

# Bachelor of Science in Social Work Program Handbook

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2020–2021



**THE OHIO STATE  
UNIVERSITY**

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COLLEGE OF SOCIAL WORK

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## Dean's Welcome

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Dear Student,

Welcome to The Ohio State University College of Social Work! You have made a wise decision to come to Ohio State 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 13th overall and 6th among public universities graduate programs 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 Ohio State'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 (BSSW) program which you are entering consists of two components: the pre-professional requirements, scheduled primarily in the freshman and sophomore 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 Ohio State, one of the finest social work programs in the nation!

Sincerely yours,

Tom Gregoire, PhD, MSW, ACSW

Dean

## **Director's Welcome**

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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.

Our classes are taught by faculty who engage in the research and scholarship that supports social work practice locally and around the world, and our community lecturer and field instructors bring a wealth of practice expertise across the social work spectrum.

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

Undergraduate Studies Director

## **College of Social Work Mission and Goals**

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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.

## **BSSW Program Mission Statement and Goals**

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The Bachelor of Science in Social Work Program prepares students for generalist social work practice with individuals, families, groups, organizations and communities. We develop leaders in social work whose practice promotes professional values and ethics and demonstrates commitment to difference and diversity. Our graduates will employ evidence-informed practice, advocate for and empower vulnerable populations and advance social, economic, environmental and political justice.

Our program will prepare generalist social workers to:

4. Use social work values and ethics to guide professional practice;
5. Apply knowledge of human behavior and the social environment to guide practice at multiple levels;
6. Possess knowledge and skills for working effectively with diverse and vulnerable populations;
7. Analyze social policy, promote social, economic and environmental



- well-being and challenge injustice;
8. Employ empirical evidence to inform, evaluate and improve practice;
  9. Develop a professional identity, with a commitment to life-long learning.

## **Accreditation**

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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 process: CSWE Accreditation.

## **Competencies and Practice Behaviors**

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

### **Competency 1: Demonstrate Ethical and Professional Behavior**

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

## **Competency 2: Engage Diversity and Difference in Practice**

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

## **Competency 3: Advance Human Rights and Social, Economic and Environmental Justice**

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

## **Competency 4: Engage in Practice-informed Research and Research-informed Practice**

- Use practice experiences and theory to inform scientific inquiry and research;
- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- Use and translate research evidence to inform and improve practice, policy and service delivery.

## **Competency 5: Engage In Policy Practice**

- Identify social policy at the local, state and federal level that impacts well-being, service delivery and access to social services;
- Assess how social welfare and economic policies impact the delivery of and access to social services;
- Apply critical thinking to analyze, formulate and advocate for policies that advance human rights and social, economic and environmental justice.

## **Competency 6: Engage with Individuals, Families, Groups, Organizations and Communities**

- Apply knowledge of human behavior and the social environment, person-in-environment and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- Use empathy, reflection and interpersonal skills to effectively engage diverse clients and constituencies.

## **Competency 7: Assess Individuals, Families, Groups, Organizations and Communities**

- Collect and organize data and apply critical thinking to interpret information from clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs and challenges within clients and constituencies; and
- Select appropriate intervention strategies based on the assessment, research knowledge and values of clients and constituencies.

## **Competency 8: Intervene with Individuals, Families, Groups, Organizations and Communities**

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment and other multidisciplinary theoretical frameworks and interventions with clients and constituencies;
- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- Negotiate, mediate and advocate with and on behalf of diverse clients and constituencies; and
- Facilitate effective transitions and endings that advance mutually agreed-on goals.

## **Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations and Communities**

- Select and use appropriate methods for evaluation of outcomes;
- Apply knowledge of human behavior and the social environment, person-in-environment and other multidisciplinary theoretical frameworks and interventions with clients and constituencies;
- Critically analyze, monitor and evaluate intervention and program processes and outcomes; and
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo and macro levels.

## **Curriculum Principles**

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An excellent curriculum at the Ohio State University College of Social Work:

**Is Hands-On and 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 and Local Context.** The curriculum reflects an understanding of global diversity and the unique diversity of the Columbus and Central Ohio area and 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 and 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 and 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.

## **College of Social Work Program Standards for Social Work Students**

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Students enrolled in the College of Social Work are expected to adhere to the conduct standards expected of all students at The Ohio State University as well as the standards for professional behavior found in the National Association of Social Workers (NASW) Code of Ethics and the College of Social Work Standards for Professional Performance. Violations of these standards will be addressed by the appropriate College or University committees in an attempt to rectify the situation.

### **College Expectations for Professional Performance**

Becoming a competent social worker is a process that begins upon entrance into the College of Social Work. Students are expected to meet the professional standards for social work education and practice described here as a condition of continued enrollment in the College of Social Work. Attention to these standards will be part of the evaluations made by classroom faculty, field instructors,

advisors and other College representatives who come in contact with students. Inability to effectively meet these standards will initiate the Student Performance Review Process (refer to “Student Performance Reviews” for an explanation of this process). Significant and/or repeated failure(s) to effectively meet these standards may result in additional action up to and including disenrollment from the College in accordance with the Program Standards for Social Work Students noted herein. The professional standards described here augment the expectations for all students at The Ohio State University as stated in the University Code of Student Conduct. Misconduct by a student enrolled in the College of Social Work may result in action under the Code and/or the policies, procedures and guidelines of the College.

## **College Standards**

The profession of social work upholds high standards of quality and effectiveness across all areas of practice. Professional social workers are held accountable for these practice standards by the National Association of Social Workers and State licensing boards. As the producers of social work practitioners, educational institutions are responsible for ensuring students learn and demonstrate conduct reflective of professional practice standards. Accordingly, the Council on Social Work Education monitors schools of social work to ensure they maintain the level of performance, integrity and quality that entitles them to attain and retain accreditation status. Along with stated academic requirements, students are expected to meet the following standards of conduct to maintain good standing in the College of Social Work.

### *Acceptance of diversity*

As students progress through the program, they are expected to demonstrate an increasing appreciation and respect for the value of human diversity. In the field practicum students must be willing to serve in an appropriate manner, all persons in need of assistance, regardless of the person’s age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation, disability status, veteran status, gender expression and value system.

### *Communication skills*

Upon entrance into the program and increasingly as students’ progress through the program, they are expected to communicate effectively and sensitively. With growing understanding that cultural

context is influential in building relationships with others, students are expected to effectively engage and interact with fellow students, faculty, staff, clients, community members and other professionals. For example, students are expected to express their ideas and feelings clearly, demonstrate a willingness and ability to listen to others and respect the values, attitudes, beliefs, emotions and past experiences of their clients.

Students will help to facilitate an environment in the classroom that promotes learning and allows faculty to educate fellow students. It is a student's responsibility to utilize educational resources provided by the University and/or the College to satisfactorily enhance, support, or improve academic and field performance when problems in communication have been identified by faculty, field instructors, or advisors.

### *Objectivity*

Upon entrance into the program, students are expected to learn the values, skills and knowledge required for professional practice. As students progress in the program, they are expected to demonstrate a shift from lay to professional values, skills and knowledge in order to be sufficiently objective when evaluating the life situations of clients/community members and others.

### *Professional behavior*

Upon entrance into the program, students are expected to commit to learning what is required for professional behavior. Professional behavior includes keeping commitments to and respecting clients/community members, faculty, other professionals, colleagues and fellow students and being able to work effectively with others regardless of level of authority. Students must engage in reflective listening, act to promote the welfare of others and behave in a trustworthy manner in their interactions with clients/community members, faculty and other members of the College of Social Work community at all times.

Other aspects of professional behavior include being punctual and dependable, prioritizing responsibilities, attending class regularly and completing assignments on time in school and in the field practicum. Understanding and maintaining confidentiality with regard to clients/community members is of utmost importance. Promptly reporting known violations of any professional standard by other social work students to a College of Social Work faculty or staff

member is essential.

### *Professional commitment*

Upon entrance into the program, students are expected to be committed to learning about the values and ethics of the social work profession. As students progress in the program, they are expected to demonstrate a strong commitment to the goals of social work and to the ethical standards of the profession. Students must be committed to the essential values and ethics of social work as described in the NASW Code of Ethics, which include respect for the dignity and worth of every individual and their right to a just share in society's resources. Students are expected to adhere to the NASW Code of Ethics as they progress in the program.

### *Self-awareness*

Upon entrance into the program, students are expected to make a commitment to learning about self-awareness and to use self-reflection consistently. As students progress in the program, they are expected to be willing to examine how their values, attitudes, beliefs, emotions and past experiences may affect their thinking, behavior and relationships. Students are expected to be willing to bring to light, examine and change their behavior when it interferes with their work with clients/community members, instructors, fellow students and other professionals.

## **University Code of Student Conduct**

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The University Code of Student Conduct outlines the behavioral expectations for all students at The Ohio State University. Misconduct by a student enrolled in the College of Social Work may result in action under the Code and/or the policies, procedures and guidelines of the College. It is the responsibility of students to review and understand the Code of Student Conduct. A copy of the Code is available online at <http://studentaffairs.osu.edu/pdfs/csc.pdf>.

## **Committee on Academic Misconduct**

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The University's Code of Student Conduct defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process." The University's Committee on Academic Misconduct (COAM) is charged



with maintaining academic integrity by establishing procedures for investigating all reported cases of alleged academic misconduct by students. In those instances where a student is found in violation, the Committee determines a suitable disciplinary sanction. Depending on the outcome of the COAM investigation, students in the College of Social Work may also be required to participate in a Student Performance Review to address additional issues related to professional performance standards. It is the responsibility of students to review and understand academic misconduct as defined by the University's Code of Student Conduct. Actions which warrant a report to COAM can be found at <http://oaa.osu.edu/coam.html>.

## **National Association of Social Work Code of Ethics**

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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 social worker's ethical commitments to clients as well as the social worker's responsibilities in practice settings, to the social work profession and to society. All College of Social Work students must be knowledgeable of this Code and behave in a manner consistent with its principles. Students who violate the NASW Code of Ethics are subject to the College of Social Work Performance Review Process.

A complete copy of the NASW Code of Ethics is available at: [https://www.socialworkers.org/LinkClick.aspx?fileticket=ms\\_ArtLqzeI%3D&portalid=0](https://www.socialworkers.org/LinkClick.aspx?fileticket=ms_ArtLqzeI%3D&portalid=0).

## **Procedures for Addressing Violations of Academic or Professional Performance Standards**

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Allegations of academic or professional violations will be referred to the relevant committees in the College of Social Work and/or the University.

- Cases involving failure to maintain good academic standing, violations of the NASW Code of Ethics, or conduct which is inconsistent with the College's expectations for professional

performance are subject to the *Student Performance Review Process*.

- Cases involving academic misconduct shall be referred to the *University's Committee on Academic Misconduct (COAM)*; and
- Cases involving non-academic misconduct, as defined in the *University's Code of Student Conduct*, shall be referred to the *Office of Student Life Student Conduct*.

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

## **College of Social Work Student Performance Review Process**

Concerns about academic standing or professional performance are addressed by the College of Social Work through the Student Performance Review process, which is initiated by faculty, staff, field instructors, or by the program offices. The Performance Review Process does not address student grade appeals. Refer to the relevant program handbooks for the student grade appeal process.

### **Preliminary Reviews**

A preliminary review with the student and involved faculty or staff member is the lowest level of the Performance Review Process, and outside of egregious offenses, serves as the first step in the Performance Review Process. The goal of a preliminary review is to address concerns directly with the student and work toward a mutual understanding and resolution of the concerns.

When a faculty or staff member has concerns about a student's academic or professional performance, they will:

- Apprise the BSSW Program Director of the concerns in order to identify potential patterns and issues related to the student.
- Discuss concerns directly with the student and seek to resolve the difficulties.
- Document plan for resolution via an email to the student. The emailed documentation should include a description of the issue, the plan for resolution, a timeline and an indication the student has agreed to the plan. A copy should be sent electronically to the respective BSSW Program Director to be placed in the student's academic record.

If the issue arises in field placement, the agency-based field instructor

will:

- Discuss concerns directly with the student and the field liaison.
- Apprise the Director of Field Education of the concerns.
- Document plans for resolution in the field data base contact log.

### *Performance Improvement Plan*

If the faculty or staff member and the student cannot agree on a plan for resolution, or the agreed upon plan does not lead to improvement within the established timeline, a Performance Improvement Plan will be written to address the concerns. The faculty or staff member and the appropriate Program Director will meet with the student to develop the plan. If issues are related to field, the agency-based field instructor and the field liaison will be involved in developing the plan. The Performance Improvement Plan will be retained in the student's education record.

### **Formal Performance Review**

A formal Performance Review is the highest level of College review and is called when the matter cannot be resolved through a Performance Improvement Plan, or when academic, ethical or professional conduct issues are serious enough to warrant formal consultation with the student. Persons with concerns about a student's performance will complete and submit a Performance Review Request form to the MSW Program Director. Within the discretion of the College, the student may be denied access to field placement and classes until the review process has been concluded. The Office of Student Life Student Conduct will be contacted as determined appropriate by the Associate Dean of Academic Affairs of the College of Social Work.

The primary purpose of the Performance Review is to identify the academic or professional performance issues which prompted the meeting, determine whether the issues can be reasonably addressed to maintain enrollment in the College, and if so, identify strategies, including accommodations when appropriate, that may remediate the issues and develop plans to promote the student's success in completing their social work studies. Students may request disability accommodations needed to participate in the Performance Review Process by contacting the BSSW Program Director.

## *Attendees*

The Performance Review Committee is composed of a minimum of three members: the BSSW Program Director, who serves as chair of the committee; a faculty member from the BSSW Program Committee; and the student's academic advisor. If the student is from a regional campus, the committee will include the regional campus social work coordinator. When a Performance Review is called due to a field practicum situation, the committee will also include the Director of Field Education or designee; the student's field liaison; and may include a representative from the student's field agency. Students may invite a support person to be present during the review. The support person may only counsel the student and may not actively participate in the review process.

The student whose performance is to be reviewed will be invited to attend the Performance Review. It is the student's responsibility to notify the relevant Program Director of their intent to attend the meeting prior to the meeting date. The Performance Review will proceed if the student is not in attendance and non-attendance shall not be construed as a negative reflection on the student.

## *Confidentiality of the Performance Review Process*

All prior written documentation of the student's conduct and any proposed plans for corrective action, as well as any other relevant supporting documents, will be made available to Performance Review Committee members. The student may also submit written materials to the Performance Review Committee for consideration.

All written information presented to the Performance Review Committee by the College will be made available to the student for inspection and review prior to the scheduled Performance Review by contacting the relevant Program Director. All procedures related to the Performance Review process shall be carried out in a manner that affords protection to student's education records as required under federal law.

Members of the Performance Review Committee and other persons who appear at the review session are expected to observe the confidential nature of the information made available to them prior to and during the meeting. The decision, including any recommendations, of the Performance Review Committee are part of the student's education records and may only be shared with those faculty and staff with a legitimate educational interest on a "need to

know” basis.

### *Meeting and Review Process*

All relevant parties will be contacted to schedule the Performance Review. The Program Office will notify the student by email (Ohio State account) of the Performance Review date and time at least seven (7) calendar days in advance of the meeting. If the student fails to respond to the email within five (5) calendar days from the date it was sent, the Performance Review is held without the student in attendance. All committee members must be present at the Performance Review meeting. In the event of an illness or incapacity of a member of the committee, the chair may ask that another eligible faculty serve as a substitute to ensure an expedient review.

The meeting shall proceed as follows:

#### 10. Fact Finding

- a. Review of facts leading to the Performance Review
- b. Additional information or clarification
- c. Summation of facts

#### 11. Discussion of previous problem-solving strategies and action steps

#### 12. Deliberation and Decision (for this part of the meeting, only the committee members shall be present)

- a. Deliberation, weighing all factors in present and past performance of the student
- b. Consideration of means to resolve performance problems
- c. Achievement of consensus or majority vote on recommendations

The Performance Review Committee shall have the authority to make recommendations as part of its decision including, but not limited to:

- 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 for the student to be in good academic standing or adhere to professional conduct standards; or,
- Dismissal of the student from the College of Social Work.

## *Decision Notification*

A letter describing the decision of the committee will be delivered to the student by email to the student's official university email address no later than seven (7) calendar days following the Performance Review.

If the conclusion of the Performance Review Committee is to dismiss the student from the College of Social Work, a copy of the letter will be forwarded to the Associate Dean of Academic Affairs of the College of Social Work and 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 Associate Dean of Academic Affairs and the Dean for clarification or discussion of conclusions. For graduate students, a copy of the letter will also be sent to the University Graduate School.

Performance Review records will be maintained pursuant to the College's Records Retention policies.

## *Appeal*

The student shall have fourteen (14) calendar days from the date of the Committee's written decision to appeal the decision in writing to the Associate Dean of Academic Affairs of the College of Social Work. The student has the right to appeal on the basis of the following:

13. A procedural error related to the review process that resulted in material harm or prejudice to the student;
14. The student believes the decision of the Committee is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors;
15. Misinterpretation or misapplication of the institutional rule or professional or ethical standard alleged to be violated; or,
16. Discovery of substantial new evidence that was not available to the Performance Review Committee at the time of the review, and which reasonably could have affected the decision of the Committee.

The Associate Dean of Academic Affairs will review all pertinent materials, consult with the Dean and communicate a decision within fourteen (14) calendar days from receipt of the appeal. If the basis of the appeal is "substantial new evidence," the Associate Dean may request a reconsideration of the case by the Performance Review Committee. For other appeal considerations, the Associate Dean may

convene an Ad Hoc Appeals Committee. The decision of the Associate Dean of Academic Affairs shall be final.

### *Petition for Reinstatement: Professional Standards Violation Dismissal*

Former students seeking to return following a dismissal from the College of Social Work for violating the College's Professional Standards may submit formal and written petition to be considered for reinstatement. The petition is the former student's opportunity to demonstrate that they have reflected and addressed the underlying behavior that led to their dismissal and are prepared to return as a student in the College.

The petition for reinstatement will undergo a rigorous and careful review by the Performance Review Committee and reinstatement is not guaranteed. The College will consider a maximum of two petitions for reinstatement. For successful petitions, the Performance Review Committee would expect that petition demonstrate that the former student has taken sufficient time to address the underlying behavior that led to their dismissal; clearly communicates the specific steps that they have taken to address the behavior(s); provides evidence that demonstrates the behaviors have been addressed; and, includes a plan for success that outlines how the former student will attend to continued professional growth and development and adherence to College standards if granted reinstatement.

Specifically, the written petition shall clearly address the following:

- What was the date of dismissal?
- What circumstances led to dismissal?
- How did the former student's behaviors impact others (College faculty/staff/instructors, classmates, field placement agency staff and clients)?
- What has the former student done in their time away to address these behaviors, attitudes and circumstances?
- What information can the former student share to demonstrate that these behaviors, attitudes and circumstances have altered?
- Provide a plan for success that outlines how the former student will attend to continued professional growth and development and adherence to College standards if granted reinstatement. Students are encouraged to reach out to Student Advocacy and/or Student Life Disability Services for assistance in developing their plan.
- If the former student attended another college or university during their time away, provide a transcript of the course work completed,

as well as address whether or not they were subject to academic or other disciplinary sanctions at this institution.

It is strongly suggested that the former student first speak with the director of the program for which they are seeking reinstatement prior to submitting a petition for reinstatement. The Program Director will review the process with the student and advise on next steps. The Performance Review Committee will review and respond to a petition for reinstatement within thirty (30) days of submission. Documentation from past Performance Reviews will be reviewed and considered in the decision-making process. Depending on the length of time between dismissal and reinstatement, if reinstatement is granted, the committee reserves the right to require additional academic coursework in alignment with College policies. The committee's decision will be reviewed and approved by the Associate Dean or their designee. The decision of the College is final.

## **Student Rights**

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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:

- Q. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic



status.

- R. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- S. 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 resources:

- Ohio State Counseling and Consultation, <http://www.ccs.ohio-state.edu/>
- Office of Student Life Student Advocacy Center, <http://advocacy.osu.edu/>
- Office of Student Life University Housing, <http://urds.osu.edu/>
- The Office of Institutional Equity, <https://equity.osu.edu/>

For specific Title IX concerns, contact Kelli Brennan, Title IX Coordinator at email: [titleix@osu.edu](mailto:titleix@osu.edu), phone: (614) 247-5838.

Ohio State's Sexual Misconduct, Sexual Harassment and Relationship Violence Policy may be obtained at [https://policies.osu.edu/assets/docs/policy\\_pdfs/SexualMisconduct\\_FINAL.pdf](https://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf).

## **Students with Disabilities**

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The Office of Student Life Disability Services (ODS), <http://www.ods.ohio-state.edu>, 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 includes 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, 098 Baker Hall, 113 W. 12th Ave., Columbus, OH 43210; 614-292-3307 (voice), 614-429-1334 (VRS); email: [slds@osu.edu](mailto:slds@osu.edu); website: <http://www.ods.osu.edu>.

### **Student Responsibilities in Regard to Disabilities**

- 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.
- The student is responsible for all costs related to the diagnosis.
- Students are strongly encouraged to disclose the disability to each instructor and to make their 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.

## **Planning Your Degree**

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### **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 role.

The Academic Advisor can help you select courses, add or drop you from courses, assist you in petitioning and carry 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 clarify your specific interests in social work.

### **Academic Advisor Responsibilities**

Knowledgeable about University and Undergraduate curriculum policy, the Academic Advisor assists students in scheduling courses in the correct sequence, enrolling 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 is critical to your success. In addition to meeting with students as the need arises throughout the semester, the Academic Advisor encourages all students to meet with their academic advisor at least once per semester.

## How to Make an Appointment

Students can schedule an advising appointment with their academic advisor:

<b>Academic Advisors</b>			
<b>Location</b>	<b>Advisor</b>	<b>Email</b>	<b>Phone</b>
Columbus	Andréa Severson	<a href="mailto:severson.10@osu.edu">severson.10@osu.edu</a>	(614) 292-7488
	Stacy Song	<a href="mailto:song.1067@osu.edu">song.1067@osu.edu</a>	(614) 292-7591
Lima	Marissa Christoff-Snyder	<a href="mailto:christoff-snyder.5@osu.edu">christoff-snyder.5@osu.edu</a>	(419) 995-8264
Mansfield	Mary Jo Hawk	<a href="mailto:hawk.27@osu.edu">hawk.27@osu.edu</a>	(419) 755-4262
Marion	Louis Hominga	<a href="mailto:hominga.1@osu.edu">hominga.1@osu.edu</a>	(740) 725-6232
Newark	Jennifer Seas	<a href="mailto:seas.49@osu.edu">seas.49@osu.edu</a>	(740) 364-9523

## Faculty Advisor Responsibilities

The Faculty Advisor will provide mentorship to students regarding clarification of career goals, educational objectives and educational planning.

## How to Make an Appointment

Students can schedule an advising appointment with faculty advisors by emailing or phoning them using the 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. Students interested in initiating a change of faculty advisor should contact their academic advisor. Faculty advisor changes must have the approval of the Undergraduate Studies Program Director.

## **Student Responsibilities**

You are responsible for:

- Knowing the requirements of the curriculum you are pursuing.
- Obtaining updated General Education (GE) and major curriculum information. The information sheets are updated frequently; classes can be added to or dropped from the GE at any time. You must be aware of the changes. Current GE sheets are available in this handbook and on the College of Social Work's website.
- Scheduling appointments with your assigned academic advisor(s) regularly.
- Checking your campus email regularly. The university and its colleges and departments send official notices and information to your Ohio State email account. If you choose to have your e-mail forwarded to another email account, you may not receive official Ohio State mail, including scheduling, academic progress and graduation information. You are responsible for ensuring your email account is capable of receiving Ohio State email and for checking your email account frequently. If you use another email account instead, make sure that messages sent to your Ohio State account are forwarded to the account you use. Go to [Buckeye Link](#) to update or manage your Ohio State username and email account online. If you are having problems, contact the Office of Information Technology (OIT) at (614) 688-HELP.
- 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 at [Buckeye Link](#).
- Maintaining good academic standing, which is defined as a 2.0 cumulative, semester and major grade point average.
- Knowing your current schedule at all times, including class numbers. You can find your schedule at [Buckeye Link](#). Login to your "Student Center" and view "My Class Schedule."
- Checking the prerequisites for all classes that you schedule.
- 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, fourth and tenth Fridays).

- 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.).
- Knowing whether you are on a waitlist. You can find this information in “Student Center” at Buckeye Link.
- Checking your schedule regularly to see if you have been added to a class from the waitlist. You will not receive notification from the University Registrar if you are added to a class. (Note: the waitlist will not add you to any classes after the first Friday of the semester.)
- 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. 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. You should check your degree audit after you schedule courses each semester to make sure that the courses you have registered for are meeting the necessary requirements. If you notice something unusual on your degree audit, you should check with your advisor immediately.

## **Running a Degree Audit**

- Go to [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)
- Under the heading Enrollment and Academic History, click “Degree Audit”
- Sign in with your Ohio State Username and password
- On the Audit Request Screen, you have two options: 1. Run Default Program Listed; 2. Run Selected Program.
- 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.”

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

Degree Audits are used to certify students for graduation; your audit will not run completely “green” until the semester you graduate.

## **Undergraduate Program Degree Requirements**

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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: 58 credits of General Education (GE) and Pre-Requisite Classes, 45 credits of Social Work Major Classes, 14 credits of Social Work Electives and 3 Free Electives.

The undergraduate major curriculum is built upon and integrated with the liberal arts perspective. Students complete required pre-

major courses and General Education Curriculum (GE) courses prior to entering the major, and incorporate remaining GE requirements with major coursework. The major curriculum consists of courses in social welfare policy, professional values and ethics, research, diversity, five generalist practice methods courses, psychopathology and/or substance misuse coursework, and a 420-clock hour field practicum and concurrent 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.

<b>Pre-Requisite and GE Requirements</b>			
<b>Requirement</b>	<b>Total Credits</b>	<b>Course</b>	<b>Credits</b>
<b>English &amp; Communication Skills</b>	6	English 1110	3
		Second Writing Course	3
<b>Social Sciences</b>	12	Psychology 1100	3
		Sociology 1101	3
		Social Work 1120	3
		Social Work 1130	3
<b>Arts &amp; Humanities</b>	12	Literature	3
		History	3
		Cultures & Ideas or Second History	3
		Visual & Performing Arts	3
<b>Natural Science</b>	12	Biology 1102	4
		1 Biological Science with a lab	4
		1 Physical Science with a lab	4
<b>Math Pathways</b>	3	Math 1116 or Statistics 1450	3
<b>Open Option</b>	6	Open Option	6
<b>Social Work Survey</b>	1	Social Work 1100	1
<b>Social Diversity</b>	3	Social Work 1140	3
<b>Global Studies</b>		<i>2 courses; plan to fulfill this requirement while completing other GE work</i>	
<b>Lifespan Development</b>	3	Social Work 3301	3
<b>Total</b>	<b>58</b>		

## **Application to the Major**

The Undergraduate Program allows for entry into the major during either the sophomore or junior year, beginning in Autumn Semester. View the CSW website for the complete application instructions and deadlines.



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

<b>Pre-Major Courses</b>	
Social Work 1100 or equivalent	Sociology 1101
Social Work 1120, 1130, 1140 and 3301	Math 1116 or Statistics 1450
English 1110	Psychology 1100
Sociology 1101	Biology 1102

## 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 Pre-Requisite and GE courses (1100, 1120, 1130, 1140, 3301), 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:

<b>Major Courses</b>		
<b>Content Area</b>	<b>Course Numbers</b>	<b>Total Credit Hours</b>
Social Work Ethics	3101	3
Social Welfare Policies & Programs	3201	3
Social Work Research & Statistics	3401 & 3402	6
Social Work Practice	3501, 3502, 3503, 4501, 4502, & 4503	18
Psychopathology or Substance Misuse	3600 or 5805	3
Field Seminar & Practicum	4188 & 4189	12

All the above courses are taught through traditional or online classroom instruction with the exception of the field practicum, which brings together theory and professional practice in actual social work situations under the supervision of a qualified social worker.

Students are placed in social service agencies during the senior year concurrent with classroom courses.

## **College Attendance Policy**

Students in the College of Social Work are expected to attend all classes during their social work studies. Attendance in your courses is an essential part of your education and professional development. Any absence deprives you of the opportunity to interact with your instructor and fellow students and interferes with your ability to fully acquire the knowledge and skills required for successful social work practice. Although students may occasionally need to miss class due to illness or other important matters, missing more than 25% of the class contact hours in a semester significantly detracts from your ability to master the course content. Instructors often deduct points for absences; if you must miss more than 25% of the class time during a semester you may be required to withdraw from the course and return to your studies when you are able to fully participate in your coursework. Please note that instructors may have additional or more stringent attendance requirements depending on the nature of the course.

## **Field Education Overview**

Field instruction is a vital component of social work education. It provides students the opportunity to integrate classroom knowledge with supervised practice in the field. In the senior year of the BSSW Program students engage in agency-based practice. They are challenged to learn by reflecting on interactions with clients, evaluating the effectiveness of interventions, advocating for clients' rights, 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 800 Ohio agencies currently participate in the College of Social Work's field education program. Students are engaged in child welfare agencies, schools, hospitals, substance abuse agencies, domestic violence shelters, mental health centers, courts, prisons and many other agencies. Agency-based field instructors provide supervision throughout the placement. Concurrent academic course work (Social Work 4501, 4502, 4503 and 4188.01/02 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 to maximize 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.

<b>Senior Year Field Placement (Social Work 4189)</b>				
<b>Placement Type</b>	<b>Semesters in Field</b>	<b>Total Hours</b>	<b>Credits</b>	<b>Grading System</b>
Standard Field Placement	2 consecutive semesters: AU & SP	420	5 per semester	S or U
Block Placement <i>Must meet eligibility requirements</i>	SP semester only	420	10 for SP semester	S or U

In the senior year, students are placed in settings to learn generalist social work practice. The focus is on social work with interrelated and interdependent human systems: individuals, families, groups, organizations and communities. The Social Work 4189 Syllabus further defines the philosophical base and overall goal for placement.

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

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 placement coordinator following the pre-placement interview.

During field, students track field placement hours and field supervision. In 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 submit semester performance evaluations of their students to The Office of Field Education.

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 generally scheduled for two consecutive semesters beginning Autumn Semester of the senior year. Students are placed in an agency for 15 hours per week and receive 10 credit hours over the two semesters. Students also are required to participate in field seminars (4188.01), concurrent with 4189.

## **Block Field Placement Option for BSSW Students**

Block placements require students to complete 420 field hours in one semester, providing an in-depth, concentrated learning experience. Students are in placement thirty hours a week for fourteen weeks during the Spring Semester of their senior year, or for thirty-five hours a week for twelve weeks in the Summer Term. All required social work major courses must be completed before beginning the block placement, with the exception of the Social Work 4188.02 Field Seminar.

Block placements require a great deal of commitment and initiative and are recommended for students who have demonstrated exceptional performance in the social work program and have significant experience in a work environment. Students interested in the block placement option must formally apply and clearly specify their readiness for this intensive learning experience. Students complete both the *Field Placement Questionnaire* and a *Block Placement Application*. Details regarding the application are provided during the field placement orientation that takes place Autumn Semester of the junior year. All applications will be reviewed by the Undergraduate Studies Director, the Undergraduate Academic Advisors, the Director of Field Education and the Field Placement Coordinator.

It should be noted that not all agencies offer a Block Placement option, and evening/weekend hours cannot be assured. Thus options

will be limited and preferred settings cannot be guaranteed.

Should challenges or concerns arise that lead to either an interruption in the field placement or the need for re-placement in a new agency, a student's graduation timeline may be impacted due to the condensed nature of a block placement.

Students who are approved for a Spring block placement must complete Social Work 4501, 4502 and 4503 during Autumn Semester of the senior year. A grade of C or higher must be earned in these courses in order to remain eligible for the block placement. Block placement students will then enroll in ten credits of Social Work 4189 Field Placement and two credits of Social Work 4188.02 Field Seminar during Spring Semester of the senior year. Attendance is mandatory at Field Seminars, which meet once a week and provide a supportive arena for shared learning.

## **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 90 days prior to applying for the work-study option.
- Field Placement hours must be clearly defined and separate from paid employment responsibilities. Students must intern in increments of at least four (4) hours.
- 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.

No academic credit can be issued for life experience or previous work experience in lieu of the field practicum.

All paperwork, arrangement of placement and liaison selection for field placement students will be completed by the Office of Field Education. More information regarding employment-based option can be obtained here: [Employment-Based Field Placement](#) or by

contacting the Office of Field Education at (614) 292-7686.

## **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 link for more information: [Credit by Examination](#).

## **Honors Program**

The College of Social Work Honors Program invites outstanding undergraduate students to challenge themselves intellectually, professionally and personally. Through our various honors components, students engage in in-depth classroom study, conduct independent research, create and implement social change projects, develop leadership skills and reflect critically upon their values and the learning process. The Honors Program seeks to enhance creative thinking and critical inquiry skills and develop dynamic leaders who are prepared to meaningfully engage with issues of social, economic and environmental justice.

Social Work pre-major and major students who have at least a 3.4 grade point average may apply to the Honors Program. Successful completion of the Honors Program leads to graduation with Honors Research Distinction or Honors Distinction. Honors students receive priority in the field placement process, financial resources to assist them in their research efforts, and 1:1 faculty mentorship.

Students have the option to select the Honors pathway that best fits their professional areas of interest and career goals, to include the Thesis, Social Impact Project, Global Awareness and Second Major pathways.

Students interested in the Honors Program should review the Honors Program Handbook for further details and email the Social Work Honors Academic Advisor, Andréa Severson, at [severson.10@osu.edu](mailto: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 Advisors for more information.

## **Minor Programs**

The College of Social Work abides by the following Minor Policy:

20. 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.
21. A major and a minor may not be taken in the same division/program.
22. A student may overlap 6 credits hours between the minor course requirements and the General Education Courses required within the Social Work degree.
23. 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.
24. No grade below a C will be permitted on courses comprising the minor if students are counting these courses toward social work elective hours.
25. Courses taken on a pass/non-pass basis may not be applied to the minor.
26. Students pursuing minors that require approval need to see an advisor in the College offering the minor. The student will complete a minor program form with the minor advisor and should email a copy to their social work advisor.

## **Global Option in Social Work**

The Global Option in Social Work (GO Social Work) is a curriculum enhancement program through which students will combine international components with the major in order to strengthen their global perspective and gain global skills in order to perform at a higher level of cultural awareness.

Students participating in the GO Social Work program will plan an individual program comprised of courses, research, international experiences and reflection in order to constitute an achievement beyond the standard requirements for the social work degree. The GO Social Work programming is completed in place of, or as part of, the 14-credit hours of social work electives required in the major. In addition, Global Option students will complete the 10-credit hour Field Placement required of all students either in an agency abroad or in a domestic organization that provides international services.

Students must earn a C or higher for all graded components and a Satisfactory for all S/U components.

## **Education Abroad**

Education abroad allows you to 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 300 Oxley Hall. The College of Social Work Education Abroad options vary each year, thus please consult with your academic advisor for current information.

## **Non-Honors Thesis Option**

Students in the College of Social Work may choose to complete thesis work under the supervision of a faculty advisor if they hold a 3.0 or higher cumulative point hour ratio and complete Social Work 3401 with a grade of B or higher. Students must successfully complete the Social Work 4996H Thesis Seminar (3 credits), followed by two semesters of Social Work 4999 thesis work (5 credits per semester/10 total credits) under the guidance of their faculty thesis advisor. Students may count the 10 credit hours of thesis work toward the required Social Work electives. To learn more about the Non-Honors Thesis Option, contact your academic advisor.



## **Career Acceleration Plan**

The Career Acceleration Plan (CAP) permits a limited number of students to complete the Bachelor of Science in Social Work required major courses in three semesters. This plan is offered by the college on a selective basis to students who have maintained at least a 3.0 cumulative point hour ratio; have extensive internship, volunteer or work experience in the human services field; demonstrate clearly defined social work career goals; and have completed a majority of the General Education requirements. Applicants interested in pursuing this option should contact the BSSW Program Office ([bssw@osu.edu](mailto:bssw@osu.edu)) for further details.

## **4+1 Program**

Students who plan to pursue their graduate degree in social work may complete both their BSSW and MSW program in five (5) years by applying to the 4+1 Program. This program allows students to apply for admission to both the BSSW and MSW program in one streamlined process. Applicants may indicate interest in the 4+1 BSSW/MSW Program by contacting one of our undergraduate social work advisors, and must complete the application process for The Ohio State University and the application for the College of Social Work's 4+1. Acceptance is contingent on admission to The Ohio State University Columbus campus.

In order to remain eligible for the program, students must maintain a minimum cumulative GPA of 3.00 at Ohio State; complete all required social work major courses with a "B" grade or higher; successfully complete the Social Work 4189 Field Placement; and receive a positive recommendation from the BSSW Program Director in the senior year to continue to the MSW ASAP program. Participation in a College of Social Work Student Performance Review disqualifies students from the 4+1 Program.

## **Scheduling Courses**

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### **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 this course:

- required for your pre-major or major?
- a prerequisite to a required pre-major or major course?
- a general education requirement? View the General Education Curriculum at <http://csw.osu.edu/degrees-programs/undergraduate/curriculum/>.
- a free elective or a Social Work Elective?
- part of a sequence? Make sure you can proceed through the sequence in a timely way.

### *Eligibility*

- Check prerequisites and restrictions in the Course Offerings Bulletin at [https://courses.osu.edu/psp/csosuct/EMPLOYEE/PUB/c/COMMUNITY\\_ACCESS.OSR\\_CAT\\_SRCH.GBL](https://courses.osu.edu/psp/csosuct/EMPLOYEE/PUB/c/COMMUNITY_ACCESS.OSR_CAT_SRCH.GBL). The registration system does not always check for prerequisites or restrictions.
- Do you need instructor permission? If so, obtain it before your scheduling window opens, or you will not be able to take the course. The course enrollment permission form can be obtained online at [https://registrar.osu.edu/students/course\\_enroll\\_form.pdf](https://registrar.osu.edu/students/course_enroll_form.pdf).

### *Course-specific issues*

- Content: What is the focus of the course? Consider if the subject matter will be easy or difficult for you.
- How is course content presented? Consider if the course is a large lecture, online, or focuses on small group discussion.
- How will your work be evaluated? Consider if the course relies on only midterms and a final, or if you'll be writing papers or doing projects and group work. Review the course syllabus for this information.
- 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? Think about employment, extracurricular activities, family responsibilities, internships, sports and recreation and social activities?

## *Balancing your schedule*

- Balance the types of courses. Consider if the course requires lots of reading and/or writing, memorization, assignments and/or lab 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 particular faculty member? This could be useful for future recommendations 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 if there are holds on your account. Resolve them before your window opens. If you do not remove your holds, you cannot schedule classes. The Registrar's Office has information on holds and how to address them at <https://registrar.osu.edu/policies/HOLDS.asp>.

## **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

See your academic advisors before your scheduling window opens if you have scheduling questions. In planning 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 on file.

## Course Offerings Bulletin

- Course descriptions, course content
- Prerequisites, restrictions
- Course Offerings Bulletin, online at [https://courses.osu.edu/psp/csosuct/EMPLOYEE/PUB/c/COMMUNITY\\_ACCESS.OSR\\_CAT\\_SRCH.GBL](https://courses.osu.edu/psp/csosuct/EMPLOYEE/PUB/c/COMMUNITY_ACCESS.OSR_CAT_SRCH.GBL)
- The Course Offerings Bulletin is not always reliable when it comes to the semesters in which courses will be offered. For specific information, 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 here: ASSIST Online Help, <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 options for the classes you would like to take. Some sections or courses may be filled.

## General Education Curriculum

- Available at <http://csw.osu.edu/degrees-programs/undergraduate/curriculum/> and with your academic advisor.

## Degree Audits and Advising Reports (unofficial transcripts)

- Online: Buckeye Link <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 Buckeye Link, <http://buckeyelink.osu.edu>.

Through this website 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
- verify enrollment

Directions, FAQs and a step-by-step guide is available: ASSIST Online Help, <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 or canceled 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 has 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 if you have been moved from the waitlist and into a class.

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 form must be 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 forms, are available in 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 4 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.
- 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 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 as a reduction in hours due to a

course drop may affect the following:

- Financial aid: including scholarships, grants, loans and consortium agreements (614) 292-0300
- Benefits received under the G.I. Bill (614) 292-3453 or (614) 688-1579
- Tuition reduction received when a parent works for the university (614) 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 (614) 292-8266
- Your tuition waiver, if you are a university employee (614) 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 Affairs for approval. (614) 688-5482

In any case, you may want to consult your Social Work advisor about the consequences of dropping a course.

<b>Important Registration Dates and Deadlines</b>	
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. Must have instructor permission Last day of 75% refund period
3rd Friday	Last day to add a course. Must have instructor and department chair permission
4th Friday	Last day to register for Audit/Pass-NonPass option courses Last day to withdraw from a class without receiving a "W"
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 the University Registrar, <https://registrar.osu.edu/>.

## **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 meet with a Social Work

advisor to complete the withdrawal request. All withdrawals from the university are noted on the permanent record with the word “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.

## **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 Ohio State for 5 or more years is reinstated into the College of Social Work under the most current curriculum.

## **Academic Standards, Policies and Procedures**

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### **Getting Your Grades**

You can check your grades here: Buckeye Link. Select “Student Center” and click the “Grades” link under “Academic History.” The registrar does not send grades to students.



## Grades, Points and Marks

Grade	Credit hours for 1 class
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
E	0.0
EN*	0.0

- EN indicates that 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; the hours are still calculated into your grade point average.
- Note: points are not awarded for the following marks:

EM	Examination Credit	PA	Pass
I	Incomplete	R	Audit
K	Transfer Credit	S	Satisfactory
NP	Non-Pass	U	Unsatisfactory
P	Progress	W	Withdrew

## How to Calculate Your Grade Point Average (Point-Hour Ratio)

In order to set academic goals, it is important to understand how success is measured. You can calculate your point-hour ratio using the following steps:

- Multiply the credit hours value for each course by the point value of the grade you received.
- Add up the credit points you have earned in all your courses.

- Divide the total credit points by the number of credit hours you have attempted for a letter grade.

<b>Example A: Semester Point-Hour Ratio (SPHR)</b>				
<b>All courses you have taken in a semester</b>				
Course	Hours	Grade		Credit Points
English 1110.01	3	A-	(3 x 3.7)	11.1
Psych 1100	3	B+	(3 x 3.3)	9.9
Math 1148	3	B	(3 x 3.0)	9.0
Biology 1113	4	C	(4 x 2.0)	8.0
History of Art 2001	3	B	(3 x 3.0)	9.0
<b>TOTAL</b>	<b>16</b>			<b>47</b>
<b>TERM GPA*</b>	<b>2.9</b>		(47/16)	

<b>Example B: Cumulative Point-Hour Ratio (CPHR)</b>				
<b>All courses you have taken to the present date</b>				
Course	Hours	Grade		Credit Points
History 1151	3	B	(3 x 3.0)	9.0
Math 1149	3	C	(3 x 2.0)	6.0
Theatre 2100	3	B+	(3 x 3.0)	9.9
Biology 1114	4	A-	(4 x 3.7)	14.8
Chinese 2451	3	A	(3 x 4.0)	12.0
<b>TOTAL</b>	<b>16</b>			<b>51.7</b>
<b>TERM GPA</b>	<b>3.23</b>		(51.7/16)	
<b>CUMULATIVE GPA</b>	<b>3.08</b>			

Cumulative GPA = (47 credit pts. from example A + 51.7 credit pts. from example B) = 98.7

(16 hours +16 hours) = 32 (98.7/32) = 3.08

## 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 make arrangements with the instructor to complete the course requirements. Incomplete work must be completed by the sixth week of the following semester. If the work is not made up by the due date, the “I” mark will revert to the alternate grade the instructor reported.

## **Pass/Non-Pass option**

You may take a maximum of 20 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. You must have a minimum 2.0 cumulative GPA to use the pass/non-pass option.

## **Grade Forgiveness**

Under Ohio State's Grade Forgiveness Rule, you may petition to repeat a course in which you have previously earned a letter grade. If the petition is approved, the second grade will replace the first in the calculation of your cumulative point hour ratio. Note that the original grade will remain on your transcript, and once you have invoked the rule, the second grade will be used to replace the first, even if the second grade is lower. Courses you have already repeated will not be eligible for application of this rule. Students who have already repeated three (or more) courses under the Freshman Forgiveness Rule will have no remaining eligibility under the new rule. You cannot invoke the rule for courses that have been applied to a degree already awarded by The Ohio State University or applied as transfer credit to a degree awarded elsewhere.

Students who wish to use the rule should consult with their academic advisor and submit a petition with their college or enrollment unit by the second Friday of the semester in which they will repeat the course. Students seeking to repeat a high-demand course in which they have already earned an acceptable grade may not receive permission to repeat it until students who truly need to take the course have had a chance to enroll.

## **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 your 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).

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 originally took the course, 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 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 permission from the instructor and college 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 Council on Social Work Education (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 Electives 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. For more information, see Departmental Transfer Credit Coordinators at [https://registrar.osu.edu/transfer\\_credit/tcc\\_list.asp](https://registrar.osu.edu/transfer_credit/tcc_list.asp).

**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, see Departmental Transfer Credit Coordinators at [https://registrar.osu.edu/transfer\\_credit/tcc\\_list.asp](https://registrar.osu.edu/transfer_credit/tcc_list.asp).

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 those 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.) 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**

A student shall be included on the Dean's List if 1) the student has earned a GPA for the semester or academic term of 3.5 or higher on 12 or more hours through regular enrollment at Ohio State that include at least nine hours graded A – D and no hours graded PA; AND 2) the student has earned no grade of E, EN, U, UEN, NP, NEN, NG, I, IX, or P during that semester/term. In programs where students must enroll in an entire term of course work graded S/U, the Dean (or the Dean's delegate) can make exceptions to these standards on a case-by-case basis. Application of the Grade Forgiveness Rule to a course completed in a prior semester will not retroactively qualify a student for the Dean's List.

## **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 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 cumulative point-hour ratio and at least 60 graded of hours of course work:

- Cum laude: A cumulative point-hour ratio of 3.5 to 3.69
- Magna cum laude: A cumulative point-hour ratio of 3.7 to 3.89
- Summa cum laude: A minimum 3.9 cumulative point-hour ratio
- With Honors Research Distinction in Social Work: Each student who graduates with a minimum 3.4 CPHR and completes the Social Work Honors Program at Ohio State will receive the with honors 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 9 hours of certain courses for graduate credit provided that:

27. The credit for the course is not needed to meet their baccalaureate degree requirements.
28. Their cumulative point-hour ratio is 3.3 or above.
29. 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
30. They are working on a first baccalaureate degree.
31. The course is offered for graduate credit.

The senior petition form for obtaining the necessary approvals is available online (Senior Petition Form, <https://gradsch.osu.edu/sites/default/files/resources/pdfs/SeniorPetitionFORM.pdf>) and 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 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, Social Work Major and Elective Courses
- permission to take a course overload
- retroactive course drops and add
- withdrawal from the university after the tenth 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 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:

- A semester point-hour ratio (SPHR) of 2.0 or above in all courses taken each semester at Ohio State
- A cumulative point-hour ratio (CPHR) of 2.0 or above in all courses taken at Ohio State
- A cumulative point-hour ratio of 2.0 or above in all Social Work Major and Elective courses taken at Ohio State (MPHR)\*
- 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 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 your 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. If your CPHR is below 2.0, deficiency points are the number of additional grade points you would need to have earned a 2.0. You can calculate your deficiency points by multiplying your cumulative hours by 2 (the point value of a grade of C) and subtracting from that product your actual number of cumulative points. (Click here for more information: Deficiency Points).

## Academic Probation

You will be placed on academic probation when your cumulative grade point average is below a 2.0. You will receive an email 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 to address this issue.

## Special Action Probation

Students who met one or more of the following conditions will be placed on Special Action Probation (SAP):

- 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 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 email.

## **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 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 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 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 Ohio State 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.

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

Ohio State's policies and procedures regarding FERPA can be found here: FERPA. 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 have invoked their FERPA right and 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. 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 Ohio State 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 Buckeye Link (<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 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 order of contact will be (1) the departmental Academic Advisor; (2) the BSSW director; and (3) the Dean of the College of Social Work.

## **Grading and Grade Changes**

Grade grievances are covered by University policy (3335-8-23, Alteration of marks) (<https://trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-8-instruction.html>). Students should

review this policy and follow the College of Social Work's procedures for implementing the policy.

Grade grievances can be made only on the basis of a procedural error made in the evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding semester or summer term. 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 first meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the relevant program director (BSSW, MSW, PhD) in the College of Social Work 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 program director.

Upon receipt of the program director's response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate submission to the dean and the program director a higher-level review within the College of Social Work. The dean will consult with the associate dean for academic affairs to make a determination on the grievance.

In cases where a grade grievance due to grading procedures is not resolved by the dean and associate dean, the dean will appoint a faculty committee to conduct a review and make a final determination within the College.

Undergraduate students may also review the procedures outlined by the Office of Undergraduate Education (<http://ugeducation.osu.edu/grievances.shtml>) for additional grievance information. Graduate students should refer to the Graduate School Handbook (<https://gradsch.osu.edu/handbook>) for additional grievance information.

## **Learning Support**

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### **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. Our academic advisors will 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, email [song.1067@osu.edu](mailto:song.1067@osu.edu) or email [severson.10@osu.edu](mailto:severson.10@osu.edu). To schedule an appointment with your faculty advisor, contact him/her directly by phone or email (Directory).

## **Counseling and Consultation**

Counseling and Consultation Service (<http://www.ccs.ohio-state.edu/>) 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 and all other appointments should be scheduled.

The majority of these services are offered in the Younkin Success Center (YSC) on Neil Avenue and at the Lincoln Tower office at 1800 Cannon Drive. 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. The College of Social Work also has an embedded Counseling and Consultation Service clinician who offers services in Stillman Hall three days per week. 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 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 of Student Life Disability Services (<https://slds.osu.edu/>) is located in 098 Baker Hall, 113 W. 12th 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. The Office of Student Life Disability Services provides classroom accommodations such as providing materials in an alternate format (books on audio tape, for example) and arranging 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 of Student Life 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.

## **Mathematics and Statistics Learning Center**

The Mathematics and Statistics Learning Center (MSLC, <http://mslc.osu.edu/>) provides free tutoring in over 20 math and statistics courses, a designated tutor room for each course and rooms staffed by trained tutors. Students can 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.

## **Student Advocacy**

Office of Student Life Advocacy Services is committed to helping students navigate Ohio State's structure and to resolving issues that they encounter at the university. Their purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom. Visit 1120 Lincoln Tower, email [advocacy@osu.edu](mailto:advocacy@osu.edu) or call (614) 292-1111.

## **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.

## **Writing Center**

The Center for the Study of Teaching and Writing provides free help, by appointment, to any student desiring assistance 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. The Writing Center does not proofread or edit, 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 at the satellite center on the first floor of Thompson Library.

## **Younkin Success Center**

The Office of Student Life Younkin Success Center (<http://younkinsuccess.osu.edu/>) offers many services to help students succeed at Ohio State. The center is located at 1640 Neil Avenue and houses Counseling and Consultation Service, Career Connection and Student Athlete Support Services.

## **Walter E. Dennis Learning Center**

The Walter E. Dennis Learning Center (WEDLC) provides academic learning services and support to Ohio State 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 and secrets to academic success.

## **Ohio State 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. The Buckeye Alert offers a way to receive a text message and stay informed of potential emergencies. Text message warnings will allow you to learn of emergency situations as soon as possible no matter where you are located. 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 Buckeye Alert.

### *College of Social Work Career Services*

Explore. Prepare. Succeed. Career Services at The Ohio State University College of Social Work provides a variety of services and support for students, alumni and employers. The complexity of today's social problems has created a high demand for professionals in social work field and employment opportunities and our Career Services will help you navigate the many avenues available to find the career choice that's right for you. Services include resume reviews, interview skill building, career search guidance, job listings, a job fair and networking opportunities. Contact Katie Justice at [justice.228@osu.edu](mailto:justice.228@osu.edu) for assistance.

### *Career Connection*

The Office of Student Life Career Counseling and Support Services serves the career development needs of Ohio State 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. They assist students 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 explore internships, informational interviews, volunteering, etc.
- Providing customized attention to resumes, vitas, job search letters and interviewing skills.
- Assisting with personal concerns that relate to career decisions.
- Helping students conduct a job search or plan for graduate or professional school.

Their 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 and take the next steps.

### *Off-Campus Student Services*

Office of Student Life Off-Campus and Commuter Student Services assists 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. On-line Ride Share and Carpool Listings are available online for all Ohio State 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 programs for commuters.

### *Office of Diversity and Inclusion*

The Office of Diversity and Inclusion assists international students and scholars find information about the types of visas needed for their stay in the United States, links to academic programs, tuition payment information, housing options, an overview of the campus and life in Columbus, and much more. ODI supports 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.

### ***Student Advocacy Center***

The Office of Student Life Student Advocacy Center (<http://advocacy.osu.edu/>) offers assistance for a wide range of student issues. 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. They 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. Call (614) 292-1111 or email [advocacy@osu.edu](mailto:advocacy@osu.edu).

### ***Student Legal Services***

Student Legal Services (<http://studentlegal.osu.edu/areas-of-law.html>) offers legal assistance with landlord/tenant disputes, traffic offenses, criminal misdemeanors, uncontested domestic matters, consumer transactions and simple document drafting and notary services. Appointments can be made during regular business hours. For more information see the website or email [studentlegal@osu.edu](mailto:studentlegal@osu.edu) or call (614) 247-5853.

### ***Student Safety Services***

The Department of Public Safety (<https://dps.osu.edu/alert-notice>) offers safe passage to and from University activities for members of the University community. You can request a safe ride by calling (614) 292 – 3322 for more information: website.

### ***Student Wellness Center***

The Office of Student Life Student Wellness Center (<http://www.swc.osu.edu/>) 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.

### *Wilce Student Health Center*

The Office of Student Life Student Health Services (<https://shs.osu.edu/>) Wilce Student Health Center 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 Ohio State 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 an Advice Nurses and scheduled to see a physician on a same-day basis.

### *Student Financial Aid*

Student Financial Aid (<https://sfa.osu.edu/>) 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 <https://sfa.osu.edu/> or email: [ssc@osu.edu](mailto:ssc@osu.edu) or more information regarding financial aid at the university, including general information, downloadable forms and checklists and listings of university scholarships.

### *Federal Work-Study Program*

The Federal Work-Study Program (<https://sfa.osu.edu/jobs/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 IRS. To search for work-study positions, visit <https://sfa.osu.edu/jobs/federal-work-study-program/federal-work-study-job-board>.

## **Social Work Scholarships**

The College of Social Work offers scholarships to social work students who meet certain criteria. Scholarship applications open November 1 and close February 1. Students are notified in late spring semester if they have been selected to receive a scholarship. Scholarship funds are directly deposited into students' Ohio State accounts and can be used for tuition, fees, room and board and books. The College also offers our Honors students a financial stipend contingent upon the completion of certain requirements of the Honors program.

## **Email**

You are responsible for checking your campus email regularly. The university and its colleges and departments send official notices and information to your Ohio State email account. If you choose to have your email forwarded to another email account, you may not receive official Ohio State mail, including scheduling, academic progress and graduation information. You are responsible for ensuring your email account is capable of receiving "osu.edu" email and for checking your email account frequently. If you use another email account instead, make sure that messages sent to your Ohio State account are forwarded to the account you use. Go to Buckeye Link to update or manage your Ohio State username and email account. 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, Social Welfare Action Alliance, Mwanafunzi and Out in Social Work. 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. 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 Evening of Recognition.

### *Mwanafunzi*

Mwanafunzi, Swahili for student, strives to promote unity and cohesiveness among minority students and the professional community. The organization provides a forum for African American students in social work and related fields to exchange ideas and promote activities, services and programs to strengthen the African American community.

### *Social Welfare Action Alliance*

Social Welfare Action Alliance is a national organization of progressive social workers. The Alliance is formed around 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 practice and 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.

## *Out in Social Work*

Out in Social Work is an organization created to unify and support Lesbian, Gay, Bisexual, Trans\*, Queer, Intersex, Asexual, Questioning and our Allies (LGBTQIAQ+A). All College of Social Work students are welcome, regardless of sexual orientation. Mission Statement: Out in Social Work is a student group for Lesbian, Gay, Bisexual, Trans\*, Queer, Intersex, Asexual, Questioning and our Allies in the College of Social Work. Out in Social Work will provide a supportive and welcoming community for LGBTQIAQ+A students in the College of Social Work, will engage the wider College of Social Work community in dialogue about LGBTQIAQ+A issues, and will connect with other LGBTQIAQ+A groups across campus.

## **BSSW Program Committee**

### *Participation on College Committees*

The Undergraduate Program Office annually requests student member applications for the BSSW Committee. Students are selected by the Undergraduate Studies Director.

### *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:

- monitor and develop responsibilities for the Undergraduate Studies Program;
- propose curriculum and program changes directly to the faculty and/or the Educational Policy Committee; and
- 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: five 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 the BSSW Field Placement Coordinator and two community lecturers.

## Graduation Information

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### 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 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.
- At least one half of the credit hours in the major must be credit from completed Ohio State University coursework.

### Graduation Application

1. Columbus campus social work students do not have to submit an application for graduation. Leading to graduation, students who have successfully completed their Junior Year classes and are enrolled in Social Work 4188/4189 will receive an email from their academic advisor with a degree audit to indicate what requirements are left to complete their degree. This email will be sent to the student’s Ohio State email no later than the start of the semester prior to the student’s expected graduation term. For example, if the student’s anticipated graduation is spring semester then they will receive an email from their advisor no later than the start of autumn semester. Students are responsible to review their

degree audit and schedule the appropriate classes so that they remain on track for graduation. If students have any questions regarding classes or progress made toward their degree, it is important to contact their academic advisor as soon as possible. Lima, Mansfield, Marion and Newark students should contact their advisor regarding the graduation application process.

2. If you will be graduating with a minor, please be aware that some minors require a signed minor form. Go to <http://artsandsciences.osu.edu/academics/programs> to find the rules governing your minor. If a signed form is required, see your minor advisor and bring this form to your social work academic advisor. All students graduating with a minor and using the minor in place of social work electives should work closely with their social work academic advisor. Minor courses need to be manually uploaded into your degree audit by your academic advisor, so clear and consistent communication each semester about your minor course being used as a social work elective must meet the C or higher standard for social work.
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
  - 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 toward the end 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 10th 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 are eligible for social work licenses. Students should visit the Ohio Counselor, Social Worker and Marriage and Family Therapist Board (<http://www.cswmft.ohio.gov/>) for more information on the licensing process. If you plan to pursue licensure in a state other than Ohio, please contact the appropriate state licensing agency to seek information and guidance. You can review state educational requirements for licensure at [go.osu.edu/onground](http://go.osu.edu/onground).



## Social Work Alumni Society

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 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; 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 13th in the nation.

And, as Ohio State Alumni, you can also enjoy the benefits of lifetime email!

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 Justice at [justice.228@osu.edu](mailto:justice.228@osu.edu) or 614-292-8780.

## Important Contacts

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**Jennie Babcock, MSW, LISW-S**

Undergraduate Studies Director

Email: [babcock.79@osu.edu](mailto:babcock.79@osu.edu)

**Andréa Severson, MSW**

Academic Counselor, Columbus

Email: [severson.10@osu.edu](mailto:severson.10@osu.edu)

**Teri Kinsway, MSW, LISW-S**

Program Manager, Marion

Email: [kinsway.1@osu.edu](mailto:kinsway.1@osu.edu)

**Stacy Song, MSW**

Academic Counselor, Columbus

Email: [song.1067@osu.edu](mailto:song.1067@osu.edu)

**Louis Hominga**

Academic Counselor, Marion

Email: [hominga.1@osu.edu](mailto:hominga.1@osu.edu)

**Jennifer Seas, MSW, LISW-S**

Program Manager and Academic Counselor, Newark

Email: [seas.49@osu.edu](mailto:seas.49@osu.edu)

**Carmen Cupples, MSW, LISW**

Program Manager, Lima

Email: [cupples.6@osu.edu](mailto:cupples.6@osu.edu)

**Mary Jo Hawk, MSSA, LSW**

Program Manager and Academic Counselor, Mansfield

Email: [hawk.27@osu.edu](mailto:hawk.27@osu.edu)

**Marissa Christoff-Snyder, MSED**

Academic Counselor, Lima

Email: [christoff-snyder.5@osu.edu](mailto:christoff-snyder.5@osu.edu)





**THE OHIO STATE  
UNIVERSITY**

COLLEGE OF SOCIAL WORK



@osucsw  
csw.osu.edu