



**SCHOOL OF SOCIAL WORK & CRIMINAL JUSTICE**  
UNIVERSITY *of* WASHINGTON | TACOMA

# Bachelor of Arts in Social Welfare Program Manual

***For Students Entering Autumn 2019***

Revised August 2019

***Please Keep This Manual For Your Records***

University of Washington Tacoma  
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# BASW Program

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## Welcome Letter from the Directors

We are pleased to welcome you to the University of Washington Tacoma School of Social Work and Criminal Justice, Bachelor of Arts in Social Welfare Program (BASW). The BASW Program shares its accreditation with the University of Washington Seattle, School of Social Work as one of its program options.

You join a dynamic community that seeks to promote social and economic justice, especially for disadvantaged and oppressed populations, and to enhance the quality of life for all. The BASW program strives to prepare the next generation of skilled and visionary social work leaders to challenge injustice and promote a more humane society.

Disparities in health and wealth continue to increase dramatically which underscores the need for swift action to ensure an equitable quality of life for all. Demographic shifts create new constellations of service and benefit needs. We increasingly face the fear of violence in its many forms as well as challenges to our civil liberties. Social workers are needed to collaborate with others to address these pressing and complex problems in a global society.

You join a school where the faculty and staff are strongly committed to your academic and professional success, and in preparing you for the complex practice world of the 21<sup>st</sup> century. Our curriculum provides ways to link your daily efforts to meet the diversity of human need through interventions with individuals and families, with the longer term goals of empowerment and social and economic justice through macro-level interventions with groups, organizations, and communities.

Each of us has a responsibility to contribute to creating a community that supports all its members...a community in which open communication, collaboration, compassion, respect, and caring bind us together. At the School of Social Work and Criminal Justice, we strive to celebrate the strengths and richness of diversity, aspiring to practice social justice in each interaction. We look forward to learning together with you.

We invite you to make the most of every opportunity as a member of this community to acquire the knowledge, skills, values, and the will to make the world a better place by being an effective and competent social worker. We are delighted that you have chosen to pursue social work at the University of Washington Tacoma.

Marcie Lazzari, Ph.D., MSW  
Interim Co-Director  
University of Washington Tacoma School of Social Work and Criminal Justice

Jeffrey Cohen, Ph.D.  
Interim Co-Director  
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# Mission and Goals of the School of Social Work and UWT BASW Program

## Mission of the School of Social Work

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

- Education of effective social work leaders, practitioners and educators who will challenge injustice and promote a more humane society, and whose actions will be guided by vision, compassion, knowledge and disciplined discovery, and deep respect for cultural diversity and human strengths;
- Research that engenders understanding of complex social problems; illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and
- Public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels.

We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving human problems in the twenty-first century.

## Program Goals of the UWT BASW Program

In addition to the goals it shares with the School as a whole, the UWT BASW Program identifies five over-arching goals:

- To prepare entry-level baccalaureate social workers for generalist practice in a multicultural context that is rooted in knowledge and skills for understanding and solving complex social problems within the values of professional social work.
- To prepare generalist social workers who can be informed and effective leaders able to understand and take action to challenging injustice and promoting social and economic justice.
- To foster a comparative and critical examination of social welfare and social work history, policies, research, and practice interventions in the education of social work practitioners dedicated to public service that promotes a more humane society.
- To prepare for graduate education.
- To provide access to social work education to residents of the south Puget Sound Region.

# Council on Social Work Education

## Core Competencies and Practice Behaviors

### For BASW Students

The Council on Social Work Education (CSWE), through its Educational Policies and Standards (EPAS), sets the overall goals for social work education at both the undergraduate and graduate level. These goals are manifested through nine Core Competencies and the multiple Practice Behaviors that accompany them. The Practice Behaviors are measured in the classroom as well as in the field through the field experience. In the field, mastery of Practice Behaviors and the Competencies they reflect is achieved through the development of Learning Activities in the individual field site. The nine Core Competencies and the Practice Behaviors are:

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

**Practice Behavior A:** Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.

**Practice Behavior B:** Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.

**Practice Behavior C:** Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.

**Practice Behavior D:** Use technology ethically and appropriately to facilitate practice outcomes.

**Practice Behavior E:** Use supervision and consultation to guide professional judgment and behavior.

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

**Practice Behavior A:** Apply and communicate understanding of the important of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.

**Practice Behavior B:** Present as learners and engage clients and constituencies as experts of their own experiences.

**Practice Behavior C:** 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**

**Practice Behavior A:** Apply understanding of social, economic, and environmental justice to advocate for human rights and the individual and system levels.

**Practice Behavior B:** Engage in practices that advance social, economic, and environmental justice.

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

**Practice Behavior A:** Use practice experience and theory to inform scientific inquiry and research.

**Practice Behavior B:** Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.

**Practice Behavior C:** Use and translate research evidence to inform and improve practice, policy, and service delivery.

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

**Practice Behavior A:** Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.

**Practice Behavior B:** Assess how social welfare and economic policies impact the delivery of and access to social services.

**Practice Behavior C:** 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**

**Practice Behavior A:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.

**Practice Behavior B:** Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

**Practice Behavior A:** Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.

**Practice Behavior B:** 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.

**Practice Behavior C:** Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges with clients and constituencies.

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

**Practice Behavior A:** Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.

**Practice Behavior B:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.

**Practice Behavior C:** Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.

**Practice Behavior D:** Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.

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

**Practice Behavior A:** Select and use appropriate methods for evaluation of outcomes.

**Practice Behavior B:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.

**Practice Behavior C:** Critically analyze, monitor, and evaluate intervention and program processes and outcomes.

**Practice Behavior D:** Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

## **Student Advising**

To meet the advisement needs of our students, three sources of advising are available: Faculty Advisors, the Practicum Coordinator, and the Social Work Advisor. A complete directory of all SSWCJ faculty and staff can be found: <http://directory.tacoma.uw.edu/department/social-work-criminal-justice-school>

## **Faculty Advisors**

Faculty Advisors are best used as mentors when students need assistance with educational and professional career choices or in circumstances when students experience personal difficulties that are affecting their progress in the program. All students are randomly assigned a Faculty Advisor whom they should meet with on a periodic basis. In addition to their assigned faculty advisor, students can turn to any faculty member regarding specific issues. For instance, you may choose to meet with a faculty who is doing research or practice in an area of common interest. Such “informal advising” is common and highly encouraged.

As faculty have a range of teaching, research and community service responsibilities, we encourage you to set up a time to meet with your faculty advisor. To facilitate contact please make a note of their room number, telephone number or email address. If you would like to change to another faculty advisor, contact the School of Social Work & Criminal Justice office for more information.

## **Office of Field Education/Practicum**

The Field Coordinator is responsible for the management of field education, advisement and approval of students for practicum placements. The Coordinator also is responsible for liaison and problem-solving with agencies if there are difficulties in the placements, and assignment of grades for the practicum courses.

If you have practicum questions, please call the Director of Field Education, Dr. Tom Diehm.



## Student Services

The Social Work Advisor can assist you with information on registration, course scheduling, graduation requirements and connect you to various campus resources. Students are encouraged to meet with the Social Work Advisor at least once a quarter for course planning and to apply to graduate. To make an appointment, visit [www.meetme.so/socialwork](http://www.meetme.so/socialwork) to use the online scheduling system.

If you have any questions regarding your records, registration, or need clarification on BASW Program or University policies, requirements and/or procedures, please consult your advisor.

## Academic Information

### Immunizations –BASW Requirements

Students are required to meet the immunization requirements set by University of Washington Health Sciences Immunization Program (HSIP). The School of Social Work and UWT School of Social Work & Criminal Justice do not accept or grant requests for waivers to the Immunization requirements. Information about HSIP requirements, procedures, and fees may be found on the follow web site: <http://www.tacoma.uw.edu/social-work/immunizations>. Students in the UWT BASW program may access assistance with immunizations through their personal healthcare provider, or through Student Health Services offered through Franciscan Prompt Care clinics.

1. HSIP contracts with a vendor, CastleBranch, to track immunization and TB testing compliance. Social Welfare students are sent instructions for creating their CastleBranch account, including deadlines for meeting HSIP requirements. The tuition students pay quarterly includes an HSIP fee, which covers the cost of overall HSIP program administration. It is the responsibility of each student to ensure each quarter they are in compliance with the Health Sciences Immunization requirement. Students must communicate directly with HSIP through [myshots@uw.edu](mailto:myshots@uw.edu) with questions and or concerns related to Immunization requirements.
2. Students who become noncompliant during field education will be suspended from their Field Education site and will not be allowed to return until they are in compliance (only

verification from HSIP by e-mail or phone call to the Social Work Advisor will be accepted as verification that a student is in compliance).

3. Any and all time missed from the Field Education site must be made up prior to the end of the quarter.
4. Students will receive an Incomplete if compliance is not attained by the end of the quarter and will not be allowed to participate in Field Education until they become compliant
5. In addition, a plan to make up all time missed from the Field Education site must be agreed to by the student, Field Instructor and submitted to the field faculty for review.

Some field sites, notable medically-related settings, may have additional immunization or health education requirements. These are negotiated through the Affiliation Agreement process and are monitored for compliance by the Field Faculty. Students must be in compliance with these requirements in order to begin placement at such a Field Education site.

## Transfer Credits

A Transfer Evaluation Summary is completed for students seeking to transfer. The Office of Student Affairs evaluates all two-year or four-year credits for applicability to the University Admission Requirements and program prerequisites. In regard to the Social Welfare curriculum, courses are evaluated for transfer credit by the Social Work Advisor and/or Director. Final approvals are made by the Program Director.

The Program Director may approve substitutions to required social welfare courses only after a student makes a request and provides a copy of the relevant course syllabi. Please note that students seeking to transfer courses to meet Social Welfare core curriculum requirements must have completed the course(s) at a Council on Social Work Education accredited Social Work Program. For more information, please contact the Social Work Advisor.

**Current Social Welfare majors** are eligible to submit course substitution petitions for review. Students must supply documentation as outlined on the [Program Petition for Course Substitution](#) along with the signed form. Please allow a minimum of 7 -10 days for review. Decision notifications will be sent to the student's UW email address. *Only college level transferrable courses are eligible for course substitutions (vocational technical course work is not eligible).*

## Grading System

### UWT BASW Program Grading Scale:

Numeric grade point equivalent	Letter grade equivalent	Points	Numeric grade point equivalent	Letter grade equivalent	Points
4.0	A	100-99	2.2		72
3.9		98-97	2.1	C	71
3.8	A-	96-95	2.0		70
3.7		94-93	1.9		69
3.6		92-91	1.8	C-	68
3.5		90-89	1.7		67
3.4	B+	88-87	1.6		66
3.3		86-85	1.5		65
3.2		84-83	1.4	D+	64
3.1	B	82-81	1.3		63
3.0		80	1.2		62
2.9		79	1.1	D	61
2.8	B-	78	1.0		60
2.7		77	.9		59
2.6		76	.8	D-	58
2.5		75	.7*		57
2.4		74	.6 – 0.0	E	56
2.3	C+	73			

\*Lowest Passing Grade

The University of Washington Tacoma uses a numerical grading system. Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Registrar's Office to 0.0. Numerical grades may be considered equivalent to letter grades as follows:

UWT Social Work & Criminal Justice faculty have agreed to use the point ranges designated on the grading scale for all TSOCWF and T CRIM classes.

The **only** courses students may take on a Satisfactory/Non-Satisfactory basis are general elective courses. Students may select the S/NS grading option through the seventh week of each quarter by completing the transaction on web registration via MyUW. Fees may apply.

Some courses, such as TSOCWF 415 *Practicum*, are graded on a Credit/No Credit (CR/NC) basis.

Additional information on grades and scholarship rules may be obtained from the Office of the Registrar.

The following letter grades also may be used:

**N: No grade.** Used only for hyphenated courses (courses not completed in one quarter).

**I: Incomplete.** An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, an undergraduate student must convert an Incomplete into a passing grade no later than the last day of the next quarter. The student should never reregister for the course as a means of removing the Incomplete. An Incomplete grade not made up by the end of the next quarter is converted to the grade of 0.0 by the Registrar unless the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the incomplete work is not completed. The original Incomplete grade is not removed from the permanent record.

An instructor may approve an extension of the Incomplete removal deadline by contacting the UWT Registrar no later than the last day of the quarter following the quarter in which the Incomplete grade was assigned. Extensions, which may be granted for up to three additional quarters, must be received before the Incomplete has been converted into a failing grade. In no case can an Incomplete received by an undergraduate be converted to a passing grade after a lapse of one year.

**S: Satisfactory** grade for courses taken on a satisfactory/not satisfactory basis.

An S grade is automatically converted from a numerical grade of 2.0 or above for undergraduates. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the Registrar.

**NS: Not-satisfactory** grade for courses taken on a satisfactory/not satisfactory basis. A grade less than 2.0 for undergraduates is converted to NS. NS is not included in GPA calculations. No credit is awarded for courses in which an NS grade is received.

**CR: Credit** awarded in a course offered on a credit/no credit basis. The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.

**NC: Credit** not awarded in a course offered on a credit/no credit basis only. The grade is awarded directly by the instructor and is not included in GPA calculations.

**W:** Official withdrawal or drop from a course from the third through the seventh week of the quarter for undergraduates. A number designating the week of the quarter is recorded with the W when a course is dropped. It is not computed in GPA calculations.

**HW:** Grade assigned when an undergraduate is allowed a hardship withdrawal from a course after the seventh week of the quarter. It is not computed in GPA calculations.

### Non Decimal Grading Options:

#### *Credit/No Credit-Only as a Grading Option*

With appropriate departmental review and approval, a course may be offered on a credit/no credit-only basis. The standard for granting credit in credit/no credit courses is the demonstration of competence in meeting the course objectives.

#### *Satisfactory/Not Satisfactory Grading Option*

Certain students are eligible to choose that a limited number of their courses be graded satisfactory/not satisfactory rather than with regular numerical grades. Any student who wishes to register for a course on a satisfactory/not-satisfactory basis should check first with his or her advisor to determine restrictions and eligibility, because colleges and departments vary in their rules concerning this grading option. In no case is a student allowed to register for more than 6 credits (or for one course, if that course is offered for more than 6 credits) on a satisfactory/not-satisfactory basis in a given quarter. No more than 25 satisfactory/not-satisfactory credits may be applied to a four-year undergraduate degree. Such courses may not be used to satisfy University, college, or departmental course requirements including requirements for a minor (i.e., **may be applied only to the general/free elective component of a degree**).

Students may switch to or from satisfactory/not-satisfactory grading for a particular course through the seventh week of the quarter (the \$20 late change fee still applies). Only students in good academic standing (i.e., not on academic warning or probation) are eligible for the S/ NS grading option. Veterans receiving benefits should check with the Veteran and Military Services regarding nontraditional grading options.

It should be noted that the possibility of future objective evaluation of the student's total academic record is reduced by the extent to which the record includes course work that is evaluated by a grading system other than the numerical system. A student should be aware that he or she may jeopardize future educational opportunities, particularly for graduate or post baccalaureate study, when other systems of performance evaluation are used.

### Grade Point Average (GPA):

The University's cumulative GPA is based solely on courses taken in residence at the University; this includes some, but not all, courses taken through UW Extension. The UW transcript also reflects grades for UW Extension course work that is not residence credit, and the grades for credit by examination. These latter grades do not affect the University cumulative GPA.

### Computation of GPA:

The GPA for graduation is computed by dividing the total cumulative grade points by the total graded credits attempted for courses taken in residence at the University. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course. The sum of the grade points is then divided by the total graded credits attempted. Courses elected on an S/NS basis are counted as follows: Satisfactory grades are printed on the permanent record as an S and do not count in the quarterly or cumulative GPA, but they do count as credits earned toward graduation. Not-satisfactory grades, NS, do not count in the quarterly and cumulative GPA and do not count as credits earned toward graduation.

The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA.

### Repeating Courses:

With the approval of the academic department offering the course, an undergraduate may repeat a course once. Both the original grade and the second grade are computed in the GPA but credit is allowed only once. Veterans receiving benefits must receive approval from the veteran's coordinator in the Office of Veteran and Military Services before repeating a course.

### Change of Grade:

Except in case of error, no instructor may change a grade that he or she has turned in to the Registrar. A student who finds administrative omissions or errors in a grade report must make application to the Registrar for a review not later than the last day of instruction of the student's next quarter in residence, but in no case after a lapse of two years. Grades used to meet graduation requirements cannot be changed after the degree has been granted. Time spent in military service is not counted as part of the two-year limitation. Students are not automatically notified of grade changes posted after the first of the quarter.

## Academic Standing and Scholarship

### Policy on Satisfactory Progress and Low Scholarship in the BASW Program:

In order to maintain satisfactory progress in the Social Welfare program, an admitted BASW student must meet the following four criteria:

- 1. Maintain a 2.5 cumulative GPA in required Social Welfare courses and a 2.0 cumulative UWT GPA.**

A student whose Social Welfare cumulative GPA falls below a 2.5 at the end of any quarter will be required to attend a meeting with their faculty advisor and Social Work Advisor.

If the student continues to earn less than a 2.5 cumulative Social Welfare GPA in subsequent quarters, they may be referred to the Professional Standards Committee.

**2. Earn a minimum 2.0 grade or Credit (in courses taken C/NC) in each required Social Welfare course.**

Required Social Welfare courses are TSOCWF 300, 301, 310, 311, 312, 320, 390, 402, 404, 405, 406, 414, and 415.

A student who earns less than a 2.0 in any required Social Welfare course will be placed on academic probation for one or more quarters. A student placed on probation may be asked to retake a required course during the following year. This may delay the student's practicum by one year.

With the approval of the program, a student may repeat a course once. According to UW policy, if a departmental course is retaken, the grades of the two courses are averaged and credit for the course will be given only once. Veterans receiving benefits must receive approval from the veteran's coordinator in the Office of Student and Enrollment Services before a course is repeated.

**3. Satisfactorily complete the first-year required courses before proceeding into the practicum and practicum seminar. (Social Welfare students are guaranteed access into first- and second-year TSOCWF required courses.)**

In order to begin the practicum (TSOCWF 415) please refer to the Policy on Readiness for Field BASW Placement below.

**4. Complete the program within four years after admission.**

A student who does not complete the program within four years of admission may be removed from the program and placed in pre-major status.

A student who begins the program and then withdraws from UWT for more than one year will have to re-apply to the program to be admitted. If re-admitted, the student must meet with the Social Work Advisor to prepare a revised program of studies. The Advisor (in consultation with the Director) will determine which courses may or may not be applicable to the current curriculum and which courses must be completed for the degree.

**Notes:**

1. Exceptions to the satisfactory progress and low scholarship policy or reinstatement to the program must be approved in writing by the School of Social Work & Criminal Justice Director.
2. The Program Director may consult with the Social Work & Criminal Justice Professional Standards Committee on decisions for suspension from the School of Social Work & Criminal Justice based on a student's failure to meet the criteria listed under "Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the School of Social Work & Criminal Justice".

## Policy on Readiness for BASW Field Placement:

1. No student with a failed grade in a required social work curriculum course shall be eligible for field placement until that course has been made up with a satisfactory grade. This eligibility requirement does not apply to social work elective courses, or to courses taken to fulfill University-wide graduation requirements. Additionally, no student who is out of compliance with the Health Sciences Center's immunization requirements for social work students will be allowed to enter or remain in a field placement.

2. If a student is carrying an "Incomplete" in a required social work course, the instructor for that course must provide approval to the Field Coordinator for the student to be placed prior to the Incomplete being satisfactorily completed. A plan for completion of the course must be in place with a clear completion date (no later than the end of the following academic-year quarter, including summer). If the student does not complete the course with a passing grade or if they fail to meet the deadline for course completion set with the instructor, they will not be eligible for field placement until the course is retaken and completed with a passing grade.

3. If a student fails a required social work curriculum course (including an "Incomplete" as in #2 above) while they are already in a field education placement, the Field Coordinator, in consultation with the course instructor and the School of Social Work & Criminal Justice Director will determine whether the student may remain in their field placement.

4. When grades have been submitted each quarter of the junior year (excluding summer), the Field Coordinator will call a meeting of interested faculty to discuss any students of concern. This meeting is not mandatory for faculty, but it is strongly suggested that faculty with student concerns attend. The concerns may center around academic performance (including writing skills) as well as behavioral or attitudinal issues that give the classroom faculty concern about the student's suitability for field placement and that persist even after the instructor has spoken to the student about the behaviors. Behavioral or attitudinal issues might include but are not limited to persistent absences or tardiness, disruptive behavior in class, inappropriate disengagement into technology in class, disrespectful treatment of colleagues, or an unwillingness to critically examine racist, sexist, heterosexist or other discriminatory personal beliefs.

5. Based on these concerns and a consensus of the attending faculty, the student will be asked to meet with a Committee made up of the following: Field Coordinator (convener and recorder of results), student's faculty advisor, and at least one faculty member who has expressed a concern. Additional individuals may be included in this meeting if appropriate. The purpose is to be clear with the student about faculty concerns and to develop a plan of correction. Monitoring of progress on this plan will be the responsibility of one of the individuals meeting with the student, as determined by the Committee.



6. Students who are being monitored will be reviewed at the next quarterly group meeting at which time they may: 1) no longer be a concern if they corrected problematic behaviors; 2) be of continuing concern, but are showing progress in altering problematic behaviors; or 3) be of significant concern if they have not made any progress in altering behaviors. This Committee is vested with the authority to refuse a student permission to enter the field education portion of their degree program.

7. A decision to deny a student permission to enter field placement may be appealed to the Director of the School of Social Work & Criminal Justice. The Director, in consultation with appropriate faculty, will make a final determination of the student's eligibility to enter a field placement.

8. The undergraduate field experience is scheduled to begin during autumn quarter of the senior year. Should a student be delayed in the start of their placement due to one of the areas outlined in this policy, all reasonable efforts will be made to have the student begin a placement in a quarter other than Autumn if it will assist them in progress toward graduation. It must be remembered, however, that the field placement courses are linked to the field seminar courses and synchronization of these two graduation requirements may or may not be possible in any given year. No field placement at the undergraduate level will begin during summer quarter.

APPROVED BY THE FACULTY: 5/10/2012

## Other Important University and Program Policies

### Release of Information from Student Files - FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. However, the following information is considered public or "directory" information and may be released to anyone unless you inform the Office of the Registrar that you do not wish any information released: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full-or part-time enrollment status, and educational institutions attended.

*If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you must restrict access through MyUW. No information will be released on students that have restricted release of directory information including degrees awarded and dates of attendance. If you later wish to change*

*your authorization and allow release, you must go to the Office of the Registrar in MAT-253 and present photo identification.*

The Program may routinely release the information noted above if you have not restricted your release through the Registrar.

If you need a hardcopy of your official UW transcript in the future, please fill out a Transcript Order form at the Cashier's Window or via MyUW. A processing fee will apply. For more information please visit, <http://www.tacoma.uw.edu/enrollment-services/transcripts>.

If you want prospective employers or schools to have any of the information noted earlier, then there can be no "holds" on your degree (for example, because a library payment is unpaid, etc.).

If you choose not to give the releases to the University of Washington and/or the School of Social Work & Criminal Justice, you should remember to change the release with the Registrar or provide the School of Social Work & Criminal Justice with separate releases any time you use the University of Washington, or the Program, or its faculty for reference purposes.

## **Retaining Your Course Syllabi**

It is strongly recommended that you begin your social work career by maintaining a file or notebook of all course descriptions and syllabi for courses you take including practicum contracts and evaluations. You will find this very helpful in the future if you decide to apply for certification in a specialized area or if the state in which you practice requires this information. The University's official transcript shows some generic titles for Social Welfare courses. Thus, the generic titles do not necessarily reflect the specific title or content of all of your courses, which makes it important for you to keep the course syllabi reflecting the course number and content. You can save yourself time (and lost opportunity) if you begin this kind of record keeping now.

## **Class Participation Statement**

The "Essential Skills, Values and Standards of Professional Conduct Important to Admission and Continuance in the UW Tacoma BASW Program and Profession of Social Work" in your Program Manual mandates commitment to professional social work education, values, and ethics. Attendance and class participation are indications of professional commitment and full (100%) attendance and participation are expectations in all classes. Program policy states that failure to participate in at least 70% of on campus delivered class sessions for any given course will result in a meeting, initiated by the instructor, between the student, instructor/s, and faculty advisor to discuss and document the concern. Documentation will be kept in the student file in the Program office. At any point in a subsequent quarter, failure to participate in at least 70% of class sessions in one or more courses will result in a larger faculty review, done in a Social Work

Degree Committee meeting, of the student's appropriateness for continuation in the Program with possible referral to the Professional Standards Committee.

*Approved by UW Tacoma Social Work faculty winter quarter 2000.  
Revised by the UW Tacoma Social Work faculty April 26, 2019*

## Required Self-Assessment Surveys

The School of Social Work relies on student feedback to help us evaluate and improve our courses, curriculum, and practicum requirement. As part of this program evaluation effort, we have developed surveys to measure core competencies in areas defined by our accrediting institution, the Council on Social Work Education (CSWE). All students in the BASW Program are required to complete a competency self-assessment survey near the end of their course of study.

The CSWE requires that all social work programs assess students on the core competencies. In completing this survey, please rate the extent to which you think you have achieved competence in each of the practice behaviors listed for the 10 core competencies. Your responses are confidential and will not be part of your permanent record. Please be candid in your responses -- they will not affect your grades and will not be used to evaluate your individual performance. Responses will be anonymized, aggregated and used for program evaluation purposes only.

To qualify for graduation with a Bachelor of Arts in Social Welfare, a student must complete a minimum of 180 credits as outlined above. Please note, students with University Admission Requirements or Social Welfare prerequisite deficiencies must meet with the Social Work Advisor regarding completion and scheduling of deficiencies.

## Application to Graduate

Students are encouraged to apply to graduate in the autumn quarter of their senior year by making an appointment with the Social Work Advisor. During the appointment the formal application to graduate is completed and an analysis of remaining courses and credits is done. The application is filed with the Graduation Office, which will then monitor the student's progress of completing the courses listed. Students must apply to graduate no later than two weeks into the quarter in which graduation is planned.

Although a student may graduate in any quarter, Commencement is held once a year in June, for everyone graduating during the academic year. If the application is done in time, a student can go through the June ceremony even though coursework is being finished in the summer. However, autumn graduates are eligible for the following spring quarter ceremony.

Students who do not graduate in the planned quarter must notify the Graduations Office via email: [uwgrad@uw.edu](mailto:uwgrad@uw.edu), as well as the Social Work Advisor.

## E-Mail Account and Electronic Communications

As a student of the University of Washington, you are provided with an email account at no charge. For details on how to create your UW email account, visit <http://www.tacoma.uw.edu/information-technology/email>. Typically, students set up a UW email account at the time they establish a UW NetID. If you need assistance creating your account, visit a UW Tacoma computer lab and a staff member can assist you.

**All Social Welfare students are required to maintain a UW email account, be subscribed to the official UW Tacoma BASW listserv, and check their email at least twice each week. The BASW Program uses email as the major means to distribute important information about school programs, class information, deadlines, and other announcements.**

**Note: All BASW students are automatically subscribed to the UW Tacoma BASW listserv prior to the start of Autumn Quarter.**

## Resource Guide Summary

### Scholarship Funding Information

#### UW Tacoma Scholarship Opportunities:

Watch for campus announcements regarding UW Tacoma scholarships to offset the cost of tuition. To view current postings and download application forms, visit <http://www.tacoma.uw.edu/node/36610>.

#### Social Work Scholarship for UWT Social Work Students:

As a result of generous donations to the School of Social Work & Criminal Justice Student Scholarship fund the University of Washington Tacoma School of Social Work & Criminal Justice makes scholarships available whenever possible. These funds will go toward student tuition. An announcement and call for applicants will go out over the [uwbasw](#) student listserv when funds are available. The amount and number of scholarships depends upon donations throughout the year. Other program specific scholarships may be available at different times. Please check with the Program's Scholarship Committee for availability during a given year.

## Opportunities for Involvement

### Phi Alpha Honor Society:

A national honor society for social work students, founded in 1960, Phi Alpha's purpose is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. For more information on the Xi Pi Chapter at UWT visit <http://www.tacoma.uw.edu/social-work/basw-honors>.

### Student Social Work Organization (SSWO):

The Student Social Work Organization (SSWO) is one of the most active organizations on campus. The SSWO's mission is to "empower individuals, groups and communities towards social change by listening, advocating for social justice and serving our community with competence and integrity." Contact the Center for Student Involvement to get involved.

### National Association of Social Workers (NASW):

*Only national organization serving needs of social work profession. Offers a wide range of professional services, benefits, and opportunities. Reduced rates for students, by degree level.*

State chapter: 522 N 85th St. Suite B100, Seattle, WA 98103, 206-706-7084,

email: [info@nasw-wa.org](mailto:info@nasw-wa.org)

Chapter Website: [www.nasw-wa.org/](http://www.nasw-wa.org/)

National address: 750 First Street NE, Ste 700, Washington, DC 2002-4241

Website (includes on-line membership application): [www.naswdc.org/](http://www.naswdc.org/)

Toll-free number for membership information: 1-800-742.4089

### UW Alumni Association:

*Provides programming and events linking alumni and students.*

206-543-0540 or 1-800-AUW-ALUM

Website: [www.washington.edu/alumni](http://www.washington.edu/alumni)

# Standards of Conduct and Grievance Procedures

## UW Student Conduct Code

*The following is an abbreviated version. The complete code is available from the Office of the Vice President for Student Affairs, Schmitz 447, or the Washington Administrative Code, Chapter 478-120 (in the UW Tacoma Library).*

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. That responsibility includes, but is not limited to:

- academic and professional honesty and integrity,
- refraining from actions which would interfere with University functions or endanger the health, safety, or welfare of others, and
- complying with the rules and regulations of the University and its units.

Specific instances of misconduct on campus include, but are not limited to:

- intentionally and substantially disrupting teaching
- physical abuse or threat of harm
- sexual offenses, such as rape, sexual assault or harassment
- malicious damage to or misuse of property
- refusal to comply with lawful order to leave the campus
- possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons (excluding legal defense sprays)
- unlawful possession, use, distribution, or manufacture of alcohol or controlled substances
- inciting others to engage in unlawful activity.

Violations of these standards may result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

## Academic Performance and Conduct That May Result in a Review and Possible Dismissal from the BASW Program

Students may be terminated from the UW Tacoma BASW Program for any of the following:

1. Failure to meet or maintain academic standards as established by the University and the School of Social Work and the UW Tacoma BASW Program in Tacoma. (This is automatic and may take place without a review or further procedure.).
2. Academic cheating, lying, or plagiarism.
3. Behavior judged to be in violation of the NASW Code of Ethics (available at <http://www.naswdc.org/pubs/code/default.asp>) or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct, Regulation of Health Professions-Uniform Disciplinary Act, Revised Code of Washington available at <http://app.leg.wa.gov/RCW/default.aspx?cite=18.130.180>.\*
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the UW Tacoma BASW Program and became known after admission.
5. Failure to meet the Essential Skills, Values and Standards of Professional Conduct for Admission to and Continuance in the School of Social Work.

\* The NASW Code of Ethics is published in the *Encyclopedia of Social Work*, Vol. 3, Appendix 1, available in the SW and UW Tacoma Libraries. The most recent RCW 18.130.180 is published in the *Revised Code of Washington*, available in the Law Library or in the Government Publications section of Suzzallo, Allen and accessible via the UW Tacoma Library.

### Academic Honesty: Cheating and Plagiarism

#### What is academic misconduct?

Academic misconduct occurs if you present as your own work something that you did not do, or if you intentionally present incorrect data. It is also considered academic misconduct if you help someone else present work that is not his or her own.

#### Plagiarism

One of the most common forms of cheating is *plagiarism*, using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and identify the source of the quotation.
2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with an in-text citation, note, or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).

**Original:** *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*

**Unacceptable borrowing**

*Sign language unsettled linguists and startled animal behaviorists.*

**Unacceptable borrowing of sentence structure:** *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*

**Acceptable paraphrase:** *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*

5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
6. *Using a paper writing "service" or having a friend write the paper for you.* Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.

**Note:** *The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found.*



You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins. Integrity is essential to effective performance in the profession of Social Work. Social work professionals are entrusted to carry out responsibilities that significantly impact human lives. Upholding academic honesty is consistent with a professional focus on acting with integrity and demonstrates the student's willingness to do so.

## **Essential Skills, Values and Standards of Professional Conduct**

Essential skills, values and standards of professional conduct in the School of Social Work are part of the School's academic standards. They are the physical, cognitive, emotional and character requirements necessary to participate fully in all aspects of social work education and the practice of social work. The expectation is that students will possess and develop these skills, values and standards as they progress through all aspects of the program, including in the classroom, in their field placements, and in the professional practice of social work. Attention to them will be paid by faculty responsible for making admissions decisions and for evaluating students' classroom and practicum performance. Violations of these Skills, Values, and Standards of Professional Conduct can also become grounds for dismissal from the program and from the profession. Thus, it is important that they are well understood.

### **Essential Skills**

#### ***Motor and Sensory***

Developing the competencies needed to become a social worker is a lengthy and complex process that requires students to participate in the full spectrum of experiences and requirements of the curriculum. The social work student must have sufficient motor abilities to attend class and perform all the responsibilities expected of students in practicum placement, at places such as hospitals and clinics. The student must also have the ability to acquire and integrate new information through the use of their senses to perform the functions that will be expected of them both as students and as professional social workers. Students who wish to request reasonable accommodations for meeting the Essential Motor and Sensory Skills requirement should contact the [Office of Disability Resources for Students \(DRS\)](#). DRS provides services to enrolled students who have a documented permanent or temporary physical, psychological or sensory disability that qualifies them for academic accommodations under the law. The professional activities of social work require that students be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and

skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

### ***Interpersonal and Communication Skills***

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, objectivity, integrity and the demonstration of respect for, and consideration of others. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

### **Values**

For admission to and continuance in the School of Social Work at the University of Washington, students must demonstrate a commitment to the core values of social justice and diversity. These values are critical to social work education and practice.

### ***Social Justice***

The social work student must value social justice, which includes promoting equality and human rights and recognizing the dignity of every human being.

### ***Diversity***

The social work student must appreciate the value of human diversity. They must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack thereof), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients. The social work student must know how their values, attitudes, beliefs, emotions and past experiences affect their thinking, behavior and relationships. The student must be willing to examine and change their behavior when it interferes with their working with clients and other professionals. The student must be able to work effectively with others in subordinate positions as well as with those in authority.

### **Professional Conduct**

The social work student must abide by the ethical standards of the profession developed by the [National Association of Social Workers \(NASW\) Code of Ethics](#). In general, the social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time. The social work student must learn to be resilient in the face of the undesirable effects of stress and avoid burnout by exercising appropriate self-care including the

development of cooperative and facilitative relationships with colleagues and peers. **Adapted from the NASW Code of Ethics:**

### ***Privacy and Confidentiality***

- (a) Social work students and professionals should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research.
- (a) Social work students and professionals may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (b) Social work students and professionals should protect the confidentiality of all information obtained in the course of professional service unless sharing confidential information is necessary to preventing serious, foreseeable, and imminent harm to a client or other identifiable person.

### ***Sexual Relationships and Physical Contact***

- (a) Under no circumstances should social work students and professionals engage in sexual activities or sexual contact with current or former clients, whether such contact is consensual or forced.
- (b) Social work students and professionals should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.
- (c) Social work students and professionals —not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.
- (d) Social work students and professionals should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as hugging or massaging clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

### ***Respect***

- (a) Social work students and professionals should treat colleagues and clients with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) Social work students and professionals should avoid unwarranted negative criticism of colleagues and clients in communications with others. Unwarranted negative criticism may include demeaning comments that refer to level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual

orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

### ***Unethical Conduct of Colleagues***

- (a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- (b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

Approved by SSW Faculty Council, June 2011. Updated November 2018 to reflect gender-inclusive language.

## **Dismissal for Failure in Field Policy**

If a field placement (TSOCWF 415) is discontinued at any point prior to the end of the placement due to unsatisfactory performance, the student will receive a grade of "no credit" for that quarter and no field hours for that quarter will be credited to the student's overall required total. With the approval of the Field Faculty, and in consultation with the student's faculty advisor, students are allowed to repeat a Field Education placement for which they have received a grade of "no credit" at a different placement site. The conditions of the second placement (e.g., total number of hours to be repeated; when the new placement can begin) are at the discretion of the Field Faculty, in consultation with the student's faculty advisor. If the second placement also is discontinued due to unsatisfactory performance, the student will be dismissed from the BASW program.

Because the undergraduate field course (TSOCWF 415) is done in tandem with Field Seminar courses, dismissal from field placement may result in the student having to withdraw from the Field Seminar and delay completion of the practicum until the following academic year.

### **Procedures**

- 1) If a student is dismissed from a practicum placement for unsatisfactory performance, he/she will receive a grade of "no credit" for the quarter, and will meet with the assigned Field Faculty member, along with the student's faculty advisor. If those two roles are one in the same, the student may bring a different social work faculty member to the meeting. The purpose of the meeting will be twofold: a) to discuss the behaviors and conditions that led to the student being dismissed from the placement; and b)

determine whether a second attempt at a practicum placement is warranted, and how the student will change behaviors to make the new placement successful.

- 2) The student may appeal the grade of “no credit” to the Director of the School of Social Work & Criminal Justice in the same manner prescribed for appeal of classroom grades. There is no grade appeal beyond the Program Director.
- 3) The Field Faculty member will attempt to re-place the student at a different agency and may inform the agency of the conditions under which the original placement was discontinued. The Field Faculty member will have the authority to determine the number of hours which the student must repeat, when the new placement can begin, and other logistics related to the re-placement of the student. The student will be informed in writing by the Field Faculty member that this will be their final opportunity to be successful in a field placement, and that an additional dismissal from a field placement will result also in dismissal from the BASW Program.
- 4) If the student is discontinued from the second placement for unsatisfactory performance, she/he will be dismissed from the BASW program and the student will receive a written notification from the program to this effect.
- 5) The student may appeal the dismissal from the BASW program to the Program Director who will, in consultation with the Social Work members of the Faculty Council determine whether the student’s dismissal is warranted. The student may access other existing University of Washington procedures, if any apply, to appeal the dismissal if she/he so chooses.
- 6) The UW Tacoma School of Social Work & Criminal Justice may revise this policy at any time. Students will be notified of changes via e-mail and through the program’s website. This policy is effective upon approval by program faculty.

Approved by AG: 7/22/15

Approved by Social Work faculty: 9/17/15

Approved by full faculty: 9/25/2015

Effective: Autumn quarter, 2015

## Resolution of Grievances

There are two different avenues to redress a grievance, depending on whether the grievance is academic (including practicum) or related to discrimination or unfair treatment. **The UW Tacoma BASW Program as well as the University encourages the resolution of grievances at the lowest level. In addition, although the process will generally be followed in the order described below, no one phase in the process is required before another may be utilized.** If resolution of a grievance does not occur at a particular level, the appropriate referrals can be identified and discussed. It is against University policy to penalize or retaliate against any party for participation in grievance resolution.

### Academic grievance:

An academic grievance may be resolved by discussing the issue with the faculty member concerned, secondly with your faculty advisor and third with the Director. For academic issues within practicum, resolution may be sought by discussion with the Practicum Instructor or Liaison; secondly with the Practicum Coordinator; and third with the Director. Students also may discuss the issue with the University Ombudsman if they so choose.

The Director of the BASW Program may refer an academic grievance to the Professional Standards Committee (described in the pages that follow this section) or an appropriate University office.

### Discrimination/unfair treatment grievance:

Students and employees of the University are protected by the University's equal opportunity policies (see the following section). If you believe that you have been discriminated against or unfairly treated — on the basis of race, color, creed, religion, national origin, sex, sexual or political orientation, age, marital status, disability, or disabled-veteran or Vietnam-era-veteran status — procedures exist within the BASW Program and the University for the resolution of such a grievance. Students also have access to the complaint procedures in state and federal agencies as allowed by law. Be aware that there may be time limitations on the filing of a formal complaint with an external agency.

***Within the UW Tacoma BASW Program:*** Discuss the issue and seek resolution with the individual involved. If it is unresolved, students should follow the same steps outlined above under "Academic Grievance."

When you discuss a complaint with any of the individuals named above, you can expect confidentiality. If, however, your complaint is about sexual harassment, the individual to whom you reported the complaint is legally obligated to report your complaint to the University. (The student can decide whether or not to follow up with the University representative.)

**Within the University:** Resolution of discrimination or unfair treatment complaints may be sought through the University Ombudsman, and then either through the Office of the Vice Chancellor for Student and Enrollment Services, or the University Complaint Investigation & Resolution Office (UCIRO)—depending on whether the complaint is about a student or a university employee. Complaints about students are directed to the Vice Chancellor for Student and Enrollment Services; complaints about University employees (which includes faculty) are directed to UCIRO. (The UCIRO may refer you to a more appropriate University office.) At these offices, resolution may be sought through informal conciliation or a formal complaint procedure.

The University Ombudsman uses education, consultation, conciliation, or mediation to reach a mutually satisfactory resolution of a dispute, or if a resolution does not occur, can identify and discuss appropriate referral options.

### Resource Persons within the BASW Program and the University:

**Tacoma School of Social Work & Criminal Justice Director**

Diane Young  
WCG-203A  
253.692.4703  
e-mail: [youngd4@uw.edu](mailto:youngd4@uw.edu)

**Dean of the School of Social Work**

Edwina Uehara  
Room 210C/4516 University Way  
206.685.2480, Room 210C  
[eddi@uw.edu](mailto:eddi@uw.edu)

**Executive Vice Chancellor for Academic Affairs (UW Tacoma)**

Jill Purdy  
GWP-429  
253.692.5635  
e-mail: [jpurdy@uw.edu](mailto:jpurdy@uw.edu)

**Director of Field Education**

Tom Diehm  
WCG-203J  
253.692.5823  
email: [tdiehm@uw.edu](mailto:tdiehm@uw.edu)

**University Ombudsman**

Chuck Sloan  
206 Condon Hall  
206.543.6028  
e-mail: [ombuds@uw.edu](mailto:ombuds@uw.edu)

**UW Tacoma Ombudsman**

Chuck Sloane  
CAR 219  
253.692.4476  
e-mail: [ombuds@uw.edu](mailto:ombuds@uw.edu)

**Vice Chancellor for Student Affairs**

Mentha Hynes-Wilson  
MAT-352  
253-692-4801  
email: [hynes@uw.edu](mailto:hynes@uw.edu)

**University Complaint Investigation and Resolution Office (UCIRO)**

1415 NE 45th, Room 405  
206.616.2028  
email: [uciro@uw.edu](mailto:uciro@uw.edu)

## Professional Standards Committee

The **Professional Standards Committee** (PSC) for the School of Social Work & Criminal Justice, University of Washington Tacoma is a body of faculty whose role is to address concerns that cannot be resolved by those directly involved in the situation. The PSC determines corrective action and issues sanctions, including up to dismissal from the program. This is an internal School of Social Work & Criminal Justice review committee for social welfare, social work, and criminal justice students. Other University procedures can and will be used when appropriate. Those individuals who are directly involved should make a concerted effort to resolve the concern prior to a referral to the PSC. Because faculty in the School of Social Work & Criminal Justice serve as gatekeepers for their respective professions, in some cases it is in the best interest of the social work and criminal justice professions as well as in the best interest of the student to realize that their interests and/or abilities seem most appropriate for another profession and program of study. **If a student fails to comply with sanctions of the PSC within the specified time frame, a recommendation for dismissal from the program will be considered by the PSC.** The Professional Standards Committee referral form can be found here: [http://www.tacoma.uw.edu/sites/default/files/sections/SWandCJ/PSC\\_referral\\_form.pdf](http://www.tacoma.uw.edu/sites/default/files/sections/SWandCJ/PSC_referral_form.pdf)

## Guide to University of Washington Tacoma

Web site links are available at [www.tacoma.uw.edu](http://www.tacoma.uw.edu)

### Office of Student Affairs:

*Room: MAT 253*

*Phone: 253.692.4913*

- Registration information
- transcript request forms
- new and replacement student ID cards
- UW Tacoma undergraduate applications
- grade information
- low and high scholarship information
- residency classification information
- statement of attendance and/or certification of GPA for auto insurance, loan deferments, enrollment
- degree verification statements
- international services--information for international students and visiting scholars, including immigration regulations
- MyUW web registration information and assistance
- registration for time conflicts and S/NS
- late registration and late adds
- re-registration if canceled
- hardship withdrawal petitions



- registration and tuition fees petitions
- withdrawal for the quarter
- address changes
- name changes
- reinstatement for prior quarters (if canceled for non-payment of tuition for example)
- student health insurance coverage applications
- Veteran's Benefits (located in TLB 307A)

### **Financial Aid:**

- Financial Aid
- Student Loans
- Emergency Student Loans
- Work study opportunities
- Tuition Payment Plan installments
- Financial Aid Consortium Agreements
- Scholarship Information

## Directory of Important Phone Numbers at UWT

Admissions	MAT 251	253.692.4742
Campus Safety and Security <i>(911 for emergency assistance)</i>	DOU-180	253.692.4416
Campus Safety Escorts		253.692.4416
Career Development and Education	MAT 106	253.692.4421
Computer Lab	WG 108	253.692.HELP (4357)
Copy/Mail Center	MAT 053	253.692.5787
Counseling Services	MAT 354	253.692.4522
Office of the Chancellor	GWP 312	253.692.5646
Disability Resources	MAT 354	253.692.4522
Financial Aid	MAT 213	253.692.4374
Library	SNO & TLB	253.692.4440
Office of Equity & Inclusion	WCG 102	253.692.4776
Social Work & Criminal Justice	WCG 203	253.692.5820
Student Advocacy & Support	MAT 209	253.692.5934
Student Engagement	MAT 103	253.692.4481
Student & Enrollment Services	MAT 352	253.692.4501
University Book Store	1754 Pacific Ave.	253.692.4300
Teaching and Learning Center	SNO 260	253.692.4417
The Pantry	DOU 104	253.692.4776
UW Tacoma Registrar	MAT 253	253.692.4913
Veterans & Military Services	TLB 307A	253.692.5813

*When using campus phones, dial the last 5 digits of numbers listed above, i.e. 2-5820 for School of Social Work & Criminal Justice.*

*A complete campus directory is accessible via [www.tacoma.uw.edu](http://www.tacoma.uw.edu).*