



UNIVERSITY of WASHINGTON

Michael K. Young
President

February 25, 2015

Dean Edwina Uehara
School of Social Work
Box 354900

Dear Edwina:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised admission, program, and continuation policy requirements for the Bachelor of Arts degree in Social Welfare. A copy of the changes is attached.

I am writing to inform you that the School of Social Work is authorized to specify these requirements beginning winter quarter 2015.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Michael K. Young".

Michael K. Young
President

Enclosure

cc: Ms. Lin Murdock (with enclosure)
Mr. Robert Corbett (with enclosure)
Ms. Virjean Edwards (with enclosure)



UNIVERSITY OF WASHINGTON
CREATING AND CHANGING UNDERGRADUATE
ACADEMIC PROGRAMS

MEET 02 2014
OFFICE USE ONLY
Control #
SGCLWF-20141117

After college/school/campus review, send a signed original and 1 copy to the Curriculum Office/FCAS, Box 355850.
For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

College/Campus Seattle	Department/Unit School of Social Work	Date 11/17/14
New Programs <input type="checkbox"/> Leading to a Bachelor of _____ in _____ degree. <input type="checkbox"/> Leading to a Bachelor of _____ degree with a major in _____. <input type="checkbox"/> Leading to a _____ Option within the existing major in _____. <input type="checkbox"/> Leading to a minor in _____.		
Changes to Existing Programs <input type="checkbox"/> New Admission Requirements for the Major in _____ within the Bachelor of _____. <input checked="" type="checkbox"/> Revised Admission Requirements for the Major in <u>Social Welfare</u> within the Bachelor of <u>Social Welfare</u> . <input checked="" type="checkbox"/> Revised Program Requirements for the Major in <u>Social Welfare</u> within the Bachelor of <u>Social Welfare</u> . <input type="checkbox"/> Revised Requirements for the Option in _____ within the major in _____. <input type="checkbox"/> Revised Requirements for the Minor in _____.		
Other Changes <input type="checkbox"/> Change name of program from _____ to _____. <input type="checkbox"/> Change delivery method or location of program. <input checked="" type="checkbox"/> New or Revised Continuation Policy for <u>Social Welfare</u> . <input type="checkbox"/> New Honors Requirements for _____. <input type="checkbox"/> Eliminate program in _____.		
Proposed Effective Date: Quarter: <input type="checkbox"/> Autumn <input checked="" type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20 15__		
Contact Person: Lin Murdock	Phone: 6-5830	Email: linm@uw.edu
		Box: 354900

EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary).

The UW-Seattle School of Social Work has recently discovered, in the process of proposing an early admission pathway, that there were degree requirement and continuation policy changes that occurred within the program previously (some more than 12 years ago) that had not been processed appropriately at the university level. These changes have been reflected in the BASW manual over the years and all students were notified of all of these upon admission, but the UW Catalog had not been updated to reflect these. This 1503 is an effort to get the degree requirements and continuation policies in line as well as create an early admission pathway for the program.

Early Admission to the Social Welfare Major: The School believes that providing a pathway to admit undergraduate students to the Social Welfare major earlier in their academic career will offer valuable benefits to students such as individualized advising focused on exploration of career, professional identity, and academic development and participation in community building opportunities and mentoring, especially around activities that promote social work values and knowledge. Additionally, this may reduce the barriers students face in completing prerequisites; prospective students need to complete 20 credits of prerequisites before their junior year, which is sizeable when the student isn't guaranteed a spot in the program.

Providing an early admission pathway, in addition to our junior year entry point, allows the strong student who knows early on that they want to pursue social welfare as a career with an option to be admitted to the major as a late freshman, early sophomore. We feel that some students who are interested in our program don't feel comfortable waiting until after they have almost completed two years of college before knowing whether or not they will be admitted to the major. This is a way to provide the student with a decision sooner – and get the student connected to a professional network earlier.

Update to Degree requirements: We are not actually changing any BASW course requirements with this 1503. This request is to add some criteria around required minimum gpa in courses and cumulative gpa levels required, both in Soc Wf courses and UW cumulative gpa. BASW Manuals back until at least 2002 included the requirement that students need to complete each required course with at least a 2.0 grade and have at least a 2.5 cumulative gpa in their required Soc Wf courses. The reason that we require these minimums is due to requirements of our accrediting organization, the Council for Social Work Education (CSWE). Competencies and learning activities associated with these competencies are assigned to each required course which the students are required to complete.

The conversion of grades to competency levels is as follows:

- 4.0-3.9 Excellent, exceeds expectations
- 3.2-3.8 Good
- 2.5-3.1 Satisfactory
- 2.0-2.4 Poor
- 0.0-1.9 Failing, does not meet expectations

Adding these gpa requirements would not require any adaptation of DARS, since they have been encoded in DARS since DARS was implemented. Additionally, these same minimum gpa requirements are currently in force for UW-Tacoma's Social Welfare BASW program and do appear in UW-T's catalog as centrally approved, so these changes would bring us into line with their already approved requirements (we share CSWE accreditation across campuses.)

Addition of Continuation Policy: Again, this continuation policy (with the exception of the sections related directly to the early admission students) has been in place at least since 2002, disseminated to all students at orientation and in the BASW manuals. Because our students work with vulnerable populations during the time they are in the program as well as after graduation, we have both academic requirements and professional standards which they need to meet. A very similar continuation policy is also reflected in UW-Tacoma's catalog for their BASW program as centrally approved.

OTHER DEPARTMENTS AFFECTED

List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. *See online instructions.

Department/Unit:
UW-Tacoma School of Social Work

Chair/Program Director:

[Signature]

Date:

11-24-14

Department/Unit:

Chair/Program Director

Date:

CATALOG COPY

Catalog Copy as currently written. Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.

Bachelor of Arts Program

Suggested First- and Second-Year College Courses: SOC WF 101, SOC WF 200; SOC WF 201; prerequisites in psychology, sociology, economics, and biology (see list below); also, courses in American ethnic studies, sociology, psychology, and women studies.

Department Admission Requirements

Approximately 40 juniors are admitted each year. Admission, which is for autumn quarter only, is competitive and completion of requirements listed below does not guarantee acceptance. April 1 is the application deadline. To be considered for admission, applicants must meet the following criteria by the time they begin classes in the social welfare program:

1. Completion of a minimum of 65 credits
2. Five prerequisite courses, four of which must be completed prior to beginning the program in autumn (minimum 2.0 grade required in each): ~~PSYCH 101, PSYCH 203, PSYCH 206, PSYCH 210, PSYCH 245, or PSYCH 250; SOC 105, SOC 110, SOC 111, SOC 212, SOC 240, SOC 247, SOC 251, SOC 260, SOC 270, SOC 271, GWSS 251 or ANTH 330; ECON 100, ECON 200, or ECON 201; LSJ 363, POL S 382, AFRAM 437, or GEOG 208; and one of the following courses in human biology: BIOL 118, BIOL 180, PSYCH 202, PSYCH 357, GENOME 261, or GENOME 351; STAT 220 (STAT 220 may be taken as late as spring quarter of the junior year, but is a required prerequisite of the senior year courses and is recommend prior to admission). See the School website for more information.~~
3. A minimum 2.00 cumulative GPA
4. Have some paid or volunteer social service experience
5. Applicants must submit a completed application, admission essay, résumé, and provide copies of their college transcripts

Application forms and a detailed description of the social welfare major are available at the School's website, socialwork.uw.edu/. A student may discuss the program in person by contacting the Director of Admissions, (206) 543-5676, sswadm@uw.edu. Students accepted to the major complete a change-of-college form and transfer their academic file to the School's Student Services Office. Students not accepted may contact the Director of Admissions to discuss alternatives to the social welfare major, or the appeal process.

Major Requirements

67 credits as follows:

1. SOC WF 200; SOC WF 310; SOC WF 311; SOC WF 312; SOC WF 315; SOC WF 320; SOC WF 390; SOC WF 402; SOC WF 404; SOC WF 405; SOC WF 410, SOC WF 415; ~~practice selective; capstone project; and skills lab~~
2. ~~STAT 220 must be completed before the senior year.~~

PROPOSED CATALOG COPY

Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications). Please note: all copy will be edited to reflect uniform style in the General Catalog.

Bachelor of Arts Program

Suggested First- and Second-Year College Courses: SOC WF 101, SOC WF 200; SOC WF 201; prerequisites in psychology, sociology, economics, and biology (see list on social work website, link below); also, courses in American ethnic studies, sociology, psychology, and women studies.

Department Admission Requirements

There are two pathways for admission to the Social Welfare Major:

- A. Approximately 36 juniors are admitted each year. Admission, which is for autumn quarter only, is competitive and completion of requirements listed below does not guarantee acceptance. April 1 is the application deadline. To be considered for admission, applicants must meet the following criteria by the time they begin classes in the social welfare program:
1. Completion of a minimum of 65 credits
 2. Five prerequisite courses, four of which must be completed prior to beginning the program in autumn (minimum 2.0 grade required in each). Courses in the areas of psychology, sociology, economics/political science, and human biology must be completed before beginning the required Soc Wf courses, and an introductory statistics class may be taken as late as spring quarter of the junior year, but it is a required prerequisite of the senior year courses and is recommended prior to admission). See the School Website for the list of acceptable courses and more information.
 3. A minimum 2.00 cumulative GPA
 4. Have some paid or volunteer social service experience
 5. Applicants must submit a completed application, admission essay, résumé, and provide copies of their college transcripts

B. Approximately 8 freshmen and sophomores are admitted to the major through the early admission process. Applicants may apply either in spring quarter of their freshman year or autumn quarter of their sophomore year. Application deadlines will be April 15th and October 31st. To be considered for admission, applicants must meet the following criteria:

1. Completion of a minimum of 30 credits
2. Completion or enrollment in at least one of the five prerequisite courses, three more of which must be completed prior to beginning the program degree requirements in autumn of the junior year (minimum 2.0 grade required in each). Courses in the areas of psychology, sociology, economics/political science, and human biology must all be completed prior to beginning the required Soc Wf courses, and an introductory statistics class may be taken as late as spring quarter of the junior year, but is a required prerequisite of the senior year courses and is recommended prior to admission). See the School website for the list of acceptable courses and more information.
3. A minimum 3.00 cumulative GPA
4. Fifty (50) community service/student leadership hours in college and high school

5. A completed application, admission essay, résumé, personal disclosure statement, and official copies of all college transcripts.
6. One letter of recommendation
7. Preference given to students who have completed a social welfare pre-major offering (see school website for more information)

A group interview with the Program Director and faculty/staff will be scheduled after completed applications are submitted.

Application forms and a detailed description of the social welfare major are available at the School's website, socialwork.uw.edu/. A student may discuss the program in person by contacting the Director of Admissions, (206) 543-5676, sswadmis@uw.edu. Students accepted to the major complete a change-of-college form and transfer their academic file to the School's Student Services Office. Students not accepted may contact the Director of Admissions to discuss alternatives to the social welfare major, or the appeal process.

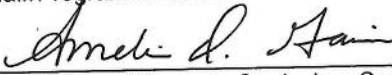
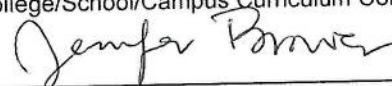
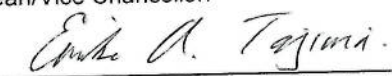

Major Requirements

67 credits as follows:

1. Core Courses (2.0 minimum gpa required in each course): SOC WF 200; SOC WF 310; SOC WF 311; SOC WF 312; SOC WF 315; SOC WF 320; SOC WF 390; SOC WF 402; SOC WF 404; SOC WF 405; SOC WF 410; SOC WF 415; SOC WF 460 or SOC WF 442 or SOC WF 443; SOC WF 465; and SOC WF 435.
2. 2.0 cumulative UW grade point average
3. 2.5 cumulative grade point average in Soc Wf required courses.

Continuation Policy

All students must make satisfactory academic progress in the major and meet outlined standards of professional behavior. Failure to do so may result in probation or a referral to the Student Review Committee, either of which could lead to dismissal from the major. For the complete continuation policy, contact the departmental adviser or refer to the departmental website.

APPROVALS	
Chair/Program Director: 	Date: 11-18-14
College/School/Campus Curriculum Committee: 	Date: 11/18/14
Dean/Vice Chancellor: 	Date: 11/19/14
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: 	Date: 20 Feb 2015
POST TRI-CAMPUS APPROVAL (when needed)	
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:	Date:

Continuation Policy for Undergraduates in the Bachelor of Arts in Social Welfare Program

Policy on Satisfactory Progress and Low Scholarship in the Social Welfare Program

While the University of Washington has regulations governing scholastic eligibility for continuance¹, the School of Social Work has set additional requirements in order to make the best use of limited resources and facilities available and to ensure the School is graduating only those students appropriate for serving in our most vulnerable communities. Students not meeting these criteria may be removed from the BASW Program. In order to maintain satisfactory progress in the Social Welfare program, an admitted BASW student must meet the following criteria:

Criteria for continuing in the BASW Program:

- 1. Achieve a minimum 2.50 (low B-) cumulative GPA in required Social Welfare courses and a 2.00 (C) cumulative UW GPA.**

A student will be placed on departmental academic probation for one or more quarters at the end of any quarter in which the Social Welfare (major) cumulative grade point average falls below the 2.50 (low B-) minimum. Once on departmental probation, the student must contract with the Director of the BA Program to formulate an action plan for improving grades and attain at least a 2.75 (high B-) for each succeeding quarter until the Social Welfare GPA is raised to 2.50. The student is removed from probation at the end of the quarter in which a departmental GPA of 2.5 or better is reached and the UW cumulative GPA of 2.00 or better is reached, and any conditions for reinstatement and satisfactory progress have been met.

- 2. Earn a minimum 2.0 (C) grade or better in each required departmental course.**

Departmental required courses are Soc Wf 200, 310, 311, 312, 315, 320, 390, 402, 404, 405, 410, 415, 435, 460/442 and 465. A student who earns less than a 2.0 (C) in any required departmental course shall be placed on warning or probation for one or more quarters. A student placed on departmental warning or probation will be asked to re-take a required course

during the following year. This may delay the practicum by one year. According to UW policy, if a departmental course is re-taken, these credits do not count as extra credits toward the degree and both grades are included in the cumulative UW gpa. The student will remain on warning or probation until the course is re-taken and a grade of 2.0 is received.

3. Adhere to the Essential Skills, Values and Standards of Professional Conduct Important to Admissions and Continuance in the School and Profession of Social Work². This document outlines the professional and behavioral expectations for all School of Social Work students as it relates to the field and profession of Social Work.

4. Completion of prerequisite courses before beginning the required junior level courses. For students who are admitted prior to their junior year, they must complete all of the prerequisite courses except for statistics before they begin their junior level classes.

5. Satisfactorily complete the first year of the program. The BASW Program must ensure that all students are ready to enter their senior year. We need to make sure they have the necessary skills, knowledge and values to succeed in both academic classes and the field practicum. This involves an assessment of not only the student's academic progress but also the student's professional behavior and commitment to social work.

Students must meet the following guidelines in order to move into senior year classes and their field placement.

The BASW Program therefore sets out the following process to review all students at the end of the winter quarter of the student's junior year. In order to move to the senior year each student must:

- Receive a minimum of a 2.0 gpa in all junior classes in the BASW major (all BASW students in good standing are guaranteed access into required courses, so access is not a barrier.)
- Have a 2.5 minimum cumulative gpa in Soc Wf required courses taken.

- Be enrolled in, and subsequently complete, the intro to statistics prerequisite by the end of spring quarter, junior year.
- Be reviewed regarding their readiness for field by fall/winter/spring quarter practice instructors (310, 311, and 312).
- Be assessed for professional writing skills.
- Be assessed for adherence to the "Essential Skills, Values, and Standards of Professional Conduct Important to Admission and Continuance in the School and Profession of Social Work."
- Complete an interviewing skills workshop in Soc Wf 315. Complete a mock interview responding to a set of questions typically encountered in the field placement process. These interviews will be done in Soc Wf 315.

~~6. Complete the program within four years after admission:~~

~~A student who does not complete the program within four years of beginning the Soc Wf curriculum will be removed from the program and placed in pre-major status in the College of Arts and Sciences. A student who begins the program and then withdraws from the university for more than two years will have to re-apply to the program to be admitted. If re-admitted, the student must meet with the Directors of the BA Program and of Student Services to prepare a revised program of studies. Because professional requirements may have changed during the time the student was not enrolled in the program, the Director of the BA program will determine which courses a student might need to re-take in order to meet current accreditation requirements.~~

~~Students who fail to meet program expectations in any of the above areas will complete an interview with the BASW program director and advisor to map out a plan for successful continuation in the BASW Program.~~

6. Students who stop out of the program

A student who withdraws from the University without prior written approval from the department or does not maintain student status, may file a returning student reenrollment form and the request will be sent to the BASW Program Director for consideration. Students may need to resubmit to a background check, update information about professional activities while away, and/or meet with the Program Director. Prior coursework will be assessed to assure that content still aligns with the current curriculum and meets current accreditation standards and, if there have been changes, different coursework may need to be taken. In cases where there were either academic or professional standards concerns regarding the student, those concerns will be considered by the Program Director at that time and permission to re-enroll in the department may be denied.

What happens if a student fails to make "satisfactory progress"?

The School will review students quarterly regarding satisfactory progress. If a student is found lacking in any of the criteria above, the following processes will be implemented. It is not imperative that all steps are completed and more significant issues may be addressed at a higher level.

1. Meeting with Academic Advisor - The student about whom there is a concern will be contacted by the BASW Academic Advisor and asked to meet. The discussion will involve a review of both contributing factors to the situation as well as resources available to the student to correct the situation. Ideally, this step will result in averting potential issues and help the student to get back on track.
2. Warning Letter - If there is still concern regarding the student, the student may be issued a Letter of Warning, outlining the areas of concern as well as the expectations, both academic and behavioral, that would remove the student from warning status. If a student receives a warning letter, the student must schedule a meeting with the advisor as soon as possible. This meeting may result in a written plan for improvement and will include resources for support and clarifications of expectations.
3. Probation Letter - If the student does not follow the plan above or has another quarter or incident of concern, or the concern is of more significant scope, the student may be issued a Letter of Probation, which outlines the issues of concern along with a timeline regarding what needs to happen for the student to regain satisfactory standing. When placed on probationary status, the letter will clearly outline continued expectations and may include conditions for continuing in the program. The student may also be given a registration hold with the requirement to meet with the advisor quarterly in order to be able to register.
4. Student Review Committee³ Referral – If there are concerns regarding a student's performance, professionalism or suitability for the field of social work OR there are a number of complex, intertwined circumstances surrounding the student's performance in the program, the Program Director may choose to refer the student for a hearing with the Student Review Committee for possible dismissal from the major. The SRC is a

group of faculty appointed by the Dean to oversee such matters. Students may also request a hearing of the SRC if they wish to do so.

5. Dismissal from the Major – If a student continues to fail to meet the academic or behavioral expectations while on probationary status and/or does not meet with the advisor or program director, the student may be dismissed from the BASW major by either the Student Review Committee or the Program Director. In this case, the student will be re-coded as an Arts and Sciences pre-major and notified of this change via a letter.

Exceptions and Appeals

Exceptions to the satisfactory progress and low scholarship policy or reinstatement to the program must be approved in writing by the Director of BA Program. Students applying for reinstatement to the program will almost certainly, if they are reinstated, re-enter the program in probationary status.

Students who are placed on probation or dismissed from the major may request reconsideration of their status. This may be done for a number of reasons, but particularly if the student believes that some facts in the student's documentation have been overlooked or misinterpreted. Students have two options for appeal, both of which require a letter that explains the basis of the appeal and provides supporting documentation for why the student's status should be reconsidered. Students may only appeal through one route. Written appeal documentation needs to be submitted within 30 days of the date on the decision letter which includes the status which the student would like to appeal

- 1) Request a review by the Student Review Committee³ – A student may request a review of the Student Review Committee (SRC). Students may request this review by sending appeal letter to the Director of Student Services at sswstsrvc@uw.edu. A meeting of the SRC will be convened within 45 days of the receipt of the appeal.
- 2) Submit a written appeal to the Associate Dean for Academic Affairs. A decision will be rendered within 14 days of receipt of the appeal.

- 1) University of Washington regulations governing scholastic eligibility for continuance
<http://www.washington.edu/students/reg/regpol.html>
http://www.washington.edu/students/genocat/front/Low_Scholarship.html
- 2) Essential Skills, Values and Standards of Professional Conduct Important to Admissions and Continuance in the School and Profession of Social Work <http://socialwork.uw.edu/node/1700>
- 3) Student Review Committee: <http://socialwork.uw.edu/students/services/basw-program-reference-area>

Jennifer A. Payne

From: Lin Murdock
Sent: Monday, January 26, 2015 11:05 AM
To: Jennifer A. Payne
Subject: RE: Continuation Policy questions

Hi Jennifer –

We only have full-time students (since our practicum hours need to be done concurrently with our practice coursework so students cannot go through the program parttime).

The reason we have the students go through admissions again rather than just have their courses reviewed is because they also need to re-do their background checks, get their immunizations up-to-date, etc. We've had students who step out and then end up not being re-admissible (we currently have an MSW student in jail who we anticipate will re-apply and won't be admissible due to the type of conviction on her record. We sometimes have students who are involved in the child welfare system as parents – and many of those would be deemed inadmissible when they reapply.) The background check is only good for 2 years, so this would ensure that the returning student would go through that step.

On the positive side, students gone for 2 years might have been doing great things in the field of social work and it would give them an opportunity to update their files with letters of recommendation and more experience. As we review their updated experience, I can imagine that the program director might be more likely to allow previous coursework (especially in their practice classes) to stand if the student had been working in the field in the interim. If the student hadn't been working in the field, it's more likely that they'd be required to re-take previous classes – especially if their performance in the earlier classes was borderline.

The vast majority of students that step out of our program do so for just a year – and they would just undergo a review of courses. Most students even after 2 years away, would be allowed back in and would pick up where they left off, but this ensures that we do have a formal way to pick up on significant issues that might have arisen during their time away.

An good example where I can see us really needing the 4 year limit is a case regarding a student about whom we're meeting this afternoon. She has been terminated from a couple of practicum sites due to professional standards issues. The practicum office doesn't believe they can replace her ethically at another site. She needs a practicum to graduate. She has been on warning and probation and we're likely going to either dismiss her outright or send her to our student review committee for possible dismissal, BUT if she were to drop all of her winter credits today and just disappear for a couple of years, we would want to be able to have her come back through admissions and have a full review and background check. If we're just reviewing her coursework and don't have a mechanism to stop her from getting back into the program on the basis on her practicum evaluations and terminations, it would limit our ability to just say no – that she isn't cut out to be a social worker with vulnerable populations – which is the situation in this case. Now, we do sometimes re-admit students who have been terminated from practicums previously, but it has only been through a significant process after all evaluations are reviewed and the student has demonstrated personal and professional growth and appropriateness for the field.

I hope that example helps. I do think that the ethical responsibility that the program has to protect vulnerable populations does add another layer of care and consideration that is justified.

Please let me know if you want more info or want to talk in person.
Lin

Jennifer A. Payne

From: Lin Murdock
Sent: Tuesday, February 03, 2015 9:57 AM
To: Jennifer A. Payne
Subject: RE: Friday - BASW continuation policy

Yes, I can attend. I had a feeling that if I deleted it off my calendar, I'd have to re-add it.

No, we couldn't keep asking students to pass background checks continually – it's a \$58 student expense each time. We do have a rule that they report any new offenses to us immediately, but you can imagine that doesn't necessarily happen consistently. Students who are getting arrested don't come forward with that information typically.

The problem with using successful completion of practicum as a criteria for the continuation policy is be demonstrated with the student about whom I just recently emailed. She got credit for her Autumn Quarter practicum and then, within 2 weeks, there was an incident for which she was terminated from her practicum. She had been terminated previously from at least one other practicum. We can't replace her in another practicum site with vulnerable clients, but she did earn her Autumn credits. If she were to come back in a couple of years, if we don't have a way to make her go through some sort of screening and she came back in with student status, it would be misleading her. We're not going to replace her at another practicum site without proof that she is appropriate. It's not like she can just take courses – her practicum is really the thing that she needs to graduate. It makes more sense to do an overall assessment of students (history within the department, status regarding classes, practicum history - evals and status, background check, work student has done while she's been away that can be used to demonstrate growth and professional behavior) and be able to let them know all at once where they stand and give them a revised plan for completion.

I guess the safest thing for us to do is to move to dismiss students from the program while they are still here (and, actually, we're doing this for this student – she's been referred to the Student Review Committee), but that only works if a student sticks around long enough to be put through warning and probation. More commonly, as you might know, these students drift in and out and are here long enough to create a list of concerns and documentation, but disappear when they know they are in real trouble, then show up 2-3-6 years later wanting to finish the program.

I think I remember when I worked in Aquatic and Fishery Sciences, the Admissions office would contact me about re-enrollment/returning student applications to see if we were okay with letting a student back in. These were for students gone less than 10 years – and they weren't students who were in unsatisfactory progress statuses (those students needed to go through reinstatement as well). I looked on the website for returning student policies and found that the university does have discretion about re-admission written into that policy, which does seem to provide latitude for denying a re-admission or going to the departmental advisor for readmission to a restricted enrollment program – or one with special admission requirements:

Link to full text: <http://www.washington.edu/students/reg/returning.html>

Returning Student Application (Undergraduate, Professional and Tuition Exempt Students)

Readmission is granted at the discretion of the University. Factors which may be considered when determining eligibility for readmission include, but are not limited to, registration or transcript holds, previous academic achievement, length of absence, space availability in the major in which you were previously enrolled, activities during the period in which you were not enrolled, and prior disciplinary action. After we review your application you will be emailed if more action is needed by you before we can make a re-admission decision.

Returning students who have been away from the University fewer than two quarters have the highest priority for readmission. A student previously enrolled in an academic program with restricted enrollment and/or special admission requirements should consult his or her adviser about procedures for readmission into the same program. If you are not readmitted into your special program, you can be readmitted as a pre-major in the College of Arts and Sciences.

This seems to build in the wiggle room that we need to require the student to go through the admissions process again. I will say that I would imagine that we would consider any returning student applications on a rolling basis and not make them go through our annual process. I can't find the director of admissions now, but I would think that is reasonable.

Does that bolster our case? It's helpful to think about this with you before Friday's meeting. Thanks.
Lin

Lin Murdock
Director of Student Services
UW School of Social Work

From: Jennifer A. Payne
Sent: Monday, February 02, 2015 6:28 PM
To: Lin Murdock
Subject: Friday

Well I guess I spoke to soon. Can you come to Gerberding Hall Room 142 at 1:35?

Have you thought of requiring students to successfully passing a background check on an ongoing basis (as in: at all times) and successful completion of the practicum as continuation criteria?

Best,

Jennifer

Jennifer Payne, M.Ed.
University Curriculum Procedures Analyst
Office of the Registrar
University of Washington
<http://depts.washington.edu/registra/curriculum/>
Phone: 206-543-5938
Email: uwcr@uw.edu
Box: 355850

Jennifer A. Payne

From: Lin Murdock
Sent: Wednesday, February 11, 2015 9:29 AM
To: Jennifer A. Payne
Subject: FW: Returning Student Question for FCAS
Attachments: BASW Continuation Policy FINAL Feb 2015.docx

Hi Jennifer – you must have been BCC'd on their message because I didn't see you when I replied back.

Is Patricia Kramer the Chair of FCAS? I couldn't find a listing anywhere....

Here is the message I sent to them on Monday and I haven't heard back. Please see attached for version of continuation policy that deletes the 4 year completion rule but adds in a short statement about re-enrollment not being guaranteed if a student stops out. What do you think?

Thanks.

Lin

From: Lin Murdock
Sent: Monday, February 09, 2015 11:30 AM
To: Mel Wensel
Cc: Patricia A. Kramer
Subject: RE: Returning Student Question for FCAS

Thanks so much, Mel and Patricia. I just needed to confirm we're on that "Special Selections" list and would get pinged. Sounds like we'd get pinged for all readmission requests, which is ideal and does eliminate the 4 year re-enrollment section of the submitted continuation policy, so we're fine with getting rid of that.

Wouldn't mind getting something about this into the continuation policy that spells this out a little more clearly so that students aren't surprised by it... I see that something similar is written in some of Engineering's continuation policies:

From Chem E: http://www.cheme.washington.edu/undergraduate_students/continue.html

- *A student who has withdrawn from the UW or from a required chemical engineering course or who is dropped for non-payment of fees must obtain approval of the department admissions committee before registering or maintaining preregistration for subsequent chemical engineering courses.*

From Ind E: https://depts.washington.edu/ie/sites/default/files/file/Continuation_Policy-revised.pdf

A student who withdraws from the University without prior written approval or is dropped for nonpayment of fees must obtain written approval from the IE Undergraduate Faculty Advisor before registering or maintaining pre-registration for the following academic quarter. In such cases the department registration may be disallowed or canceled if the student's academic record is inferior to the level of admission prevailing at the time.

I actually like Ind E's statement better than Chem E's (I don't like Chem E's reference to the admissions committee.)

Could something like this work?

A student who withdraws from the University without prior written approval from the department or does not maintain student status, may file a returning student reenrollment form and the request will be sent to the BASW Program Director before the form will be approved. Students may need to resubmit to a background check, update information about professional activities while away, and/or meet with the Program Director. Prior coursework will be assessed to assure that content still meets current accreditation standards and, if there have been changes, different coursework may need to be taken. In cases where there were either academic or

professional standards concerns, those concerns will be considered at that time and department registration may be disallowed due to those factors.

I have attached a version of the continuation policy with the 4 year limit deleted and the text above inserted. Please let me know what you think.

Thanks so much!

Lin Murdock

Lin Murdock
Director of Student Services
UW School of Social Work

From: Mel Wensel
Sent: Monday, February 09, 2015 8:34 AM
To: Lin Murdock
Cc: Patricia A. Kramer
Subject: FW: Returning Student Question for FCAS

Hi Lin,

As I mentioned to Patricia already, I did send a query about returning student applications to Tina Peterson in Registration on Friday during the FCAS meeting, hoping we'd hear from her during the meeting. This morning she sent some information that might be helpful in deciding whether you need the 4-year rule.

Best,

Mel

From: Tina Peterson
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Oh, I just notice Soc W is on our special selections list. Have they been slipping by without a referral for advising?

Tina P

From: Mel Wensel
Sent: Monday, February 09, 2015 8:28 AM
To: Tina Peterson
Subject: RE: Returning Student Question for FCAS

Aha, that is very good to know! I think that may be the case with SW because they have concerns about students just waltzing back in and resuming course work when they may no longer meet "professional standards" (e.g., no longer able to pass a WSP background check). I'll pass this along to Patricia and to Lin Murdock in SWS so they can consider this option. Thanks, Tina!

Mel

From: Tina Peterson
Sent: Monday, February 09, 2015 8:23 AM
To: Mel Wensel
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Fyi, we have some special selection department that always require a referral before offering re admission- Engineering, Music , Nursing etc.

If the departments want to be on that list, I think they have the option.

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Thanks, Tina, that's what I thought. I'll send this along to Patricia Kramer. A question came up about a proposed continuation policy in Social Work.

Mel

From: Tina Peterson
Sent: Monday, February 09, 2015 8:04 AM
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We have a policy to have them contact the department at 2 years. Occasionally, we may send them to the adviser if there are previous issues, like excessive withdrawals or low scholarship.

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From: Mel Wensel
Sent: Friday, February 06, 2015 1:49 PM
To: Tina Peterson
Subject: Returning Student Question for FCAS

Hey Tina,

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Thanks!

Mel

Mel Wensel
Director of Academic Services
Integrated Social Sciences
College of Arts & Sciences

Mail: LNU/Campus Box 363765 - Seattle, WA 98163

Jennifer A. Payne

From: Lin Murdock
Sent: Wednesday, February 11, 2015 9:31 AM
To: Jennifer A. Payne
Subject: RE: Returning Student Question for FCAS

Oh – and after I just hit send, I realized I didn't answer this question. I am meeting with our Associate Dean for Academic Affairs this afternoon at 4pm to run it by her, but I think we'll be okay with it if you are. I am also meeting with our Director of Admissions at 10am this morning. If I get those two approvals, I think we're good to go. I will ask them if they are okay with the draft I just sent (deleting the 4 year rule and adding the re-enrollment info) and, in the case that FCAS doesn't want to add the re-enrollment language, are they okay with not adding the re-enrollment language if we drop the 4 year rule. I think they'll be fine with the drop/add but less fine with the drop without the add....

Lin

Lin Murdock
Director of Student Services
UW School of Social Work

From: Jennifer A. Payne
Sent: Wednesday, February 11, 2015 7:59 AM
To: Lin Murdock
Subject: RE: Returning Student Question for FCAS

Hi Lin,

Have you had a chance to talk to your faculty to see if the below will work for Social Work so we can remove the two sentences in the CP that FCAS discussed with you?

Best,

Jennifer

Jennifer Payne, M.Ed.
University Curriculum Procedures Analyst
Office of the Registrar
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Begin forwarded message:

From: Mel Wensel <wensel@uw.edu>
To: Lin Murdock <linm@uw.edu>
Cc: "Patricia A. Kramer" <pakramer@uw.edu>
Subject: FW: Returning Student Question for FCAS
Date: February 9, 2015 at 8:33:54 AM PST

Jennifer A. Payne

From: Lin Murdock
Sent: Thursday, February 12, 2015 3:23 PM
To: Mel Wensel; Jennifer A. Payne
Cc: Patricia A. Kramer
Subject: RE: Returning Student Question for FCAS - Social Work
Attachments: BASW Continuation Policy FINAL REALLY FINAL Feb 2015.docx

Hello Jennifer, Patricia and Mel –

I had an opportunity to speak with our Associate Dean for Academic Affairs yesterday and confirmed that the direction that we are proceeding is fine with her (removing the 4 year re-application section and, instead, adding a section clarifying the procedure for returning student re-enrollments, which would involve no changes from current practice, just adding a paragraph delineating current procedure.)

When I met with her, she did have very strong feelings about wanting to add the new section in order to increase transparency to our students. She also had some small revisions to the draft of the paragraph I had sent to you all a few days ago. I'm attaching an updated draft, which is the one we'd like to use, if FCAS is okay with it.

If this works for you all, then we're fine with it, too, and we're ready to call this a wrap.

Thanks so much for your willingness to work through these issues with us.

Best,

Lin

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