



WEST VIRGINIA STATE
UNIVERSITY

Social Work Program Student Handbook

WEST VIRGINIA STATE UNIVERSITY
DEPARTMENT OF SOCIAL WORK

College of Professional Studies
Institute, WV 25112

INTRODUCTION

The undergraduate Social Work Program at West Virginia State University (WVSU) has a long tradition of preparing students for beginning generalist practice in a unique and culturally diverse learning environment. The “Generalist Model of Social Work” provides assurance that professional social work skills, values, and knowledge can be applied in working in a wide range of settings with individuals, groups, and social systems.

The program has been fully accredited by the Council on Social Work Education (CSWE) since 1975 and has graduated over 700 students serving in child welfare, mental health, substance abuse, aging, Veterans Affairs health care, youth services, corrections, disabilities, schools, industry, and social justice settings. Many of our graduates have gone on to pursue advanced degrees at other universities throughout the country. If you enjoy working with people and are looking for a profession that is interesting and fulfilling, you should consider Social Work as your career choice.

Social work is one of the oldest human service professions. It uses the social and behavioral sciences to understand and help individuals, families, groups, and communities realize their full potential. Students in the social work program learn professional values, master a broad range of knowledge about individuals, social systems, human diversity, social policy, and generalist practice theory; and develop skills related to analysis and problem solving, communication, research and generalist practice. The program helps students to integrate theoretical material from the classroom with the practical supervised field experience of working directly with individuals, families, groups, organizations, and communities.

You probably have many questions and are wondering what you can expect from our program. This handbook answers questions students often ask. If we have not addressed your concern, feel free to speak with any member of the Department’s faculty and staff.

Social Work Program Mission Statement

The mission of the Social Work Program is to prepare students for the beginning level of professional practice as social work generalists in a wide range of settings, with diverse populations, and with a special sense and appreciation for the peoples and institutions of West Virginia.

Social Work Program Goals

The goals of the program are to:

1. Prepare the undergraduate student with the knowledge and skills necessary for baccalaureate level generalist social work practice in a wide range of settings with diverse populations.
2. Instill in students high standards of social work values and ethics throughout the curriculum.
3. Provide students with a broad understanding of the nature of human needs through a liberal arts foundation, which enriches student growth and provides an understanding useful for thinking critically about society, people and their problems, the expressions of culture, and a perspective on the ways social welfare programs address human needs.
4. Contribute to the University's commitment to fostering cultural, social, and ethical growth in its students by a special emphasis on relationships between diverse peoples and their social environment and by instilling in students recognition and respect for the dignity and worth of client systems in reference to gender, race, religion, national origin, disabilities, and sexual preference.
5. Instill in students the habits and discipline conducive to lifelong learning and the ongoing enhancement of the skills necessary for successful professional growth and development in social work practice and provide them with a comprehensive foundation for graduate professional education in social work.

Because most students who graduate from the program stay in the local area, their academic preparation includes opportunities that provide them with a special sense and appreciation for the peoples and institutions of West Virginia.

Social Work Program Level Outcomes (PLOs)

At the end of the Social Work Program, each student will be able to:

- 2.1.1 Demonstrate ethical and professional behavior;
- 2.1.2 Engage in diversity and difference in practice;
- 2.1.3 Advance human rights and social, economic, and environmental justice;
- 2.1.4 Engage in practice-informed research and research-informed practice;
- 2.1.5 Engage in policy practice;
- 2.1.6 Engage with individuals, families, groups, organizations, and communities;
- 2.1.7 Assess individuals, families, groups, organizations, and communities;
- 2.1.8 Intervene with individuals, families, groups, organizations, and communities;
- 2.1.9 Evaluate practices with individuals, families, groups, organizations, and
communities

Note: The numbering system for the PLOs align with the 2015 CSWE Accreditation Standards for Curriculum.

Program Accreditation

An important fact for you to know is that our program is fully accredited by the Commission on Accreditation of the Council on Social Work Education (CSWE), the national accrediting body for Social Work educational programs. This means potential employers anywhere in the country will recognize our program as having met the standards for quality and excellence set by CSWE. It also means our graduates are eligible for licensure as social workers in West Virginia and other states, depending on individual state laws. The Social Work program at West Virginia State University has been continually accredited by CSWE since 1975.

Affirmative Action Statement

West Virginia State University is an EQUAL OPPORTUNITY/AFFIRMATIVE ACTION institution and does not discriminate against any person because of race, sex, age, color, religion, disability, national or ethnic origin. This policy affects all employment practices including but not limited to recruitment, hiring, transfer, promotion, training, compensation, benefits, layoff, and termination.

Social Work Career Information

What is a Social Worker?

Social workers are professionals who help individuals, families, groups, organizations and communities enhance or restore their ability to function in a complex society. The social worker is an essential link between individuals and/or families and the resources available to them. They help people obtain services, provide counseling, and help communities to provide or improve social and health services. In other words, they help people help themselves.

Social work is a profession with a wide range of career options. For example:

- Social workers in hospitals help patients and their families consider alternatives in living arrangements for patients after discharge
- Social workers in industry counsel and/or refer employees to appropriate services, such as treatment for substance abuse
- Social workers help find foster homes and adoptive homes for children whose parents are unable to care for them
- Social workers identify community needs and help plan how to meet those needs

- Social workers meet with groups of patients dealing with emotional problems to help them function successfully in the community.
- Social workers work with children who have been abused or neglected and their families to assure the protection of children.
- Social workers in domestic violence programs help family members make decisions, coordinate services, and advocate for victims' rights.
- Social workers in homeless shelters help individuals and families gain self-sufficiency.
- Social workers help veterans by working at Vet Centers, VA hospitals, and the National Guard.
- Social workers in schools help children and their families with problems that interfere with academic success.
- Social workers offer support and comfort to people experiencing crises in the family, losses, and other threats to stability of the family
- Social workers coordinate services to help families stay together or help the elderly stay in their own homes as long as possible
- Social workers play many roles in the work they do: care managers, facilitators, planners, enabler, teachers, caregivers, mediators, advocates, social activists...

Can anyone do social work?

Social work is a profession, and as such requires professional education and preparation. A social worker must be a principled person who adheres to the values of the profession and has broad knowledge of human behavior and the social environment, of social policy and services, of research and its significance, of human diversity, of human rights and social and economic justice, and of appropriate practice methods. Social work students, as part of their educational experience, intern in a social service agency under the direction of a skilled practitioner. This experience allows them to work with clients while receiving intense individual supervision.

In West Virginia, social workers must be licensed by the state. The BSW degree makes one immediately eligible to apply for the Social Work License in West Virginia.

Are there employment opportunities in social work?

The employment outlook for social workers in our area and the nation is good. Graduates of our program are working in children's services, mental health facilities, public welfare, aging services, nursing homes, hospitals, doctor's offices, adoption and foster care

agencies, Veterans' programs, and programs for the homeless. Most of our graduates remain in West Virginia.

How much can I expect to earn as a social worker?

Salaries vary according to geographical regions and types of agencies. On average as a direct generalist practitioner with a BSW degree, you can earn between \$24,000 and \$36,000 a year.

Where can I find information about social work licensing requirements?

West Virginia

West Virginia has three (3) "types" of license available to those who meet specific criteria: Regular License, Permit, and a Provisional License. Complete, detailed descriptions of social work license types, requirements, applications, and additional information can be obtained from the West Virginia Board of Social Work web site.

www.wvsocialworkboard.org

State of West Virginia
BOARD OF SOCIAL WORK EXAMINERS
PO Box 5459
Charleston WV 25361
(304) 400-4980

Other States

The Association of Social Work Boards is comprised of social work regulatory bodies in 58 jurisdictions. ASWB has compiled data on social work regulation throughout the U.S. and Canada. Previously published in book form, the information is now available online.

www.aswb.org

Association of Social Work Boards
400 South Ridge Parkway, Suite B
Culpeper, VA 22701
(800) 225-6880 toll free
(540) 829-6880 phone

These and other professional links are available on the Resource Page of the WVSU Social Work web site: **www.wvstateu.edu/social-work**

ADMISSION TO THE SOCIAL WORK PROGRAM

Do I enroll in Social Work as a freshman?

Student may declare social work as their major when applying for admission to WVSU and at any time during their collegiate career. However, students must be **formally admitted** to the Social Work program through a special admissions procedure in the Department of Social Work after completing 45 credit hours. The formal admission process is explained on page 8 of this handbook.

Does that mean I do not take any Social Work classes until my second or third year?

No. You should take the Introduction to Social Work (SW 131) course as early as your freshman year. This course contains a brief field experience (20 clock hours) in a community social service setting and is an excellent introduction to the profession and its work. We would like you to take at least one social work course each semester prior to your formal admittance into the program. However, students who have not been formally admitted to the Social Work program will not be permitted into Social Work practice courses.

Why can't I begin all my Social Work courses immediately?

We encourage you to learn about social work during the introductory course to help determine whether social work is the appropriate major for you. In addition, a strong liberal arts foundation is crucial before taking the core professional courses, since these courses build on knowledge taught in the liberal arts courses. It is also necessary for you to establish a successful academic record and demonstrate aptitude for the field of social work before being formally admitted to the program.

Although the faculty and staff will be as flexible as possible in helping you move through the program, standards established through the accrediting process must be maintained. Therefore, it is critical that you complete courses in a sequential way, follow admission procedures carefully, and demonstrate acquisition of knowledge and skills at the conclusion of the program.

What is the procedure for becoming a Social Work major?

When you first enroll at West Virginia State University, and anytime thereafter, you can declare social work as your major. The University will list you as a social work major and the Department of Social Work will receive your semester PIN. It is only after the

45th credit hour that you should make special application to the Department of Social Work for formal admission into the professional program.

We suggest that you contact a social work faculty member to discuss the program and the course of studies when you first feel an interest in social work as a career. An advisor will evaluate the courses you may have already taken and help you develop a schedule of courses for the future. The sooner you contact a social work advisor, the faster you will get on the path to completing the social work degree.

What are the eligibility requirements for formal admission to the Social Work program?

All social work candidates must formally apply to the Department of Social Work for admission to the program. Only those formally admitted can enroll in the practice and field instruction courses. The admission criteria and procedures reflect the Social Work Program's goals and objectives. To be formally admitted a student must meet the following criteria and procedures:

- Completion of 45 hours of college credit with an overall GPA of 2.3
- Completion of *departmental application** for admission.
- Demonstrate an understanding of the principles and values of the social work profession with a grade of "C" or better in SW131 (Introduction to Social Work).
- Display appropriate interpersonal qualities, aptitude and temperament for social work by earning a satisfactory rating in the *field experience component* of the *Introduction to Social Work* course.
- Demonstrate an aptitude for social work knowledge by earning a grade of "C" or better in all Social Work courses undertaken.
- Demonstrate proficiency in effective writing skills with a grade of "C" or better in English 101 and 102.

**Students may obtain the application packet from their Social Work faculty advisor or from the Departmental office, Room 917, Wallace Hall.*

How will I know whether or not I have been admitted to the program?

The Department of Social Work will determine admission to the program based upon the application. The Program Chairperson will notify the student in writing of one of the following possible actions:

1. Admission to the program
2. Postponement or conditional admission with specifications regarding steps needed to be taken for consideration of full admission (e.g., additional courses or remedial action to be taken)
3. Non-acceptance into the program.

What if I am transferring from another social work program at another college? Will I automatically be admitted to the Program at WVSU?

If you are transferring from an accredited school with a CSWE accredited program in social work, your transcript will be evaluated by the Chair of the Department of Social Work to determine what credits are transferable. In addition, non-social work courses in foundation curriculum areas will be considered for transfer credit where you are able to demonstrate required knowledge and skills. (Examples of non-social work courses considered for transfer credit include those taken through Human Services Programs.) To properly evaluate transfer courses to ensure that you are not asked to repeat foundation curriculum content, you may be required to provide copies of course descriptions, syllabi, textbooks, instructor's credentials or other materials pertaining to the courses taken at another college or university.

The number of credit hours you have earned, your GPA, and other criteria will be considered in determining your eligibility for admission to the program. **Note: Academic credit for life experience and previous work experience is not given, in whole or in part, in lieu of the field practicum or in lieu of courses in the professional foundation areas.**

What if I disagree with the decision regarding admission?

1. Within 14 days of receipt of the decision, the student may notify the Program Chair in writing of the wish to appeal.
2. The Program Chair will arrange an interview with the student. If the issue cannot be resolved during this interview, the student may take the next step.
3. The student may appeal in writing to the Dean of the College of Professional Studies, who may hear the case or refer the appeal to the WVSU Academic Appeals Committee.
4. The Academic Appeals Committee will notify the student of the Committee's decision regarding admission to the Social Work Program after a formal hearing with the student.
5. If a satisfactory resolution to the issue is not reached through this stage, the student may appeal in writing to the President.
6. The President's decision is final.

CURRICULUM

The schedule of courses recommended for eight semesters includes a sequencing of courses that develops content for the professional practice of social work. You will note that with the exception of three social work courses, you are to concentrate on *general education courses* and *cognates* during the first four semesters, with the concentration of *social work courses* occurring in the last four semesters of study. The social work student must complete 120 credit hours to earn a Bachelor's of Science degree in Social Work.

(Note: You must consult the catalog in effect when you were admitted to WVSU to determine the requirements in effect at that time.)

General Education Component, common to all bachelor degree programs

Tier I: First Year Experience	3 hours
Written Communication I	3 hours
Written Communication II	3 hours
Oral Communication	3 hours
Mathematics	3 hours
Scientific Reasoning	3-4 hours
Tier II: Arts	3 hours
Humanities	3 hours
International Perspectives	3 hours
History	3 hours
International Perspectives	3 hours
History	3 hours
Natural Science	3-4 hours
Social Sciences	3 hours
Wellness	2 hours

Required Cognate Courses

Cognate courses support and expand the general education foundation and consist of the following requirements:

Educ 201	Human Growth & Development	3 hours
Psyc 151	General Psychology	3 hours
Psyc 200	Statistics for Social Sciences	4 hours
Soc 101	Introduction to Sociology	3 hours
English 206	Interdisciplinary Research Writing	3 hours

Required Social Work Courses

Required courses make up the core curriculum to assure that students receive content necessary to learn the practice behaviors that lead to the competencies needed to prepare for beginning generalist practice. These courses include the following:

S WK 131	Introduction to Social Work	3 hours
S WK 202	Cultural Aspects	3 hours
S WK 242	Introduction to Social Welfare Policy	3 hours
S WK 245	Human Behavior & Social Environment	3 hours
S WK 316	Social Work Practice I	3 hours
S WK 330	Social Work Values and Ethics	3 hours
S WK 342	Social Policy and Legislation	3 hours
S WK 400	Methods of Social Work Research	3 hours
S WK 403	Social Work Practice II	3 hours
S WK 404	Field Instruction	6 hours
S WK 405	Social Work Practice III	3 hours
S WK 406	Advanced Field Instruction	6 hours

Elective Social Work Courses

Elective social work courses afford students the opportunities to supplement and expand their social work knowledge, values, and skills in specific areas. Students must take three of the following courses:

S WK 200	Theories of Poverty	3 hours
S WK 205	Community Services	3 hours
S WK 210	Children and Family Services	3 hours
S WK 298	Current Issues in Human Services	3 hours
S WK 310	Professional Practice in a Global Society	3 hours
S WK 350	Aging: Process and Services	3 hours
S WK 410	Services to Veterans and Military Families	3 hours
S WK 199-499	Special Topics in Social Work	1-3 hours

(For more information refer to the [West Virginia State University Catalog](#) or contact the Department of Social Work office.)

Curriculum Sequencing

Moving through the program in an orderly, systematic way assures you the opportunity to develop a steadily expanding knowledge base which serves as the foundation for further learning, to relate learning in one area to another, to synthesize or conceptually integrate learning in all areas, and to relate learning to practice.

Bachelor of Science in Social Work Degree

Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED) or English 101E	3	English 102 (GEN ED)	3
International Perspective (GEN ED)	3	Arts (GEN ED)	3
GEN ED 101 – First Year Experience	3	Math 103, 111, or 120; or BA 312 (GEN ED) or Math 111E	3
Comm 100	3	Sociology 101 / POSC 100 / POSC 101	3
SWK 131	3	SWK Elective	3
Total Hours	15	Total Hours	15

Sophomore Year

Third Semester	Credit Hours	Fourth Semester	Credit Hours
History (GEN ED)	3	Education 201 / Psyc 304	3
Natural Science (GEN ED)	4	Psychology 151	3
HHP 122 or 157 (GEN ED)	2	Scientific Reasoning (GEN ED)	3-4
S WK 242	3	Humanities	3
S WK 202	3	S WK Elective	3
Total Hours	15	Total Hours	15-16

Junior Year

Fifth Semester Courses	Credit Hours	Sixth Semester	Credit Hours
Psychology 200 or CJ 314	3-4	Free Elective	3
S WK 245	3	S WK 316	3
S WK Elective	3	S WK 342	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Total Hours	15-16	Total Hours	15

Senior Year

Seventh Semester Courses	Credit Hours	Eighth Semester	Credit Hours
S WK 403	3	S WK 400	3
S WK 404	6	S WK 405	3
English 206	3	S WK 406	6
Free Elective	3	Free Elective	1-3

Total Hours	15	Total Hours	13-15
		Total Degree Hours:	120

NOTE: A minimum grade of “C” is required in all Social Work courses.

GRADUATION REQUIREMENTS

To graduate with a Bachelor of Science in Social Work from WVSU, you must meet the following criteria:

1. Successfully complete the social work curriculum and graduation requirements as outline in the WVSU Catalog in effect at the time of admission
2. Complete not less than 120 credit hours overall
3. Have a GPA of not less than 2.30
4. Achieve at least a minimum grade of “C” in all Social Work courses

ADVISEMENT

Advisement is very important. We cannot stress this enough. The advisement process is critical in helping you develop your academic and career goals, identify your strengths and learning needs, progress toward graduation in an orderly fashion, find needed support services, prepare for graduate school, and evaluate your performance and aptitude for the field of Social Work.

In short, academic and professional advising policies and procedures are consistent with the Social Work Program’s goals and objectives and assures that you: 1) make the correct course selections; 2) maintain steady progress toward graduation; and 3) help establish that social work is the appropriate academic and career choice for you.

What is the procedure for advisement?

First time students to West Virginia State University will receive advising and register for classes during New Student Orientation. You should then make contact with the Department of Social Work during your first semester. You will be assigned a faculty member as an advisor.

You are required to meet with your advisor at least once each semester for help with course selection. During advisement appointments, you and your advisor discuss your career and curriculum plans, establish a tentative program leading to graduation, and review your progress.

When you have completed 45 credit hours, you should make formal application for admission to the Social Work Program. The application can be obtained from your advisor or from the Social Work Office in Wallace 917.

When should I contact my advisor?

You are responsible for contacting your advisor each semester for an advising appointment. During the registration period, faculty members have available times for advising posted on their office doors. Refer to the academic calendar each semester to see when advising and registration begin. Registration is on-line or by touch-tone telephone and requires a Personal Identification Number (PIN). You will receive your semester PIN and assigned registration time slot during advising.

In addition to scheduling your registration advising session, you are encouraged to contact your advisor anytime you have questions or concerns.

Further information about student advisement is found in “The Buzz” (the WVSU student handbook), and the WVSU Catalog.

FIELD INSTRUCTION

Will I have an opportunity to learn more about “what I am getting into” through some practical social work experiences while I am in college?

YES. Social Work has long recognized the vital importance of students learning social work by “doing” social work first hand through supervised experiences with clients in a social work practice setting. Our program offers students a variety of field placements in community agencies. During your course of study in social work you can expect to spend:

- 20 hours in an agency during the SW 131 – Introduction to Social Work course. Your participation at the agency will be evaluated by the agency supervisor and this evaluation will be considered when you apply for formal admission into the program.
- 15 hours in educational setting during Education 201 – Human Growth and Development.
- 200 hours of direct practice with individuals, families, and groups in a field setting under the supervision of a qualified practitioner. You will do this during the first semester of the senior year when you take S WK 404. As part of that experience you will participate in a seminar with other students in placement where you will share your experiences in the field and engage in discussions about those experiences.
- 200 hours of direct practice with communities and organizations in a different field setting with a different supervisor and a different clientele.

You will do this during the second semester of your senior year when you take S WK 406. Again you will attend a weekly seminar to discuss your experience and engage in problem-solving.

- 25 hours in both SWK 404 and SWK 406 in the areas of Professional Development and Community Service & Engagement.

What are the requirements for the 200-hour field experience placements?

1. You must have completed approximately 90 credit hours (senior status)
2. Have satisfactorily completed the Introduction to Social Work 131 field experience.
3. Have been formally admitted to the Social Work Program.
4. Have completed SW 316 – Social Work Practice I

You will need to contact the Social Work Program Field Director during the semester prior to your senior year, or the semester prior to the semester in which you will enroll in field placement. The Field Coordinator will take you through the field experience placement process.

STUDENT ORGANIZATIONS

In addition to the many university-wide programs and activities, you may participate in a variety of activities designed specifically for social work majors.

We encourage you to participate as fully as you can in the “life” of the Social Work Program. Student input to the program is vital to its effectiveness and vitality. Student representatives attend departmental meetings and serve on departmental and college advisory councils. Students also have input into the program by serving on the Field and Community Advisory Council.

As social work students you are eligible for student membership in the National Association of Social Workers (NASW), the largest professional organization for social workers in the country. Talk to your advisor about NASW.

The Social Work Honorary – Phi Alpha

The Social Work Honorary – Phi Alpha is a national organization, which recognizes academic achievement in the field. To be eligible for membership in the West Virginia State University chapter (Epsilon Zeta Eta), you must:

1. Complete 9- credit hours in Social Work courses
2. Complete at least 37.5% of the required coursework toward the degree
3. Be in the top 35% GPA of all Social Work students

The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideas. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Members are invited to join in both fall and spring semesters.

The Social Work Student Organization

The Social Work Student Organization (aka “the Club”) has been active since 1975 when the Social Work Program was first accredited at West Virginia State University. We cordially invite you to join the Club and participate in its activities. The Organization offers you opportunities to socialize and fraternize with like-minded students, to learn about employment openings, to provide services to our community, and to gain additional information about the social work field. In the past, some of the Club activities have included community speakers, voters’ registration, representation to the NASW state meetings, involvement in a needs assessment project, parties for children in low income housing, community awareness projects, mentoring services, fundraising for homeless programs, participation in the WVSU in Multicultural Festival, and field trips.

STUDENTS’ RIGHTS AND RESPONSIBILITIES

The Social Work Student Advisory Council

This group is made up of freshman, sophomores, juniors, and seniors who serve as a formal student conduit for influencing the Social Work Program’s policies and procedures. An elected representative of this group attends the Social Work departmental meetings as needed.

WVSU Board of Governors Policy on Student Rights and Responsibility

BOG Policy #23 is the official Policy regarding student rights, responsibilities, and conduct at West Virginia State University. Section 2 of the Policy states its purpose as:

- 2.1 Purpose: The purpose of this rule includes, but is not limited to, the following:
 - 2.1.1 To establish a general policy on student life, including a statement on student rights and responsibilities, at WVSU and WVSCTC;
 - 2.1.2 To identify behavioral expectations of students and certain prohibited acts by students at the institutions or at institution-sponsored events and/or programs;
 - 2.1.3 To prescribe penalties and sanctions for such prohibited conduct;
 - 2.1.4 To define generally the powers, authority and duties to be exercised under the control of the institutions by their presidents, or their designees, and the Board of Governors in applying this rule;
 - 2.1.5 To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this rule.

The entire policy can be found on the WVSU website at <http://wvstateu.edu/getattachment/Administration/Board-of-Governors/Board-of-Governors-Policies/23.pdf.aspx>

SOCIAL WORK STUDENT STIPENDS

Title IV-E Grant

The West Virginia Department of Health and Human Resources, through funding from a Title IV-E Grant, provides stipends and tuition awards for qualified Social Work majors interested in child welfare. The awards are contingent upon continued funding by DHHR under the Grant.

Student grants are based on the following criteria:

- Be formally admitted into the Social Work program with 60+ credit hours of completed studies
- Carry a minimum of 12 hours of coursework per semester with a GPA of 2.0 or better
- Submit an application with a current transcript and resume and names/addresses of two references.
- Be interviewed and accepted by a representative of the WV DHHR.
- Sign a binding contract with the WV DHHR agreeing to stipulated academic standing, course work, field placement in a child welfare social service agency, and a commitment upon graduation for employment with the WV DHHR if such an offer is made to you.
- Students unable to meet the conditions of the Title IV-E contract must pay back, with interest, the stipend(s) received.

Please note that the awards may affect eligibility for other financial aid and applies only after all other free aid is used. In addition, it may also be to taxation.

WVSU Foundation Scholarships

Social work students are encouraged to explore the many scholarships awarded to students who are already enrolled through the University scholarship committee. Usually, scholarships are awarded in the spring for both semesters of the following academic year. A list of these scholarships and additional information can be found on the WVSU website.

TERMINATION FROM THE SOCIAL WORK PROGRAM

The Social Work Program seeks to provide a supportive environment to help students reach their academic and professional goals. As such, students' academic and professional performance is evaluated on a regular basis in order to assess progress toward reaching individual goals. The following criteria are used for evaluating academic and professional performance:

- Maintenance of an overall GPA of not less than 2.3
- Minimum grade of "C" in all social work courses
- Successful application for admission to the Social Work Program
- Satisfactory ratings from field instructors /supervisors on all field instruction performance evaluations, including:
 - SW 131 Introduction to Social Work
 - Educ 201 Human Growth and Development
 - SW 404 Field Instruction
 - SW 406 Advanced Field Instruction
- Demonstration of ethical conduct as set forth in the NASW Code of Ethics (found online at <http://www.socialworkers.org/pubs/code/code.asp>)

Although evaluation of academic and professional performance is an ongoing process, students can expect to be provided with specific written feedback at the following key points in time:

1. Each semester at regularly scheduled advising appointments with social work faculty
2. At the time of application for formal admission to the Social Work Program (usually at the beginning of the Junior year)
3. As part of each course that has a field instruction requirement
4. As part of a "Senior Evaluation" conducted with each student by the Department Chair (usually at the beginning of the Senior year).

Although rare, a student may be terminated from the Social Work Program when academic performance, field instruction ratings, and/or ethical conduct fail to meet acceptable program standards. The decision to terminate a student from the Social Work Program is made by a consensus of the social work faculty. The student is notified in writing by the Program Chair. A student who disagrees with the decision can follow the following steps:

1. Within 14 days of receipt of the decision, the student may notify the Program Chair in writing of the wish to appeal.
2. The Program Chair will arrange an interview with the student. If the issue cannot be resolved during this interview, the student may take the next step.
3. The student may appeal in writing to the Dean of the College of Professional Studies, who may hear the case or refer the appeal to the WVSU Academic Appeals Committee.

4. The Academic Appeals Committee will notify the student of the Committee's decision regarding admission to the Social Work Program after a formal hearing with the student.
5. If a satisfactory resolution to the issue is not reached through this stage, the student may appeal in writing to the President.
6. The President's decision is final.

STUDENT GRIEVANCES

The Department of Social Work takes student complaints and grievances very seriously and encourages students to pursue any concerns they might have related to their academic experience. A description of Student Rights can be found beginning on page 5 in the WVSU Student Handbook (The Buzz) at <http://www.wvstateu.edu/wvsu/media/Research/WVSU-Student-Handbook-The-Buzz.pdf>.

The following avenues for addressing student grievances are available to students:

Grade Appeal: The grade appeal procedure is published in the University Catalog and can be found on pp. 31-32 at the following link:

<http://www.wvstateu.edu/wvsu/media/Research/REVISED-2015-2016-WVSU-Catalog.pdf>

Student Complaints: Procedures for addressing student complaints are available at both the College and the University levels.

- **College of Professional Studies:** The steps to filing a written complaint related to instruction, advising, or faculty communication are as follows:
 1. Attempt to resolve the issue by speaking with the instructor involved. If no resolution is reached, begin the formal complaint process by completing and submitting the WVSU College of Professional Studies Student Complaint Form to the Departmental Chair. The procedure can be obtained:
 - Online on the College of Professional Studies Webpage at <http://www.wvstateu.edu/wvsu/media/Research/Student-Complaint-Form-Process-Form.pdf>
 - Online on the College of Professional Social Work Webpage at <http://wvstateu.edu/getattachment/a60dab3e-482e-45aa-996f-f053bcd94ffb/Student-Grievance.pdf.aspx?lang=en-US>. The complaint form can be found on the Department of Social Work website at <http://wvstateu.edu/wvsu/media/Research/WVSU-Student-Complaint-form.pdf>
 - In the Departmental Chair's Office
 - In the Dean's Office

2. Complete the Student Complaint Form attaching all appropriate documents related to the complaint and deliver to the Department Chair. The Chair will sign and date the form, provide the student with a copy of the complaint form, and schedule a formal meeting to discuss the issue/complaint.
 3. The Chair will conduct the meeting using the form as a guide for the conversation. If a resolution has been reached in this meeting, then the Chair will summarize the resolution and send a copy of the resolution to the student within ten business days.
 4. If a resolution is not reached, then the Chair will schedule a meeting with the faculty involved to discuss the student complaint. If a resolution has been reached in this meeting, then the Chair will summarize the resolution and send a copy of the resolution to the student within ten business days.
 5. If a resolution is not reached between the Department Chair and faculty member, then a meeting will be scheduled with the College Dean to collaboratively discuss the student's complaint. If a resolution has been reached in this meeting, then the Chair will summarize the resolution and send a copy of the resolution to the student within ten business days.
 6. A record of the complaint resolution(s) will be maintained in the office at which the complaint was resolved.
- West Virginia State University: Student complaints can also be filed by following the procedures outlined in the WVSU Student Hand (The Buzz) on pp. 44-45 found at <http://www.wvstateu.edu/wvsu/media/Research/WVSU-Student-Handbook-The-Buzz.pdf>. The complaint form can be found at <http://www.wvstateu.edu/wvsu/media/About/WVSU-Student-Complaint-Form-Web-12-14.pdf>.

Title IV Sexual Harassment: West Virginia State University is committed to combatting sexual misconduct. If you are the victim of sexual misconduct, WVSU encourages you to reach out to these resources:

Title IX Office: 304-533-5392 (24-hour number)

Counseling and Accessibility Services (CAS): 304-766-3168

If you have a safety concern, please contact Public Safety, 304-766-3353 or dial 911.

In cases of sexual assault, it is imperative that the action from the student is initiated the same day the offense took place as memories and exhibits are still fresh and can be collected, and where necessary, witnesses to the event can be summoned.