



Social Work

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Bachelor of Social Work Student Handbook

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1. Introduction

Purpose of the BSW Student Handbook

Welcome to the Bachelor of Social Work (BSW) program at the University of Colorado Colorado Springs (UCCS) College of Public Service! This handbook will acquaint you with the policies and procedures of the College of Public Service (CPS) and facilitate your progress toward applying for the program and earning the degree of Bachelor of Social Work. Please read this handbook carefully and consult your faculty advisor with any questions. It is the responsibility of the student to be familiar with the College of Public Service Academic Policies. All students are bound by these requirements as stated in the UCCS Academic Catalog and expanded upon in this handbook.

Please be aware that the policies and procedures described here are subject to change and can be affected by changes in the policies of UCCS and the Social Work Program. Check the [Academic Catalog](#) and [Social Work](#) website for the most up-to-date information.

The College of Public Service

The UCCS BSW program is housed within the [College of Public Service \(CPS\)](#). CPS is a dynamic learning community serving those who seek to make a difference in the public sector. Degrees offered by the College of Public Service include the Bachelor of Social Work, Master of Social Work, Bachelor of Arts in Criminal Justice, Master of Criminal Justice, and Master of Public Administration. Our programs emphasize critical thinking and analytical skills necessary for leading and managing effectively in a diverse society. Our graduates are prepared to innovate in the complex world in which we live.

CPS students can also pursue a more limited course of study, earning an undergraduate certificate in Homeland Security or a graduate certificate in Public Management; Nonprofit Management; Criminal Justice; Homeland Security and Emergency Management Leadership; National Security Intelligence; or Grant Writing, Management, and Program Evaluation. Many of these may be earned in conjunction with the degree.

The CPS faculty and staff believe every one of our stakeholders (students, faculty, staff, alumni, the CU system and communities throughout Southern Colorado and beyond) can play a part in transforming our world. Our stakeholders bring their passions, goals, and eagerness to engage. We provide a collaborative environment and an extraordinary combination of rigorous academics, relevant research, practical application, and

partnership networks that create the knowledge, skills, experience, and connections needed to create significant impact.

A unique balance of theory and real-world application is delivered not only through curriculum and class interaction, but also the make-up of a carefully chosen faculty and staff and community partnerships. CPS takes an integrated approach connecting all of its programs under the Public Service umbrella including public administration and public service, public finance, public and nonprofit management, social and public policy, criminology and criminal justice, ethics and leadership, and homeland security and defense.

Together the CPS disciplines are poised to deliver knowledge, research, and leaders ready and able to create significant impacts that ensure a resilient community and world. Social Work is proud to be included under the CPS umbrella.

College of Public Service Mission Statement

The mission of the UCCS College of Public Service is to improve the quality of life for people and their communities, here and abroad, through collaborative governance, public service innovation, community engagement, and research.

To accomplish this mission, we strive to:

- Improve the quality of public, nonprofit, criminal justice, and national security systems.
- Educate leaders to meet societal challenges with compassion, vision, analytic rigor, and practicality.
- Foster critical thinking and decision-making, effective and confident communication, creative problem-solving, knowledge management, and global citizenship.
- Create, build, and maintain connections with current, past, and future students and all the communities we serve.
- Ground our decisions and actions in integrity, diversity, collaboration, and excellence.
- Support and model civil public discourse, citizenship, responsibility, and respect.

Bachelor of Social Work Program Mission Statement and Goals

The mission of the baccalaureate social work program is to exemplify the social work core values in preparing students for ethical and competent entry-level generalist practice across multiple populations at micro, mezzo, and macro levels of practice.

To accomplish this mission, we strive to meet the following goals:

- Educate bachelor-level social workers with knowledge, values, and skills necessary for ethical and competent practice across multiple populations with a focus on diversity and difference (Competencies 1 & 3).
- Engage students in a process of practice-informed research and research-informed practice (Competency 4).
- Prepare students to provide regional leadership in the development and implementation of policies, programs, and services that support human rights and social, racial, economic, and environmental justice (Competencies 2 & 5).
- Develop social workers who exemplify a commitment to the social work core values while engaging, intervening, and evaluating practice with individuals, families, groups, organizations, and communities (Competencies 1, 6, 7, 8 & 9).

The BSW Degree

The Bachelor of Social Work (BSW) degree prepares graduates for professional and ethical Generalist Social Work Practice. An emphasis is placed on preparing entry-level social workers who can work across all client systems at the micro, mezzo, and macro levels. The curriculum trains social workers to promote human rights and individual, community, and global well-being by practicing in complex, diverse, and dynamic settings and environments.

Social work is a hands-on profession that strives to help individuals, families, groups, and communities deal with a diverse set of problems. Our BSW curriculum highlights commitment to respect all people, the importance of enhancing service to vulnerable populations, and the need to promote social and economic justice. The BSW program prepares graduates for ethical and competent practice across multiple populations throughout all levels of professional practice.

The Bachelor of Social Work exemplifies the social work core values in preparing students for ethical and competent entry-level generalist practice across multiple populations at micro, mezzo, and macro levels of practice.

Our experienced faculty members are practitioners and nationally recognized researchers committed to student excellence through a friendly and inviting culture of scholarship.

The UCCS Social Work curriculum is designed to train social workers to help individuals and communities face and solve diverse challenges. Our graduates are prepared for careers as baccalaureate level, generalist social workers who can help individuals, families, groups, and communities enhance, restore and create conditions favorable to social functioning. They fuel success for the regional social service needs of today and tomorrow.

Administration

The BSW Program Director provides leadership and oversight for the BSW program and serves as the primary contact for questions regarding BSW program policies and requirements. The BSW program is housed within the UCCS Department of Social Work and is supported by the Department Chair, Social Work faculty and staff, and the Social Work Committee, which provides faculty governance for the department. The Social Work Advisory Board provides additional community and professional perspectives that inform the BSW program.

Accreditation

The UCCS Bachelor of Social Work (BSW) program is accredited by the Council on Social Work Education (CSWE) Commission on Accreditation. Accreditation indicates that the program meets standards for program quality established by CSWE and demonstrates compliance with the Educational Policy and Accreditation Standards (EPAS). Accreditation applies to all program sites and program delivery methods and provides reasonable assurance about the quality of the program and the competence of its graduates. For more information about social work accreditation, visit [CSWE Accreditation](#).

Competency-Based Education

Social work education is grounded in competency-based education. According to the Council on Social Work Education (CSWE), “Social work competence is the ability to integrate and apply social work knowledge, values, and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being” (CSWE, 2022, p. 6). To this end, students in the BSW program develop and demonstrate the following nine competencies established by CSWE for accredited social work programs:

1. Demonstrate Ethical and Professional Behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

2. Social Work Commitment to Anti-Racism

Introduction

In alignment with the guidance of our accrediting body, [the Council on Social Work Education](#), the Department of Social Work at the UCCS College of Public Service hereby declares its anti-racism stance.

The mission of the social work profession is to enhance human well-being and to help meet the basic needs of all people, with particular attention to those who are vulnerable, oppressed, and living in poverty.

[The ethical standards of the social work profession](#) demand that social workers engage in social and political action to advance social justice, with a focus on vulnerable, disadvantaged, oppressed, and exploited individuals and groups.

We recognize that the fulfillment of the mission and honoring the values and ethical standards of social work requires direct and intentional opposition to the racist ideologies and white supremacy that are embedded in the foundations of our institutions and systems.

Thus, in accordance with the [mission and goals of UCCS](#) and the College of Public Service, we are fully committed to anti-oppressive practice and anti-racism work.

Anti-Racism in Context

We consider the declaration and fulfillment of our commitment to anti-racism to be an ethical imperative, given both the current sociocultural contexts of our society and the long history of racism in our country as a whole. Racism remains embedded in our institutions and affects people of color in the United States today.

Our commitment to anti-racist education answers the call of our profession, as communicated by the [NASW's statement on undoing racism through social work](#).

A legacy of racism is also apparent in the history and present contexts of the social work profession and education. A commitment to anti-racism requires intentional effort at the individual, program, school, university, community, and broader macro levels. As a result, UCCS Social Work strives to build a social work community that will engage anti-racism work in social work practice, education, and research.

We also strive to educate social workers who will engage in anti-racism work in both social work practice and in educational contexts. UCCS Social Work will support and educate students through the BSW and MSW curricula in the following ways:

In accordance with the [2022 CSWE Educational Policy and Accreditation Standards \(EPAS\)](#) competencies for social work education, we will prepare students for anti-racist

approaches to social work practice at the micro, mezzo, and macro levels. Our approaches to integrating anti-racism into our curricula and school culture include but are not limited to:

At the micro level, UCCS Social Work will be engaged in:

- Consciousness raising and reflexivity practice, targeting exploration of their personal values and affective reactions (EPAS Competency 1)
- Analysis of the effects of the social worker on practice with diverse clients and constituencies (EPAS Competency 3).
- Developing an understanding of diversity and a recognition of oppression, poverty, marginalization, and alienation, as well as exploring the role of privilege and power in one's life (EPAS Competency 2)
- Use of a trauma-informed lens to foster understanding of the impact of shared and individual traumas on the lives of clients from marginalized groups (EPAS Competency 4,6,7,8,9)
- Learning to effectively engage, assess, and treat diverse clients and constituencies (EPAS Competency 6,7,8)

At the mezzo level, UCCS Social Work will be engaged in:

- A focused creation of a professional team and student body (EPAS Competency 2,3)
- Fostering a culture of respect and inclusion (EPAS Competency 1)
- A committed engagement of students in school governance through leadership opportunities (EPAS Competency 5)
- Encouraging engagement in the university and community in ways that advance social and racial justice (EPAS Competency 2,3)

At the macro level, UCCS Social Work will be engaged in:

- Advocacy at the local, state, national, and international levels (EPAS Competency 3,5,6,7,8,9)
- Building curricula featuring particular attention to the impact of social and economic policies on vulnerable clients and on the provision of social services (EPAS Competency 2,3)
- Policy development, implementation, and evaluation skills for advancing social justice (EPAS Competency 3,5)

We will conduct an annual review of the UCCS Social Work program's adherence to an embodiment of our anti-racism commitment.

Below, please find the references cited in this statement, along with a list of relevant resources. (This is not an exhaustive list.)

References

- National Association of Social Workers (NASW; 2007). Institutional Racism and the Social Work Profession: A Call to Action.
- UCCS (n.d.). Mission, Vision and Values
- Council on Social Work Education (CSWE; 2022). Educational Policy and Accreditation Standards.

Faculty & Staff Favorites

- Atlas (2022). Emotional Inheritance: A Therapist, Her Patients, and the Legacy of Trauma. Little, Brown Spark. New York
- EmbraceRace. Raising a brave generation. Together
- Dettlaff, A. A call to social workers to act against racism and white supremacy now.
- The Equity Matters Podcast
- National Association of Social Workers. Undoing racism through social work
- National Committee on Racial and Ethnic Diversity (NCORED). Anti-racism now and forever more.
- The National Museum of African American History and Culture. Being Antiracist.
- Speak out with Tim Wise. Podcasting for Resistance and Justice in the Age of Trump.
- Sue, D. W. (2013). Race talk: The psychology of racial dialogues. American Psychologist, 68(8), 663.
- UCS Suzanne Dworak-Peck School of Social Work. How to be anti-racist: A social worker's perspective.

On-Campus Resources for Students

- Office of Institutional Equity. Resources. <https://equity.uccs.edu/resources>
- Office of Institutional Equity. Get help for you or someone else. <https://equity.uccs.edu/>
- MOSAIC and LGBTQ+ Resource Center. <https://mosaic.uccs.edu>

Additional Resources

- Colorado Department of Personnel and Administration. Statewide Equity Office
- Jehangir, A. (2021). My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies
- Joyner, M. Racism is America's Human Stain; Black Lives Matter
- NASW Colorado Chapter. Racial Justice

- University of Colorado Colorado Springs. Division of Inclusive Culture & Belonging
- UCS Suzanne Dworak-Peck School of Social Work (2018). Honoring the African-American Women Who Have Changed Social Work
- Wilkins, E. J., Whiting, J. B., Watson, M. F., Russon, J. M., & Moncrief, A. M. (2013). Residual Effects of Slavery: What Clinicians Need to Know

3. Application and Admission

Students interested in pursuing a BSW at UCCS begin by applying for admission to UCCS through the university's [admissions office](#). **Admission to the BSW Professional Program is not required to declare social work as a major.** Once admitted to UCCS, students may declare social work as their major at any time.

Declaring the social work major is the first step toward completing the BSW degree. Later, students apply for formal admission to the **BSW Professional Program**, which allows them to progress into the senior-level professional curriculum. Students typically complete this application during their junior year as part of **SOWK 3050**, after completing most required social work coursework and meeting the eligibility requirements for admission. The application is available through the BSW Hub on Canvas.

The typical sequence is:

1. **Apply to and be admitted to UCCS.**
2. **Declare social work as your major.**
3. **During the junior year, apply for admission to the BSW Professional Program.**

Admission to the BSW Professional Program is required before students may enroll in senior 4000-level BSW courses, including practicum. Declaring social work as a major does not constitute or guarantee admission to the BSW Professional Program.

Admission Calendar

Students apply for admission to the BSW Professional Program one or two semesters prior to beginning their senior-year practicum placement. Applications may be submitted during the fall, spring, or summer term and are reviewed on a rolling basis.

The admission process is integrated into SOWK 3050: Practicum Preparation. As part of this course, students complete the required writing sample and prepare for admission to the BSW Professional Program and progression into their senior-year curriculum. Students access the BSW Professional Program admission form through the BSW Hub on Canvas.

Requirements for Admission to the BSW Professional Program

To be eligible for admission to the BSW Professional Program, students must meet the following requirements:

- Completion of at least 60 credit hours. Coursework in progress at the time of application will be considered.
- A cumulative GPA of 2.4 or higher.
- Successful completion of the following prerequisite courses: SOWK 1001, SOC 1110, and PSY 1000 (or approved equivalent SOC and PSY courses).
- Successful completion of at least one semester of coursework at UCCS or equivalent coursework through a CSWE-accredited social work program.
- Completion of the required writing sample in SOWK 3050.

Writing Sample

As part of SOWK 3050, students complete a writing sample used to assess their readiness for admission to the BSW Professional Program. Students should choose **one** of the following three questions and include the selected question with their response. The response should demonstrate the student's interest in and commitment to social work, social justice, and social change. Responses must be no more than 500 words.

1. Beyond your personal desire to help people, why have you chosen social work as a profession over another profession or major?
2. How have your life experiences and identities shaped your understanding of power and privilege?
3. Reflect upon a time when a long-held or previously accepted belief was challenged. How did you respond? How did the experience affect your belief?

Applications are reviewed and acceptance typically happens within a three-week period, so students are asked to plan. Students who successfully complete the application process and meet all admission requirements will be formally admitted to the BSW Professional Program. Admission allows students to progress into the senior-level BSW curriculum, including practicum education courses.

Continued Admission to the BSW Professional Program

Admission to the BSW Professional Program is intended to occur near a student's progression into the senior-year practicum and professional curriculum. Students who are admitted to the BSW Professional Program but do not begin their practicum within one year of their admission will be required to reapply to the BSW Professional Program.

Reapplication ensures that students continue to meet current program admission requirements before progressing into the senior-year curriculum and practicum.

BSW Application Review Policy

Applications to the BSW Professional Program are reviewed by the BSW Program Director based on the admission requirements outlined above, including the required writing sample. The writing sample is reviewed for the student's demonstrated interest in and commitment to social work, social justice, and social change and readiness for the professional social work curriculum.

If an applicant does not meet the established admission requirements, or if questions arise regarding whether the requirements have been met, the BSW Program Director will consult with the Social Work Department Chair and/or BSW faculty to review the application and determine an appropriate admission decision.

Admissions Decisions

Students who meet the established admission requirements and successfully complete the application process are admitted to the BSW Professional Program. Upon admission, the student's academic program is updated from **Social Work to Bachelor of Social Work Professional Degree**, reflecting their formal admission to the professional program and eligibility to progress into the senior-level BSW curriculum, including practicum education.

Applicants who do not meet the established admission requirements may be denied admission or, when appropriate, considered for provisional admission. Students who are denied admission may not reapply during the same semester but may apply in a subsequent semester once they are able to meet the admission requirements.

Provisional Admission

Provisional admission may be considered on a case-by-case basis when a student does not meet one of the established admission requirements but there are circumstances that warrant further consideration.

In these cases, the BSW Program Director will consult with the Social Work Department Chair and/or BSW faculty to review the application and determine whether provisional admission is appropriate. When provisional admission is granted, the student will be informed of any conditions that must be met to maintain admission to and progress within the BSW Professional Program.

Transfer Student Admission to BSW Program

Transfer students who are admitted to UCCS may apply to the UCCS BSW program using the same admission processes and requirements that are outlined above. Not all transfer credits are transferable to the BSW program. Please refer to the transfer credit policy and [best choices guide](#) before applying to the program.

English as a Second Language and International Applicants

International students must meet UCCS admission requirements in addition to the requirements for admission to the BSW Professional Program. For current information about international admission requirements, including English language proficiency requirements, application procedures, and required documentation, please visit the [UCCS International Admissions website](#).

Taking Classes as a Non-Degree-Seeking Student

Students who wish to take courses at UCCS without pursuing a degree may apply for admission as non-degree-seeking students. Non-degree-seeking students are admitted under separate University admission criteria and must reapply for each semester in which they wish to enroll in non-degree-seeking status. Students should consult the UCCS Office of Admissions for current [non-degree admission requirements](#) and application procedures.

Non-degree-seeking students may enroll in eligible social work courses for which they meet applicable course prerequisites. However, completing social work coursework as a non-degree-seeking student does not guarantee future admission to the BSW Professional Program. Admission to the BSW Professional Program is required before students may enroll in senior-level (4000-level) BSW courses and begin practicum.

If a non-degree-seeking student subsequently becomes a degree-seeking BSW student, a maximum of 12 credit hours completed in non-degree-seeking status may be applied toward the degree, subject to applicable UCCS and BSW degree requirements.

Advising

BSW students receive academic advising through UCCS Academic Advising. Social Sciences advisors assist students with degree planning, course selection, university requirements, transfer credits, and progress toward graduation. Current advising information and contact information can be found on the [UCCS Academic Advising Webpage](#).

BSW faculty complement academic advising by providing social work-specific advising and professional mentoring. Students who have declared social work as their major but have

not yet been admitted to the BSW Professional Program are welcome to meet with BSW faculty during office hours or by appointment for questions related to the social work profession, BSW curriculum, practicum preparation, and professional development.

Once admitted to the BSW Professional Program, students are assigned a Social Work faculty advisor in addition to their UCCS academic advisor. Faculty advisors serve as professional mentors and are available to:

- Support students in exploring their interests, strengths, and suitability for professional social work practice;
- Provide guidance related to the BSW curriculum and social work education;
- Consult with students as they prepare for practicum;
- Support students in evaluating their progress and professional development;
- Assist students experiencing academic, practicum, or other concerns related to their professional education;
- Support the development of students' professional identity and career goals; and
- Provide guidance related to graduate education and entry into the social work profession.

Students are encouraged to meet with both their UCCS academic advisor and Social Work faculty as appropriate throughout their education. Questions about degree requirements and university academic policies should generally be directed to UCCS Academic Advising, while questions about social work education, professional development, practicum preparation, and career planning may be directed to Social Work faculty.

3. BSW Program Requirements

General BSW Degree Requirements

Students must meet the following requirements for the BSW degree:

- Complete a minimum of 120 total credit hours.
- Complete 36 credit hours of required Social Work courses, including 6 credit hours of practicum and seminar.
- Complete 9 credit hours of Social Work electives.
- Complete all applicable UCCS general education and Compass Curriculum requirements.
- Complete at least 45 credit hours of upper-division coursework (courses numbered 3000 or above).
- Complete at least 33 credit hours of upper-division coursework within the major.
- Complete a minimum of 400 hours of practicum education.

- Earn a grade of C or better in each course used to satisfy BSW major requirements.
- Complete BSW major requirements for a letter grade; courses used to satisfy major requirements may not be taken Pass/Fail.

Students should consult their UCCS academic advisor and Degree Audit for individualized information about remaining degree requirements, including general education, Compass Curriculum, and general elective credits.

Required BSW Courses

All BSW students must complete the following **36 credit hours of required Social Work coursework**:

Course	Title	Credits
SOWK 1001	Introduction to Social Work	3
SOWK 3001	Practice Skills for Social Work	3
SOWK 3002	Human Behavior and the Social Environment	3
SOWK 3003	Social Work Research	3
SOWK 3050	Social Work Practicum Preparation	3
SOWK 3268	Contemporary Issues in Social and Public Policy	3
SOWK 3400	Awareness, Dialogue, Engagement, & Interaction	3
SOWK 4001	Social Work Practice with Individuals, Families & Groups	3
SOWK 4002	Social Work Practice with Organizations & Communities	3
SOWK 4111	Social Work Seminar & Practicum I	3
SOWK 4112	Social Work Seminar & Practicum II	3
SOWK 4900	Social Work Senior Summit	3
Total Required BSW Core Credits		36

Course descriptions and prerequisites are available in the [UCCS Academic Catalog](#).

Social Work Electives

In addition to the required BSW courses, students must complete **9 credit hours (three courses) of Social Work electives**. Elective offerings vary by semester and may include regularly scheduled courses as well as special-topic or one-time offerings. Electives are posted on the BSW Hub during the registration periods.

Together, the required Social Work courses (36 credits) and Social Work electives (9 credits) comprise **45 credit hours of Social Work coursework** required for the BSW degree.

Substitution of Courses for Social Work Electives

BSW students are normally expected to complete 9 credit hours (three courses) of Social Work (SOWK) electives. In some circumstances, students may request approval to apply

relevant coursework from another department or institution toward the Social Work elective requirement. A maximum of two courses may be approved as substitutions for SOWK electives.

Course substitutions may be considered when the coursework meaningfully contributes to a student's preparation for generalist social work practice. Consideration may be given to factors such as the relevance of the course to social work knowledge, values, and skills; previously completed coursework for transfer students; availability of appropriate SOWK electives; and circumstances in which access to SOWK electives could delay a student's progress toward graduation.

Course substitutions are not automatic and require approval from the BSW Program Director. Students seeking a substitution should submit a written request to the BSW Program Director and provide a course syllabus or official course description. Students are encouraged to request approval before enrolling in a course they intend to use as a substitute whenever possible.

If approved, the BSW Program Director will notify the student and their UCCS academic advisor so that the approved substitution can be reflected in the student's degree requirements.

Upper-Division Requirements

Students must complete at least 45 credit hours of upper-division coursework (courses numbered 3000 or above) as part of the 120 credits required for the BSW degree. At least 33 credit hours of upper-division coursework must be completed within the major.

Students may enroll in upper-division courses when they have met applicable prerequisites or received appropriate departmental approval. Coursework transferred from a two-year or community college is generally awarded lower-division credit.

Minimum Grade and Academic Standing Requirements

BSW students must earn a grade of C or better in all required SOWK courses and supporting courses applied toward the BSW degree. A course in which a student earns below a C does not satisfy the applicable BSW degree requirement and must be successfully repeated or otherwise addressed in consultation with the student's academic advisor and the BSW Program Director.

Students must also maintain a minimum 2.0 cumulative University of Colorado GPA to remain in good academic standing at UCCS (this may differ from University GPA). Students should be aware that the BSW Professional Program has additional academic requirements, including a minimum 2.4 cumulative GPA for admission.

Repeating Courses and Grade Forgiveness

Students who earn below a C in a required BSW course may repeat the course in accordance with UCCS policies. Eligible undergraduate students may also elect to use UCCS Grade Forgiveness for qualifying courses. Grade Forgiveness is governed by university policy and does not supersede BSW Program requirements regarding the minimum grades required for courses applied toward the degree.

UCCS grade forgiveness policy allows undergraduate students to repeat up to 15 credit hours of coursework completed with a C- or below and replace those grades with grades earned in the repeated courses. Students considering Grade Forgiveness should review the current UCCS Grade Forgiveness information provided by the Office of the Registrar and consult with their academic advisor regarding how repeating a course may affect their academic record, degree progress, and other requirements.

Regardless of whether a course is eligible for Grade Forgiveness, students must earn a C or better in all required SOWK and supporting courses applied toward the BSW degree.

UCCS Compass Curriculum

BSW students must complete the UCCS Compass Curriculum as part of their undergraduate degree requirements. Some Compass Curriculum requirements are fulfilled through courses that also satisfy BSW major or other degree requirements.

Compass Component	BSW Requirement/Course
Gateway	GPS 1010
Explore – Arts, Humanities and Cultures	PHIL 1120
Explore – Society, Behavior & Health	SOC 1110
Explore – Physical & Natural world	See BSW Degree Audit for options
Navigate	See BSW Degree Audit for options
Summit	SOWK 4900
Writing Intensive Courses (WIC)	SOWK 3003 & SOWK 4002
Inclusiveness	SOC 3250
Sustainability	SOC 2260

Explore courses must meet applicable UCCS requirements regarding coursework outside the major and area requirements and Navigate courses must meet applicable requirements regarding coursework outside the major. Some Compass Curriculum courses may simultaneously satisfy other degree or major requirements.

Because Compass Curriculum requirements and approved courses may change, students should consult the UCCS Compass Curriculum, their Degree Audit, and their UCCS academic advisor for current requirements.

Time to Degree

The BSW is a 120-credit undergraduate degree designed to be completed in approximately four years of full-time study. Actual time to degree varies based on factors such as the number of credits completed each semester, transfer credits, successful completion of course prerequisites, and individual degree plans. Students attending part-time should expect a longer time to completion.

Practicum Requirements

Practicum education provides an opportunity for students to apply the general knowledge of theories and principles presented in the classroom to work with actual clients and agencies. This experience allows students to explore and develop the role of a professional social worker under the supervision of a qualified professional. The Practicum Instructor serves as a mentor, role model, and source of feedback to the student regarding the student's performance and professional growth. The purpose of practicum can be summarized in three words: **integration, application, and socialization**. Students integrate what has been learned, apply that knowledge in specific practice situations, and, in the process, develop an identity as an emerging professional social worker.

BSW practicum students complete a seminar course while completing practicum hours in an approved agency. The BSW practicum sequence consists of SOWK 4111 Social Work Seminar and Practicum I and SOWK 4112 Social Work Seminar and Practicum II. Each course requires completion of a minimum of 200 practicum hours at an approved social service agency, for a total of 400 practicum hours.

Eligibility Criteria for Entrance into BSW Practicum Placement

To enter BSW practicum placement:

- Students must have been admitted to the BSW social work program.
- BSW students must complete all prerequisite courses in accordance with the BSW Student Handbook.
- Students must have a cumulative grade point average of 2.4 (C) or better.
- All coursework must be graded. Students are not allowed to enter practicum placement with an "I" (Incomplete) in a class. If a student enters a practicum placement with an Incomplete, they will be removed from the placement until the course is graded.

- Students must demonstrate ethical and professional behavior in the classroom. This includes adherence to the BSW Student Handbook, NASW Code of Ethics, and UCCS Student Code of Conduct.
- Students must register for the required practicum coursework (SOWK 4111 and SOWK 4112) to be placed into practicum. If a student has a hold on their account that prevents them from enrolling in the course, they may not enter a practicum placement or start the seminar course until the hold is removed. If the situation is not resolved by the second week of the semester, this may result in the student having to delay practicum placement until the next practicum cycle.
- An affiliation agreement with the practicum site must also be fully executed before a student may begin working with the agency. If a student wishes to be considered for a placement at an agency in which the affiliation agreement is not yet executed, completion of the agreement may impact the student's ability to begin practicum work at the start of the semester.
- Students must complete all agency clearance requirements of the practicum site, which may include, but are not limited to, a background check, drug screen, fingerprinting, driving record, Social Security number, and immunization record review. Students who anticipate any obstacles completing agency clearance requirements should alert the BSW Practicum Director as soon as possible.
- Students should be aware that although state laws regarding legalization of cannabis are present in Colorado, federal agencies and organizations accepting federal funds must follow federal laws regarding cannabis use and testing.

BSW Practicum Application and Placement Process

- All BSW students will meet with the BSW Practicum Director to determine the readiness of the student for practicum placement. Prior to the interview, all students must complete the online application for practicum placement. The application process occurs in Experiential Learning Cloud (ELC), and each student will receive instructions on how to apply via university email. Students entering practicum in the Fall need to have their application submitted by March 15th in the preceding Spring semester.
- Students will not be interviewed without a completed application. Late submissions and interviews will occur only with the permission of the BSW Practicum Director. After the interview, the BSW Practicum Director will notify the student in writing that they have been accepted to practicum and will present the student with referrals to possible practicum placements.
- Students have three weeks from notice to set up an interview with the practicum site. If a student is not accepted by the practicum site, the student will meet with

the BSW Practicum Director to practice interviewing skills. If the second practicum interview leads to another rejection, the Practicum Education Director will convene a meeting to reassess the student's readiness for practicum.

Practicum Placement Hours

BSW students must complete a minimum of 400 clock hours of practicum education. Students complete a minimum of 200 hours in SOWK 4111 Social Work Seminar and Practicum I and 200 hours in SOWK 4112 Social Work Seminar and Practicum II.

Social Work Practicum Education Handbook

The Social Work Practicum Education Handbook contains the complete policies and procedures governing practicum education. BSW students are responsible for reviewing and following the current Practicum Education Handbook.

Students should consult the Social Work Practicum Education Handbook for detailed and current information regarding practicum education, including the placement process, employment-based placements, out-of-state and remote placements, practicum hours, learning contracts, evaluation, attendance and absences, tracking practicum hours, supervision, student safety, confidentiality and technology, problem resolution, and interruption of practicum. These topics are addressed in the current Practicum Education Handbook.

Social Work Minor

The Department of Social Work offers an 18-credit Social Work minor for students in non-social work majors who are interested in developing foundational knowledge and practical skills related to social work. The minor is designed to complement majors such as education, criminal justice, public health, psychology, nursing, sociology, and other human-service-oriented fields.

The Social Work minor requires completion of the following courses:

- SOWK 1001 – Introduction to Social Work
- SOWK 3001 – Practice Skills for Social Work
- SOWK 3002 – Human Behavior and the Social Environment
- SOWK 3268 – Social Welfare Policy
- SOWK 3400 – Awareness, Dialogue, Engagement, and Interaction
- One upper-division SOWK elective (3000–4000 level)

The minor consists of 18 total credit hours, including 15 upper-division credit hours. Students must maintain a minimum 2.0 GPA in minor coursework and meet applicable UCCS residency requirements.

Professional Licensure Disclosure

The Social Work minor is an academic minor and does not result in a Bachelor of Social Work (BSW) degree. Completion of the minor does not meet educational requirements for professional social work licensure. Students interested in pursuing professional social work licensure should consult with the Department of Social Work regarding appropriate degree pathways and state-specific licensure requirements.

Transfer Credit

UCCS determines the acceptance and applicability of transfer credit in accordance with [University transfer policies](#). Students transferring coursework to UCCS must submit official transcripts from all previously attended institutions. Transfer credit is evaluated after admission to UCCS, and students should work with their UCCS academic advisor to determine how accepted transfer coursework applies toward BSW degree requirements.

In general, UCCS accepts eligible college-level academic coursework completed with a grade of C- or better, although individual degree programs may establish higher minimum grades for courses applied toward program requirements. BSW students must meet all BSW-specific minimum grade and degree requirements.

Students transferring from Colorado community colleges are encouraged to consult the [UCCS Social Work Transfer Guide/Best Choices Guide](#) when planning coursework.

Transfer credit evaluation is made only after a student is admitted as a degree student. New transfer students will be advised about requirements remaining and completed when they attend one of the mandatory New Student Orientations.

- College credit is transferable to UCCS according to the following stipulations:
- Credit must have been earned at a college or university of recognized standing.
- Only courses in which a grade of C- or better has been attained will be accepted for transfer into the institution. Grades of pass, satisfactory, honors, etc., are also accepted for transfer. However, a limitation is placed on the number of pass hours accepted toward a degree by each school and college.
- Credit is not transferable from career, vocational, or technical curricula.
- Credit will be granted only for course work appropriate to the curricula at UCCS.
- Remedial or sub-college level courses are not transferable.
- A maximum of 6 credits may be transferred from a two-year or community college.

- Individual schools and colleges determine which courses and hours will apply toward the degree.
- Individual schools and colleges reserve the right to accept or deny credit earned while the student is under scholastic suspension.
- A maximum of 60 semester hours of extension credit (including no more than 30 semester hours of correspondence) may be counted toward an undergraduate degree.
- Advanced Placement (AP) and International Baccalaureate (IB) credit is evaluated upon receipt of an official score report from the College Board for AP or from the International Baccalaureate Organization for IB. See AP and IB information above for applicable topics and necessary scores to earn credit. Credit is not granted for an AP or IB score if the student has completed a college course which is equivalent to the course for which he/she would receive AP or IB credit.
- College Level Examination Program (CLEP) and DSST credit for approved subject examinations may only be granted if the courses are acceptable to the student's school or college. All colleges accept CLEP and DSST credits but apply them differently depending on the student's degree program. Please contact an advisor in Academic Advising for test score interpretation. A maximum of 30 semester hours may be counted toward a degree. Credit is not granted for a CLEP or DSST score if the student has completed a college course which is equivalent to the course for which the student would receive CLEP or DSST credit.
- Credit for military training is evaluated through the Office of Veteran and Military Student Affairs. An evaluation of military training credit can be attained via the [OVMSA website](#).
- Admission to the University of Colorado does not guarantee eligibility for future transfer into other programs, colleges, or schools within the university.

College of Public Service GPA Transfer Credit Policy

GPA needed to transfer: Achieve a cumulative GPA of 2.4, or better, including all remedial and repeated courses. NOTE: Students with GPAs of 2.0 or better also may apply but will be considered on a case-by-case basis.

Transfer of Social Work Courses

Social Work coursework completed at another institution is reviewed to determine how it may apply toward BSW degree requirements. Equivalent introductory social work coursework may be accepted in place of SOWK 1001: Introduction to Social Work, and other relevant Social Work coursework may be applied toward Social Work elective requirements in accordance with BSW Program policies. Only courses in which a grade of

C or better has been attained will be accepted for transfer toward the BSW core or elective courses.

Students transferring from another CSWE-accredited BSW program may request review of previously completed Social Work coursework for possible application toward additional BSW degree requirements. Courses are reviewed individually for equivalency in content, learning outcomes, credit hours, and alignment with the UCCS BSW curriculum. Students may be asked to provide course syllabi and other documentation needed to evaluate equivalency. Approval of transfer coursework is determined by the BSW Program in accordance with UCCS transfer-credit policies.

Transfer students must meet all requirements for admission to the BSW Professional Program and all remaining requirements for completion of the UCCS BSW degree.

For current information regarding general transfer eligibility, transfer-credit limits, AP/IB/CLEP and military credit, transfer-credit evaluations, and appeals, students should consult the [UCCS Transfer Office and UCCS Academic Advising](#).

Transfer Credit Appeal Procedures

State guaranteed courses under the State Guarantee General Education (gtPATHWAYS) policy will transfer to any four-year institution in Colorado to satisfy general education requirements. Other non-guaranteed courses are evaluated individually and within 30 days of date of admission. The procedure for appealing a decision involving the acceptance of coursework from a Colorado community college for credit toward a degree is as follows:

Students must file an appeal within 15 days of receiving their transcript evaluation by writing the office responsible for transfer evaluations at UCCS. The student should complete and return a petition form to Academic Advising, Main Hall, 2nd floor. The form will be forwarded to the appropriate authority within the college. The decisions made in the transcript evaluation will be binding if the student fails to file an appeal within this time frame.

UCCS will respond within 30 days in writing to the student appeal.

If the dispute cannot be resolved between the student and UCCS personnel within 30 days, the student may appeal in writing to the Colorado Department of Higher Education (CDHE) at <http://higher.ed.colorado.gov/Academics/Complaints>. The student has 15 days from receipt of the written UCCS notification to file an appeal.

Credit for Life or Work Experience

In accordance with Council on Social Work Education (CSWE) accreditation standards, the UCCS BSW Program does not grant Social Work course credit for life experience or previous work experience.

Typical Course Load

Students following a full-time BSW degree plan typically enroll in approximately 15 credit hours during the fall and spring semesters. Students may also choose to complete summer coursework to reduce their fall and spring course loads. Individual course loads may vary based on transfer credits, degree progress, course availability, and other individual circumstances. Students should work with their academic advisor to develop an appropriate degree plan.

BSW Degree Plan and Course Sequence

The BSW is a 120-credit degree designed to be completed in approximately four years of full-time study. Individual course sequences may vary based on transfer credits, course load, course availability, and other individual circumstances.

Students should consult the current UCCS BSW Degree Plan and their Degree Audit for specific degree requirements and recommended course sequencing. Students are encouraged to work with their UCCS academic advisor to develop and regularly review an individualized plan for degree completion.

The current BSW Degree Plan is available through UCCS Academic Advising.

4. Course Sequence Options

The traditional and online UCCS BSW program can be completed in a minimum of 4 years, depending on how many courses a student takes each semester.

BSW Course Sequence and Degree Planning

The BSW curriculum follows a specific course sequence designed to prepare students progressively for upper-division social work coursework and practicum education. Students should pay careful attention to prerequisites and course sequencing when planning each semester. **Getting out of sequence may delay a student's ability to begin practicum and, consequently, graduation.**

BSW practicum begins **in the fall semester only**. SOWK 3050, Social Work Practicum Preparation, is taken in the semester immediately preceding practicum. Students should have the remaining required Social Work coursework completed before beginning SOWK 4111, Social Work Seminar and Practicum I.

Individual degree plans may vary based on transfer credits, prior coursework, and other degree requirements. Students should regularly review their Degree Audit and work with their UCCS Academic Advisor. **Students entering UCCS with 60 or more credits are strongly encouraged to meet with both their Academic Advisor and the BSW Program Director if they have questions about their course sequence.**

Typical Four-Year Sequence

For students entering UCCS with few or no college credits:

Typical Coursework	
Years 1–2	SOWK 1001 Introduction to Social Work; SOWK 3001 Practice Skills for Social Work; supporting courses; Compass Curriculum; other degree requirements
Year 3	Remaining required Social Work coursework, including SOWK 3050 Social Work Practicum Preparation in the spring semester
Year 4 – Fall	SOWK 4001 Social Work Practice with Individuals, Families & Groups; SOWK 4111 Social Work Seminar and Practicum I
Year 4 – Spring	SOWK 4002 Social Work Practice with Organizations & Communities; SOWK 4112 Social Work Seminar and Practicum II; SOWK 4900 Social Work Senior Summit

Students also complete **three Social Work electives (9 credits)** as part of the BSW degree.

Typical Two-Year Sequence

Students transferring to UCCS with approximately 60 or more credits generally complete most of their Social Work coursework during their final two years. SOWK 1001, Introduction to Social Work, should be completed prior to beginning this sequence or during the preceding summer.

	Fall	Spring
Year 1	SOWK 3001 Practice Skills for Social Work; SOWK 3002 Human Behavior and the Social Environment; SOWK 3400 Awareness, Dialogue, Engagement & Interaction	SOWK 3003 Social Work Research; SOWK 3050 Social Work Practicum Preparation; SOWK 3268 Contemporary Issues in Social & Public Policy

	Fall	Spring
Year	SOWK 4001 Social Work Practice with Individuals, Families & Groups; SOWK 4111 Social Work Seminar and Practicum I	SOWK 4002 Social Work Practice with Organizations & Communities; SOWK 4112 Social Work Seminar and Practicum II; SOWK 4900 Social Work Senior Summit

Students also complete three Social Work electives (9 credits) as part of the BSW degree.

Important: These sequences are intended as planning guides and do not replace the student's official Degree Audit or individualized academic advising. Transfer credit, course availability, prerequisites, and other degree requirements may affect an individual student's plan. Because BSW practicum begins only in the fall semester, students should seek advising as early as possible if they have questions about their course sequence.

5. Student Support

Advising

Advising for BSW students is a primary responsibility of the [UCCS Academic Advisors](#), with support from the social work faculty and recruitment and retention specialist. In general, questions about general education courses, schedules and degree audit are best answered by the academic advisors. Social work program logistics are best addressed by the social work recruitment and retention specialist. Faculty advisors are experts in their practicums and can advise students on appropriate electives, professional networking within the practicum, capstone/thesis planning, and career planning. International students are additionally supported by the [International Student and Scholar Services office](#) which assists with other issues such as visa requirements.

Student Success

UCCS, the College of Public Service (CPS), and the BSW Program are committed to supporting student success. Students who need academic or other support are encouraged to reach out to their instructors, faculty advisor, or BSW staff for assistance and connection to appropriate resources. BSW students are also encouraged to participate in professional development opportunities offered through CPS.

Career and Professional Development

The [UCCS T. Rowe Price Career & Innovation Center](#) provides career development resources and individualized support to students and alumni. Services include career exploration, job and internship searches, résumé and cover letter development, interview preparation, networking, graduate school preparation, and opportunities to build

professional skills and experience. Students can also access Handshake to explore employment and internship opportunities and connect with employers.

BSW students are encouraged to begin using career resources before their senior year and to view career development as an ongoing part of their professional education. In addition to the Career & Innovation Center, Social Work faculty can provide guidance related to social work career pathways, professional development, graduate social work education, and preparation for entering the profession.

UCCS Student Support Resources

Many campus-level student resources exist. CPS works regularly with many of these resources, including:

- [The Office of Veteran and Military Affairs](#)
- [International Student and Scholar Services \(ISSS\)](#)
- [The Excel Centers](#)
- [Disability Services](#)
- [Multicultural Office for Student Access, Inclusiveness and Community \(MOSAIC\)](#)
- [Mental Health Services](#) in the Recreation and Wellness Center

Students are encouraged to explore UCCS student resources and seek support whenever needed. Social work education can be academically, personally, and emotionally demanding, and accessing support when needed is an important part of maintaining well-being and developing sustainable practices for the profession.

Academic and Communication Support

Effective written and verbal communication is an important component of social work education and professional practice. The Excel Writing Center provides support with writing at all stages of the writing process, while the Excel Communication Center provides support with presentations and other forms of oral communication.

The Kraemer Family Library also provides research assistance, including support with locating and evaluating sources, conducting literature searches, and using library resources. Students may access library research support online or in person.

6. Financial Assistance

Financial assistance is available to support those students who would not be able to pursue the BSW without aid. The primary source of information about need-based student financial assistance as well as scholarships and other non-need-based aid is the [UCCS Office of Financial Aid, Student Employment and Scholarships](#).

Qualified students may receive assistance with various types of VA benefits through the [Office of Veteran and Military Student Affairs](#).

7. BSW Graduation Procedures

All students graduating from the BSW program apply for graduation, no fewer than 90 days before graduation, by completing the steps outlined by their academic advisor through the myUCCS Portal. Students must plan to apply for graduation early as deadlines are early in the semester. Students who have completed all the requirements for the BSW degree can apply for candidacy and graduation in the fall, spring, or summer semesters. Students who complete their degree requirements in the summer may participate in graduation ceremonies in the fall. No graduation ceremony is held in the summer.

Students who are on the graduation list but find they are not able to complete the program requirements before graduation should notify their academic advisor as soon as possible. They may then reapply for graduation in a subsequent semester.

Graduation Audit

Senior Audit: Early in the first semester of the senior year or, preferably, toward the end of the junior year, each student must schedule a senior audit with the Social Work academic advisor in Student Success to determine status with respect to the curricular requirements. To make an appointment, call (719) 255-3260. Student appointments should be scheduled one week in advance.

Diploma Card: No fewer than 90 days prior to the date of commencement, seniors are required to file a diploma card with the academic advisors in the Student Success Center that gives notice of intention to complete graduation requirements. Failure to complete the diploma card in time may delay a student's graduation. The diploma card is usually completed during the senior audit appointment.

Residence Requirements: A candidate for a degree from the College of Public Service must earn the last 30 hours in residence in the college. During these 30 hours, the student must be registered in the College of Public Service. All 30 hours must be taken on the Colorado Springs campus. Students wishing to attend another university or college simultaneously with UCCS during the last 30 hours must have prior approval of the dean of the College of Public Service to count these transfer hours as part of the last 30 hours.

Students are responsible for ensuring that all University and BSW degree requirements are completed. Current graduation application instructions, deadlines, diploma information,

and commencement procedures are available through the UCCS [Office of the Registrar](#) and [UCCS Commencement](#) websites.

8. BSW PROGRAM ACADEMIC AND PROFESSIONAL STANDARDS

Academic and Professional Advising Policy

Academic advising for BSW students is a primary responsibility of the [UCCS Academic Advisors](#), with support from the social work faculty and social work student support specialist. In general, questions about general education courses, schedules and degree audit are best answered by the academic advisors. Social work program logistics are best addressed by the social work faculty or the social work student support specialist.

BSW faculty advisors are experts in their practicums and can provide professional and academic mentorship and advising. BSW faculty advise students on appropriate electives, professional networking within the practicum, and career planning.

International students are additionally supported by the [Office of International Affairs](#), which assists with other issues such as visa requirements.

Students are expected to assume responsibility for planning their academic programs in accordance with School rules, policies and major requirements. Advisors in the Student Success Center can answer questions about School policies and graduation requirements and will assist students in course selection. All Social Work majors should plan to meet with an academic advisor at least once a year. Students expecting to graduate within one or two semesters should schedule a degree progress appointment and a senior audit appointment by calling (719) 255-3260 or by going to the Student Success Center, second floor of Main Hall.

Although the advisors provide summary sheets of major requirements, it is the faculty who are responsible for major advising. It is the student's responsibility to arrange such faculty consultation for questions involving major requirements. Students should schedule appointments to discuss their questions well in advance of registration.

Academic and Professional Advising Procedures

Undergraduate UCCS students are assigned an Academic Advisor upon admission to the University. The BSW programs works in collaboration with the team of who knowledgeable about the BSW degree plan. Students admitted to the BSW program will receive a social work faculty advisor/mentor. Students who want additional professional and academic advising prior to admission to the program are encouraged to contact the BSW Program Director or any other BSW faculty members. The BSW program also holds routine program-

specific information sessions to meet with current students to explain the variety of BSW program course offerings for upcoming sessions. This far, these have been well-attended by BSW students.

All full-time BSW faculty members are available to:

- Assist students in assessing their aptitude and suitability for a career in social work practice.
- Provide students with specific information about courses and program requirements.
- Advise on course planning in relation to the program's course requirements and the student's educational and professional goals.
- Consult with students as they prepare for practicum placement.
- Assist students in evaluating their progress and performance in the program.
- Advise students who experience class and practicum performance difficulties or other issues related to their professional education.
- Serve as a mentor to students as they enter the profession of social work (e.g., professional advising).

Course Load

The minimum full-time course load is 12 hours. The normal maximum is 18 hours. If a student wishes to take more than 18 hours per semester, special permission must be obtained from the Social Work Program Director. These totals include all courses taken for credit at any of the university's three campuses but do not include correspondence courses, noncredit courses, or courses taken at other institutions.

To receive credit, the student must be officially registered for each course.

Students who hold or expect to hold full or part-time employment while enrolled in the college must register for courseloads they can expect to complete without unusual difficulty. Recommended course loads are given below, but students must weigh their own abilities and assess the demands of each course in determining an appropriate schedule.

Employed	Enrolled Semester Hours
40 hours per week	6-9
30 hours per week	8-11
20 hours per week	10-13

Academic Performance and Progression

Students in the BSW Professional Program are expected to maintain satisfactory academic progress throughout the program.

To remain in good academic standing, students must maintain a minimum 2.0 cumulative University of Colorado GPA. Students must also earn a grade of C or better in all required SOWK courses and supporting courses applied toward the BSW degree. A course in which a student earns below a C does not satisfy the applicable BSW degree requirement and must be repeated or otherwise addressed in consultation with the student's UCCS academic advisor and the BSW Program Director.

Students whose cumulative GPA falls below 2.0 are subject to UCCS academic standing policies and procedures. Students experiencing academic difficulty are encouraged to meet with their UCCS academic advisor, Social Work faculty advisor, and/or the BSW Program Director to discuss their academic progress, available supports, and a plan for successful progression through the program.

Students should be aware that the 2.4 cumulative GPA required for admission to the BSW Professional Program is an admission requirement. Once admitted to the Professional Program, students must maintain the academic standards described above to continue progressing toward the BSW degree.

Academic Probation

Students who have attempted at least 12 hours at UCCS and whose University of Colorado cumulative grade point average falls below 2.0 will be placed on academic probation. Additionally, any student receiving a grade of F in any course is automatically placed on academic probation. While on probation, students will be required to achieve a minimum acceptable grade point average each term (determined by the individual academic record) or be subject to academic suspension. Students placed on probation will be informed in writing concerning their academic status and the conditions of continued attendance.

After a student has been placed on probation, the student will meet with the BSW Program Director and/or the student's faculty advisor at least one time per semester in which the individual is on academic probation to discuss support mechanisms to improve academic success.

A more comprehensive statement on the academic probation policy is available through UCCS.

Academic Suspension

The normal suspension period in the College of Public Service is one academic year, excluding the summer semester. Students suspended for the first time will be reinstated after the normal suspension period has been served, upon reapplying for admission to the University.

Students suspended for the first time may be reinstated before the end of the normal suspension period by the following measures:

- Achieving a 2.4 grade point average on all summer or extended studies work attempted at the University of Colorado since suspension. Six hours minimum must be completed.
- Raising the cumulative University of Colorado grade point average to at least 2.0 by completing summer or extended studies coursework at the University of Colorado.
- Achieving a cumulative grade point average of at least 2.0 by attending another institution. The cumulative grade point average in this instance is the grade point average at the University of Colorado combined with coursework taken at all other institutions.
- Successfully appealing the suspension in writing to the dean. An abeyance may only be granted under extenuating circumstances.
- Being recommended for reinstatement by the coordinator of academic probation and suspension for the College of Public Service.

Students eligible for reinstatement before serving the normal suspension period must notify the appropriate UCCS advising office. Reinstated students absent for either fall or spring semesters or who complete 12 or more hours at another institution must reapply for admission to the University.

Students suspended for the first time will be reinstated on probation and will be informed in writing of their academic status and the conditions of continued attendance. Students not meeting conditions of continued attendance will again be subject to academic suspension. Reinstatement after a second suspension requires approval of the dean of the College of Public Service. Requests for reinstatement must be made in writing.

If a student was previously admitted to the BSW Professional Program prior to academic suspension, the student must reapply to the BSW Professional Program following reinstatement to the University. Readmission to the BSW Professional Program is not automatic and is determined by the BSW Program Director.

Academic Integrity

All BSW students are subject to the UCCS Student Academic Ethics Code and the UCCS Student Code of Conduct. Students are responsible for understanding and adhering to university standards regarding academic integrity, including expectations related to plagiarism, cheating, unauthorized assistance, fabrication, and other forms of academic misconduct.

Alleged violations of academic integrity are addressed in accordance with current UCCS policies and procedures. Students should consult the UCCS Student Academic Ethics Code and [Student Code of Conduct](#) for current definitions, procedures, sanctions, and appeal rights.

Professional Performance and Ethical Standards

Social work education includes both academic achievement and preparation for professional practice. BSW students are therefore expected to demonstrate professional and ethical behavior consistent with the values and standards of the social work profession, UCCS policies, course expectations, and practicum requirements.

Concerns regarding professional performance may include, but are not limited to, behavior that:

- Violates applicable UCCS policies or the NASW Code of Ethics;
- Violates professional boundaries or the rights, safety, or well-being of clients, colleagues, students, faculty, staff, or community members;
- Demonstrates significant or repeated difficulty meeting professional expectations identified in coursework or practicum;
- Involves dishonesty, exploitation, harassment, threats, discrimination, or other serious misconduct; or

Interferes with the student's ability to meet the professional responsibilities and competencies required in the BSW Program.

When concerns arise regarding a student's professional performance, the BSW Program will review the concern and provide the student with an opportunity to respond. Depending on the nature and severity of the concern, the Program may work with the student to develop a plan for improvement or take other action consistent with BSW, College of Public Service, and UCCS policies.

Concerns regarding alleged unethical behavior will be reviewed by a BSW Program Retention Committee. The composition of the committee will depend on the context in which the alleged behavior occurred:

- If the alleged unethical behavior occurs in connection with academic coursework other than practicum, the Program Retention Committee will consist of the student's advisor, the classroom instructor, and one additional faculty member.
- If the alleged unethical behavior occurs in a practicum placement, the Program Retention Committee will consist of the student's advisor, the BSW Practicum Director, and the practicum liaison.
- If the alleged unethical behavior occurs in connection with a student organization event, the Program Retention Committee will consist of the student's advisor, the faculty liaison to the student organization, and one additional faculty member.

The Program Retention Committee will review oral and written reports concerning the student's alleged unethical behavior. The student will be given the opportunity to address the committee. Following its review, the committee will deliberate and determine the appropriate action, including whether dismissal from the BSW Program is warranted.

If the committee determines that the student should be dismissed from the BSW Program, the student will receive written notification explaining the rationale for the decision.

Serious or unresolved concerns regarding professional or ethical performance may affect a student's ability to continue in the BSW Professional Program or practicum. Students retain applicable rights to review or appeal decisions in accordance with UCCS and College of Public Service policies and procedures.

A student who wishes to appeal a decision to terminate their enrollment in the BSW Program must first submit a written appeal to the Social Work Department Chair. If the matter is not resolved through the Department Chair, the student may pursue further appeal in accordance with applicable College of Public Service and UCCS undergraduate appeal procedures.

Practicum Academic and Professional Performance

Practicum is an integral component of the BSW curriculum and requires students to demonstrate both academic and professional competence.

Final grades for practicum courses are assigned by the instructor of record in accordance with the course syllabus. Evaluation of student performance may include information from the student, practicum instructor, practicum liaison, and other individuals involved in the student's practicum education, as appropriate. Student progress toward the nine CSWE social work competencies, completion of required practicum hours, and fulfillment of learning activities and other course requirements are considered in evaluating practicum

performance. This consolidates the two separate practicum-grading sections currently in the handbook.

Detailed policies and procedures governing practicum education are provided in the BSW Practicum Manual.

Student Academic Complaints, Appeals and Program Decisions

Student Academic Complaints and Appeals

Students who have concerns regarding an academic decision or their treatment within a course or the BSW Program are encouraged, when appropriate, to first attempt to resolve the concern directly with the faculty member or other individual involved.

When an informal resolution is not possible or appropriate, students may pursue a formal complaint or appeal in accordance with College of Public Service and UCCS policies and procedures. Depending on the nature of the concern, the process may involve review at the program, department, college, or university level.

Students should consult current CPS and UCCS policies for applicable procedures, filing requirements, deadlines, and appeal rights. The BSW Program Director can assist students in identifying the appropriate process but does not replace established University or College complaint and appeal procedures.

Appeals of Academic Ethics Code Violations

Students who wish to dispute a faculty member's finding that a violation of the UCCS Student Academic Ethics Code occurred may appeal the finding of a violation through the applicable appeals process. Course-level sanctions imposed by the faculty member may not be appealed through this process.

Step One: Informal Resolution

The student is strongly encouraged to first attempt to informally resolve the grievance through discussion with the faculty member(s) involved.

Step Two: Filing an Appeal to the BSW Program Director

If a student disputes a finding that they violated the Student Academic Ethics Code and is unable to resolve the matter with the faculty member(s), the student may submit a written appeal to the BSW Program Director. Absent unusual circumstances, the appeal should be filed within 30 days after the dispute.

The written appeal may be submitted by email or delivered directly to the BSW Program Director and should include all information relevant to the appeal.

Step Three: Review of the Appeal

The BSW Program Director will acknowledge receipt of the appeal, provide a copy to the faculty member involved, and review the matter. The Program Director may request additional information from the student or faculty member as needed.

- If the grievance involves a practicum issue that requires specialized knowledge to evaluate, the BSW Program Director may ask faculty members with relevant expertise to review the grievance and make a recommendation.
- If the BSW Program Director is involved in the grievance, the matter will be referred to the Social Work Department Chair or the Assistant Dean of the College of Public Service for review.

Step Four: Decision

Within 30 days of the filing of the appeal, the BSW Program Director will provide the student and faculty member with a written decision.

Further Appeals

Appealing the Decision of the BSW Program Director or Chair to the Assistant Dean

If a student is not satisfied with the results of the appeal process to the BSW program director and/or chair, the student may appeal to the assistant dean of the College of Public Service within 14 days of notification of the program director's decision, following the same procedure specified above. The assistant dean shall then review the materials submitted by the student, the materials submitted to and used by the BSW program director/chair in deciding the disposition of the appeal, and any other materials s/he /they consider relevant to the inquiry. Within 14 days of receiving the student's appeal of the program director's decision, the assistant dean shall provide a written report containing his/her/their decision on the disposition of the appeal to the student, the faculty member(s), the BSW program director and chair.

Appealing the Decision of the Assistant Dean to the Dean

If a student is not satisfied with the results of the appeal process to the BSW program director, the Social Work Department Chair and the assistant dean, the student may appeal to the dean of the College of Public Service within 14 days of notification of the assistant dean's decision, following the same procedure specified above. The dean shall then review the materials submitted by the student, the materials submitted to and used by the BSW program director and assistant dean in deciding the disposition of the appeal, and any other materials s/he /they consider relevant to the inquiry. Within 14 days of receiving the student's appeal of the assistant dean's decision, the dean shall provide a

written report containing his/her/their decision on the disposition of the grievance to all the parties involved.

Campus-Level Appeals

Disciplinary appeals are decided within the College of Public Service; the Assistant Dean has final jurisdiction. If a resolution to the problem identified in the student's appeal on other academic issues cannot be reached on the department or college level, the student may submit a written appeal to the Dean of Students. This process is outlined in the [Student Academic Ethics Code Policy](#)

Termination from the BSW Program for Professional or Ethical Concerns

Students in the BSW Program are expected to demonstrate academic, professional, and ethical behavior consistent with the standards of the social work profession, the NASW Code of Ethics, UCCS policies, and BSW Program and practicum requirements.

Serious or persistent concerns regarding a student's academic, professional, or ethical conduct may result in disciplinary action, up to and including termination from the BSW Program. Conduct that may warrant review includes, but is not limited to:

- Documented behavior inconsistent with the NASW Code of Ethics.
- Documented concerns regarding behavior or performance that raise questions about a student's suitability for professional social work practice, including but not limited to:
 - forced or coerced sexual behavior;
 - sexual activity or other inappropriate sexual conduct with clients;
 - physical aggression directed toward clients, students, faculty, staff, or others;
 - physical or emotional threats directed toward clients, students, faculty, staff, or others;
 - inappropriate solicitation or acceptance of gifts or money from clients;
 - illegal or unethical behavior that violates clients' rights, causes harm or loss to clients, or results in inappropriate personal gain for the student; or
 - sexual harassment.
- Plagiarism, cheating, or other forms of academic misconduct.
- Failure to meet the academic standards required for continuation in the BSW Program.
- Failure to comply with applicable policies and requirements contained in the BSW Student Handbook or BSW Practicum Education Handbook.

Students subject to termination or other program-level action will be informed of the applicable review and appeal procedures and may exercise the appeal rights available under College of Public Service and UCCS policies.

Independent Study

BSW students interested in completing an independent study should consult with a Social Work faculty member and the BSW Program Director. Independent study requires faculty sponsorship and approval and must have clearly defined learning objectives, academic requirements, and expectations appropriate for undergraduate Social Work credit.

Independent study coursework is subject to applicable UCCS and BSW degree requirements.

Grading Policies

Students should familiarize themselves with the Academic Policies, Registration, and Records section of this Catalog, as well as with the introductory pages of each semester's official Schedule of Courses, for information about the university grading system and the current procedures for registering on a pass/fail basis, for dropping and adding classes, and for withdrawing from the university.

Grades offered in CPS courses, are based on an A to F scale, with each letter grade representing the following standard narrative description:

A = Work beyond the level of a typical undergraduate student; exemplary work. (An A equals 4 grade points, an A- equals 3.7 points; there is no A+ grade.)

B = Work typical of an undergraduate student; indicates student has attained the knowledge and skills intended for the course. (A B+ equals 3.3, a B equals 3.0, and a B- equals 2.7 points.)

C = Performance is minimally meeting (or below) undergraduate-level expectations. (A C+ earns 2.3 grade points, a C yields 2.0).

D = Substandard performance in all aspects of the work of the course; inadequate comprehension of assigned reading material. (D equals 1.0 grade point).

F = Level of performance demonstrably below that expected of an undergraduate student; little or no indication that the student can succeed in a graduate program.

Please note that students must receive at least a C in all courses applied to the BSW degree. Academic and professional performance is evaluated in social work courses

including practicum courses. The criteria for evaluation of academic performance are specified in the course syllabi for each course

Pass/Fail Option

Students in the College of Public Service may not use the pass/fail option for courses taken to fulfill the area requirements, the composition requirement, the quantitative and qualitative reasoning skills requirement, or the major requirements.

Students may take up to 15 hours of elective credit on a pass/fail basis. Transfer students may take one hour of pass/fail credit for every 8 hours of credit attempted at the University of Colorado.

For full-time students, maximum pass/fail hours per semester are as follows:

- Fall and Spring - 6 credit hours
- Summer - 3 credit hours

For part-time students, no more than 50 percent of total credit hours may be taken pass/fail in each semester. If only one course is taken in a semester, it may be taken pass/fail. The P grade is not included in the student's grade point average; the F grade is included. A pass/fail designation may not be reversed. For further information concerning the pass/fail option, see the Academic Policies, Registration, and Records section of this Catalog.

Practicum Grading Policies

Practicum courses grades are assigned by the instructor of record for the practicum course using the guidelines included in the syllabus. Information provided by the practicum instructor, the practicum liaison, and the student are considered in this process.

Practicum Grading Procedures

Practicum courses are evaluated by the practicum instructors, the Director of BSW Practicum, and, when taught by a part-time faculty member, that individual. The practicum instructor of record assigns the final grade. Practicum liaisons review progress mid-semester and assist the instructor and coordinator to identify any areas that need improvement.

The learning plan outlines the specific tasks that will demonstrate each of the nine core competencies. The time log is used to keep track of both hours spent in the practicum and time spent working on tasks that relate to the core competencies. Practicum competency evaluations are used to evaluate students' academic and professional performance in the nine core competencies and are factored into the final grade.

Incompletes, Withdrawals, and Repeating Courses

Incompletes

A grade of Incomplete may be granted when a student has successfully completed at least 75% of the required coursework for the course and is prevented from completing the remaining coursework by circumstances beyond the student's control. The course instructor has discretion as to whether to grant an Incomplete, and not all requests for an Incomplete will be approved.

If an Incomplete is granted, the student and instructor will establish the remaining coursework and a deadline for completion, which should be documented in writing using this [contract](#). The instructor may establish a completion deadline of less than one year, and the student is expected to complete the work by the deadline established by the instructor. One academic year is the maximum period permitted by University policy for resolving an Incomplete; the one-year maximum does not supersede a shorter deadline established by the instructor. If the coursework is not completed within the University's one-year maximum, the Incomplete will automatically convert to an F.

The student may not “sit in” on the class in a subsequent semester to complete the remaining coursework.

Drops and Withdrawals

Deadlines for dropping a course are set by the Office of the Registrar and posted on the Academic Calendar each semester. Students are responsible for knowing the UCCS deadlines and procedures for dropping and adding courses.

Students will be allowed to drop and add of their own accord through census date (the 12th day of classes of the regular semester or the 6th day of classes of the summer term). Courses that meet less than the full 16-week term in fall and spring and 8 weeks in the summer have special pro-rated drop and add deadlines. Drop and add deadlines and UCCS guidelines are published on the [Office of the Registrar's Website](#).

There are no refunds on individual courses dropped after the course census date.

Students must initiate a drop or withdrawal and follow the appropriate procedures. Students who fail to do this and do not complete the coursework will be issued a letter grade of “F” for the course.

Retroactive Grade Changes

Students are not permitted to request grade changes for courses in which a final letter grade (other than an Incomplete) has been received except because of instructor error or

as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

Repeating Courses

A student who receives a grade below C in a course may repeat that course once, with the approval of the BSW program director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the graduate program GPA required for graduation. However, all grades received during the student's graduate school experience will appear on the student's transcript and will be used in calculating the student's University GPA.

Time Limit

Bachelor's degree students are encouraged to complete all coursework and degree requirements within four to six years of registration in their first course.

Termination of Enrollment Due Academic Performance: Policy

The calculation of a student's overall grade point average (GPA) shall be based on all coursework applied to the degree, including any courses taken as a non-degree seeking student. (NOTE: Courses taken in non-degree status are not included in the overall calculation of undergraduate GPA on the official transcripts but are included in the overall calculation of GPA as conducted by CPS staff for graduation purposes.)

To be in good standing, students must have an overall GPA of 2.0 or better in all coursework. The academic performance of each student will be reviewed at the end of each semester. A grade of C or better is required in all BSW core courses. Failure to earn a grade of C or better in a BSW course will result in the student being required to retake the course. A student who has a GPA of less than 2.0 will be placed on probation for a period of two consecutive semesters; additionally, any student receiving a grade of F in any BSW core course is automatically placed on probation for a period of two consecutive semesters. Any student on probation must meet with the BSW Program Director prior to registration.

After a student has been placed on probation, she/he/they have a maximum of two consecutive semesters, to raise her/his/their GPA to 2.0. Failure to raise the cumulative GPA to 2 in the time period outlined will result in suspension from the BSW professional program.

A suspended student is eligible to apply for readmission one year after removal from the program. Students are required to submit a writing sample responding to the following prompt: In 500-750 words, please describe why you are seeking readmission to the UCCS BSW program and what formal steps you have taken to ensure that you can be successful with the coursework and practicum requirement at UCCS Social Work. Approval or rejection of this application rests with the BSW Program Director.

Termination of Enrollment Due Academic Performance: Procedure

The student's GPA is calculated by the UCCS Office of the Registrar and monitored by the UCCS Academic Advisors and the BSW Program. When a student falls below the 2.0 GPA required by the BSW program and/or received grade lower than a C in a class, their information is flagged and notified by the UCCS Academic Advisors via e-mail. The BSW Program Director and/or the student's academic advisor meets with them to discuss their pathway to success.

After a student has been placed on probation, she/he/they will meet with the BSW Program Director and/or the student's faculty advisor meet at least 1 time per semester in which the individual is on academic probation to discuss support mechanisms to improve academic success. All students on probation are required to raise and sustain their GPA to a 2 for two consecutive semesters. Failure to raise the cumulative GPA to 2 in the time period outlined will result in suspension from the program.

Repetition of Course

When a student takes a credit course more than once, all grades are used in determining the grade point average. However, if a student has passed the same course more than one time, the College of Public Service will count that course only once when calculating the student's credit hours earned toward graduation. The only exception to this rule will be in cases where a course is designated in this Catalog as "may be repeated for credit."

Latin Honors

To graduate with Latin honors, a student must complete a minimum of 45 semester hours on the UCCS campus and achieve a cumulative grade point average of 3.5 for cum laude, 3.7 for magna cum laude, and 3.9 for summa cum laude. ALL post-secondary work (including transfer work) is included in this cumulative grade point average.

President's and Dean's List Criteria

The criteria for the president's and dean's lists are as follows:

- President's list: 4.0 grade point average.

- Dean's list: 3.75 - 3.99 grade point average.
- Students must be enrolled in a minimum of 12 graded hours during a regular semester (fall or spring).

The dean notifies awarded students by letter.

Children in Classrooms and Practicum Settings

Social Work courses and practicum experiences require students to be able to participate fully in learning activities and may involve sensitive, confidential, or professionally challenging material. For these reasons, students should not bring minor children to in-person Social Work classes, program activities, or practicum settings.

For synchronous online classes, students are expected to participate from an environment that allows them to be fully engaged in class. Students should not routinely attend synchronous class while simultaneously providing primary care or supervision for a child. This expectation supports students' ability to participate in discussions and learning activities and helps protect the privacy of classmates and others when sensitive or confidential topics are discussed.

The BSW Program recognizes that unexpected childcare situations and emergencies may occur. When circumstances interfere with a student's ability to participate fully in an in-person or synchronous online class, the student should communicate with the instructor as soon as possible. Occasional unexpected circumstances will be addressed with reasonable flexibility; however, ongoing childcare responsibilities should be arranged so that students can meet course participation expectations.

Practicum students must also follow the policies and expectations of their practicum site regarding children in the workplace and the confidentiality and privacy of clients.

Students seeking childcare resources may consult the UCCS Family Development Center.

Additional UCCS Academic Policies

BSW students are also subject to UCCS policies governing academic matters such as grading, course registration, adding and dropping courses, withdrawals, Incomplete grades, repeated courses and Grade Forgiveness, academic standing, academic probation and suspension, and graduation.

Because these policies are established and maintained by UCCS, students should consult the UCCS Academic Catalog, Office of the Registrar, and Academic Advising for current requirements, deadlines, and procedures.

BSW Program requirements may be more specific than general University requirements in some areas. When a BSW-specific academic or professional requirement applies, it is identified in this handbook or other official BSW Program materials.

Response to Student Concerns and Significant Situations and Events

UCCS provides resources and response processes for concerns involving student safety, well-being, behavior, and significant or crisis situations.

The [Campus Assessment Response and Evaluation \(CARE\) Team](#), housed within the Office of the Dean of Students, addresses concerns related to student safety and well-being and supports students experiencing challenges or crises. The CARE Team assesses reported concerns, helps connect students with appropriate resources and support, and evaluates situations in which a student may pose a risk to themselves or others.

Students, faculty, and staff may contact the CARE Team when they are concerned about a student's well-being or behavior. Concerns involving potential violations of the Student Code of Conduct are addressed through the Office of the Dean of Students. Concerns involving protected-class discrimination, harassment, or sexual misconduct are addressed through the Office of Institutional Equity. Emergencies and immediate safety concerns should be reported to emergency services or UCCS Police.

Students are expected to follow the UCCS Student Code of Conduct and applicable policies regarding classroom and course-related behavior. Concerns regarding disruptive behavior in Social Work courses will be addressed in accordance with current UCCS policies and procedures.

Students are encouraged to become familiar with these resources and to seek assistance when they are concerned about themselves or another member of the UCCS community.

[UCCS CARE Team and Dean of Students](#)

[UCCS Student Conduct](#)

Student Participation in Program and Academic Affairs

The BSW Program values student participation in the development and improvement of the program. Students have opportunities to provide input on matters that affect their educational experience, including program policies, curriculum, course offerings and scheduling, and other aspects of the BSW Program.

Student input may be gathered through course and program evaluations, surveys, meetings, student representatives, forums, and other opportunities for feedback. Students are encouraged to share their perspectives and recommendations and to participate in

program decision-making opportunities when they are available. The BSW Program considers student feedback as part of its ongoing program evaluation and improvement efforts.

Students may also participate in student organizations and professional activities, including the UCCS Social Work Club, Phi Alpha Honor Society for eligible students, and other opportunities available through the College of Public Service, UCCS, and professional social work organizations.

Students are expected to engage respectfully and professionally when participating in program feedback, governance, and other academic or professional activities.

Student Organizations and Professional Engagement

BSW students are encouraged to participate in student organizations and professional activities that support connection, leadership, professional development, and engagement with the social work community. Opportunities include the UCCS Social Work Club, Phi Alpha Social Work Honor Society for eligible students, and professional organizations such as the National Association of Social Workers (NASW) and NASW Colorado.

Students may also participate in the many clubs, organizations, and leadership opportunities available across UCCS. Information about current Social Work student organizations, faculty advisors, and opportunities for involvement is available through the BSW Program and BSW Hub on Canvas. Information about university-wide student organizations is available through [UCCS Student Life](#).