The Ohio State University
College of Social Work

Bachelor of Science of Social Work

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Dean’s Welcome

Dear Student,

Welcome to The Ohio State University College of Social Work! You have made a wise decision to come to OSU for your education, for social work has a long and rich tradition here. In 1875 we offered our first social work courses, and we conveyed our first Bachelor of Social Service degree in 1916. Accredited in 1919, Ohio State is the country’s oldest continuously accredited public social work program. And our strong tradition continues today, as the College is ranked 15th among public universities in the latest US News and World Report rankings.

Our programs are fully accredited by the Council on Social Work Education. Year in and year out our professors are recognized as a major strength of the College. It is a faculty rich in diversity and dedicated as much to excellence in teaching as it is to scholarship. It is through their efforts that OSU’s College of Social Work has become an integral and valuable resource to the State of Ohio and the nation, for the faculty of the College readily engages in collaborative efforts to ameliorate and resolve an extensive array of social problems.

The Bachelor of Science in Social Work (B.S.S.W.) program which you are entering consist of two components: the pre-professional requirements, scheduled primarily in the freshman and sophomores years; and the major, usually completed in the junior and senior years. The curriculum, consisting of classroom instruction and a field practicum, is aimed at allowing you to develop the knowledge, values, and practice skills to function at a beginning level of professional practice. Our program is built upon a sequence of courses that provides a strong liberal arts perspective, and its foundation professional courses prepare you for more specialized study at the graduate level should you desire to pursue your education further.

At the College of Social Work, we understand that the decision you have made to study with us is one that will shape your life and your career. We know that you want it to be rewarding and fulfilling. Therefore, I urge you to make the most of the opportunities that you will encounter.

Know that at the College we recognize that it is our responsibility to provide you with the very best education possible, and that we stand ready to support you in every aspect of your educational career. Again, welcome to the College of Social Work at OSU, one of the finest social work programs in the nation!

Sincerely yours,

Tom Gregoire, Ph. D., M.S.W., A.C.S.W.
Dean
**Director’s Welcome**

Congratulations and welcome! I am pleased to have you join us at the College of Social Work and hope that you will find this program to be an exciting and rewarding educational experience. We look forward to working closely with you during your time in the College and will make every effort to structure the curriculum and field experience in such a way that will exact a high standard of performance and achievement from each of you. Upon graduation, you will be prepared for beginning professional social work practice or graduate education. I wish you great success in the achievement of your educational and professional goals.

Sincerely,

Jennie Babcock, MSW, LISW-S  
BSSW Program Director

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**Undergraduate Studies Program Committee**

**Role and Responsibility**

The College of Social Work Undergraduate Studies Program Committee is responsible for the administration and the conduct of the Undergraduate Studies Program, either directly or by delegation. Actions of the Undergraduate Studies Program Committee are subject to the approval of the College's faculty.

**Functions**

In cooperation with the Director of the Undergraduate Studies Program, this committee shall:

1. monitor and develop responsibilities for the Undergraduate Studies Program;
2. propose curriculum and program changes directly to the faculty and/or the Educational Policy Committee; and to
3. assist the Program Director with the monitoring of activities pertinent to student admissions, advisement, field instruction, curriculum and program evaluation.

**Membership**

The membership composition of the Undergraduate Studies Program Committee shall include: three elected members of the faculty, the Director of the Undergraduate Studies Program (Chair), the Undergraduate Academic advisors, one Undergraduate student, the Director of Field Education, and a community agency representative.
Mission and Goals

The College of Social Work, through excellence in teaching, research, and service, prepares leaders who enhance individual and community well-being, celebrate difference, and promote social and economic justice for vulnerable populations. The College fosters social change through collaboration with individuals, families, communities, and other change agents to build strengths and resolve complex individual and social problems. As an internationally recognized College, we build and apply knowledge that positively impacts Ohio, the nation, and the world.

In keeping with this mission statement, the goals of the College of Social Work are to:

1. Prepare professional social work practitioners who have the knowledge, skills, values, and social commitment required for responsible practice at beginning (BSSW) and advanced levels (MSW) of competency;
2. Develop and disseminate knowledge through productive scholarship and teaching; and
3. Extend the College’s commitment to scholarship, service, and teaching beyond the University to the profession and to wider communities.

Accreditation

The College of Social Work is accredited by the Council on Social Work Education. Please view the following link for more information about the accreditation: http://www.cswe.org/CSWE/.

Competencies and Practice Behaviors

Graduates of the baccalaureate program are expected to demonstrate the integration and application of the following ten competencies, directly drawn from the Council on Social Work Education’s Educational Policy and Accreditation Standards, as evidenced by their associated practice behaviors:

**Identify as a professional social worker and conduct oneself accordingly.**

1. Advocate for client access to the services of social work
2. Practice personal reflection and self-correction to assure continual professional development
3. Attend to professional roles and boundaries
4. Demonstrate professional demeanor in behavior, appearance, and communication
5. Engage in career-long learning
6. Use supervision and consultation

**Apply social work ethical principles to guide professional judgments.**

1. Recognize and manage personal values in a way that allows professional values to guide practice
2. Make ethical decisions by applying standards of the NASW Code of Ethics and, as applicable, IFSW/IASSW Ethics Principles
3. Tolerate ambiguity in resolving ethical conflicts
4. Apply strategies of ethical reasoning to arrive at principled decisions

**Apply critical thinking to inform and communicate professional judgments.**

1. Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom
2. Analyze models of assessment, prevention, intervention, and evaluation
3. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues
Engage diversity and difference in practice.

1. Recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power
2. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups
3. Recognize and communicate their understanding of the importance of difference in shaping life experiences
4. View themselves as learners and engage those with whom they work as informants

Advance human rights and social and economic justice.

1. Understand the forms and mechanisms of oppression and discrimination
2. Advocate for human rights and social and economic justice
3. Engage in practices that advance social and economic justice

Engage in research informed practice and practice informed research.

1. Use practice experiences to inform scientific inquiry
2. Use research evidence to inform practice

Apply knowledge of human behavior and the social environment.

1. Utilize conceptual frameworks to guide the process of assessment, intervention, and evaluation
2. Critique and apply knowledge to understand person and environment

Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

1. Analyze, formulate, and advocate for policies that advance social well-being
2. Collaborate with colleagues and clients for effective policy action

Respond to contexts that shape practice.

1. Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services
2. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services

Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

1. Engagement
   a) Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities
   b) Use empathy and other interpersonal skills
   c) Develop mutually agreed-upon focus of work and desired outcomes
2. Assessment
   a) Collect, organize, and interpret client data
   b) Assess client strengths and limitations
   c) Develop mutually agreed upon intervention goals and objectives
   d) Select appropriate intervention strategies
3. Intervention
   a) Initiate actions to achieve organizational goals
   b) Implement prevention interventions that enhance client capacities
   c) Help clients resolve problems
   d) Negotiate, mediate, and advocate for clients
   e) Facilitate transitions and endings
4. Evaluation
   a) Critically analyze, monitor, and evaluate interventions
An excellent curriculum at the Ohio State University College of Social Work:

Is Hands-On & Immediately Relevant. A clear connection exists between the course work and practice in the community. Each course has hands-on opportunities and students leave every curriculum sequence with an understanding of its importance in their future practice.

Conducts Student Assessment That Confirms Mastery. Our approach to assessing students confirms that each individual has mastered the competencies defined for that class.

Addresses Diversity in its Global & Local Context. The curriculum reflects an understanding of global diversity and the unique diversity of the Columbus and Central Ohio area ad provides students the knowledge and skills to respond effectively.

Produces “Shovel Ready” Graduates. Students leave prepared to practice, with excellent skills in all facets of their area of practice. We engage the practice community in an evolving definition of shovel ready.

Recognizes The Integration of Micro & Macro Practice. The effective practitioner has skills to practice with individuals and families, but also communities and organizations. Students have the opportunity to develop advanced skills in both areas.

Stays Connected with the Practice Community. A progressive and dynamic curriculum includes an awareness of trends in the community and is prepared to adapt to and more importantly influence those trends.

Teaches Evidence Informed Practice. Students can critically evaluate interventions, their application to unique client populations, and assess their own interventions.

Creates Practitioners Prepared for Advocacy & Leadership. Our students leave with skills, and a commitment, to seek change at micro and macro levels.

Recognizes the Ubiquity of Addiction. Addiction disorders are often the defining characteristic of the intractable client in many practice settings. The curriculum prepares students to understand and respond to addiction.

Produces Graduates Committed to the Profession. Our students embrace the values of the profession, take pride in their identity as social workers, and work for the advancement of the social work profession.
Professional Standards for Social Work Students

The College of Social Work conforms to the academic misconduct policies and Code of Student Conduct outlined by The Ohio State University. The University distributes the OSU student resource guide, which describes student rights and responsibilities, to students when they enter OSU. A copy of the code is also available online at:

http://studentaffairs.osu.edu/pdfs/csc.pdf

In addition to the expectations of OSU, the College of Social Work, as a professional school, expects its students to conform to the National Association of Social Workers (NASW) Code of Ethics and to be sensitive to the impact of their actions on clients, social work agencies and those who make up the College community. This code identifies a worker’s ethical commitments to (a) his or her clients and (b) colleagues; as well as the workers responsibilities (c) in practice settings; (d) to the social work profession and; (e) to society. All College of Social Work students must be knowledgeable of this code and behave in a manner consistent with its principles.

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

A complete copy of the NASW Code if Ethics is available at:
http://www.socialworkers.org/pubs/code/default.asp

Social Work students are responsible for conducting themselves in accordance with these professional standards. Professional conduct is manifest by behaviors that embody the Social Work Code of Ethics. Professional misconduct includes activities that undermine the values of Social Work. Professional standards augment the behavioral expectations for all students at The Ohio State University, as stated in the University Code of Student Conduct. The professional standards to which students are expected to adhere include the following:

Students are also expected to assume personal responsibility for their social work education by:

1. Attending class according to expectations described in the course syllabus.
2. Arriving for class and field prepared.
3. Meeting obligations for classroom work as indicated in the course syllabus.
4. Meeting obligations for field as outlined in the course syllabus or by the field instructor or agency policy.

5. Seeking appropriate assistance from faculty, field instructor or other appropriate agency staff when caring for clients.

6. Engaging in the evaluation of the educational process by providing faculty and field instructors with feedback via end-of-semester evaluations and other means as appropriate or when requested.

7. Maintaining a professional demeanor and appearance in the field.
Student Rights

Students’ appropriate efforts to gain knowledge are a fundamental right. Students will not be prohibited from exercising their constitutional rights or from other lawful activity. These activities expressly include freedom of speech and dissent.

Freedom from Sexual Harassment

The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University’s mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.
B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the University, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

Examples of sexual harassment include: (a) some incidents of physical assault; (b) implied or direct threats that submission to sexual advances will impact grading or letters of recommendation; (c) direct propositions of a sexual nature or unwanted subtle pressure for sexual activity; (d) a pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course).

Students may bring a complaint against any member of the University community. When direct resolution between the person being harassed and the alleged harasser is not possible a student may bring a complaint to any of the following officials:
- The person designated as the Human Resource Representative at the College of Social Work
- A consultant in the Office of Human Resources, Consulting Services
- Any supervisor, faculty member, or faculty or staff administrator.

A student seeking counseling or support may contact any of the following programs:
- Counseling and Consultation Services
- Office of Student Gender and Sexuality Services
- Rape Education and Prevention Program
- Office of Residence Life
- Office of Student Affairs

(A complete copy of the OSU Sexual Harassment Policy may be obtained from the following website: http://www.ohr.ohio-state.edu/policy/115po1.htm.)
Student Disciplinary Policy and Procedures

In the event of an alleged student violation of the University Code of Student Conduct, the University Rule on Academic Misconduct, the academic or professional standards of the College of Social Work, and/or the NASW Code of Ethics, the College adheres to the following procedures:

**Investigation and Consultation**

The individual who observed the alleged misconduct will prepare a detailed written report of the incident. This report will be forwarded to the Director, and other University Committees as applicable (see below). If the alleged incident represents a possible danger to clients, the student will be denied access to the field until the review process has been concluded.

The chair of the Undergraduate Studies Committee reviews the information and takes action as the situation warrants:

1. Cases involving academic misconduct shall be referred to the University Committee on Academic Misconduct.
2. Cases involving non-academic misconduct, as defined in the University Code of Student Conduct, shall be referred to the Office of Student Judicial Affairs.
3. Cases involving non-academic misconduct not defined in the Code of Student Conduct, particularly violations related to the NASW Code of Ethics, shall be referred to the Performance Review Committee in the College.

   Note: In some cases, more than one committee may be involved.

1. **Academic Misconduct**

According to University Rules (3335-31-02b): “Academic misconduct is defined as any activity which tends to compromise the academic integrity of the institution, or subvert the educational process.” Examples of misconduct include, but are not limited to:

   a. violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees;
   b. providing or receiving information during quizzes and examinations such course examinations and general examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
   c. submitting plagiarized work for an academic requirement. Plagiarism is the representation of another’s work or ideas as one’s own, including unacknowledged word for word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas;
   d. falsification, fabrication, or dishonesty in reporting research results;
   e. serving as, or enlisting the assistance of a ringer or substitute for a student in the taking of quizzes or examinations;
   f. alteration of grades or marks by the student in an effort to change the earned grade or credit; and
   g. alteration of University forms used to drop or add courses to a program, or unauthorized use of those forms.

See University Rule 3335-5-54 and material on Academic Misconduct (Rule 3335-31-02) from the Committee for Academic Misconduct. Once the matter is referred to the University committee the student is subject to review procedures as specified in these materials.
(Note: Information on academic misconduct may be found at:
http://www.osu.edu/oaa/procedures/index.htm. Summary information may also be found in syllabi used in the
College of Social Work)

2. Non-Academic Misconduct-Student Judicial Affairs

The Office of Student Judicial Affairs is responsible for cases of non-academic misconduct. The office is also
responsible for non-academic aspects of cases referred by the Committee on Academic Misconduct. (See Rule
3335-31-03 of Code of Student Conduct)

3. Misconduct – College Performance Review

If allegations warrant review in the College of Social Work the matter will be referred to the Performance
Review Committee. The chair of the Undergraduate Studies Committee is responsible for ensuring that the
committee has all written documentation in advance of the review and documents the procedures and outcomes
of the committee review process.

Notification

The student will be given a minimum of seven days notification that the Performance Review Committee will
meet to review the allegations of misconduct. Written notification of the specific allegations and the date and
time of the Performance Review Committee meeting are sent to the student’s local address. The student is
entitled to review all relevant materials that are not otherwise protected prior to the Performance Review. The
student may request that particular witnesses or other persons who can provide direct information
regarding the allegations to be present at the meeting before the Performance Review committee. The student
may be accompanied by a faculty member, advisor, or support person of her/his choice. With sufficient cause,
the student may request a seven day delay in the date of the Performance Review Committee meeting.

Review Procedures

The Performance Review Committee shall be comprised as described in procedures for conduct of an academic
performance review. As in the case of academic performance review, effort will be made to protect the
student’s right to privacy during the review of alleged misconduct. A student charged with violation of
professional standards or nonacademic misconduct will be presumed not to be in violation until proven
otherwise. Findings of “in violation” must be supported by the greater weight of the evidence.

If the student is found “in violation”, the chair of the Performance Review Committee will determine through
the Office of Judicial Affairs if the student previously has been found in violation of any section of the Code of
Student Conduct. If a previous violation is on record, the committee may use this information in determining
the sanction.

The student is informed in writing, by the Chair of the Performance Review Committee regarding the outcome
of the committee’s deliberations and any sanctions to be imposed within 14 days of the review. Copies of the
notification will be sent to the Dean of the College of Social Work and the chair of the Undergraduate Studies
Committee.

Sanctions

The range of sanctions imposed by the College of Social Work Performance Review Committee is the same as
those used by the adjudicatory bodies. Sanctions include: letter of warning, disciplinary probation, suspension,
or dismissal from the College. An outcome of “in violation” is reported to the Office of Judicial Affairs.
**Reconsideration and Appeal**

The student has the right to appeal on the basis of the following:

a. a procedural error

b. a finding or “in violation” not supported by the greater weight of the evidence

c. misinterpretation or misapplication of the rule or ethical standard alleged to be violated.

d. substantial new evidence that was not available to the Performance Review Committee at the time of the review

The student must appeal, in writing, to the Dean of the College of Social Work within 14 days of the sanction letter. The Dean will review all pertinent materials and communicate a decision within 14 days from receipt of the appeal; a) If the basis of the appeal is “substantial new evidence” the dean may request a reconsideration of the case by the Performance Review Committee; and b) For other appeal considerations, the Dean may convene an Ad Hoc Appeals Committee.

**Summary Documentation**

In collaboration with the chair of the Performance Review Committee, the Undergraduate Studies Chair shall write a summary report for every case of alleged misconduct. This report will include all written materials gathered during the review process, all actions taken, decisions made by the committee, appeals made by the student, and final disposition regarding the allegations. Materials should be organized in such a way that they provide a chronology of events and outcomes relevant to the student’s case.

A letter must be given to the student briefly describing the final decision. A copy of this letter will be placed in the student’s file. All other documents shall be sealed and placed with the records of the Undergraduate Studies Chair. The documents may be reopened only with the permission of the Dean or by appropriate court order.

In the case of a dismissal on nonacademic grounds, the material in the closed files may not be disclosed to other academic institutions, prospective employers, or other entities if the report will limit the student’s future opportunities.
Students with Disabilities

Introduction

The Office for Disability Services (ODS) at The Ohio State University offers a variety of services for students with documented disabilities, including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, attention deficit disorders (ADD/ADHD), psychiatric disorders, and medical disabilities.

Eligibility for Services

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, ODS needs disability documentation. The documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested. Once ODS receives the documentation, it is evaluated on a case-by-case basis.

The Office of Disability Services is responsible for coordinating both accommodations and academic support services: ODS, 150 Pomerene Hall, 1760 Neil Ave., Columbus, OH 43210; 614-292-3307 (voice), 614-292-0901 (TDD); E-mail: ods@studentlife.osu.edu; website: http://www.ods.ohio-state.edu/

Student Responsibilities in Regard to Disabilities

1. It is the student’s responsibility to provide written documentation of the diagnosis of the disability. All diagnoses must be confirmed by Disability Services before special arrangements can be made.
2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that faculty are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Responsibilities of the Faculty/School

The faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings. Brenda Davidson, MSW Academic Counselor (614-292-7684) at the College of Social Work serves as the College Liaison to the Office of Disability Services.
Planning Your Degree

Introduction to Academic Advising

All students in the College of Social Work are advised by a departmental academic advisor. In addition, students who have been accepted into the social work major are also assigned a faculty advisor. The departmental Academic Advisor oversees students’ matriculation through the Undergraduate Studies Program, while a Faculty Advisor has more of a mentorship/guidance role.

Your Academic Advisor and your Faculty Advisor play very different roles. The Academic Advisor can help you select courses, add or drop you from courses, assist you in petitioning, and carries out all the other tasks that are related to your degree.

Your Faculty Advisor plays a mentorship role in your time in the program. The faculty advisor can talk to you about career possibilities, help you develop educational goals, and help you clarify your specific interests in the field of Social Work.

Academic Advisor Responsibilities

Knowledgeable about University and Undergraduate curriculum policy, the Academic Advisor assists students in scheduling courses in the correct sequence, initial enrollment in courses, and withdrawing from courses and the university. The advisor also provides basic information regarding GEs, social work electives, minors, dual degrees, and graduation requirements. The advisor assists students in redesigning the academic plan if career goals change, monitors reports on any student who may be experiencing academic difficulty (and alerts the faculty advisor and Program Director), coordinates the scheduling of performance reviews when needed and keeps current records up to date.

In the Undergraduate Program, frequent and clear communication with the Academic Advisor are critical to your success. Besides meeting with students as the need arises throughout the semester, the Academic Advisor encourages all students to meet with an academic advisor at least once per semester.

How to Make an Appointment

Students can schedule an advising appointment with the department academic advisors by e-mailing Andréa Severson at severson.10@osu.edu or Theresa Hazelwood at hazelwood.19@osu.edu.
Faculty Advisor Responsibilities

1. The Faculty Advisor will assist students in planning their overall course of study. This includes clarification of career goals, educational objectives and an educational plan designed to meet them.

2. The Faculty Advisor will participate in the performance review when a student is having academic difficulty or difficulty in field placement.

How to Make an Appointment

Students can schedule an advising appointment with faculty advisors by e-mailing or phoning them using their contact information distributed once a faculty advisor has been assigned.

Assignment of Faculty Advisor

The assignment of a student to a faculty advisor is made by the Undergraduate Studies Program Director on behalf of the Undergraduate Studies Committee. Criteria used in making these assignments include students’ interests within the social work profession and advisee load among faculty.

Change of Faculty Advisor

As student interests change or become more defined, a change of faculty advisor may be desired. A change of advisor can be acquired by the student who completes a Change of Advisor form, obtains signature of the new prospective advisor and receives the approval of the undergraduate program director. This form is available in the Undergraduate Advising Offices.
Student Responsibilities

• You are responsible for knowing the requirements of the curriculum you are pursuing.

• You are responsible for obtaining updated General Education (GE) and major curriculum information. The information sheets are updated frequently; classes can be added to or dropped from the GEC at any time. You must be aware of the changes. Current GE sheets are available in this handbook or in the Advising Office.

• You are responsible for scheduling an appointment with your assigned academic advisor(s) regularly.

• You are responsible for checking your campus e-mail regularly. The university and its colleges and departments send official notices and information to your OSU e-mail account. If you choose to have your e-mail forwarded to another e-mail account, you may not receive official OSU mail, including scheduling, academic progress, and graduation information. You are responsible for ensuring your e-mail account is capable of receiving OSU e-mail and for checking your e-mail account frequently. If you use another e-mail account instead, make sure that messages sent to your Ohio State account are forwarded to the account you use. Go to http://buckeyelink.osu.edu to update or manage your Ohio State username and e-mail account online. If you are having problems, contact the Office of Information Technology (OIT) at (614) 688-HELP.

• You are responsible for knowing the University’s and the College of Social Work’s policies, regulations, and procedures. You should be familiar with this manual, the Course Offerings Bulletin, and the semester Master Schedule of Classes. The Course Offerings Bulletin and the Master Schedule are available from the Buckeye Link web site at http://buckeyelink.osu.edu.

• You are responsible for maintaining good academic standing, which is defined as a 2.0 cumulative, semester, and major grade point average.

• You are responsible for knowing your current schedule at all times, including class numbers. You can find your schedule at http://buckeyelink.osu.edu. Login to your “Student Center” and view “My Class Schedule.”

• You are responsible for checking the prerequisites for all classes that you schedule.

• You are responsible for officially dropping courses you have stopped attending. An instructor will not automatically drop you from a course simply because you stopped attending class. You are also responsible for knowing the drop/add deadlines for each semester (e.g., first, third, and seventh Fridays.)

• You are responsible for knowing the consequences of schedule changes (for example, the effects of changes on your eligibility for financial aid, your projected graduation date, your athletic eligibility, your tuition and fees, etc.).

• You are responsible for knowing whether or not you are on a waitlist. You can find this information in “Student Center” at http://buckeyelink.osu.edu.

• You are responsible for checking your schedule regularly to see if you have been added to a class from the waitlist. You will not receive notification from the registrar’s office if you are added to a class. (Note: the waitlist will not add you to any classes after the first Friday of the semester.)
• You are responsible for understanding your fees (tuition, health insurance, etc.) and resolving any issues with the appropriate office (financial aid, fees and deposits, etc.)

• If you are eligible for an exemption from student health insurance, you are responsible for providing the documentation required to demonstrate your eligibility for the exemption.

Degree Audit Reporting System

The degree audit (DARS) is the single most powerful tool in checking progress towards your degree. You can access your degree audit 24/7, and it provides detailed information on which course requirements you are missing. It is particularly useful in checking your GE and Social Work Elective progress. You can also use the same tool to download any transfer credit reports that you might have. You should make a habit of checking your degree audit after you schedule courses each semester to make sure that the courses you have registered for are meeting the requirements you thought they were. If you notice something unusual on your degree audit, you should check with the Social Work Advising Office immediately.

Running a Degree Audit

✓ Go to www.buckeyelink.osu.edu
✓ Under the heading Enrollment and Academic History, click “Degree Audit”
✓ Sign in with your OSU Username and password
✓ On the Audit Request Screen, you have two options: 1. Run Default Program Listed; 2. Run Selected Program.
   o **Option 1**, Run Default Program Listed: if you are currently enrolled in a major program, that major program will be listed under this heading. If this is the audit you would like to view, simply click “Submit a New Audit”.
   o **Option 2**, Run Selected Program: if you do not have a default program listed or would like to view an audit for a different program than the default program, follow these instructions:
     □ Select the radio button beside “Run Selected Program”
     □ “College:” select the college in which the major is housed
     □ “College:” will automatically update to correct college unit
     □ “Major:” select the major
     □ “Degree:” select desired degree
     □ “Degree Prog:” select desired specialization, if applicable
     □ Click “Submit a New Audit”
✓ The Audit window will refresh automatically and your new audit will appear, listing the date and time it was run
✓ Click “Open Audit” to open your audit in new window

Reading your Degree Audit

Each Degree Audit will list the curriculum requirements for the major. You can “open” each requirement to see a listing of the courses by clicking on the grey triangle beside each requirement.

• Any requirements marked with a green checkmark have been completely fulfilled.

  ![Survey Requirement]
  \[SURVEY\  REQUIREMENT\]
  EARNED: 1 HOUR
  WI08 SOCSWORK 100 1.0 A-

• Any requirements marked with a red cross have at least one requirement condition still unfulfilled.

  ![Quantitative & Logical Skills]
  \[QUANTITATIVE\ &\ LOGICAL\  SKILLS\]
  - QUANTITATIVE & LOGICAL SKILLS - CHOOSE 1 COURSE FROM:
  MATH 104, 105, 116 TO 799

*Degree Audits are used to certify students for graduation, so your audit will not run completely “green” until the semester you graduate.*
Undergraduate Program Degree Requirements

The undergraduate degree program is designed primarily to prepare students for beginning professional social work practice. The content of this program, emphasizing direct services to individuals, families, and small groups enables the graduate to function as a generalist practitioner and to work with organizations and communities on behalf of clients. The undergraduate social work degree is comprised of 120 credit hours: 55 credits of General Education Classes (GE), 45 credits of Social Work Major Classes, 14 credits of Social Work Electives, and 6 Free Electives.

The undergraduate major curriculum is built upon and integrated with the liberal arts perspective. Students complete required pre-major courses selected from the University’s General Education Curriculum (GE) prior to entering the major, and incorporate remaining GE requirements with major coursework. The major curriculum consists of courses in human behavior and the social environment, social welfare policy, research, a series of three generalist practice methods courses, and two semesters of field practicum and an integrative field seminar. In addition, various social work electives are taken in support of one’s practicum.

The major courses are sequential and begin in the Autumn Semester of either the sophomore or junior year. To complete degree requirements, students must enroll in Autumn and Spring semesters.

GE Requirements
The following is a list of GE requirements for social work students:

**English and Communication Skills (6 credits)**
- English 1110 (3)
- Second Writing Course (3)

**Social Sciences (12 credits)**
- Psychology 1100 (3)
- Sociology 1101 (3)
- Social Work 1120 (3)
- Social Work 1130 (3)

**Arts & Humanities (12 credits)**
- Cultures and Ideas or 2nd history (3)
- Literature (3)
- History (3)
- Visual and Performing Arts (3)

**Natural Science (12 credits)**
- Biology 1102 (4)
- 1 Biological Science with a lab (4)
- 1 Physical Science with a lab (4)

**Quantitative/Logical Skills (3-7 credits)**
- Basic Computation Skills: (0-4)
- OSU Mathematics Placement Level R or higher; or complete Mathematics 1075. Credit hours earned for Math 1075 do not count towards graduation.
- Logical Skills (3)

**Social Work Survey (1)**
- Social Work 1100 (1 credit)

**Social Diversity (3 credits)**
- Social Work 1140 (3)

**Global Studies (2 courses)**
- Plan to fulfill this requirement while completing other GE work

Total: 55 credit hours of General Education Courses
Application to the Major

The Undergraduate Program allows for entry into the major during either the sophomore or junior year, beginning in Autumn Semester.

Students wishing to apply must have at least a 2.0 cumulative point hour ration (CPHR) and a 2.0 in the following pre-major courses prior to starting the major in Autumn Semester.

- Social Work 1100 or equivalent
- Math 1075 or math placement N or higher
- Social Work 1120, 1130, and 1140
- Psychology 1100
- English 1110
- Biology 1102
- Sociology 1101

Applicants must submit an application and complete an interview with faculty and staff from the College of Social Work. View the social work website for application instructions and deadlines.

Minimum Grade Requirement

In order to receive credit for Social Work courses, all major and elective courses must be completed at the “C” or higher mark. Students must repeat courses in which they earn less than a grade of “C” and cannot enroll in a sequenced course if they earn less than a grade of “C” in the pre-requisite course. Although this does not apply to the Social Work GE courses (1100, 1120, 1130, 1140), it does apply to all major courses and all Social Work electives, regardless of whether the electives were taken during the pre-major or major.

Major Courses

The core requirements of the professional social work curriculum include: Social Work 3101, 3201, 3301, 3401, 3402, 3501, 3502, 3503, 4188, 4189, 4501, 4502, and 4503. This core content is built on a liberal arts perspective and includes content on Human Behavior in Social Environment (3301 3 credit hours), social work ethics (3101 3 credits), social welfare policies and programs (3201: 3 credit hours), social work research (3401 and 3402: 6 credit hours), social work practice (3501, 3502, 3503, 4501, 4502, 4503: 18 credit hours) and field seminar/practicum (4188/4189: 12 credit hours).

All the above courses are taught through classroom instruction except field practicum which brings together the theoretical and the practical aspects of professional practice in actual social work situations under the supervision of a qualified social worker. Social Work 3101, 3201, 3301 and 3401 are also offered through online course instruction. Students are placed in social service agencies during the senior year concurrent with classroom courses.
Field Education

Overview

Field instruction is one of the most vital components of the social work education experience, providing students with an opportunity to integrate knowledge learned in the classroom with supervised practice in the field. In the senior year of the BSSW Program students are engaged in agency-based practice. They are challenged to learn by reflecting on interactions with clients, evaluating the effectiveness of interventions, advocating for the rights of clients, confronting ethical dilemmas, and improving cultural awareness. This learning process allows students to develop and enhance the proficiency with which they practice as social workers, and better prepares them for the multidimensional nature of a social work career.

More than 500 Ohio agencies currently participate in the College of Social Work’s field education program, providing students with learning opportunities in such setting as child welfare agencies, schools, hospitals, substance abuse agencies, domestic violence shelters, mental health centers, courts, prisons, and many others. Supervision is provided to all students in field placement by agency-based field instructors; experienced social work practitioners who are responsible for the education of the student while the student is at their agency. Academic course work (SW 4501, 4502, 4503 and field seminars) reinforces and enhances the field experience. Students are closely monitored by a field liaison who provides support and assistance to students and field instructors in order to maximize the quality of the field practicum learning experience.

The Office of Field Education arranges all placements and is committed to placing students in agencies that are compatible with their professional goals. Every effort is made to accommodate the interests of each student’s request for placements. Placement in a particular agency or geographic location cannot be guaranteed. Students may be required to travel within a 50 mile radius to assure a high-quality field practicum.

Attention is also given to requests for the employment-based field placement option, stipend opportunities, deviations in scheduling, and public transportation needs. Students are expected to provide their own transportation or use public transportation for the field placements, and are required to participate in the University’s professional liability insurance coverage while in the field.

Senior Year Field Placement (SW 4189)

<table>
<thead>
<tr>
<th>Semesters in Field Placement</th>
<th>Total Hours</th>
<th>Credits</th>
<th>Grading System</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 consecutive (AU &amp; SP)</td>
<td>420</td>
<td>5 per semester</td>
<td>S or U</td>
</tr>
</tbody>
</table>

In the senior year, students are placed in human service agencies oriented toward a generalist social work practice. The focus is on social work with interrelated and interdependent human systems: individuals, families, groups, organizations, and communities. The SWK 4189 Syllabus further defines the philosophical base and over goal for this placement.

- Students are asked to fill out a Social Work 4189 Field Practicum Questionnaire documenting the kinds of learning experiences requested.

- The 4189 syllabus further defines the philosophical base and overall goals of the placement.

- Once a student is matched with a field placement agency, the agency will conduct a pre-placement interview with the student to determine compatibility in regards to goals and expectations. Students must confirm placement with the field office following the pre-placement interview. Students must track field hours worked on the field placement time sheet.
• During the initial weeks of placement, students and their field instructors develop a learning agreement that identifies the goals and objectives to be accomplished during the field practicum. Field instructors then submit semester performance evaluations of their students to the Field Office.

• Requests for deviations in scheduling must be discussed and approved by the Director of Field Education and the BSSW Program Director, and reflected in the students’ educational plans.

Field Practicum and Concurrency

Field practicum is scheduled for two consecutive semesters beginning Autumn Semester of the senior year. Students are placed in a social service agency for 15 hours per week and receive 10 credit hours over the two semesters. Students also are required to participate in field seminars (SWK 4188) during the academic year. The field practicum allows students the opportunity to combine theoretical knowledge with skill acquisition and teaches them how to conduct themselves in a professional manner in actual practice situations. Every semester that a student is enrolled in field placement, he or she must be enrolled in a corresponding social work elective or practice course.

Employment-Based Field Placement Option

The employment-based option is intended for students who have a work setting suitable for a field practicum. Students cannot use their present employment position as field placement, but may petition to complete their field placement in a different service/department within their agency. The following requirements must be met:

• Students will be employed in their work setting for a minimum of 60 days prior to applying for the work-study option.

• Field Placement hours must be clearly defined and separate from paid employment responsibilities.

• Learning activities must be located in a different program or division of the agency, and must exceed the student’s present job skills and knowledge.

• The student’s work supervisor must be different than the field placement instructor.

• A letter from the agency executive must provide written approval and commitment to the work-study.

All paperwork, arrangement of placement and liaison for field placement students will be completed by the Office of Field Instruction.

For more information, please contact the Office of Field Instruction at: (614-292-7686).

No academic credit is ever given for life experience or previous work experience in lieu of the field practicum. More information regarding employment-based option can be obtained from the field education website at http://www.csw.osu.edu/fieldeducation/.

Malpractice Insurance

All practicum students are required to purchase liability insurance through the College blanket insurance policy. The charge will appear on the student’s fee statement prepared by the Office of Fees and Deposits. This is a one time charge per academic year. Contract conditions, procedures and costs subject to change.
Credit by Examination

Students can earn credit toward graduation at Ohio State University upon successful completion of tests in the Credit by examination Program. Successful completion of any of these tests results in a designation of “EM” credit on the student’s permanent record. The credit does not affect the student’s grade point average, but does count as hours toward graduation. Please view the following website for more details regarding Credit by Examination:

http://www.ureg ohio-state.edu/ourweb/Tests/TestsContent/CurrentEM.pdf

Honors Program

The Honors Program in the College of Social Work provides a small group of academically high-achieving students (those with a 3.4 grade point average or above) with an enriched baccalaureate experience while majoring in social work.

Membership in the Social Work Honors Program is initiated by invitation from the BSSW Director. Students may be invited as incoming freshman if they are admitted as University Honors students; as pre-majors once they have completed one semester, 15 graded credit hours, and have a 3.4 cumulative point-hour ratio; as juniors in the major with a 3.4 cumulative point-hour ratio, or as transfer students who were honor students (must be verifiable) at their prior colleges/universities.

Students who earn honors status during the pre-major must take 3 honors-level GEC courses prior to entering the major. In addition, all students in the Social Work Honors Program will complete two honors embedded research courses (3401E and 3402E), an honors thesis seminar (4996H), and 10 credits of honors thesis hours (4999H). Honors students receive priority in the field placement selection process. The College offers our Honors students a financial stipend. This stipend is contingent upon the completion of certain requirements of the Honors program.

Upon successful completion of the coursework and maintaining a 3.4 cumulative point-hour ratio, students will graduate “With Honors Research Distinction in Social Work.”

Students interested in the Honors Program should talk to the Honors Social Work Academic Advisor Andréa Severson in the BSSW Advising Office, 306C Stillman Hall. Email severson.10@osu.edu to schedule an appointment.

Dual Degree (Combined Curricula)

Some students wish to pursue two degrees through two different colleges: one through the College of Social Work and one through another Ohio State college. Because you need to meet the degree requirements for two different colleges, these programs take more than four years to complete. See the Social Work Academic Advisor for more information.

Minor Programs

The College of Social Work abides by the following Minor Policy:
1. University-approved minor programs are available to undergraduate students in the College of Social Work as an option to complement or enhance their major programs; however, minor programs are not required in the College of Social Work.
2. A major and a minor may not be taken in the same division/program or department.
3. A student may overlap one course between the minor course requirements and the General Education Courses required within the Social Work degree. For example, students who pursue a Sociology minor can overlap the required Sociology 101 course between the minor and the major.
4. Students pursuing a minor may count their minor coursework toward the required Social Work Electives. A student is not permitted to count a minor course for both a GE and toward the Social Work Elective hours.
5. No grade below a C- will be permitted on courses comprising the minor.
6. Courses taken on a pass/non-pass basis may not be applied to the minor.
7. Students pursuing minors are required to seek written approval from the department offering the minor and to present such approval at the time they submit their graduation application. Forms for this are available in the Social Work Advising Office.

**Study Abroad**

Studying abroad enriches your education in many ways:
- broadens your world view
- enhances communication skills across ethnic, cultural, ideological, and national boundaries
- helps promote cross-cultural understanding
- prepares you for your career (Employers want to hire graduates who interact effectively with people from diverse backgrounds, cultures, and nationalities.)
- helps you shape your educational experiences in personally meaningful ways

While studying abroad, you will earn academic credit that may be applied to major or minor requirements, general education requirements, or elective credits. If you are interested in studying in another country, visit the Office of International Affairs in 100 Oxley Hall or at [http://oia.osu.edu/](http://oia.osu.edu/)

**Undergraduate Research**

The Undergraduate Research office at Ohio State defines research as “scholarly or scientific investigation or inquiry.” Students in virtually every major may choose to engage in research at Ohio State, a top public research institution. Undergraduate research enhances your analytical thinking and knowledge of a particular subject, and it prepares you well for graduate work in your chosen field.

The Undergraduate Research office encourages and coordinates research opportunities by:
- introducing students to rewarding research experiences
- helping students find faculty mentors
- helping students find funding for their research projects
- helping students present their findings at local and national symposia
- promoting recognition of student research accomplishments

To learn more about undergraduate research, see ugresearch.adm.ohio-state.edu, call the Undergraduate Research office at (614) 292-8307, and visit the Social Work Advising Offices.
Scheduling Courses

Scheduling Considerations

As you plan your schedule for each semester, consider these issues:

**Why are you taking the course you are scheduling? (If you don’t know, find out!)**
- Is the course required for your pre-major or major?
- Is it a prerequisite to a required pre-major or major course?
- Does the course meet a general education requirement? View a copy of the General Education Curriculum available in this handbook and in the Social Work Advising Offices.
- Is the course a free elective or a Social Work Elective?
- Is the course part of a sequence, and will you be able to proceed through the sequence in a timely way?

**Are you eligible to take the course?**
- Check prerequisites and restrictions in the Course Offerings Bulletin online at [http://buckeyelink.osu.edu](http://buckeyelink.osu.edu) “Academics” “Course Catalog.”. The web registration system does not always check for prerequisites or restrictions; you are responsible for making sure you are eligible to take a course.
- Do you need instructor permission? If so, obtain it before your scheduling window opens, or you will not be able to take the course. Obtaining permission requires getting a Course Enrollment Permission Form from the Social Work Advising Office and having it signed by the instructor. After getting the appropriate signature, you must have the form processed in Social Work Advising Office.

**Course-specific issues**
- **Content:** What is the focus of the course? Is this an easy or difficult subject matter for you?
- **How is course content presented—large lecture? Small discussion groups?**
- **How will your work be evaluated—midterms and final only? Papers? Projects? Group work?** You can get this information by obtaining a copy of the syllabus from the department offering the course or by checking the department’s web site to see if the syllabus is posted there.
- **What are your time commitments for the upcoming semester?**
- **How much time will you be able to devote to class preparation and attendance?**
- **What are your other obligations—employment, extracurricular activities, family responsibilities, internships, sports and recreation, social activities?**

**How will you balance your schedule?**
- **Balance the types of courses—does the course require a great deal of reading and/or writing, memorization of material, frequent homework, laboratory work?**
- **Try to take a variety of courses each semester.**
- **Balance courses that you know will be difficult with courses that will be easier for you.**
- **Balance courses in which you have great interest with those in which you have less interest.**

**Other considerations**
- **Do you need to concentrate on raising your GPA? Plan to take courses in which you expect to do well.**
- **Is it important to establish a relationship with a faculty member in order to get a recommendation in the future, or to do an independent study? Plan on taking a course or courses from a faculty member in your interest area.**
- **You may have a special window for waitlisted courses. If you want to take advantage of the special priority for these courses, you should schedule them during this special window.**
- **Check to see whether there are any holds on your account. Resolve them before your window opens. If you do not have holds removed, you cannot schedule classes. The registrar’s web site contains a list of offices imposing holds and their contact information ([www.ureg.ohio-state.edu/ourweb/more/holds.htm](http://www.ureg.ohio-state.edu/ourweb/more/holds.htm)).**
Scheduling Resources

Academic Advisors:
- help keep you on track in your major, with GEs, and in your progress toward graduation
- provide advice based on your individual needs and goals

You should see your academic advisors before your scheduling window opens if you have questions about what you should schedule. In order to plan for future semesters, contact your major department for a listing of prospective future offerings. Individual departments often keep tentative lists regarding future offerings of courses within the department.

Course Offerings Bulletin
- Course descriptions, course content
- Prerequisites, restrictions
- Online: http://buckeyelink.osu.edu “Academics” “Course Catalog.”
- The Course Offerings Bulletin is not always reliable when it comes to the semesters in which courses will be offered. If you need to know the specific semester in which a particular class will be offered, check with the appropriate department.

Master Schedule of Classes and Course Availability
- Lists course offerings for the specific semester and open seats in each section
- Dates and deadlines
- Information on using the web registration system, blocking out free time, waitlisting, and clearing holds is available online: https://assist-erp.osu.edu/sis/WebHelp/studentcenter/
- Plan a tentative schedule. Since registration is in real time, you will know immediately whether or not you are enrolled in a class. Be prepared with backup times for the classes you would like to take, in case the section you want is filled. You should also have alternate course choices ready in case the course is completely filled.

General Education Curriculum (GE Sheets and Social Work Curriculum Sheets)
- Available in the Social Work Advising Office and contained within this handbook.

Degree Audits and Advising Reports (unofficial transcripts)
- Online: http://buckeyelink.osu.edu “Enrollment and Academic History” “Advising Report” or “Degree Audit”

Scheduling Courses

Ohio State students register for classes using the Student Center at http://buckeyelink.osu.edu. Through this web site you will also be able to:
- check your grades
- review your financial aid status
- review your statement of account (fees)
- change your address
- view your class schedule
- Enrollment verifications

Directions, FAQs, a step-by-step guided of the Student Center is available at: https://assist-erp.osu.edu/sis/WebHelp/studentcenter/
Waitlist Instructions

• You are placed on a waitlist if you are unable to schedule a course due to time conflicts, closed sections, or cancelled sections. Before you can be waitlisted for the course, you must meet all prerequisites for the course (or the instructor’s permission to waive the prerequisites must have been posted by the college office).
• The waitlist is section-specific.
• Check the waitlist weekly before the semester starts.
• Check the waitlist daily during the entire first week of classes.
• The waitlist will be active through the first Friday of the semester.
• You should attend the first week of class if your waitlist number is low.
• It is your responsibility to know whether or not you have been put into a class from the waitlist.
If you do not get into a waitlisted course in the semester in which you originally request it, you will be assigned a separate registration window prior to your normal scheduling window for the next semester the course is offered. You should register for the course during the earlier window, which gives you priority scheduling for the waitlisted course. The web registration system will not automatically schedule you for your waitlisted course.

Adding and Dropping Courses

Adding Classes

• After your scheduling window opens, you can add classes (if seats are available) online until 8 p.m. of the first Friday of the semester.
• After the first Friday and through the second Friday, you must have the permission of the instructor (on a Course Enrollment Permission Form) to enter a class. This requires getting the form at the Social Work Advising Office and having it signed by the instructor. After getting the appropriate signature, you must have the form processed in the Social Work Advising Office.
• After the second Friday and through the third Friday, on a Course Enrollment Permission Form, you must have the permission of the instructor and of the department chair for the course you want to take. This requires getting the form from Social Work Advising Offices and having it signed by the instructor and the department chair. After getting the appropriate signatures, you must have the form processed in the Social Work Advising Offices.
• Courses added after the third Friday of the semester generally require a petition. More information about the petition process, and petition forms, are available at the front desk of the Social Work Advising Offices in 306B/C Stillman Hall. To support your petition, you must have the above two signatures, as well as valid reasons for failure to timely enroll in the course.

Dropping Classes

• You can drop classes online during the first four weeks of each semester.
• You may drop classes in the Social Work Advising Office through the tenth Friday of the semester. Before dropping classes, consider how this will affect both your progress toward your degree and other issues (Refer to list below).
• If you drop on or before the fourth Friday, no record of your enrollment will be recorded on your transcript. If you drop after the fourth Friday of the semester, you will receive a “W” on your transcript, indicating that you withdrew. If you have a significant number of W’s on your record, it may suggest a pattern of careless enrollment.
• You cannot drop classes after the tenth Friday except by petition filed in the Social Work Advising Office. If, because of extreme extenuating circumstances, you wish to drop a class after the tenth Friday, see an undergraduate academic advisor to help you with the petition form. You will need supporting evidence (for example, proof of medical complications that will prevent you from finishing the course). You cannot drop after the tenth week simply because you are doing poorly in a class.
Please view the list below and contact the appropriate office before dropping below full-time status:
A reduction in hours due to a course drop may affect:
• Financial aid (including scholarships, grants, loans, and consortium agreements) (292-0300)
• Benefits received under the G.I. Bill (292-3453)
• Tuition reduction received when a parent works for the university (292-1050)
• Automobile insurance, if you receive discounts for being a full-time student
• Health insurance, if you need to be a full-time student to be covered under a parent’s policy
• Your residence hall contract (292-8266)
• Your tuition waiver, if you are a university employee (292-1050)
• Your athletic eligibility, if you are a varsity athlete (You must see your assigned Athletic Advisor).
• Your visa, if you are an international student (You must see an advisor in the Office of International Education for approval.) (292-6101)
In any case, you may want to consult your Social Work advisor about the consequences of dropping a course.

Important Registration Dates & Deadlines

1st Friday = Last Day to Add a Course Without Instructor Permission
            Last Day to Pay semester Fees without Late Penalty
            Last Day of 100% Refund Period

2nd Friday = Last Day to Add a Course (Need Instructor Permission)
            Last Day of 80% Refund Period

3rd Friday = Last Day to Add a Course (Need Instructor AND Department Chair Permission)
            Last Day to Register for Audit/Pass-NonPass Option for Course
            Last Day to Withdraw from a class without receiving a “W”
            Last Day of 70% Refund Period

4th Friday = Last Day of 60% Refund Period

5th Friday = Last Day of 50% Refund Period

10th Friday = Last Day to Withdraw from a course and receive a “W” **

Specific dates and additional deadlines/information for the current semester can be found at this site:
http://www.ureg.ohio-state.edu/ourweb/more/

Withdrawal from the University

Whenever you drop the last course from your schedule, you are considered to be withdrawing from the university for that semester (not just dropping a course). You must come to the Social Work Advising Office to complete the withdrawal request. All withdrawals from the university are noted on the permanent record with the phrase “Withdrew” and the date of the withdrawal. If the withdrawal occurs before the fourth Friday, no W’s will appear on the record. W’s will appear on the record for withdrawals after the fourth Friday. You must file a petition to request withdrawal after the tenth Friday, as discussed in the preceding paragraph.

Leave of Absence

Students in the pre-major may take a leave of absence from the College of Social Work by notifying the Academic Advisor. Students in good standing in the Social Work major who need to take a leave of absence from the College of Social Work must submit a written request to the BSSW program office. The leave of absence can be approved for a period of up to one year. Note: Any student returning after an absence from OSU for 5 or more years is reinstated into the College of Social Work under the most current curriculum.
Academic Standards, Policies, and Procedures

Getting Your Grades

You can check your grades on the Web at http://buckeyelink.osu.edu/. Select “Student Center” and click the “Grades” link under “Academic History.” The registrar does not mail (or e-mail) grades to students.

Grades, Points, and Marks

The grades used by the university and their points per credit hour are shown in the following chart:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>EN*</td>
<td>0.0</td>
</tr>
</tbody>
</table>

• This grade indicates a student was properly registered for the course but failed to complete it because of non-attendance. This mark will be treated as an E in calculating the student’s Point-Hour Ratio.

• Note: Ohio State does not offer the grades of A+ and D-.

• You earn no points for an E, but the hours are calculated into your grade point average. Other marks are listed below.

• Note: points are not awarded for the following marks:
  EM examination credit
  I incomplete
  K transfer credit
  NP non-pass
  P progress
  PA pass
  R audit
  S satisfactory
  U unsatisfactory
  W withdrew
How to Calculate Your Grade Point Average (known at OSU as your point-hour ratio)

• In order to set academic goals, which help lead to success, it is important to understand how success is measured.
• Calculate your point-hour ratio using the following steps:
• Each course is assigned a specific number of credit hours. Multiply the credit hours for a course with the point value of the grade you earned for that course.
• The result is the credit points earned for that course.

\[ \text{Total Credit Points Earned} = \text{Credit Hours} \times \text{Grade Point Value} \]

• Divide the number of credit points earned in a group of courses by the total number of credit hours attempted in those courses. The answer (a number ranging from 0 to 4) is your Point-Hour Ratio (PHR).

\[ \text{Point-Hour Ratio (PHR)} = \frac{\text{Total Credit Points}}{\text{Total Hours Attempted}} \]

• You can calculate your Point-Hour Ratio for any group of classes. The two most commonly considered Point-Hour Ratios are:

1) Semester Point-Hour Ratio (SPHR) – All courses you have taken in a semester. See the example below.

Suppose you earned the following grades this semester:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>X</th>
<th>Point Value</th>
<th>= Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>5</td>
<td>X</td>
<td>B- (2.7)</td>
<td>= 13.5</td>
</tr>
<tr>
<td>SWK 1100</td>
<td>1</td>
<td>X</td>
<td>B (3.0)</td>
<td>= 3.0</td>
</tr>
<tr>
<td>Writing</td>
<td>3</td>
<td>X</td>
<td>A- (3.7)</td>
<td>= 11.1</td>
</tr>
<tr>
<td>Math</td>
<td>5</td>
<td>X</td>
<td>C+ (2.3)</td>
<td>= 11.5</td>
</tr>
<tr>
<td>ASC 120</td>
<td>1</td>
<td>X</td>
<td>B (3.0)</td>
<td>= 3.0</td>
</tr>
</tbody>
</table>

\[
\text{POINT-HOUR RATIO (GPA)} = \frac{\text{TOTAL CREDIT POINTS}}{\text{TOTAL HOURS ATTEMPTED}} = \frac{87.1}{29} \approx 3.0
\]

2) Cumulative Point-Hour Ratio (CHPR) - All courses you have taken to the present date.

Suppose that for the following semester you attempted 14 credit hours and received 45.0 credit points. To calculate your CPHR:

• Add the credit points earned in both semesters.
42.1 + 45.0 = 87.1

• Add the total number of credit hours attempted for both semesters.
15 + 14 = 29

• Divide the Total Credit Points by the number of Total Attempted Credit Hours.
87.1 = 3.0
Incomplete

If illness or an emergency prevents you from finishing a course, you may request an “Incomplete” from the instructor. When you receive this grade, you must consult with the instructor as soon as possible to make arrangements for completing the course requirements. Incomplete work must be completed no later than the sixth week of the following semester. If the work is not made up by the due date, the “I” mark will be changed to the alternate grade the instructor reported.

Pass/Non-Pass option

You may take a maximum of 30 credit hours of electives on a pass/non-pass (PA/NP) basis. You cannot take general education, major, minor, social work elective or prerequisite courses pass/non-pass.

Freshman Forgiveness

If you receive a D+, D, or E in a course or courses during your freshman year (before you have earned 30 credit hours) you may retake the course, and the first grade will be dropped from your cumulative grade point average (the record of the original grade will remain on your transcript). You may retake the course only once, and you must retake it before you earn 60 hours. If you earn a worse grade the second time around, that grade counts, not the higher grade, and if you earn an E in place of a D or D+, you will lose credit for the course. You can use the forgiveness rule for up to 15 credit hours. It is best to retake the course(s) as early as possible. Please note that hours of examination (EM) credit do not count in calculating earned hours for purposes of the Freshman Forgiveness Rule; however, transfer credit hours do count.

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades will be considered (including those forgiven under the Freshman Forgiveness Rule) in the admissions process, and the other unit may recalculate the original grade(s) into your cumulative GPA (point-hour ratio).

Fresh Start

If you have not been enrolled at the university for five or more years, you may petition for the Fresh Start Rule. While all courses will remain on your permanent record, only courses in which you received a C- or higher will be counted for credit. Other course work will not be counted for credit, towards any requirement, or toward graduation. You will return to Ohio State with a recalculated cumulative GPA (point-hour ratio) of 0.0. You will be reinstated on the most current curriculum in place. You must complete a minimum of two semesters and 30 credit hours after using the Fresh Start Rule before you are eligible to graduate. Meet with the Social Work academic advisor for more information.

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades will be considered (including those forgiven under Fresh Start) in the admissions process, and the other unit may recalculate the original grade(s) into your cumulative GPA (point-hour ratio).

All course work taken at the university (including courses “forgiven” by the Fresh Start Rule) will be calculated in determining eligibility for graduation honors.

Repeating a Course

You may repeat any course once, regardless of the grade you received and when you completed it the first time, with the approval of the Social Work Advising Office. If you do not qualify for the Forgiveness Rule, both grades will count in your cumulative grade point average. Credit for the course may be counted only once in the minimum total hours required for graduation.

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades will be considered.
Auditing a Course

You may choose to audit a course in order to refresh yourself on the material or to learn more about a subject without earning a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. You cannot audit a course and then later take the course for a grade. Auditing a course requires the permission of the instructor and the permission of your college office, the latter obtained through your academic advisor.

Transferring into the College of Social Work

All transfer students must have a minimum 2.0 GPA (cumulative point-hour ratio) at The Ohio State University and a 2.0 cumulative point-hour ratio at all other attended institutions. All students interested in pursuing social work as a major should contact a Social Work Advisor to discuss how their coursework applies to the Social Work curriculum and to process the transfer/admission into the University and College of Social Work. Please be advised that only Social Work credits from a CSWE accredited Social Work program can be considered for evaluation as Social Work major classes. Social work credit from non-accredited programs can be used as Social Work Elective Coursework only.

Transfer Credit Information

If you came to Ohio State with transfer credit, have it reviewed as soon as possible by a Social Work advisor. The advisor will recommend which courses should be reviewed with individual departments. If you have credit that you think may count in your Social Work major, you must see the Social Work Transfer Credit Coordinator, Andréa Severson, to have it evaluated. While the advisor may assist the student in interpretation of the Transfer Credit Report, it is the student's responsibility to identify and process all paperwork associated with these categories of credit.

Transfer credit may be accepted at Ohio State in a few different ways. If the course is a direct match (all of the same topics [no more, no less] are covered), then you will get credit for the Ohio State equivalent. (For example, English 2220 at Columbus State Community College [CSCC] equals English 2220 at Ohio State. Thus, your transcript will read English 2220 for 3K. The course is worth three credit hours at CSCC, and transfer credit comes in as “K” credit.).

Instead of being a direct equivalency, credit can also be evaluated as special (SPL), general (GEN), technical (TECH), or deferred (DEF.) “Special credit” counts towards graduation, but Ohio State does not offer a specific equivalent course. Special credit may or may not count for a particular college requirement. “General credit” is awarded when a specific course equivalency is possible but could not be readily determined by the admissions office. The degree-granting unit (Social Work) will refer you to individual departments for a transfer credit evaluation in order to determine the applicability of special or general credit towards degree requirements. Here is the website for all of the Departmental Transfer Credit Coordinators:
http://www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TCC_List.html

“Deferred credit” designates course work for which you have not yet been awarded transfer credit. For a determination about whether credit will be awarded for the course, you should see the transfer credit evaluator in the appropriate department at Ohio State. Any materials and information you can provide about the course will help the evaluator in making that decision.

If you are planning to take classes at other institutions while you are an Ohio State student, you need to have the credit evaluated prior to taking the courses in order to have them applied to your Ohio State degree. When you transfer classes, you receive the credit hours only; the grades you received at the other institution do not transfer to affect your GPA at Ohio State. Usually, in order for the credit to transfer, you must receive a C- or better at the other institution. (However, there are exceptions to this rule, and we recommend you consult with an academic advisor when in doubt.) Transcripts need to be sent to Ohio State’s admissions office, not to your college office. This credit will take a few weeks to be posted to your record.
Dean’s List

Students completing a minimum of 12 graded credit hours with a GPA (point-hour ratio) of 3.5 or higher for any given semester will be named to the Dean’s List for that semester in the college in which they are enrolled. Courses graded satisfactory/unsatisfactory (S/U) or pass/non-pass (PA/NP) do not count toward the minimum of 12 graded hours, and a grade of U or NP will disqualify you from making the Dean’s List even if you meet the numerical criteria.

Graduation Honors

Eligibility for any graduation honor requires a cumulative GPA (point-hour ratio) based on completion of at least 60 graded hours (including courses graded S/U) while enrolled in course work at Ohio State. No EM (credit by examination) credit hours or credit hours taken on a pass/non-pass basis are counted as part of these 60 hours. All courses taken at the university will be used in calculating the cumulative point-hour ratio to determine graduation with honors. The degrees cum laude, magna cum laude, and summa cum laude are awarded to those graduates of the College of Social Work who meet the following standards:

• **Cum laude:** Each student who graduates with a cumulative point-hour ratio of 3.5 to 3.69 and completes a minimum of 60 graded hours of course work at Ohio State will receive the *cum laude* designation on the diploma and transcript.

• **Magna cum laude:** Each student who graduates with a cumulative point-hour ratio of 3.7 to 3.89 and completes a minimum of 60 graded hours of course work at Ohio State will receive the *magna cum laude* designation on the diploma and transcript.

• **Summa cum laude:** Each student who graduates with a minimum 3.9 cumulative point-hour ratio and completes a minimum of 60 graded hours of course work at Ohio State will receive the *summa cum laude* designation on the diploma and transcript.

• **With Honors Research Distinction in Social Work:** Each student who graduates with a minimum 3.4 cumulative point-hour ratio and completes the Social Work Honors Program at Ohio State will receive the *with research distinction in social work* designation on the diploma and transcript.

Graduate Credit for Undergraduate Students (Senior Petition)

Undergraduate senior students (Rank 4) with potential for graduate level studies may petition to take up to 15 hours of certain courses for graduate credit provided that:
1. The credit for the course is not needed to meet their baccalaureate degree requirements.
2. Their cumulative point-hour ratio is 3.2 or above.
3. They secure permission before registering for the courses from:
   a. the BSSW Academic Advisor
   b. the instructor in charge of the course
   c. the Director of Undergraduate Studies (BSSW)
   d. the Graduate School
4. They are working on a first baccalaureate degree.

The senior petition form for obtaining the necessary approvals is available in the Advising Office.

NOTE: The Graduate School will not approve petitions submitted after the first day of classes, so you must plan ahead if you want to take advantage of this option.
Petitions and Appeals

All college students have the right to petition to have college requirements modified or decisions reconsidered. Each student’s case is unique; the process exists precisely because individual circumstances vary and because no rule can always cover every contingency that may arise.

*The College of Social Work will consider petitions on such matters as:*
- applications of general or special transfer credit to the General Education Curriculum and Social Work Major and Elective Courses
- permission to take a course overload
- retroactive course drops and adds
- withdrawal from the university after the seventh Friday
- reinstatement after academic dismissal

You should make an appointment with your Social Work advisor to discuss your petition. Frequently during such a discussion, you will be asked to secure and present supporting documentation for the petition. The documentation may include (but is not limited to) statements from instructors, health officials, or employers. It is often necessary for a student to present written documentation when a hardship is claimed due to an illness or death in the family. The completed petition may be acted on by an advisor or by a college administrator, depending on the issue at hand. You may consult with your advisor regarding the action taken on your petition. Or, you may appeal the decision to the college administrator or dean. Appeals are generally made in person and based on additional evidence. All petitions are reviewed thoroughly and fairly. By definition, all petitions are special requests, and routine approval should not be assumed.

Good Academic Standing

The following conditions must be met to be considered in good academic standing in the College of Social Work:

1. A semester point-hour ratio (SPHR) of 2.0 or above in all courses taken each semester at The Ohio State University
2. A cumulative point-hour ratio (CPHR) of 2.0 or above in all courses taken at The Ohio State University
3. A cumulative point-hour ratio of 2.0 or above in all Social Work Major and Elective courses taken at The Ohio State University (MPHR)*
4. A “C” or better grade in all Social Work Major and Elective courses.

*MPHR= All Social Work major and elective courses, excluding SWK 1100, 1120, 1130 and 1140.

Academic Difficulty

If your cumulative, semester, and/or major GPA (point-hour ratio) falls below a 2.0, you are considered to be in academic difficulty. This can lead to university academic probation, special action probation, or even dismissal. If you feel that you are in academic difficulty (even if cumulative point-hour ratio is above a 2.0), you should see your academic advisor as soon as possible to discuss the issues that may be affecting your academic performance and for advice on how to get back on track. It is your responsibility as a student to know your academic status.

Deficiency Points

Deficiency points are a way to measure the extent of a student’s academic difficulty. Deficiency points are defined as the number of credit points a student whose cumulative GPA (point-hour ratio) is below a 2.0 should have earned in order to have earned a 2.0 point-hour ratio.
Academic Probation

You will be placed on academic probation when you have accumulated 15 or more deficiency points. You will be sent a letter and an e-mail informing you of your status and specifying the conditions of probation, including the minimum grade point average you must achieve in the following semester to avoid academic dismissal from Ohio State. You should consult with an academic advisor.

Special Action Probation

If a College of Social Work student has one or more of the following conditions, he or she will be placed on SAP for grades:

- Less than a 2.0 semester point-hour ratio (SPHR)
- Less than a 2.0 cumulative point-hour ratio (CPHR) and less than 15 deficiency points
- Less than a 2.0 cumulative point-hour ratio in all Social Work Major and Elective courses (MPHR)
- A grade of “I” or “U” in SWK 4189

Academic Dismissal

Any student in academic difficulty is at risk of being dismissed from the university or college. There is no particular cumulative GPA (point-hour ratio) or number of deficiency points that warrants a dismissal. These decisions are made on a case-by-case basis and given serious thought. You are a likely candidate for dismissal from Ohio State if you are on academic probation and continue to accumulate deficiency points. You are a likely candidate for dismissal from the College of Social Work if you do not meet the terms of your Special Action Probation. Dismissed students will be notified of their status by e-mail.

Reinstatement Following Academic Dismissal

After being academically dismissed from the university or the college, students can petition for reinstatement to the university or college after waiting for a period of two semesters. Reinstatement is not guaranteed, and simple desire to return is not sufficient support for a petition. Petitioning students need to prove they are now ready to succeed if they are allowed to return to the university or college. If you have been dismissed from Ohio State, it is advisable to take academic course work at another institution during your time away from Ohio State to demonstrate that you are capable of succeeding in high-quality college-level work. See the academic advisor if you are interested in attending another institution to help guide your course decisions for transfer back to Ohio State. Students who have a cumulative GPA (point-hour ratio) under 2.0 or who have been dismissed from the university may want to petition to use Fresh Start, if applicable. This will eliminate any deficiency points that you may have earned previously and will let you start at Ohio State with a new cumulative point-hour ratio (0.0).

Students who are reinstated to OSU and/or to the College of Social Work will be reinstated on Special Action Probation or Academic Probation, depending upon their cumulative point-hour ratio and number of deficiency points.
Academic Performance Review Policies and Procedures

The Performance Review Committee is responsible for monitoring and reviewing academic performance issues. The Performance Review Committee is composed of a minimum of three (3) members: the BSSW Program Director, who serves as chair of the committee, a faculty representative, and the student’s faculty advisor. When a performance review is called due to a field practicum situation, the committee will also include the Director of Field Education, the field liaison, and the field instructor.

The Performance Review Committee will be concerned with handling problematic academic performance situations. In conjunction with the academic advisor, and faculty as a whole, the committee will promote the utilization of all available resources within the college and the university to aid students in maximizing their performance. Students will share responsibility for discussing any perceived academic performance difficulties with their instructors and the academic advisor.

The Performance Review Committee shall also be cognizant of the importance of maintaining standards for student performance to assure that graduates of the program will have demonstrated the knowledge, skill and ethical behavior required of the professional social worker. Consequently, it may become the responsibility of the committee to recommend to the Dean and the student that it would be in the student's best interest as well as those of maintaining degree standards of the college, that the student not continue in the program.

If in the course of carrying out activities pertaining to the review of a student’s academic performance the committee becomes aware of alleged misconduct, the committee should initiate procedures for dealing with allegations of misconduct.

Avenues for Initiating Committee Review Process

The academic performance review process may be initiated in each of the following circumstances:

- **When the BSSW Program Director and/or academic counselor become concerned about a student’s performance.** Such circumstances may be based on information from a faculty member or field instructor or when a student fails to fulfill the requirements of a previously agreed-upon contract or the requirements of a petition.

- **When a student becomes concerned about her/his performance.** In the event that a student feels that his/her performance is being adversely affected by a matter she/he has been unable to resolve with the help of the academic counselor and the use of appropriate College administrative channels (i.e. interaction with faculty, field instructor, liaison, BSSW Program Director, etc.). In such situations the student, through the academic counselor, may request that the Performance Review Committee review the student's case. The student shall describe, in writing, the problem, the person(s) involved and the efforts the student has made to resolve the problem.

Confidentiality of the Review Process

All procedures related to the performance review process shall be carried out in a manner that assures protection of a student's right to privacy regarding information about his/her academic records and performance or personal affairs. At the student's request, all written information presented to the committee will be made available through the academic advisor.

Members of the committee and other persons who appear at the review session are expected to observe the confidential nature of the information made available to them, as well as discussion during the meeting. Actions and recommendations of the committee are to be confidential and shared only with those persons involved with the student in an educational capacity.
Meeting and Review Process

All committee members and the student’s faculty advisor must be present at the performance review meeting. In the event of illness or incapacity of a member of the committee the chair may ask that another member of the faculty be substituted in order to have an expedient review. Similarly, to avoid any conflict of interest, no person shall serve as a member of the Performance Review Committee who has been directly involved in a problematic situation with the student under review. The chairperson shall make every attempt to schedule meetings at times that are convenient to all involved.

The chairperson shall notify the student and members of the committee of the meeting time and place, as well as the nature of the problem(s) to be considered by the committee, as far in advance as possible, but no later than one week prior to the scheduled meeting time. The prior notice may be shortened with the concurrence of the student and the advisor when it is felt that a meeting is of an urgent nature. The academic counselor shall be responsible for contacting all appropriate faculty members who should be present at the meeting.

Those who may appear before the committee include:

1. The student whose performance is to be reviewed has an option to be in attendance up to the point of committee deliberation. The student shall notify the chairperson of intent to attend the meeting prior to the meeting date. A student’s attendance or non-attendance shall not be construed as a positive or negative reflection upon the student.

2. A maximum of two persons may be invited to participate in the Performance Review by the student because they are knowledgeable about his/her performance. The chairperson must be notified in advance of the meeting regarding those who will appear and the general nature of the information that will be presented. Presentations by such persons will be time-limited, with their presence in the meeting limited to that time period in which they are presenting to the committee.

3. Other persons who can contribute information regarding the student’s performance.

The faculty advisor shall be responsible for presenting brief background information about the student, securing evaluations from instructors regarding the student’s overall performance in the immediate past and current time period, and for presenting an assessment of the student’s overall performance and situation, and make any recommendations regarding possible resolutions of performance problems.

Meeting Agenda

1. Fact Finding
   a. Review of facts leading to performance review--chairperson
   b. Additional information or clarification
      i. faculty advisor
      ii. student
      iii. other invited persons
   c. Summation of facts--chairperson

2. Deliberation and Recommendation--for this portion, only the committee members shall be present.
   a. Deliberation, weighing all factors in present and past performance of the student.
   b. Consideration of alternate means of resolving performance problems.
   c. Achievement of consensus or majority vote on recommendation.

In matters of academic performance the Performance Review Committee shall have the authority to make a number of recommendations, including:

- Dismiss concerns and advise the student to continue in the program without further monitoring or review
- Permit the student to continue in the program with particular services or supports in place including plans for ongoing monitoring or review
- Require remedial actions by the student to rectify the problem and satisfy the criteria necessary in order for the student to be in good academic standing
• Suspend the student from the College for up to one year
• End the enrollment of the student in the College of Social Work

Recommendations of the committee shall be forwarded, in writing, to the Chair of the Undergraduate Studies Committee and the student as soon as possible and no longer than one week following the performance review. When the recommendation of the committee is to suspend or dismiss a student from the BSSW program, a copy of the recommendations will be forwarded to the Dean of the College of Social Work. Upon request, the Performance Review Committee chairperson and/or the committee as a whole will make themselves available to the Dean for clarification or discussion of the recommendations.

The student may put in writing her/his opinions or reactions to the review process and/or committee recommendations and send them to the chair of the Performance Review Committee. A copy shall be placed in her/his folder. When the recommendation of the Committee is to suspend or dismiss the student, a copy of the student’s written response is also forwarded to the Dean of the College. At the point of graduation, materials relating to formal review proceedings shall be removed from the student's folder and destroyed.

**Appeal**

Upon receipt of the committee’s written recommendations, the student has two weeks in which to appeal to the Dean of the College of Social Work. The Dean’s decision shall be final.

**Family Education Rights and Privacy Act of 1974, (FERPA) as amended**

Ohio State’s policies and procedures regarding FERPA can be found on line at: [http://www.ureg.ohio-state.edu/ourweb/more/Content/ferpa_pg1.html](http://www.ureg.ohio-state.edu/ourweb/more/Content/ferpa_pg1.html). FERPA creates certain problems for seniors and for all students who may be subjects of news stories. The College cannot release names and addresses or certain other data without prior student permission. We also cannot send credentials to prospective employers without a written request or permission.

**Authorization for Release of Information**

Students who want to authorize release of information by faculty/staff members (for letters of recommendation, news releases, job references, etc.) should complete a “Consent for Release of Education Records” authorization form available on the BSSW website. The form may be completed at any time, but the graduate who expects to have prospective employers or graduate schools request information should have this form on file on or before she/she files an application to graduate.

If you have questions about FERPA or completing release forms, consult the Advising Office.

**“Directory Information” Release (Y/N) on the Student Data Base**

Students should be aware that a “No” will restrict release of “directory information” (name, address, email address, etc.) to anyone other than University faculty/staff (including you) and cannot be published in the OSU Student Directory. Consult the Advising Office if you have questions about release of directory information.

**Address Changes**

Students should update his/her street address at [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) in the “Student Center.”

**Course Evaluation**

It is University and College of Social Work policy that students be provided the opportunity to complete a written evaluation of every course and instructor taken. An instructor should provide this opportunity at the end of a given semester.

Faculty use the Student Evaluation of Instruction (SEI) as part of the data base for annual faculty evaluations. Decisions about annual faculty salary merit increases and salary increases for excellence are influenced...
significantly by student evaluations of teaching. Decisions about promotion and tenure, also, are significantly influenced by the cumulative record of student evaluations of teachers’ performance.

Grievance Procedures

A student who has a grievance with someone in the department should first attempt to resolve the grievance with that person. If that is not satisfactory, the student should take the grievance through the appropriate channels. The first contact with be with the departmental Academic Advisor, then the BSSW director, and then the Dean of the College of Social Work. If the student believes there has been a procedural error in determining a course grade, a formal grade grievance procedure, based on Faculty Rule 3335-7-23 can be initiated.

Grading and Grade Changes

Grades are subject to change only when a procedural error has been discovered in evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding semester. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class.

If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the appropriate program director to discuss the grade grievance. The program director shall respond to the student no later than thirty days after the student has requested a review by the director. If the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing a performance review to consider the grading issue. Should that process not result in a satisfactory resolution the student may submit the grading complaint in writing to the Dean of the College of Social Work.

If the dispute remains unresolved and only if the basis of the grievance is a procedural error the Dean of the College of Social Work shall appoint a faculty departmental committee to consult both the student and the instructor and shall determine the validity of the grade grievance due to grading procedures. The review committee shall make its findings known in writing to both the student and the instructor within thirty days of the student’s request to the chair.
Learning Support

Academic Advising

Academic advisors are available to help you plan your degree program, to select and schedule courses, and to connect you with other campus resources. Students in the College of Social Work have two advisors. A departmental counselor is available to advise you on general education requirements and university policies and procedures (such as petitions). A faculty advisor in your major is available to help you research potential careers, and answer any questions you may have regarding your chosen field of study. To schedule an appointment with your Social Work advisor, e-mail hazelwood.19@osu.edu or e-mail severson.10@osu.edu. To schedule an appointment with your faculty advisor, contact him/her directly through phone or email.

Counseling and Consultation

Counseling and Consultation Service provides counseling and mental health services to assist students in dealing with personal concerns, interpersonal issues, and concerns about relationships, academic effectiveness, and career counseling. Services include individual counseling, therapy groups, support groups, skill-building workshops, crisis intervention, and psychiatric consultation. Walk-in appointments are available for emergencies. Other appointments should be scheduled. The majority of these services are offered in the Younkin Success Center (YSC) on Neil Avenue. Psychiatric services are conducted at the Wilce Student Health Center, second floor. Both of these areas offer free services to all enrolled Ohio State students. Counseling and Consultation Service can be reached at (614) 292-5766.

Services through Counseling and Consultation are confidential, unless written authorization provides for the release of information. There are, however, situations in which confidential information could be shared. Your counselor, for example, may want to consult with other counselors or staff members in Counseling and Consultation about your case. Counselors are legally required to take action if clients pose a clear and imminent harm to themselves or others. They are also required to report knowledge or suspicion of abuse or neglect of persons less than 18 years of age (21 if the individual is mentally retarded, developmentally disabled, or physically impaired) to the appropriate children services agency, and they are required to release information in response to a court-ordered subpoena.

Disability Services

The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue, (614) 292-3307. The office offers a variety of services for students with documented disabilities, including, but not limited to, students with learning disabilities, the deaf or hard of hearing, the visually or mobility impaired, those with attention deficit hyperactivity disorder (ADHD), and students with psychiatric or medical disabilities. It also offers services to students with temporary mobility impairments. For example, should you break your leg, you could use the Handivan Service to help you get around campus. The Office for Disability Services provides certain classroom accommodations. For example, it can provide materials in an alternate format (such as books on audio tape) and arrange for alternative testing conditions (such as a quiet room). In order to use these services, you must provide appropriate documentation of your disability. Contact the Office for Disability Services if you have a documented disability or if you suspect that you may be a student with a disability. Please refer to the web site for additional information regarding disabilities and accommodations: ods.osu.edu.
Mathematics and Statistics Learning Center

The Mathematics and Statistics Learning Center (MSLC) provides free tutoring in over 20 math and statistics courses (including all of the math courses that Social Work students are likely to take), a designated tutor room for each course, and rooms staffed by trained tutors. Students can get answers to their math questions, receive explanations of math concepts, and find a friendly place to work on math with other people in their courses.

Most MSLC tutors are undergraduate students from a variety of majors; all are skilled in helping students with questions about math. For detailed information about services and hours, go to the MSLC home page: mslc.osu.edu.

Student Advocacy

Student advocates are available to assist you when you are finding it difficult to “navigate” a particular situation. Visit 1120 Lincoln Tower or go to studentaffairs.osu.edu/wellness_advocacy.asp.

Tutoring

If you find that you need extra help in a class, check first with your professor or teaching assistant to see if they can offer you some additional help. If they offer office hours, go to them. While private tutors are helpful, your instructors know best what you need to know and how you are doing in their class. Many instructors are willing to offer additional help outside of class. If not, they may be able to recommend reliable tutors. Many departments have their own organized system for free tutoring. If you wish to hire a private tutor, ask for recommendations from your instructors, the course departments, and other students. You will also see many ads for tutors around campus and in the Lantern. Check with a few tutors to compare prices and services.

Writing Center

The Writing Center provides help, by appointment, to any student desiring personal help with specific writing projects, such as reports, resumes, and term papers. Tutors can also assist with general writing needs, such as taking essay examinations, improving style, or getting started with a paper. This is not an editing service, but will help a student with his or her writing, no matter where the student is in the writing process. For an appointment, call (614) 688-4291 or drop by 485 Mendenhall Laboratory. For additional information visit http://cstw.osu.edu/writingCenter/default.cfm.

Younkin Success Center

The Younkin Success Center offers many services to help students succeed at Ohio State. The center is located at 1640 Neil Avenue and is open extensive hours during the week. See the web site for specific hours: http://younkinsuccess.osu.edu/. This center houses Counseling and Consultation Service, Career Connection, and the Student Athlete Support Services offices.

Walter E. Dennis Learning Center

www.dennislearningcenter.osu.edu.

The Walter E. Dennis Learning Center (WEDLC) provides academic learning services and support to OSU students. The WEDLC serves as a "learning connection" for students in need of learning assistance in a number of areas including study skills, time management, test-taking strategies, learning from text, note-taking, and self-regulation strategies. Students can set up individualized appointments with Learning Specialists to design personal strategies for learning and motivation, as well as attending workshops or listening to podcasts on topics such as: procrastination, individual learning styles, note-taking, secrets to academic success.
OSU and Social Work Resources

Buckeye Alert System

The Ohio State University is continually working to ensure that its students, faculty, staff, and visitors are in the safest environment possible and recently has created a text message alert system for the public to stay informed of potential emergencies. Emergency personnel are continually planning for an emergency response. By signing up for the emergency notification system, you are becoming involved in the planning process. Text message warnings will allow you to learn of emergency situations as soon as possible no matter where you are located. All you need is to have your cell phone. In order to make sure the system is working properly in the event of an emergency, the system will be tested once or twice a year. During a test, subscribers will receive a test message. Besides the testing, you will only receive messages in the event of an emergency. You will not receive advertising or non-emergency messages. www.buckeyealert.osu.edu

The Ohio State University will maintain your information with the utmost security. We will not sell your information and will only use it for emergency notification. There is no cost to sign up for the text message service., although there may be costs involved with receiving text messages depending on the service plan you have with your wireless provider. Individuals can sign up by visiting the site listed above.

Career Connection

The mission of Career Connection is to serve the career development needs of OSU students by providing high quality and diversity-sensitive services through counseling, consultation and lasting partnerships, designed to facilitate learning and advance well-being, purpose, identity development and citizenship. We assist students achieve successful outcomes by:

- Connecting students' interests, values, skills and personality with the world of work.
- Aiding development of students' interests by exploring various majors and careers.
- Encouraging students to test their ideas with internships, informational interviews, volunteering, and extracurricular activities.
- Providing customized attention to resumes, vitas, job search letters, and interviewing skills.
- Listening and helping with personal concerns that relate to career decisions.
- Assisting students' implementation of decisions by learning how to conduct a job search or plan for graduate or professional school.
- Informing students about the University's employment assistance services.

The Career Connection website houses many online career exploration modules to assess interests and skills in relation to careers and academic major programs. Students are encouraged to utilize these resources and then set up an appointment with a Career Counselor to assess their results.

Off-Campus Student Services

Commuter Students are those students who live outside of the University District and must drive or utilize public transportation from home to attend class. Off-campus Student Services provides several services for commuting students to assist them while on campus including the Commuter Lounge, lockers, microwave and refrigerator, study space and information on campus programs and resources. Looking for a ride? Have a ride to offer? Want to find a carpool? On-line Ride Share & Carpool Listings are now available through OCSS for all OSU students, staff and faculty to use! OCSS also publishes "Connection" the commuter newsletter, plans Commuter Pre-view day each year, supports the Commuter Student Organization and plans various fun and informative programs for commuters throughout the school year. www.offcampus.osu.edu
Office of Diversity and Inclusion

When international students and scholars first consider affiliating with Ohio State, the Office of Diversity and Inclusion is one of their initial points of contact. Through ODI, students and scholars can find information about the types of visas needed for their stay in the United States, links to academic programs, how to pay their tuition, housing options, an overview of the campus and life in Columbus, and much more. When international students and scholars arrive at Ohio State, we provide them with a warm welcome to the campus community. We support their transition with a wealth of information that helps them comfortably adjust to their new life on campus and in Columbus. Coordinators offer orientation sessions and administer social, cultural, and educational programming. Students also meet one-on-one with a representative from International Student and Scholar services to get answers to questions about cultural differences, immigration regulations, and financial matters. All of these services help ensure that international students, scholars, and their families have the greatest opportunity to achieve their academic and personal goals during their time at Ohio State. http://odi.osu.edu/.

Student Advocacy Center

Do you have a problem you don't know how to solve? Is there information you cannot find? Do you have a question that needs an answer? As a student at one of the nation’s largest universities, chances are you do. One of the first words that comes to mind when describing Ohio State is big. And, while the size is one of your greatest strengths, it can sometimes be difficult to navigate on such a large campus. The Student Advocacy Center was established to help you do just that. We will answer your questions, direct you to the appropriate departments and people, familiarize you with university policies and procedures, and give you guidance as you look at ways to solve problems and make choices.

Ohio State is not just any university. It is a special place. The Student Advocacy Center can help you find your place. We want you to succeed. Our aim is to help you become better informed so that you can focus on your classes, make important decisions about your future, and ultimately achieve your dream of a college degree.

Telephone: 292-1111; fax: 688-4267; e-mail: advocacy@osu.edu.

Student Housing Legal Clinic

Student Housing Legal Clinic (SHLC) was established in 1999 to provide FREE legal advice and representation to OSU students with landlord-tenant concerns. The Clinic, an academic partnership between the Office of Student Life and the Moritz College of Law, recognizes that housing issues can affect the academic success, wellness, retention, and recruitment of students, as well as the relationship of the University to the community. The purpose of the Clinic is to work with students, landlords, community organizations, and city officials to improve housing conditions and safety in the University District and surrounding areas, while providing a unique educational opportunity for law students to gain practical experience. The Clinic offers the full continuum of legal services ranging from counsel and advice to long-term representation. The Clinic currently limits its practice to Ohio landlord-tenant issues and handles the cases dealing with issues such as: lease reviews/termination/liabilities, breach of contract, credit issues, conditions, safety, security deposits, noise, utilities, unlawful entry, and eviction. www.moritzlaw.osu.edu/shlc

Student Safety Services

Student Safety Services provides safe passage to and from University activities for members of the University community, as well as assisting the University Police Division in the protection of life and property, the prevention and detection of criminal activity, and reporting health, safety, and environmental hazards. SSS provides walking and vehicle escort services for the campus and surrounding areas. www.ps.ohio-state.edu
Student Wellness Center

The Student Wellness Center is committed to promoting a caring campus environment, facilitating the empowerment of individuals and groups, and fostering a sense of connectedness throughout our diverse campus to create a community where health enhancing behavior is the norm. The Student Wellness Center supports students’ Seven Dimensions of Wellness (Emotional, Occupational, Social, Spiritual, Physical, Financial, and Intellectual) and hosts a variety of programs, workshops, events, and outreach to address each dimension.  

[www.swc.osu.edu](http://www.swc.osu.edu)

Wilce Student Health Center

The Wilce Student Health Center (Student Health Services) at The Ohio State University is a Joint Commission accredited, outpatient facility providing a variety of health care services to the student population. All students enrolled at OSU are eligible to use the health service, regardless of health insurance coverage. Student Health Services provides most services on an appointment basis. However, injuries or illnesses which require immediate attention may be evaluated by one of our Advice Nurses and scheduled to see a physician on a same-day basis.  

[www.shc.osu.edu](http://www.shc.osu.edu)

University Financial Aid

Financial aid is intended to help students finance their education when family and personal resources are not adequate to meet the total educational costs. Financial aid consists of scholarships and grants, loans (which must be repaid), and part-time employment. The university makes every effort within its means to help students with limited financial resources secure the needed funds.

Early and realistic financial planning is essential to ensure that students have adequate resources to be able to attend Ohio State and take advantage of the many experiences that the university offers. The Office of Student Financial Aid helps students and their families on all campuses plan for financing a college education. Please visit [http://sfa.osu.edu/](http://sfa.osu.edu/) for more information regarding financial aid at the university, including general information, downloadable forms and checklists and listings of university scholarships.

Contact Information for Financial Aid
Location: SAS Building, Lane Avenue
Local Telephone: 614-292-0300
Toll Free Telephone*: 800-678-6440
FAX Number: 614-292-9264
E-mail: sfa-finaid@osu.edu – General Questions
      sfa-suggest@osu.edu – Suggestions

Federal Work-Study Program

The Federal Work-Study Program is a need-based program which provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

Since research indicates that many college students successfully carry a normal academic course load of 12 to 18 credit hours per term while working on a part-time basis, Federal Work-Study is a useful option for many students. Many students find it necessary and desirable to work part-time. They may find that they are better able to manage their time as they fit their work schedule into classes, studying, and personal commitments.

Additionally, your FWS earnings will not be counted against your eligibility on next year's FAFSA. When completing your FAFSA, you should indicate your FWS earnings on the appropriate line so they can be excluded from your earned income. FWS wages are, however, taxable by the Internal Revenue Service.

To search for work-study positions, visit [www.sfa.osu.edu](http://www.sfa.osu.edu), click “Jobs”, then click “Work-Study”.

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Social Work Scholarships

The College of Social Work offers scholarships to social work students who meet certain criteria. The deadline for the scholarship application is March 1. Students are notified toward the end of Spring semester if they have been selected to receive a scholarship. Scholarship funds are directly deposited into students’ OSU accounts and can be used for tuition, fees, room and board and books. The College also offers our Honors students a financial stipend. This stipend is contingent upon the completion of certain requirements of the Honors program.

E-mail

You are responsible for checking your campus e-mail regularly. The university and its colleges and departments send official notices and information to your OSU e-mail account. If you choose to have your e-mail forwarded to another e-mail account, you may not receive official Ohio State mail, including scheduling, academic progress, and graduation information. You are responsible for ensuring your e-mail account is capable of receiving “osu.edu” e-mail and for checking your e-mail account frequently. If you use another e-mail account instead, make sure that messages sent to your Ohio State account are forwarded to the account you use. Go to http://buckeyelink.osu.edu to update or manage your Ohio State username and e-mail account online. If you are having problems, contact the Office of Information Technology (OIT) at (614) 688-HELP.

Student Organizations

There are four major organizations that are active in the College of Social Work. These organizations are the Social Work Student Association, Alpha Delta Mu, Social Welfare Action Alliance and MWANAFUNZI. Graduate and undergraduate students participate in the same groups and all organizations receive advising assistance and support from the college administration.

Social Work Student Association

The Social Work Student Association is an organization within the College of Social Work officially recognized as representing the voice of all the students. It is designed to accommodate and promote student needs, whether professional, educational or social. It is to be a forum for the expression and discussion of those needs/concerns to the appropriate faculty or staff member or college committee and to facilitate the implementation of any changes within the College of Social Work. The Student Association elects officers and facilitates assignment of student members on the several college committees that call for student representation. Activities may include brown bag discussions, field placement introduction, fund raisers, social mixers and co- recreational sports, as well as active participation in planning committees for Orientation and Night of Recognition.

Alpha Delta Mu

The Alpha Epsilon Chapter of Alpha Delta Mu, the National Social Work Honor Society, includes graduate and undergraduate students enrolled in the College of Social Work. Students are invited to join once per year. Invitations are extended to students in the undergraduate program who possess at least 3.00 point-hour ratio and are in the top 20% of their class; graduate students must possess at least 3.5 point-hour ratio and are in the top 20% of their class. Alpha Delta Mu is committed to promoting scholarship and service to the social work profession.

Social Welfare Action Alliance

Social Welfare Action Alliance, formerly the Bertha Capen Reynolds Society, is a national organization of hundreds of progressive social workers. The Alliance is formed around ten principles that reflect a concern for social justice, peace, and an allegiance with progressive social movements. Additionally, they articulate a need by social service workers for a practice and a theory that responds to progressive concerns. The alliance is
coordinated by a national steering committee. The local chapter determines their own agenda providing forums for discussions and debates as well as stimulating activism around local, national, and international issues.

**MWANAFUNZI**

MWANAFUNZI is an organization which is a student chapter of The National Association of Black Social Workers. It is open to members and potential members who share an interest in social work and related fields, and is interested in providing services and programs of interest to minority students, the minority professional community and the community at large. Through the “buddy-system program,” continuing students are paired with new students to help them make a successful transition into the social work program. MWANAFUNZI members have also been active in providing academic support and tutoring for African-American/Black students in the community and in the program. Activities include community sponsored skating parties for underprivileged children, food drives, and annual sweatshirt\t-shirt sale. MWANAFUNZI members have also actively participated in orientation and other college functions.

**Participation on College Committees**

BSSW students are represented on the BSSW Committee and EPC. They enjoy full voting privileges. The Student Association facilitates assignment of student members on the college committees that call for student representation.
Graduation Information

Graduation Requirements

The following requirements must be fulfilled to complete the curriculum leading to the Bachelor of Science in Social Work degree:

- The University General Education Requirements. The complete list of courses approved for Social Work students to use is available in this handbook and in the Social Work Advising Office.
- A minimum of 120 credit hours, including all Social Work major and elective courses. Remedial, conditional, or repeated courses (e.g., repeated “D’s”) do not count toward the degree.
- Students are required to have a cumulative point-hour ratio of a 2.00 or higher on all work taken at this University and a 2.0 cumulative major point-hour ratio.
- A candidate for a degree must secure credit for the work of two full-time semesters at The Ohio State University (i.e., at least 30 credit hours) and be enrolled in the College of Social Work.

Graduation Application

1) An application to graduate must be submitted two semesters in advance. (see Application to Graduate form in the Social Work Advising Office)

2) If a student plans to receive a minor, they must submit a minor program form with their application to graduate (See Minor section).

3) If students need to make any adjustments to their name, all changes must be made by the University Registrar.

4) In order for a student to receive Latin honor designation and receive honors cords, the following requirements must be met according to university rules:

   a. A cumulative grade point average of 3.50 or above is needed
   b. 60 or more Ohio State earned hours

5) Any student using transfer credit toward her/his degree needs to have the credit transferred no later than Friday of finals week of the semester in which they plan to graduate.

6) Graduation instructions with student line numbers are emailed around the seventh week of the semester in which students plan to graduate.

7) If a student does not plan to attend commencement an absentee form must be filled out by the 8th week of the semester in which they plan to graduate. (See Social Work Advising Office for form)

Social Work Licensure

Only individuals with Social Work degrees (Bachelor, Master or Doctorate) are eligible for social work licenses. Students should visit the following link [http://www.cswmft.ohio.gov/](http://www.cswmft.ohio.gov/) to find out more information regarding Social Work Licensure.
The Social Work Alumni Society has been in existence since 1972. It plays an important role in the promotion and support of the goals and mission of both The Ohio State University and the College of Social Work. The principle purposes of the Society, in accordance to the Society's Constitution and By-laws, are to:

- Foster communication and support between the University, the College and its alumni.
- Serve as a resource to the University and to the College to strengthen degree programs that meet professional practice needs.
- Promote the Continuing Professional Education to meet the needs of the social work community.
- Work with the College as requested on special projects that help to further its mission to education competent professionals.

Why join the Social Work Alumni Society?

When you join the College of Social Work Alumni Society, a charter member of the University Alumni Association, your membership dues of $25 help the Society Executive Committee carry out on behalf of its membership networking, social and professional events to benefit the alumni throughout the Buckeye state. the Alumni Reunion/Football Event, the Speaker's Bureau (a resource for faculty of social worker who are knowledgeable about particular topics and willing to speak in the classroom), semester messages of support to student body; Comp Day celebration, offer career advice, critique resume and share interviewing tips, as well as provide deserving students scholarship support, annually. As a member of the Social Work Society, you will receive professional development opportunities, e.g., earn CEUs, through Alumni Society Day events. And finally, your membership is an expression of your interest and support of a great public college institution, ranked 15th in the nation.

And, as OSU Alumni, you can also enjoy the benefits of lifetime e-mail!

If you would like more information about the Society or wish to serve on the Executive Committee as a member-at-large, please contact Katie Spinks at 614-292-8780.
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