



# Cleveland State University

College of Liberal Arts and Social Sciences  
*School of Social Work*

**(October 2021)**

## **CRITERIA AND PROCEDURES FOR APPLICATION TO AND PROGRESS IN THE SOCIAL WORK MAJOR**

### **I. CRITERIA FOR APPLICATION TO THE SOCIAL WORK MAJOR**

1. A completed Social Work Major Application.
2. A completed college course checklist from the College of Liberal Arts and Social Sciences (CLASS) Advising Office.

#### **Procedure for Application to the Major**

1. The School of Social Work BSW Program Coordinator conducts advising meetings to acquaint pre-majors with the profession of social work and the BSW course of study at Cleveland State University. The goals are to 1) provide information regarding the social work profession, such as its history, fields of practice, licensure and social work opportunities; 2) inform students of matriculation requirements; 3) clarify the required course of study; and 4) share with students the standards for academic and non-academic performance.
2. The BSW Program Coordinator will process each application. The BSW Program Coordinator first evaluates the applications for meeting the minimum criteria required across the University and School, which includes: a completed application, one professional reference letter, an overall gpa of 2.20 (CLASS requirement), and CLASS advising checklist review. Next, the Coordinator reviews the application and University transcripts to determine if the motivations and intentions of the student are in-line with professional and academic expectations. The Coordinator meets with each applicant to talk about expectations and professional plans. If through this conversation and material review there are any concerns for moving forward, the application is referred to the School's Academic Performance Committee (APC) for review. If there are no concerns or "red flags", the application is processed. If the student is denied admission to the major based on a referral to and review by the APC, the student has the right to appeal the decision denying matriculation into the BSW Program to the appropriate university committee.

3. The Director of the School of Social Work sends a notice of acceptance (as appropriate) to the student, whereby the letter states that the student is accepted into the major, contingent on remaining in good academic standing with the University;
4. The BSW Coordinator sends a Declaration/Change of Major notification to the Registrar's Office when a student has been accepted as a social work major;
5. The School of Social Work will assign each student a social work faculty advisor upon the student's acceptance to the major. The faculty advisor will assist the student with their progress through the social work major, aid them in meeting the graduation requirements, and facilitate their career preparation.

## **II. TRANSFER POLICY**

Cleveland State University has well defined Articulation and Dual Admissions Agreements with Lakeland County, Lorain County, and Cuyahoga County Community Colleges. Students who have acquired an associates of arts degree from regionally accredited community or junior colleges may qualify for blanket transfer credit of up to 64 semester hours in the social and behavioral sciences courses and general education courses.

1. Transfer credits are accepted for courses taken at a CSWE accredited social work program.
2. A request to substitute a transferred course for a course in the major requires the student to provide a course description and syllabus for the BSW Program Coordinator to review and determine if the material has been already covered. If a determination cannot be made, the course transfer request will be reviewed by the School Curriculum Committee for determination of credits.
3. The School of Social Work does not grant academic credit for life or work experience.

## **III. MATRICULATION TO THE BSW MAJOR**

1. Students must have a 2.20 cumulative grade point average (per CLASS guidelines) and must not be on academic warning or probation at the time of matriculation.
2. See application procedures in Part I above.
3. A student may declare their major at any time as long as they are in good standing with Cleveland State University (the University defines "good standing" as a student who has a cumulative gpa of 2.0 or higher).

## **IV. GRADE APPEALS PROCEDURES**

1. A student should first discuss with the class instructor a request to change an assigned grade as soon as possible. Both student and instructor should share viewpoints and to mediate differences of opinion.
2. If not resolved, University policy is as follows:

*Section 3344-21-01 Grade dispute.* Once a grade has been submitted to the registrar's office, a faculty member may change it only because of an error in computation and only with permission of the dean. If an instructor and a student disagree on a grade issued the student may request a meeting with the faculty member and his or her superior whether it be chairperson or dean (this is the Director of the School of Social Work). If the matter is not resolved the issue then follows collegiate procedures and may come before a review committee. Finally, a recommendation is made to the university admissions and standards committee of the faculty senate by the college. The burden is on the student to prove that a computational error has been made or that non-uniform standards have been applied.

## **V. ACADEMIC AND NONACADEMIC PERFORMANCE STANDARDS**

1. Students must maintain an overall cumulative grade point average of at least 2.20, as well as maintain a 2.50 grade point average in their social work major courses.
2. Certain grades must be met in some of the social work major courses:
  - a. A grade of C or better in SWK 350, SWK 385, SWK 395, SWK 485, and SWK 495 (SWK 386 and 486 are on the regular grade scale of A through F, with D being a passing grade).
  - b. SWK 390 and SWK 490 (field practicum) are graded as Satisfactory or Unsatisfactory. If a student receives an Unsatisfactory grade, continuation within the major is reviewed by the BSW Program Coordinator and BSW Field Education Coordinator.
3. Students must demonstrate an ability to function skillfully, effectively, and professionally during their social work field practicum and during their corresponding course work.
4. Students shall confer with their faculty advisor prior to registering for classes.
5. Students are encouraged to participate in the social work student organizations – with the NASW Student Organization being the leading group.

## **VI. PROBATION POLICY AND PROCEDURES**

1. Students may be placed on probationary status for violation of both academic and non-academic performance standards.
2. The Program may grant admission to a student with less than the required cumulative grade point average if the faculty or BSW Program Coordinator

believes the student has good potential to graduate and become a licensed social worker.

3. Students may be placed on probationary status for non-academic performance including, but not limited to:
  - a. A breach of the NASW Code of Ethics;
  - b. A breach of the University Student Handbook;
  - c. A breach of a field agency's policies and procedures;
  - d. Chemical dependency or use of illegal drugs during one's course of study;
  - e. A hostile or resistant attitude toward learning or supervision;
  - f. Inappropriate or disruptive behavior towards colleagues, faculty, or staff at the School or field agency.

## **VII. DISCONTINUANCE FROM THE SCHOOL OF SOCIAL WORK AND MAJOR**

**Activities that may result in discontinuance include, but are not limited to:**

1. Repeated failure to carry out or complete assignments within expected time limits in class or in field;
2. Repeated unexplained tardiness or absence from class or field;
3. Repeated emotional outbursts that are troublesome to others or disruptive to the class or field practicum;
4. Evidence of inability to establish helping relationships in field practicum work;
5. Evidence of inability to respect and/or appreciate persons who are different from themselves and/or lifestyles differing from their own;
6. Evidence of plagiarism (see University policy at: <https://www.csuohio.edu/writing-center/plagiarism>)
7. Evidence of any abuse of agency records or other confidential information acquired at an agency field practicum.

## **VIII. PROCEDURES FOR DISCONTINUANCE FROM THE MAJOR**

1. If a student is determined to have committed infractions and activities that warrant a recommendation for discontinuation from the major and the School of Social Work, a referral is made to the Academic Performance Committee. The APC has established procedures for the School, in line with the CLASS (College) and University guidelines for this determination.