



UNIVERSITY *of*
WEST FLORIDA

Student Handbook
Department of Social Work

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Welcome!

Welcome to the University of West Florida's Department of Social Work. The Department of Social Work has a baccalaureate program and master's program accredited by the Council on Social Work Education ([CSWE](#)).

This handbook is intended to advise social work students about current policies, procedures, and program requirements. It is designed to acquaint you with the faculty and staff of the academic program you are entering and to provide helpful information about the general needs of social work students. We hope you will find the program a source of both personal and professional growth.

Social workers engage, assess, intervene, and evaluate individuals, families, groups, organizations, and communities under an overarching fabric of professional ethical standards centered on principles of justice and the recognition of civil and human rights. Social work may take the form of, but is not limited to: Case management and resource allocation; direct clinical practice with individuals, families, and groups; policy practice; program evaluation and needs assessments; and community organizing and advocacy efforts that may include participatory action research.

Upon earning a Bachelor of Social Work (BSW) degree, students have access to professional opportunities in case management at social service agencies. The BSW degree makes a student eligible to earn an MSW through the Advanced Standing program. The Advanced Standing MSW program is a one-year degree track that allows students to earn an MSW degree in three semesters.

Professional social work offers many career opportunities for those with an MSW degree. Social workers with MSW degrees practice in a wide variety of public and private settings, such as mental health/counseling, child welfare, youth services, schools, criminal justice programs, hospitals, in the military, with military families, and long-term care facilities, to name a few. Social Workers engage, assess, and intervene with and on behalf of client populations who often have extensive and intensive needs to enhance the quality of life and improve outcomes.

Here at the University of West Florida, we take great pride in our students and the preparation they receive to do great work in the community and to examine the impact of social, economic, and political systems on individuals, communities, and broader society.

[University of West Florida Mission Statement](#)

UWF delivers a learner-focused university education that enables students from varied backgrounds to meet their career and life goals. UWF research and community partnerships advance the body of knowledge and enhance the prosperity of the region and the state.

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The Usha Kundu MD College of Health Mission Statement

The mission of the Usha Kundu, MD College of Health is to be community engaged and actively working to improve the health and quality of life for all individuals and communities through learner focused education and conducting collaborative and impactful research.

Department of Social Work Mission Statement

The Department of Social Work draws upon the University of West Florida's vision, mission, standards, and the institutional strategic plan. The mission of the Department of Social Work is to prepare BSW and MSW program graduates for competent and integrous social work practice at the generalist and advanced generalist levels as evidenced by demonstrated knowledge and critical thinking skills that are in alignment with the standards and ethics of the social work profession as articulated in the Council on Social Work Education/ Educational Policy and Accreditation Standards (CSWE/EPAS) and the National Association of Social Workers (NASW) Code of Ethics. Consistent with social work professional standards and ethics, the department honors and respects multiple perspectives and seeks to foster an environment of learning, curiosity, and belonging.

BSW Mission Statement

In alignment with the UWF Department of Social Work mission statement, the mission of the BSW program is to prepare graduates for effective multi-level assessment, engagement, intervention, and evaluation of multiple systems in many fields of practice. Consistent with CSWE/EPAS, the mission of the program is student acquisition of knowledge, skills, and understanding of social work professional standards and ethics necessary to practice at the generalist level.

MSW Mission Statement

In alignment with the UWF Department of Social Work mission statement, the mission of the MSW program is to prepare graduates to work with individuals, families, groups, communities, and organizations across a broad range of settings in medical and behavioral health among others. Consistent with CSWE/EPAS and guided by a broadly trained faculty, the MSW program is committed to preparing graduates for advanced generalist and clinical social work practice that enhances the well-being and functioning of micro-, mezzo-, and macro- systems through evidence- informed practice in accord with the ethics and standards of the profession.

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Goals of the Department of Social Work

1. Maintain accredited and competitive social work degree programs that prepare BSW graduates as generalist practitioners and MSW graduates as advanced generalist practitioners in clinical practice settings such as medical and behavioral health.
 2. Continue to promote a student-centered learning environment reflective of all communities and populations served, and devoted to the needs and interests of our student body where students can integrate professional knowledge, skills, standards, and ethics into their future social work practice.
 3. Collaborate with and serve the region, the university, the public, voluntary agencies, and the global community as a resource for current, relevant, and quality social work education.
 4. Contribute to the development and application of knowledge in social work practice by supporting the teaching, scholarship, and community service of the faculty.
- The program's mission and goals clearly reflect the profession's purpose and standards.

Profession's Purpose

The Social Work department is committed to engaging our students in the standards and ethics of the profession. The department leans on the frameworks presented by the Council on Social Work Education ([CSWE](#)) and the National Association of Social Work ([NASW](#)) as guiding components of the BSW and MSW degree programs and for developing and delivering social work pedagogy related to the standards and ethics of the profession. [National Association of Social Workers Code of Ethics: Preamble](#)

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.

Academic Advising

The Academic Advisor strive to build a collaborative environment between themselves and the students to foster the academic, professional and personal growth of each student. The

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Academic Advisor help the Department to address the needs of students as they move through their academic program. It is important for students to establish early contact with an advisor.

The Academic Advisor assist students with the following:

- Successful completion of the program by monitoring any changes within the University, or Departmental requirements.
- Work with the student upon admissions to develop a degree program that will be use to guide the student's academic journey.
- Provide students with campus and community information and resources.
- Help students identify options and possible solutions when academic or personal difficulties interfere with achieving educational goals.
- Inform students of the requirements in relation to graduation and their individual standing.

Professional Advising

Full-time undergraduate and graduate social work faculty are titled as mentors, and each is assigned approximately 25 to 55 social work student mentees in their assigned program level. The faculty member is available to students during their period of enrollment and mentorship-related tasks include, but are not limited to: modeling professional and ethical behavior; sharing important information about the program and the profession (e.g., state licensing information); fielding and directing program and policy questions; providing professional development opportunities, both volunteer-based and paid; and generally functioning as a sounding board for students to navigate their educational and professional plans within the context of their lived experiences.

Faculty Mentors

Faculty mentors reach out to the group of student mentees via an online communications platform at the beginning of each semester and throughout the year as needed to share contact and availability, as well as information about professional development opportunities.

Faculty Supervisors and Graduate Assistants

At the beginning of each academic year, the chair solicits applications from students in the Face to face MSW program who are interested in being a Graduate Assistant. The chair then works with faculty to pair the Graduate Assistant. Graduate assistantships last for one semester with the possibility of renewal; graduate research assistants may split their time between two faculty; assistants may be social work graduate students or other graduate students enrolled within the College and University.

According to the [UWF Graduate Assistant Handbook \(pp. 4-6\)](#):

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A Graduate Assistant (GA) is an admitted master's-level, specialist-level, or doctoral-level student assigned to teaching or research duties. A Graduate Assistant (9186) may assist with administrative, research, or teaching related activities.

The student is responsible for assisting faculty members with research related to the student's degree program. GAs are required to observe ethical practices when conducting sponsored research (research funded by a grant). To comply with this policy, students must complete and provide certification for pertinent responsible conduct in research training.

[GA-handbook_2018.pdf \(uwf.edu\)](#)

BSW Program Requirements

The Bachelor's of Social Work (BSW) curriculum is designed to prepare graduates for beginning social work generalist practice. Generalist practice means that social workers must be able to work with systems of various sizes: Individual, family, small group, organization, and communities. Generalist practitioners use an eclectic theory base. This means that they are comfortable with multiple evidence-informed theories of practice and can apply these to best meet the needs of and empower the client system. Generalist practice uses a problem-solving approach (engagement, assessment, planning, implementation, evaluation, termination, and follow-up). This means that the generalist practitioner is able to intervene with multiple systems on behalf of the client. Generalist practice knowledge and skills are transferable from one field of practice to another. Generalist practitioners use critical thinking skills and practice lifelong learning.

The degree requires a total of 120 semester hours. All social work majors must complete 36 semester hours of General Education requirements, 51 semester hours of Social Work courses which includes the field experience, and 24 semester hours of electives to include one required Social Work elective. [Program requirements are detailed in the UWF undergraduate catalog.](#)

MSW Program Requirements

The Master's of Social Work (MSW) program prepares graduates to work with individuals, families, groups, communities, and organizations within medical and behavioral health settings, among others. The Master's of Social Work program at UWF develops advanced practitioners who can demonstrate clinical and critical thinking skills necessary to assist clients in a broad range of dilemmas and settings. Guided by an invested faculty, the department is committed to examining the impact of social, economic, and political systems on and across individuals, communities, and broader society.

The Department of Social work has two different options for earning the MSW graduate degree. The Traditional MSW program involves completion of 60-semester hours of graduate coursework and is intended for students who have earned an undergraduate degree in a field other than social work. The Advanced Standing MSW program requires 30-semester hours of graduate coursework and is intended for students who have obtained a baccalaureate degree in social work from a CSWE accredited program. All coursework should be completed within a maximum of four (4) years. [Program requirements are detailed in the UWF graduate catalog.](#)

Student Appeal of Social Work Program Policy - BSW and MSW

This procedure will apply to all special requests from the student to the Program. The petition procedure may be used to request a waiver in academic policy if unavoidable extenuating circumstances would make compliance impossible or difficult; for permission to vary from the normal academic course sequencing; or for other special, unforeseen and unanticipated circumstances which would require Program approval. Students may appeal program policy through the following process:

1. Students are encouraged to work directly with their instructor of record to reconcile concerns. If they are unable to reach a satisfactory result then they can engage the escalation pathway starting with step two.
2. The student petitions first through the academic advisor and then the BSW or MSW Program Coordinator.
3. The BSW or MSW Program Coordinator will review the petition, meet with the student, and present the petition to the faculty.
4. If desired, the student will have an opportunity to discuss the petition with the faculty. The faculty may also request or require the student to meet with the faculty to discuss concerns or needs for remediation.
5. The faculty will then make a final decision regarding the student's appeal.

Academic Conduct

The University of West Florida is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered.

Academic integrity is closely related to professional ethics and requires that students honestly acknowledge their use of the ideas, words, and written work produced by any other individual, institution or source. Failure to acknowledge properly the use of another's intellectual output constitutes a form of academic misconduct.

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In addition to the statements specifically related to academic conduct, the student who aspires to earn a degree in social work should strive to demonstrate the professional standards as articulated in the [Code of Ethics of the National Association of Social Workers](#) and by the [UWF Student's Code of Academic Conduct](#). Non-academic issues related to the university's code of conduct are handled by the university administration. Examples of such issues would include violent behavior or criminal misconduct.

Students are required to maintain acceptable university academic standards and to advance through the program. The criteria for evaluating student performance are included in the course syllabi prepared by the teaching faculty to supplement the standardized course syllabi. The course instructors determine the basis for grading in their courses. Evaluation of student performance in classroom courses is based on a combination of methods. Written papers, submitted at the midpoint of the semester and at the end of the semester are commonly utilized. Examinations, class participation, and individual or group presentations are utilized. Role-plays and small group exercises provide both a teaching tool as well as an opportunity to evaluate student learning. Assignments and class participation are designated a percentage of the total grade in most courses. Regular attendance throughout the semester is required to satisfactorily complete all courses.

Incompletes are used in cases of extenuating circumstances. The student requesting the incomplete and the faculty member must arrange a plan for the students' completion of the required course work and contract for the time of completion of the work. When the work required is not turned in within the university guidelines for incompletes the incomplete becomes a failing grade.

[Academic Dishonesty and Plagiarism](#)

The Department views academic dishonesty (such as plagiarism or inappropriate use of generative Artificial Intelligence) as a serious offense and a violation of professional ethics. The Department's policy on academic honesty is included in all standardized course syllabi. Incidents of academic dishonesty are handled according to the [Student Code of Academic Conduct](#). This policy describes and provides examples of plagiarism, as well as how it can be avoided. Penalties for violations can range from failure on the assignment to dismissal from the program.

Student Dismissal from the Program

Policies: The program has established policies for terminating a student's enrollment. These policies include dismissal for academic and non-academic reasons. Academic reasons for termination relate to the students' level of knowledge or skills that impede the students' academic standing and deter their preparation for becoming competent social work practitioners. Non-academic reasons relate to the students' behavior or personal integrity that is inconsistent with University rules, state and federal law, and the standards and ethics of the profession.

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Procedures: The procedures related to academic performance are outlined in the university catalog and the university code of student conduct. These documents are given to each student at the beginning of their program during orientation. Policies related to student termination are in compliance with university policy and have been approved by the university attorney.

The academic progress of students is reviewed at the end of each semester. It is the advisor's responsibility to meet with the student and to come up with a plan that supports the students' needs to be successful in the program. Students are not permitted to continue to the next level of courses until all issues are corrected. Students are not permitted to move into the advanced curriculum unless they maintain a minimum grade point average of 3.0.

The process for academic and professional concerns consists of three phases:

1. Consultation with the instructor of record to resolve concerns.
2. Meeting with the BSW or MSW Program Coordinator.
3. Appeal to the Department Chair.

Consultation occurs at the request of the student, advisor, or instructor of record. Examples of academic concerns include consistently being late with assignments, missing classes, demonstrating lack of writing skills, being in danger of failing a course, or questions related to possible plagiarism. The goal of consultation is a corrective action plan. The student, faculty, and/or advisor may wish to consult with the department chair to discuss a corrective action plan. Corrective actions may include course load reductions, referral to the writing lab, office of disability services, or the Student Counseling Center.

Incidents of suspected plagiarism and academic dishonesty are handled according to the [Academic Misconduct Policy](#). Penalties for violations can range from failure on the assignment to dismissal from the program. When the issue is related to field education performance the faculty advisor will consult with the field education office. Corrective action may include revising the learning contract, changing the field instructor, or to change the field placement setting.

The second step in the process is a meeting with the BSW or MSW Program Coordinator. The advancement to the second step is indicated when the recommended course of action in the consultation was unsuccessful, in instances where unprofessional behavior occurs, or where violations of NASW Code of ethics has occurred. The coordinator will meet with the student and a representative of his/her choice. When a student desires legal representation, the department chair must be advised 24 hours in advance of the meeting. Possible outcomes of the second step range from written assignments examining ethical issues to recommendations for suspension from the program. Every effort is made to work with a student and to retain them in the program.

The final step in the process is an appeal to the Department Chair initiated after an unsuccessful event(s) in the second stage. The Chair's decision is the final step in the process. The student may bring an advocate of his/her choice to this meeting.

Student Dismissal Based on Non-Academic Performance

The department has established policies for terminating a student's enrollment. Non-academic reasons relate to the students' behavior or personal integrity that is inconsistent with the standards and ethics of the social work profession. Students are expected to reflect professional standards consistent with the NASW Code of Ethics, and in doing so are expected to demonstrate professionalism in attitude, behavior, and demeanor in the field agency and community. Concerns related to student performance, ethics, and professionalism should be addressed by the field instructor during supervision.

Non-academic issues relating to the university's code of conduct are handled by the university administration. Examples of such issues would include violent behavior or criminal misconduct. Inevitably some students will experience significant challenges in the development of professional behavior ~~and identity~~. On occasion circumstances may arise in which students fail to adhere to professional expectations. An agency reserves the right to immediately suspend or terminate a student's placement due to unprofessional behavior on the part of the student, safety concerns related to clients, and or unethical behavior by the student.

Failure to adhere to these professional expectations can result in termination from the field agency and/or dismissal from the BSW/MSW program. Termination from a field placement may result in a failing grade for field courses and in such cases the student will not be permitted to continue the BSW or MSW program without undergoing further academic review.

Procedures: The advisor reviews a student's academic progress at the end of each semester. It is the advisor's responsibility to meet with the student and to develop a plan that supports the student's learning needs in order to facilitate successful degree completion.

The process for academic and professional concerns consists of three phases:

1. Consultation as defined below.
2. Meeting with the BSW or MSW Program Coordinator.
3. Appeal to the Department Chair.

Consultation occurs at the request of the student, faculty advisor, field director, or instructor of record. Examples of professional concerns include aggressiveness in the field agency, noncompliance with NASW Code of Ethics, and/or acting against the agency's protocol. The goal of consultation is a corrective action plan. The student and faculty advisor or the student and faculty member may wish to consult with the department chair/director around the corrective action plan. The action plan may include referral to the office of disability services or the Student Counseling Center.

The second step in the process is a meeting with the relevant BSW or MSW program coordinator. The advancement to the second step is indicated when the recommended course of

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action in the consultation was unsuccessful, in instances where unprofessional behavior occurs, or where violations of **NASW** Code of ethics has occurred. The coordinator will meet with the student and a representative of his/her choice. When a student desires legal representation, the department chair must be advised 24 hours in advance of the meeting. Possible outcomes of the second step range from written assignments examining ethical issues to recommendations for suspension from the program. Every effort is made to work with students and to retain them in the program.

The final step in the process is an appeal to the department chair initiated after an unsuccessful event(s) in the second stage. The Chair's decision is the final step in the process. The student may bring an advocate of his/her choice to this meeting.

Student Grievance Procedure

The aforementioned policies follow that of the informal resolution process. However, students may elect and have the right to submit a formal grievance in writing. The Student Grievance Process is set forth by the University and specific steps are detailed on p. 53 of the [UWF Student Handbook](#).

The Student Ombudsman is an employee of the University who is available to guide and assist students with concerns related to their experience as a UWF student. The role of the Student Ombudsman is to serve as a resource and designated neutral party for those who may be a University-related concern or grievance. Such problems may be related to grades, a difference of opinion with instructors, an interpretation of university policies, or other administrative issues. Students seeking guidance or assistance related to their University of West Florida (UWF) experience – both academic and nonacademic – should contact the [Student Ombuds Office](#).

Professional Conduct and Expectations in Class and Field

The UWF Department of Social Work is committed to facilitating the professional growth for each student. The Department views professionalism as a cornerstone of the social work profession. With that, standards of performance are both guided by and consistent with the [NASW Code of Ethics](#). In keeping with the [UWF Student Code of Conduct](#), students are expected to abide by the professional standards or ethics defined by each academic program. Therefore, students enrolled in the BSW and MSW programs are expected to abide by the NASW Code of Ethics in both field and classroom settings, and in any other representation of the Department.

Steps for conflict resolution (escalation pathway):

1. Acknowledge and clarify the problem with all relevant and involved parties

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2. Attempt local resolution
3. Recognize when to escalate
4. Engage the appropriate parties for escalation beyond local resolution
 - a. Program Coordinators, Field Director, and or Assistant Chair
 - b. Social Work Department Chair
 - c. UKCOH Deans office
 - d. UWF leadership broadly

Evaluating Students' Academic Performance

For the BSW program students, all sSocial wWork courses must be completed with at least a “C” to be counted toward completion of the degree requirements. No prior work or volunteer experience can be accepted for academic credit. For the MSW program, students earning less than a 3.0 cumulative GPA will be unable to advance to the advanced clinical courses.

MSW students are required to maintain an overall B (3.0) average to advance through the program. MSW students earning less than a 3.0 cumulative GPA will be unable to advance to the advanced clinical courses. The criteria for evaluating student performance are included in the course syllabi prepared by the instructor of record to supplement the standardized course syllabi. The course instructors determine the basis for grading in their courses. Evaluation of student performance in classroom courses is based on a combination of methods. Regular attendance throughout the semester is required to satisfactorily complete all courses.

Across the BSW and MSW programs, grades of “incompletes” (I) are used in cases of extenuating circumstances and are assigned at the discretion of the instructor of record. The student requesting the “I” and the instructor of record must arrange a plan for the student’s completion of the required course work and contract for the time of completion of the work. When the work required is not turned in within the university guidelines for incompletes, the “I” automatically converts to a failing grade (F).

Evaluating Students' Field Performance

Across the BSW and MSW programs, the criteria for evaluating performance in the field are explicated in the field evaluation forms, which are available on the school’s web site and as well as contained in the field education manual. Grades of satisfactory or unsatisfactory are given at the end of each semester of field education. Students are considered to be in good standing when a grade of satisfactory has been received for field instruction. A separate grade is not given for the field integration seminar although active participation in the seminar is taken into consideration in the overall field education grade.

The office of field instruction provides the student and the field instructor with an evaluation form to monitor and assess the student's learning needs and progress. The field instructor completes a written evaluation on the student each semester. The student also has input into the evaluation process. The field education professor, with heavy reliance from the field instructor's evaluation, renders the field education grade. Factored into the field education grade also include the students' participation in the seminar, information from conferences with the student, and information shared by the agency supervisor or other agency staff members. A detailed overview of field education and related processes can be found in the UWF Department of Social Work Field Manual.

Academic Performance Grievance

Policies: Pursuant to the policies established by the University and published in the UWF Student Handbook, the Department of Social Work uses the following system for addressing student grievances.

Student grievances handled under this system can include the following:

- Problems with student or academic services;
- Contested grades for courses;
- Being placed on academic probation or suspension;
- Readmission actions; or
- Other academic matters.

A student may seek informal resolution of the complaint or dissatisfaction before filing a written grievance if the student wishes. A student may seek informal resolution by:

- Talking with the individual they believe has caused the complaint or dissatisfaction to see if informal resolution is possible and/or
- Talking with the supervisor of the individual they believe cause the complaint of dissatisfaction to see if informal resolution is possible

The [ombudsperson](#) serves as an alternate resource for all students to complement other existing channels of communication and conflict resolution. The role of the ombudsperson is to serve as a resource and designated neutral party for those who may have a University-related concern or grievance. Such problems may be related to grades, difference of opinion with instructors, interpretation of University policies or other administrative issues. Students seeking guidance or assistance related to their University experience, both academic and nonacademic, should contact the UWF student ombudsperson.

Procedures: The following steps in the process must be adhered to by the Student and the University:

Step 1: Faculty Level - A student wishing to contest a final course grade must first contact the course instructor to initiate a verbal or written appeal. The student must initiate contact within 30

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calendar days of the grade being available for the student to view online. The student must present a rationale for the appeal and a preferred resolution.

The course instructor receiving the verbal or written appeal shall respond in writing to the appeal within 10 calendar days. Should the course instructor agree with the appeal he or she will process an appropriate grade change in a timely fashion.

In the event that the course instructor is not available (e.g., no longer employed, on sabbatical, or other long term absence from the workplace) to receive and respond to the grade appeal the student shall move directly to Step 2.

Step 2: Chair Level - Students not satisfied with the course instructor's response at Step 1 may appeal to the Step 2 representative who will be the department chair or school director. This second level appeal must be submitted by the student in writing to the appropriate Dean's Office within 10 calendar days of receiving the Step 1 response and must include the following:

- Date of the written complaint
- The student's name, local address, UWF e-mail address, and phone number
- The course instructor name and course information
- A concise statement of the rationale for the grade change appeal
- A statement of any action previously taken to resolve the issue and the results of these actions
- The disposition desired by the student

The department chair, school director or the individual to whom the Step 2 review is designated ("designee") shall review the appeal, discuss it with the course instructor and/or other pertinent individuals and respond within 10 calendar days of receiving the appeal. The response may include requests for more information or requests to meet with the student bringing the appeal. The time needed for the response may be extended by the Step 2 representative. It will be the responsibility of the Step 2 representative to inform the student and the course instructor of any such extensions in response time.

The Step 2 representative will provide the student and course instructor with a written response with his or her findings and decision. If the Step 2 representative finds in favor of the student, the course instructor will be provided with an opportunity to submit a written rebuttal within 10 calendar days of the Step 2 decision. If the course instructor does not file a rebuttal, the Department Chair will process an appropriate grade change in a timely fashion. If the Step 2 representative does not find in favor of the student, the student may accept the decision or may appeal to the next level.

Step 3: Final Appeal by Student or by Course Instructor

- Student Appeal: If the student wishes to file an appeal of the Step 2 decision, it must be filed within 10 calendar days of the date of the Step 2 decision with the Office of the Dean of the College in which the course is taught. The student's appeal must be in writing

and state the grounds for the appeal. Grounds for the student's appeal are limited to the following:

- The student's rights, as outlined in this policy, were violated in the appeal process
- New information is discovered that was not available at the time of the previous reviews, or
- The information presented does not support the decision
- Course Instructor Rebuttal: If the course instructor wishes to file a rebuttal to the Step 2 decision, it must be filed within 10 calendar days of the date of the Step 2 decision with the Office of the Dean of the College in which the course is taught. The course instructor's rebuttal must be in writing and state the reasons why the Step 2 decision is believed to be incorrect or require clarification.

The Dean (or designee) shall review the student's appeal and the course instructor's rebuttal, where applicable, and respond within 10 calendar days of the receipt of the latest filed document. The Dean or designee's response may include any of the following:

- A request for more information
- A request to meet with the course instructor, chair or student involved
- Referral of the appeal to the College Academic Standards Committee for recommendation

The time needed for the response may be extended by the need to gather information, scheduling needs, etc. It will be the responsibility of the responding Dean (or designee) to inform the course instructor, chair, and student of any such extensions in response time. The Dean (or designee) will provide the course instructor, chair and student with a written response with his or her findings and decision. This decision shall be the final decision of the University.

Students may also report any academic concern or complaint by email via studentgrievance@uwf.edu.

[UWF Equal Opportunity and Non-Discrimination Statement](#)

The UWF Department of Social Work adheres to university policy on equal opportunity and non-discrimination as stated below ([EO NonDiscrimination Statement](#)).

The University of West Florida (University) is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, pregnancy, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with

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applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

In pursuing its mission of excellence as a learner-focused university, the University strives to create and maintain a harmonious, high-performance work and educational environment. Conduct that discriminates, harasses, or intimidates by threat is contrary to this commitment. Further, workplace behavior that is disruptive to the operations of the University or that impairs workplace discipline interferes with this mission.

It is the University's expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, civil discourse, and trust, free from discrimination, harassment, or retaliation.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students as prescribed by federal and state guidelines to measure whether our campus is reflective of the community we serve.

The University further recognizes that discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate university-wide compliance, the Equal Opportunity Coordinator position has been created to develop, administer, and coordinate university-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Title IX Coordinator, the Division of Academic Engagement and Student Affairs, the Athletics Department and all University divisions, colleges, and departments.

Questions should be directed to the EO Coordinator at eop@uwf.edu or 850-474-2694.

Student's Rights to Participate in Academic and Student Affairs

Policies: The program recognizes and affirms that students have a right to participate in the decision making process that affects their learning environment. Student participation in the development and implementation of department's policies and administration is seen as an essential aspect of social work education. It provides opportunities and encourages students to organize in their interests.

Student Appeal of Social Work Program Policy: -This petition procedure will apply to all special requests from the student to the Program. The petition procedure may be used to request a waiver in academic policy if unavoidable extenuating circumstances would make compliance impossible or difficult; for permission to vary from the normal academic course sequencing; or for other special, unforeseen and unanticipated circumstances which would require Program approval.

Student Input: Any student or group of students may present a petition to the Chair of the Department. The information preferable should be written and will be placed on the faculty meeting agenda, if necessary.

Petitions: Any student or group of students can present a petition to the Chair of the Department or to the faculty via the student representative. Petitions will then be placed on the regular faculty meeting agenda.

Procedures Specifying Students' Rights to Participate in Academic and Student Affairs Policymaking:

Students may appeal program policy through the following process:

- Student petitions first through the academic advisor and then the relevant BSW or MSW Program Coordinator.
- Relevant BSW or MSW Program Coordinator reviews the petition, meets with the student, and presents the petition to the faculty.
- If desired, the student will have an opportunity to discuss the petition with the faculty.
- Faculty may also request or require the student to meet with the faculty to discuss concerns or needs for remediation
- Faculty will then make a final decision regarding the student's appeal.

The student social work organization is notified when there is a faculty meeting scheduled. The student representative is able to share any considerations or concerns that the student social work organization has discussed.

Policies Specifying Students' Responsibilities to Participate in Academic and Student Affairs Policymaking:

Faculty Meetings: The student representative will be responsible for ensuring that students are represented at the regular faculty meetings. In accordance with the Department Bylaws, the student representative will be afforded the right to vote on issues concerning students at the regular faculty meetings or retreats. When possible, the agenda for faculty meetings will be given in advance to the student representative to solicit input on agenda items from fellow social work students.

The student social work organization is the avenue through which students participate in policies of the department. The student social work organization meets regularly throughout the year. Members of the organization serve as important liaisons between the students, faculty, and administration. The student social work organization is encouraged to participate in the work of the department's committees. Members of the organization are expected to be available when called upon to participate in the admissions committee and the curriculum committee.

Procedures Specifying Students' Responsibilities to Participate in Academic and Student Affairs Policymaking: Students in the Student Social Work Organization are notified when a faculty meeting is scheduled and are encouraged to attend should they wish to share any concerns, changes, or have considerations for the staff and faculty.

Student Social Work Organization

The student social work organization is the avenue through which students participate in learning more about the professional practice of social work as well as participate in department's policies. The student social work organization meets regularly throughout the year. Members of the organization serve as important liaisons between the students, faculty, and administration.

The UWF Student Social Work Organization (SSWO) was formed in 1974. The purposes of the organization are:

- To represent the ideas and feelings of students
- To foster support between the faculty and students of the Social Work Program
- To serve as an intermediary between the organization and the community of Pensacola and the surrounding area
- To enhance the relationship between the Social Work Department and the University.

The SSWO elects a representative to the faculty who serves to:

- Develop communication lines between faculty and students in a formalized manner;
- Provide a means of student input into departmental decisions;
- Provide a catalyst for the development of student organizations;
- Develop a means of improving the quality of social work programs through student input;
- Develop strategies for increasing the recruitment and retention of social work majors
- Advise the faculty of the impact of policy on students.

It is recommended that students eligible for nomination be a declared Social Work major and in good academic standing. The student elected will serve for a period of one year. The designated student representative will be responsible for updating faculty of current activities and ensuring that student issues and concerns are addressed at regular faculty meetings.

Social Work Faculty Approved Date: 4/1/26

Phi Alpha Honor Society - Omicron Chapter

Nationally, the Phi Alpha Honor Society promotes humanitarian goals and ideals through high standards of training and scholarships for both students and professionals. The Omicron Chapter was established in 1971. Membership is open to all graduate students in Social Work who meet the following criteria:

- successfully completed the UWF graduate school requirements
- demonstrate leadership in leading graduate student activities and volunteer efforts
- achieved an overall GPA of at least 3.50
- exemplifies the ethical and professional standards expected of members of the profession of Social Work

Professional Organizations

The National Association of Social Workers (NASW) is the national professional organization for social workers. NASW has over 130,000 members throughout the country. Florida has an active state chapter and the Northwest Unit serves the UWF region. NASW is the organization that sets professional standards for the recognized levels of professional social workers--BSW, MSW, ACSW (Academy of Certified Social Workers) and diplomats. In addition, the [NASW Code of Ethics](#) serves as a national guidestone for professional ethics and conduct.

Career Opportunities for BSWs and MSWs

Career opportunities in the field of Social Work have expanded greatly in the past decade. These career opportunities cover a broad spectrum of social work activities related to social, economic, and political systems on and across individuals, communities, and broader society. Social Work graduates are entering the field working with individuals, families, groups, communities, in both the public and private sector nationally and internationally. Some of the settings include:

- child protective services, adoptions, and foster care;
- teen pregnancy, family counseling, and family planning programs; · schools, community centers, and day care centers;
- nursing homes and other programs serving the elderly; · mental health centers and mental health residential treatment facilities; · home health care, hospitals, hospices, and clinics;
- alcohol and drug abuse prevention and treatment programs;
- developmentally delayed and/or the physically challenged;
- youth offenders, courts, and detention programs;
- adult probation and parole, prisons, and victim advocacy;
- leaders and planning groups in the community;
- city planning, urban renewal, and rural development;
- military and industrial settings;
- domestic violence shelters and prevention programs;
- direct clinical practice with individuals, families, and groups;
- case management and resource allocation;

- policy practice;
- program evaluation and needs assessments;
- community organizing and advocacy efforts that may include, for example, participatory action research.

Campus Resources

Financial Aid

The financial aid program at The University of West Florida is designed to permit attendance at this institution by students who cannot afford to pay the expenses themselves. In cases where the student demonstrates extensive need, a combination of several types of aid may be extended. A comprehensive program of scholarships, grants, part-time employment, and loans is available through Federal, State, and University funds. All awards are dependent upon availability of funds and demonstration of financial need unless otherwise noted.

Ask-a-Librarian

UWF Library staff, in the UWF John C. Pace Library, are available for help through our [Ask-a-Librarian Live Chat](#) monitored from 8:00 am to 6:00 pm Monday through Thursday, 8:00 am to 4:00 pm on Friday, 9:00 am to 4:00 pm on Saturday, and 1:00 pm to 6:00 pm on Sunday. You can also email a librarian using the left-hand navigation in Canvas under Help or Library Tools or text a librarian at 850-483-0225.

Counseling and Psychological Services

The Counseling Center provides individual and small group counseling services, testing, vocational information, and further referral services. These services are provided without charge to the student and his/her spouse or dependents. Information exchanged is confidential and does not become part of the student's University records. Students experiencing difficulty in adjusting to university life, needing testing for academic learning disabilities or with related problems are highly encouraged to seek help from the Counseling Center. The student's academic advisor can refer students for specific needs or purposes and will be available to aid the student and the counselor in achieving the goal or result. The Counseling Center is open from 8:00 a.m. until 5:00 p.m., Monday through Friday and can be reached by calling 850.474.2420 or by emailing counselingservices@uwf.edu.

Student Health Services

The Health Center provides medical treatment, services, and health information for all University students. Registered nurses are available 24-hours each day and the University physician holds a clinic during each class day. Limited inpatient care is provided when short-term confinement is required.

Social Work Faculty Approved Date: 4/1/26

Student Resources & Services

You are our most important asset, and our academic advisors are here to help you with your course and career planning. We offer a wide variety of services and resources. Appointments are preferred but walk-ins are welcome.

Career Development

The University Placement Office provides a centralized placement service for students and alumni seeking employment. The staff also provides assistance in resume preparation, employment interview preparation, career advising, and information on employment possibilities.

Office of Veterans Affairs

The Office of Veterans Affairs is designed to aid the veteran student by providing information concerning Veterans Administration educational assistance allowances and other veteran's benefits. It also provides a contact point for the veteran student. Assistance is available in the areas of financial aid, housing, counseling, and placement. Also, the UWF [Military & Veterans Resource Center \(MVRC\)](#) serves as the leading campus advocate for military, dependent and veteran students.

Educational Research Center for Child Development

Students, faculty, and staff with children between the ages of 6 months to kindergarten (5-6 years) are eligible to use the ERCCD (child care center) for a fee. The center is open Monday through Friday (contact Center for scheduled hours) and staffed by professionals in the field of education. It provides a broad range of learning experiences designed to develop in the child a positive attitude toward self and the school environment.

Writing Lab

The University sponsors three tutorial labs for students with special needs or problems in the areas of mathematical competencies, speech and communication, and writing skills. These labs are available to students for help in particular coursework, meeting graduation competency requirements, and for successfully enhancing the student's current skill level. Special individual tutorial assistance is available to all students through the Office of Student Success Programs on campus.

Student Accessibility Resources

Students with disabilities regarding access and completing exams and assignments must register with SDRC, who will contact your instructors regarding your needs. The Disabled Student Services program provides students with needed support services. Services include auxiliary

aids, note takers, tutors, and interpreters. Students with disabilities who wish to request accommodations must self-identify and complete an application with SAR. Students must be formally admitted to the University of West Florida before submitting an application to SAR.

Graduation procedures

Graduation applications are generally available beginning the 5th week of the current term (not the graduation term) through Friday of the 4th week of the graduation term. Deadlines and applications for graduation are available online.

Students who have declared minors should ensure that all courses are completed. The minor will not be reflected on the diploma but instead on transcripts. If the declared minor will not be completed in time for graduation, students must delete the declared minor using the Major/minor Change form in My.UWF. The minor cannot be completed after graduation. For all cap, gown, and commencement information, please refer to the [UWF Commencement website](#).