Students who request reinstatement into the BSW program after withdrawal in good standing must submit a letter to the BSW Program Coordinator addressing the following:

- a. If a student has been absent from the program more than 7 years, reinstatement is not possible; the student must re-apply for admission to the BSW program.
- b. The student must clearly articulate the reason(s) for departure from the program.
- c. The student must clearly articulate the reason(s) for wanting to return to the program.
- d. The student must provide information identifying how they have stayed current with the social work profession during the absence.
- e. The student must report any felony convictions.
- f. The student must provide evidence of academic good standing (GPA 2.5 or above).
- g. The student must supply transcripts from any other academic programs attended during the absence.