

BSSW Student Handbook

2022-23 Academic Year



SAINT LOUIS UNIVERSITY

SCHOOL OF SOCIAL WORK

Social Work

Bachelors of Science in Social Work

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St. Louis, MO 63103

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<https://www.slu.edu/programs/undergraduate/social-work.php>

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School of Social Work Mission

Saint Louis University School of Social Work prepares social work students for professional social work practice with a commitment to social justice and the empowerment of vulnerable and oppressed populations. The school strives for a dynamic community of learning with excellence in teaching, research, and service. (passed by School of Social Work Faculty Assembly, May 2008)

Goals of the School of Social Work

1. To use knowledge, values, and skills in generalist social work practice.
 2. To use knowledge, values, and skills in advanced social work practice.
 3. To contribute to the advancement of knowledge of the profession.
 4. To use skills, talents, and time in pursuit of social justice in the community.
- (passed by School of Social Work Faculty Assembly, May 2008)

Saint Louis University Mission

The mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit university, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

Accreditation

The School of Social Work was established in 1930, and the BSSW Program was accredited in 1974 by the Council of Social Work Education (CSWE), the first year that CSWE accredited undergraduate social work programs. The BSSW Program was most recently re-accredited in 2018. The Council's accreditation standards can be found at <http://www.cswe.org>. Graduating from an accredited program is important because it helps to ensure a quality social work education, some Master of Social Work programs grant advanced standing to students graduating from accredited BSSW programs, and many states require it to obtain state social work licensure.

Programs and Administrative Team

BSSW PROGRAMS

Bachelor of Science in Social Work
 Minor in Social Work
 Accelerated Bachelor of Science in Social Work / Master in Social Work

ADMINISTRATIVE TEAM

Noelle Fearn, Ph.D.Dean, School of Social Work
 Vithya Murugan, PhD.....Director, BSSW Program
 Wendy DuCasse, M.S.W.....Director, Field Education
 Allise Davis, B.A. Program Coordinator
 Kate O'Brien, M.S.Academic Advisor, Sr.
 Ryan Wittekiend, M.S.
 Academic AdvisorAdministrative Assistant

Bachelors of Science in Social Work (BSSW) Program Contact Information

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Nicolas	Mel	Administrative Assistant	314-977-2724	melaina.nicolas@slu.edu
O'Brien	Kate	Academic Advisor	314-977-3934	kate.obrien@slu.edu
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Admissions & Academics

The following policies and procedures have been adopted by the School of Social Work's BSSW Program and are meant to reflect the rights and responsibilities of students, faculty and staff. While the following is the best reflection of policy as it currently exists, the faculty and administration of the School reserve the right to modify any policy through the appropriate channels. This flexibility is meant to maintain the student-focused mission of the School and to provide the necessary means to maintain the integrity of our learning environment.

BSSW Program Admissions

The BSSW Program uses the university admissions criteria for incoming freshmen and inter-university transfer students who identify social work as their intended major in the regular admissions process as the criteria for admission to the BSSW Program. The University requirements include a solid academic performance in college preparatory coursework as primary consideration and a personal essay. Students transferring from within the University declare the social work major by completing the Major Application Form, and a minimum 2.0 college GPA is required for acceptance into the program. In addition to these criteria, all students (incoming freshmen, inter-university transfer students, and intra-university transfer students) are required to have an interview with the BSSW Program Director as part of program admissions. During this meeting, the BSSW Program Director assesses the appropriateness of the students to be a social work major. As part of the admissions process the Office of Admissions and the BSSW Program Director evaluate the student's transcript to determine what previous academic work will be accepted toward the completion of the BSSW degree. Academic credit is not granted toward the degree for prior work or life experiences.

Evening BSSW Program

In addition to having a program for traditional day students, the School of Social Work provides an opportunity for working adults to earn a social work degree by offering classes during the evening hours. The Evening Program is offered in a partnership between the

School of Social Work and the School for Professional Studies (SPS). Students apply and are admitted to SPS in accordance with their guidelines. Students take core courses (57 credits), elective courses (24 credits) and up to three social work courses (6-9 credits) through SPS. Students will transfer to the School of Social Work to complete the junior and senior level social work courses to obtain their BSSW degree. The same criteria for advanced standing are applicable for the evening BSSW program. All the evening classes are offered in 15 week/once a week format.

Accelerated BSSW/MSW Program Policies & Procedures

BSSW students interested in pursuing their MSW degree at Saint Louis University have the opportunity to complete their BSSW and MSW degrees in a minimum of five years. Students select a concentration in the MSW program in the Spring semester of their junior year in one of three areas: Clinical, Community and Organizations, and Applied Behavior Analysis. BSSW students who receive a grade of “B” or better in their undergraduate social work courses receive up to 18 credits of graduate credit known as “advanced standing” for those courses. Students who have a minimum overall GPA of 3.0, and B’s or better in their social work courses, are eligible to apply to the Accelerated MSW Program Spring semester of their junior year. Upon provisional and conditional acceptance to the MSW program, students can take up to 12 graduate credits (4 courses) during their senior year. After graduating with a BSSW degree and meeting the admissions requirements of the MSW program, students can begin the MSW program during the summer or fall following their May graduation. The MSW program can be completed within two semesters (Fall and Spring) or three semesters (Summer, Fall, and Spring; or Fall, Spring, and Summer). Students considering this option need to attend the required information session held in the fall semester and carefully plan their schedules with their academic advisor and BSSW Program Director.

Academic Integrity Expectations and Policy

The School of Social Work’s BSSW Program Policy

The following is a statement of minimum standards for student academic integrity at Saint Louis University.

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity, such as would be expected at a Jesuit, Catholic institution. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. It not only violates the mutual trust necessary between faculty and students but also undermines the validity of the University’s evaluation of students and takes unfair advantage of fellow students. Further, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator.

Examples of academic dishonesty would be copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but presented

as the student's own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, tampering with another student's work, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, colluding with another student or students to engage in an act of academic dishonesty, and making unauthorized use of technological devices in the completion of assignments or exams..

Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions.

Investigations of violations will be conducted in accord with standards and procedures of the school or college through which the course is offered.

Recommendations of sanctions to be imposed will be made to the dean of the school or college in which the student is enrolled. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University.

Any clear violation of academic integrity will be met with sanctions. In a case of dishonesty within a course, the instructor may assign an appropriate grade and will refer the matter to the Program Director, who will determine whether additional action is needed. If the Program Director determines that additional sanctions are warranted, the Director will refer the matter to the appropriate body identified in the School of Social Work's by-laws, which will deal with the matter under the provisions of the Professional Probation and Dismissal Policy. Students are referred to the BSSW and MSW student handbooks for a complete presentation of the Academic Integrity policy of the School.

Academic Records

Confidentiality of Student Records

The BSSW Program in the School of Social Work believes that student records, both academic and personal, are confidential to the student and the institution. Because of the professional and legal responsibilities involved, record keeping is delegated only to responsible persons who realize the confidential nature of such records. All students shall have the right of privacy in regard to their records afforded to them by the Family Education Rights and Privacy Act of 1974.

In keeping with these standards:

Official transcripts are kept only in the Office of the University Registrar and only this office releases the transcript when so requested formally by the student. The academic record kept in the School of Social Work is never released outside of the University.

1. Medical records are preserved in the appropriate office in the Student Health and Counseling Center and are interpreted only by a member of the health care professions.
2. Counseling records (or summary statements) are not released without the explicit consent of the student. This includes any disciplinary action taken while in the University, psychological counseling, emotional issues, etc.

3. Financial records exist in the Offices of Undergraduate Admission, and Student Financial Services. The School of Social Work keeps no official record of financial aid and considers such information as strictly confidential between the student and the University.

Use of Records Within the School of Social Work

1. BSSW Program staff and faculty members with a legitimate educational interest have access to student records through the Director of Undergraduate Programs.
2. Requests for student information directed to the School will be answered by form letter giving only the facts of public knowledge, which are defined as facts of attendance, dates of attendance, and the date of graduation if a degree was conferred.
3. Students' names, dates of attendance, degrees, honors conferred and other information which appeared in a newspaper or publication are considered public information and thus, may be confirmed upon request.

Academic and Professional Expectations

The BSSW Program has high expectations that are required of all BSSW students who are developing as professionals. Students are expected to maintain positive and constructive interpersonal communications and relationships with faculty, students, staff, and the community. Students are expected to positively contribute to the academic learning environment within the classroom, school, and in the community. This includes respecting diversity and not participating in any form of discriminatory actions. Conducting oneself with integrity and resolving conflict in a respectful manner are also demonstrations of academic and professional competence.

In addition, a policy on Professional Expectations is included on every BSSW course syllabus. The policy is as follows:

Academic Expectations

Academic expectations include successful completion of all assignments in the courses as well as meeting all course requirements for the BSSW degree. Successful completion is defined as maintaining the necessary grades and GPA for the BSSW degree as well as adhering to the professional expectations discussed above or violating any aspect of academic integrity – as detailed in another section of this handbook.

Professional Expectations

Students will treat their classroom obligations as they should treat any serious professional engagement. This includes:

- Preparing thoroughly for each session in accordance with instructor's request.
- Arriving promptly and remaining until the end of each class meeting.
- Participating fully and constructively in all classroom activities and discussions.
- Displaying appropriate courtesy to all involved in the class sessions. Courteous

behavior specifically entails communicating in a manner that respects, and is sensitive to, cultural, religious, sexual, and other individual differences in the SLU community.

- Adhering to deadlines and timetables established by the instructor.
- Submitting original papers written specifically for each course. The same paper is not to be submitted in more than one course. When writing a paper, students are allowed to use previously cited literature.
- Providing constructive and courteous feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.

Academic Advising

Upon entry to the BSSW Program, all students are assigned to both a School of Social Work faculty mentor and an Academic Advisor who will work with them during their academic careers at Saint Louis University. Students are required to have contact with their faculty mentor each semester and meet with their academic advisor at least once a semester. Academic Advisors are located in the Office of Undergraduate Programs in Tegeler 300 West. Students can make appointments with their Academic Advisors using SLU Appointments, which can be found in MySLU, under the “Tools” menu.

The social work faculty mentor will be an active participant in the student’s professional decision-making process, exploration of career goals, program choices and curriculum planning, and will recommend courses of study and experiences that would be advantageous for the student post-graduation. The academic advisor will aid students with developmental transitions, plan and approve course registration, clarify the program/curriculum requirements, monitor the students’ academic progress and refer students to resources for academic and support services on campus.

Accommodations for Students with Disabilities

Students with a documented disability who wish to request academic accommodations must contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course. Please contact Disability Services, located within the Student Success Center, at Disability_services@slu.edu or [314.977.3484](tel:314.977.3484) to schedule an appointment. Confidentiality will be observed in all inquiries. Once approved, information about the student’s eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor’s course roster. Note: Students who do not have a documented disability but who think they may have one are encouraged to contact to Disability Services.

Class Attendance

Students are expected to attend all classes. Unauthorized absence is a serious matter and must be resolved to the satisfaction of the instructor before a final grade will be issued.

Examinations are to be taken and assignments are to be submitted as scheduled. Students will adhere to all provisions for make-up examinations and guidelines for the acceptance of late assignments established by the instructor of each course.

The responsibility for making arrangements for excused absences, make up examinations, or late assignments remains with the student.

Course Evaluation

Students complete a summative evaluation of each BSSW Program course. Teaching methodology and effectiveness are also evaluated.

Dean's List

Full-time undergraduate students in the BSSW Program who earn a GPA of 3.7 in a given semester will be named to the Dean's List. Each student will receive a letter of recognition from the School Dean.

General Elective Courses

In addition to Required Major Courses and Major Electives, students may take General Elective courses to fill the remaining credit hours needed for completion of the degree (120 total credit hours). General Elective courses can be fulfilled by any course that carries credit hours and is graded. This includes SLU courses offered by other Colleges and departments, transfer courses, study abroad courses, and ROTC courses. Other SLU Colleges may or may not accept ROTC courses toward degree completion. Students with double majors should consult with advisors from each degree program to ensure all requirements are met for degree conferral.

Grading

The following grading scale applies to all BSSW Program students in the School of Social Work:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0

F 0.0

In addition, students are required to earn the following:

- Minimum grade of “C” in all social work courses counting toward the minimum total 120 hours required for graduation

Appealing a Grade. If a student questions or disagrees with a grade he/she received, the student should first contact the faculty member who assigned the grade. A student wishing to appeal a grade in a social work course should refer to the Procedures for Student

Initiated Grievances, as described in this handbook. Appeal beyond this is to Program Director, the Dean of the School of Social Work, and the Academic Affairs Committee.

Policy on Style for Citation and Plagiarism

The two key purposes of citation are to 1) give appropriate credit to the authors of information, research findings, and/or ideas (and avoid plagiarism) and 2) facilitate access by your readers to the sources you use in your research.

Quotations: When directly quoting an outside source, the borrowed text, regardless of the amount, must be surrounded by quotation marks or block quoted. Quoted text over two lines in length should be single-spaced and indented beyond the normal margins. Every quote must include a source—the author, title, volume, page numbers, etc.—whether an internal reference, footnote, or endnote is used in conjunction with a bibliography page.

Paraphrasing or Citing an Idea: When summarizing an outside source in your own words or citing another person’s ideas, quotation marks are not necessary, but the source must be included.

Plagiarism is a serious violation of the academic honesty policy of the School of Social Work. If a student plagiarizes others’ material or ideas, he or she may receive an “F” in the course. The faculty member may also recommend further sanctions to the Dean, per School disciplinary action policy.

Generally speaking, the three keys of acceptable citation practice are: 1) thoroughness, 2) accuracy, and 3) consistency. In other words, be sure to fully cite all sources used (thoroughness), be accurate in the citation information provided, and be consistent in the citation style you adopt. All references should include the following elements: 1) last names along with first and middle initials; 2) full title of reference; 3) name of journal or book; 4) publication city, publisher, volume, and date; and 5) page numbers referenced. When citing information from the Internet, include the WWW address at the end, with the “access date” (i.e., when you obtained the information), just as you would list the document number and date for all public documents. When citing ideas or words from an individual that are not published, you can write “personal communication” along with the person’s name and date of communication. The School of Social Work uses the American Psychological Association Style Manual, 6th edition, 2009 (APA, 2009).

All students enrolled in courses in the School of Social Work are expected to abide by [Saint Louis University's Policy on Academic Integrity and Ethics](#). Violation of Academic Integrity expectations and/or the Honor Code Pledge may result in severe consequences/penalties, including expulsion.

Prerequisites

Progression from one course to another is contingent upon successful completion of each prerequisite course (see below). Courses not listed do not have a prerequisite.

BS in Social Work

<i>Social Work Course</i>	<i>Prerequisite</i>
SWRK 3600: Financial Capability and Asset Building Practice SWRK 3600-01	Junior or senior standing or permission of the instructor
SWRK 4100: Social Work Practicum I	At least one practice course (SWRK 3300, 3400, or 3500). SWRK 4150 is a co-requisite.
SWRK 4200: Social Work Practicum II	SWRK 4100: Social Work Practicum I SWRK 4250 is a co-requisite.
SWRK 4250: Integrative Practice Seminar II	SWRK 4150: Integrative Practice Seminar I

Procedures for Student Initiated Grievance

Any student enrolled in a School of Social Work course and/or degree program may submit a written grievance to the Dean of the School of Social Work. A “grievance” is defined as a formal inquiry or complaint requesting a review related to a school policy or procedure or a situation where the student thinks that they were treated unfairly or unprofessionally by a faculty or staff member. Students are first encouraged to resolve any conflicts with the specific faculty or staff member. Overall program policy grievances are to be written and submitted to the School of Social Work Dean. The Dean will forward the grievance for review to the BSSW Program Director and/or the Student Affairs Committee.

The BSSW Program Director or the Chairperson of the Student Affairs Committee will meet with student(s) to discuss possible ways to address the situation and/or to inform the need for a written grievance. Once the Director or Chairperson receives and reviews the written grievance, then the Director or full committee meeting will be convened within 5 working days with the student(s). Following consideration and review, the committee shall forward a written recommendation on action to the Director of the BSSW Program or the Dean of the School of Social Work for action. Within an additional five working days, the student shall have a response to his/her grievance.

Probation & Dismissal

Academic probation and program dismissal policies described here are for the BSSW Program in the School of Social Work; for University probation and dismissal, please refer to the University Catalog.

Students in the BSSW Program must maintain a cumulative grade point average (GPA) of 2.0. A student who fails to meet the required GPA may be placed on probationary status for the following two semesters to provide the opportunity to:

1. Meet the required minimum GPA and
2. Show evidence of the capacity to, successfully, complete a Bachelor of Science degree in Social Work.

While on academic probation, a student may take no more than 15 hours of course work.

The kinds of courses that may be taken while on probation can also be limited by the BSSW Program Director. The sanction of probationary status is invoked for a period of at least one full time semester and not more than two full time semesters. The BSSW Program Director will give students on academic probation written notification of their status. Probationary letters remain in the student's academic file.

Program Dismissal

Students are subject to dismissal from the BSSW Program in the School of Social Work for academic or professional reasons under the following conditions:

1. Failure to attain a cumulative grade point average of at least 2.0 after two consecutive semesters on academic probation.
2. Being placed on academic probation for a third consecutive semester.
3. Incurring a grade less than "C" in more than one required social work course.
4. Consistently exhibiting behavior considered unacceptable for social work.

Program dismissal will be conveyed in writing to the student from the Dean of the School of Social Work and the BSSW Program Director.

Students who are dismissed from the BSSW Program may apply for transfer to another school within the University. The student must fill out an Application for Intra-University Transfer form with his/her advisor.

Appeals Process for BSSW Program Dismissal

Students who wish to appeal their dismissal from the BSSW Program should convey the appeal in writing to the Dean of the School of Social Work. The Dean of the School will research the matter, make appropriate inquiries, and review all related student/program documentation. If a satisfactory outcome is not reached, the student may then convey an appeal to the Academic Affairs Committee in the School of Social Work. A student may make a final written appeal to the Dean.

Registration

Adding a Course

Students may add a course through BANNER Self-Service anytime during registration through the first week of the semester. When adding a course after the first week of class, students should seek approval from the course instructor.

Dropping a Course

Students may drop a course only during the time period designated by the University. Students may complete the drop process through BANNER Self-Service at any time during the registration period through the first week of the semester. After the first week in the semester until the last day to drop a course, students must obtain a Change of Registration Form from their academic advisor, receive appropriate signatures, and take the completed form to the Office of the Registrar. If a course is dropped without following the proper procedure, a course grade of "AF" will be assigned. A grade of "AF" is calculated into the grade point average as an "F."

Prior to each pre-registration period, students should contact their Social Work faculty mentor to discuss career planning and meet with their Academic Advisor to review their academic progress and program plan. Following these two appointments, the Academic Advisor will give the student their Registration Pin# that enables the student to self-register on-line through BANNER Self-Service. Detailed directions for on-line registration are available in the Schedule of Classes, <https://www.slu.edu/registrar/register/index.php> or the Office of the Registrar at 314-977-2269.

Failure to Register

Students who fail to register for courses for two consecutive semesters will be required to reapply through the Office of Undergraduate Admissions. Such students will be required to meet the application and curriculum requirements in place at the time of readmission.

Incomplete Courses

Students may request a temporary grade of "INCOMPLETE (I)" in the case that – due to extraordinary circumstances – they are unable to complete all coursework before the final day of class. The request for a mark of "Incomplete" must be initiated by the student, and it may not be requested to avoid an unsatisfactory grade. University policy stipulates that the student and the instructor agree in writing to the conditions for clearing the Incomplete from the student's transcripts. If the Incomplete was assigned to a prerequisite course, it must be cleared by the end of the first week of the course for which it is required. A mark of Incomplete must be cleared within one year after the course was taken. University policy requires that marks of Incomplete convert to an "F" after one year.

Permission to Take Courses at Other Colleges or Universities

Under special circumstances, students may be permitted to fulfill some course requirements at another college or university while attending Saint Louis University. Students who wish to take courses outside of the University should first go to the Office of the University Registrar website and click on the "Transfer Course Articulation" link. They should then check the website to see if the course has been previously approved for articulation with the University or if they will need to submit a new petition to have the course reviewed.

Students complete "Form 7 - Petition for Undergraduate Off-Campus Summer Enrollment," following the directions on the form. They are strongly encouraged to work with the advisors through this process. Students wishing to study abroad will work with the Study Abroad Office to complete a similar process.

A minimum grade of C (2.0) is required for any course to be accepted for transfer. The transferred course is not calculated into the Saint Louis University grade point average. No more than 64 credit hours from a community college can be applied toward the baccalaureate degree. There is no limit on the acceptable number of credit hours from an accredited 4-year institution, but to meet the University residency requirement, the last 30 credits of coursework must be completed at SLU in order to earn a SLU degree.

Transcripts of the course(s) must be requested immediately after completion. An official transcript must be sent from the Registrar of the other college or university directly to the Office of the Registrar at Saint Louis University. Transcripts issued to the student can be submitted to the Registrar as long as they are in a University-sealed envelope.

Title IX Syllabus Statement

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g., sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX coordinator, Anna R. Kratky (DuBourg Hall, room 36; akratky@slu.edu; 314-977-3886) and share the basic facts of your experience with her. The Title IX coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the University Counseling Center at 314-977-TALK. To view SLU's sexual misconduct policy and for resources, please visit the following web address:

<https://www.slu.edu/general-counsel/institutional-equity-diversity/>.

University Policies, Procedures, and Resources

Information regarding all University policies, procedures, and recourses can be found in the Saint Louis University student handbook and on SLU's website (including important information on the university environment and academic, behavioral, and community expectations for all students). Copies of the University's student handbook are available online at <https://www.slu.edu/life-at-slu/community-standards/student-handbook.php> Students are expected to be aware of and adhere to all university policies.

Graduation Degree Application

Deadlines for applying for a degree on the next graduation date are noted in the semester calendar. Application is made according to the direction of the Office of the University Registrar through the Banner Self-Service online application system. Students also complete a graduation survey as part of the application process. Graduation dates for the University are in December, May, and August.

A student graduating in December of a given year may choose to walk in the May ceremony either before or after the student's January graduation. If the student would like to walk in the May ceremony before his/her official graduation, a petition must be made to the Director of Undergraduate Programs in the preceding December. The Director will determine whether the student is likely to graduate by December and will base permission to walk on an assessment of such.

Graduation Requirements

Graduation requirements are as follows:

- Minimum of 120 credit hours
- Cumulative GPA of at least 2.0
- Minimum grade of "C" in all Social Work Major courses counting toward the total 120 hours
- Completion of all program requirements
- Last 30 credit hours in residence

Formal application for degrees must be made prior to the posted deadline. A diploma will not be issued unless an application is submitted (see above).

Graduation with Latin Honors

The cumulative grade point average for honors is based only on course work at Saint Louis University. Graduation honors will be awarded as follows:

- Cum laude – GPA of 3.500-3.699
- Magna cum laude – GPA of 3.7-3.899
- Summa cum laude – GPA of 3.900-4.00

Students receiving a first baccalaureate degree must have completed 54 semester hours in

residence at Saint Louis University in order to be eligible to graduate with honors. A student with a baccalaureate degree from another institution may be awarded a second baccalaureate degree with honors if at least 48 credit hours are earned at Saint Louis University.

Degree Conferral

Degree conferral occurs at the end of each term (each may, August, and December) in the semester a student completes all necessary requirements of their degree program. Additionally, there are mid-term degree conferral dates each fall and spring, as well as several summer term degree conferral dates. The degree is not awarded until the BSSW Program has verified that all degree requirements are satisfied, regardless of when the student “walks” in the Commencement Ceremonies. The BSSW Program and the Office of the Registrar require time for administrative processing after the date final grades are posted to review transcripts and confer degrees. If it is found that a student has not fulfilled the degree requirements (e.g., by dropping a needed course, failing to complete 120 credit hours, or earning a grade below the necessary threshold), the student will need to complete the requirement and reapply for graduation in a subsequent semester. Students are strongly encouraged to communicate with their academic advisors to identify issues early and resolve them well in advance of their graduation date.

Communication

Canvas

Students are responsible for using Canvas as often as each class demands. Each student is responsible to ensure that the settings within Canvas are such that messages from instructors reach them in a timely fashion.

Bulletin Boards

General student announcements are posted on School of Social Work Google site.

Catalog

Information regarding University policies and programs is found in the Saint Louis University catalog. Copies of the catalog are available on the Internet.

Cell Phones

Cell phones must be turned off or to vibrate during classes (per Instructor policies), lectures, presentations, meetings and appointments. Anyone who accepts a call is expected to leave the room before beginning a conversation.

E-Mail

E-mail is the College's primary means of communication with students. All students are automatically assigned a University e-mail address when they register for classes. **All** University and College e-communication will be sent to your SLU email account only.

Students who already have a personal e-mail address have the option of keeping it, but students' SLU e-mail accounts must be forwarded to personal e-mail addresses. For information on forwarding SLU accounts, contact the ITS office at 314-977-4000 or refer to the instructions provided at Orientation.

For efficiency purposes, students should include their Banner identification number in cases where you anticipate that the receiver will need to electronically access information in order to be of assistance.

Phi Alpha Honor Society

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. Eligible students are invited to join Phi Alpha in the fall and spring semesters.

Student Government Association (SGA)

A single Senator on the Student Government Association represents undergraduate students at the School of Social Work. Most of the communication regarding student life will be the responsibility of this individual.

SGA elections are held every February. The School of Social Work Senator will be elected by a school-wide vote organized by SGA. Students interested in filling this role, should contact SGA at 314-977-2810 or sga@slu.edu.

Social Work Association (SWA)

The Social Work Association meets periodically during the academic year. Meetings are called by the President or the Faculty advisor appointed by the Dean of the School of Social Work. The Social Work Association exists for and through the baccalaureate students in the School of Social Work. The Association serves as a liaison between the School and students by: electing representatives to student/faculty bodies, informing students about school business, and providing students a voice in issues. The Association aims to unify the student body by providing opportunities for interaction.

Campus Life and Student Resources

Billiken Shuttle Service

Students, faculty, and staff can take advantage of the shuttle service that runs between the Frost and Health Sciences Center locations on a regular schedule at no charge. The shuttle also makes stops at the Metro Link Station at Grand Avenue. Schedules can be obtained at the University's website: www.slu.edu/services/transportation/billiken.

Bookstores

The Saint Louis University Barnes & Noble Bookstore is located in Busch Student Center. It stocks required texts for the School of Social Work and the College for Public Health & Social Justice courses and can order other books students may need.

Career Services

BSSW students are encouraged to contact Meg Hung, our Career Development Specialist (314-977-2168) with any questions about career development, career counseling, and career referral services. SLU's Career Services offers many services students and alumni, including: individual appointments to develop career plans, help with job seeking, review of resumes and cover letters, and Handshake, an online career database of job postings.

Computer Labs

Students have access to computers in the student area on the 1st floor of the Salus Center Room 1412B and on the second floor of Tegeler Hall. Students have access to the Internet and a number of search databases including OVID, a program linked to the University of Missouri Medical library, which allows students to view articles and journals from databases such as Medline. The Student Tech Service Desks are located in the Pius Library, First Floor, 314-977-2522 and the Salus Center, Room 202, 314-977-7290.

Fitness & Recreation Facilities

The lower level of the Salus Center offers a fitness and exercise center. The Simon Recreation Center on Laclede offers a full spectrum of facilities and equipment for swimming, exercise and court sports. Lounge and vending areas are also available. Membership is free for students.

Libraries

Books and materials from the libraries are obtained by showing a valid SLU ID. The major University collection is in the Pius XII Memorial Library on Lindell. The University libraries participate in inter-library loan programs in the region and in the Center for Research Libraries that provides 3 million volumes for loan through participating institutions. Information on these services can be obtained from any librarian. Students can also access the St. Louis Public Library, as well as several private collegiate libraries in the community.

The School of Social Work librarian is Rebecca Hyde. Ms. Hyde can provide assistance with reference services, literature searches, research projects, and identifying resources. Ms. Hyde, can be reached during office hours at (314) 977-3205, rebecca.hyde@slu.edu, Pius Library, Room 320-5.

MySLU

Students should check MySLU (myslu.slu.edu) to verify their most up-to-date personal SLU student information, Scholarship/Financial Aid awards, registration status, grades, and Bursar student account record.

Public Safety

The University's uniformed security officers provide a free escort service to students' cars upon request. The phone number for the Department of Public Safety (DPS) is 314-977-3000. Most of the campus parking lots have well-marked outdoor telephones with direct lines to DPS. The DPS Escort Service, available to all SLU students, faculty, staff, and visitors is available from the Metro Link Station at Grand Ave. The "SLU Escort Telephone" is located on the east wall of the lower level platform. Saint Louis University is dedicated to creating a campus environment that is as safe and secure as reasonably possible. A campus security report, as required by the Jeanne Clery Act, is published every year. This report details policies and procedures of Saint Louis University to deter, report and respond to campus related emergencies and crime, summarizes crime statistics and highlights programs to educate the University community about safety and security. A copy of this report is available on- line at <https://www.slu.edu/about/safety/clery-information.php> or in hard copy in the Department of Public Safety, Wool Center, Rm. 114, 3545 Lindell Blvd., St. Louis, MO 63103-2097.

SLU ID Cards

Saint Louis University policy requires all students to display photo identification at all times. SLU ID Cards may be obtained at Parking and Card Services in Wool Center, Suite 130 or the Caroline Building Room C008. Students will have this University photo ID that can be adapted for regular wear by using a plastic holder. Public Safety officials will challenge any and all individuals in the complex who do not display one of the acceptable forms of identification. The SLU ID Cards will be necessary to gain access to the Salus Center at any point in time and may be necessary to gain access to Tegeler Hall after hours and weekends.

Student Lounge

A student lounge is located on the first floor of Tegeler Hall (across from Carlo Auditorium). It provides a relaxed, comfortable atmosphere and a quiet place for students to take a breather between classes, have a snack, or hold small student meetings. Equipped with lounge chairs, dining tables and chairs, vending machines, microwave oven, and refrigerator, the lounge is available anytime during the regular school hours.

Student Success Center

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. The Student Success Center assists students with academic and career related services, is located in the Busch Student Center (Suite, 331) and the School of Nursing (Suite, 114). Students can visit <https://www.slu.edu/life-at-slu/student-success-center/index.php> to learn more about:

- Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.
- University-level support (e.g., tutoring services, university writing services, disability services, academic coaching, career services, and/or facets of curriculum planning).

CORE CURRICULUM AND REQUIRED COURSES

University Core: 32 credits

General Electives: 46 credits

Major Courses: 42 credits, minimum grade of C
*If planning on the accelerated program, MATH-level courses will fill social work major electives.

** Electives will count towards the University Core requirements.
Minimum of 42 credits & cumulative GPA of at least 2.0 to graduate and/or remain in good standing with the program.

Social Work Courses that count towards University Core requirements:
English and Critical Reasoning: Introduction to Context
SWSK 5200
English and Critical Reasoning: Cognitive Skills and Analysis
SWSK 5200 BC 1000
SWSK 5210
History of Psychology: Social and Behavioral Sciences
SWSK 5200
SWSK 5210

CORE CURRICULUM EXPLANATIONS

The essential purpose of the Saint Louis University's School of Social Work Bachelor of Science in Social Work (BSSW) Program is to prepare undergraduate students for beginning professional social work practice. The BSSW degree provides students with generalist practice skills and an educational foundation for those who wish to pursue graduate education in social work or in other graduate programs.

To develop a commitment to social justice, the program's core courses address the special practice issues of working with diverse and oppressed populations. The BSSW Program consists of 120 credit hours of classroom and practicum courses as indicated

TYPICAL PLAN OF STUDY IN BSSW PROGRAM **Bachelors of Science in Social Work**

The following is intended as a model around which a student may develop a program that will satisfy degree requirements and meet his/her individual needs and interests. Other plans for completion of degree requirements are possible.

Catalog Roadmap Template for the University Undergraduate Core

Course Subject and Title	Cr	Important Notes
Semester One		
CORE 1000 Ignite Seminar	2-3	Must be taken in first 36 credit hours at SLU / Cannot carry attributes
CORE 1500 Cura Personalis I: Self in Community	1	Must be taken in first 36 credit hours at SLU / Cannot carry attributes / Must be taken at SLU
CORE 1900 Eloquentia Perfecta: Written and Visual Communication Or Semester Two	3	Should be taken in first 36 credit hours at SLU / Cannot carry attributes
Required Program Courses SWRK 1000: Introduction to Social Work	3	
General Electives (optional, to total 15-18 credits)	#	
Semester Two		
CORE 3200 Ways of Thinking: Quantitative Reasoning Or University Undergraduate Core Course Or Semester One or Three	3	Should be taken in first 45 credit hours at SLU
CORE 1600 Ultimate Questions Theology Or University Undergraduate Core Course	3	Pre- or Co-Req: CORE 1500
Required Program Courses (optional)	#	
General Electives (optional, to total 15-18 credits)	#	
Semester Three		
CORE 1200 Eloquentia Perfecta: Oral and Visual Communication	3	Should be taken in first 60 credit hours at SLU / Cannot carry attributes

Or Semester One, Two or Four		
CORE 1700 Ultimate Questions Philosophy Or University Undergraduate Core Course	3	Pre- or Co-Req: CORE 1500
Required Program Courses SWRK 2300 Human Behavior and the Social Environment	3	
General Electives (optional, to total 15-18 credits)	#	
Semester Four		
CORE 3800 Ways of Thinking: Natural and Applied Sciences Or University Undergraduate Core Course	3	taken any time
CORE 2500 Cura Personalis 2: Self in Contemplation	0	Pre- or Co-Req: CORE 1500 / Cannot carry attributes
Required Program Courses : optional	#	
General Electives (optional, to total 15-18 credits)	#	
Semester Five		
CORE 2800 Eloquentia Perfecta: Creative Expression Or University Undergraduate Core Course	2-3	taken any time
CORE 3400 Ways of Thinking: Aesthetics, History, and Culture Or University Undergraduate Core Course	3	taken any time
Required Program Courses : SWRK 3200: Dismantling Oppression: Exploring Equity and Inclusion SWRK 3300: Social Work Practice with Individuals SWRK 3600: Financial Education, Literacy and Capability Practice	9	
General Electives (optional, to total 15-18 credits)	#	
Semester Six		
CORE 3600 Ways of Thinking: Social and Behavioral Sciences Or University Undergraduate Core Course	3	taken any time
CORE 4000 Collaborative Inquiry Or Semester Five, Seven or Eight	2-3	Pre-req: 60 earned credits, including CORE 1000, CORE 1500, and a minimum of 17 additional Core credit hours (total of 21 Core credits)
Required Program Courses : SWRK 3100: Social Policy for Social Justice SWRK 3350: Social Work Practice with Groups SWRK 3700: Research Methods for a Diverse Society	9	
General Electives (optional, in order to total 15-18 credits)	#	
Semester Seven		
CORE 3500 Cura Personalis 3: Self in the World Or Semester Eight	1	Pre-Req: CORE 1500, CORE 2500, CORE 1900 / Pre- or Co-req: CORE 1200 / May be added to a capstone for the major / Cannot carry attributes
Required Program: SWRK 3440: Social Work Practice with Families SWRK 4100: Social Work Practicum SWRK 4150: Integrative Practice Seminar I	9	

General Electives (optional, to total 15-18 credits)	#	
Semester Eight		
Required Program Courses : SWRK 3500: Social Work Practice with Organizations and Communities SWRK 4200: Social Work Practicum II SWRK 4250: Integrative Practice Seminar II	9	
General Electives (optional, to total 15-18 credits)	#	

TYPICAL PLAN OF STUDY FOR A MINOR SOCIALWORK

The following is intended as a model around which a student may develop a program that will satisfy degree requirements for a minor in social work and meet his/her individual needs and interests.

Requirements:

Requirements:

(minimum 18 credit hours)

- SWRK 1000 Introduction to Social Work (3) **Spring/Fall**
- SWRK 2300 Human Behavior & the Social Environment (3) **Spring/Fall**
- SWRK 3300 Social Work Practice with Individuals (3) **Fall**

Select any three of the following:

- SWRK 3100 Social Policy for Social Justice (3) **Spring**
- SWRK 3200 Dismantling Oppression: Exploring Equity and Inclusion (3) **Fall**
- SWRK 3400 Social Work Practice with Families and Groups (3) **Spring**
- SWRK 3500 Social Work Practice with Organizations and Communities (3) **Spring**
- SWRK 3700 Research Methods for a Diverse Society (3) **Spring**
- ABA 3010 Introduction to Applied Behavior Analysis (3) **Spring**
- CCJ 3600 Mental Health & Crime (3) **Fall**

SOCIAL WORK COURSES

SWRK 1000 Introduction to Social Work (3)

This course provides an introduction to the core competencies required for social work practice and social work and social welfare as preparation for advanced study or employment in social work or a related human service profession. Beginning with historical developments, the course will explore societal challenges encountered in the field and techniques and resources for intervention. Generalist social work practice at the individual and family, group and organization and community levels will be covered.

Discussion will include current issues in the profession and the rewards and realities of a career in the field. Community service required.

SWRK 2300 Human Behavior and the Social Environment: Theory (3)

Analysis and synthesis of social, psychological and cultural theories providing insights into human behavior in a social environment. Evaluation of theories in terms of their potential and actual application to social work practice. This course also focuses on theories, bodies of knowledge, and perspectives which provide a multidimensional view of human growth and development from prenatal life through late adulthood. It incorporates biological, psychological, physical, cognitive, spiritual, social, cultural, structural, systems, and institutional contexts as foundations for assessing continuity and change in the person-environment transactions over time. Furthermore, each perspective is analyzed in terms of its contribution to social work practice and to an enhanced understanding of human diversity, empowerment, and vulnerability across the human life span.

SWRK 3100 Social Policy for Social Justice (3)

The societal context which shapes the nature of social work practice and the well-being of people is seen as the result of countless choices which constitute social policy. The study of social policy and its resultant social welfare system is therefore viewed as a study of the choices which a society makes in satisfying human needs, pursuing social justice, and attaining human goals. This course examines social policy within the context of its historical development and its current functions within contemporary society, and introduces students to the relationship between social policy and social work practice. The course examines the substance of policy choices, the values and beliefs that underlie these choices, the political process through which the choices are made, and the potential roles of social workers in that process.

SWRK 3200 Dismantling Oppression: Exploring Equity & Inclusion (3)

Examination of the role of human diversity in social work practice. Focus is on differences and similarities in the experiences, needs and beliefs of people and includes perspectives on discrimination and oppression based on race, gender, class, age, sexual orientation, ethnicity, mental and physical disability, and/or spiritual orientation. Offers a multi-dimensional, cross cultural generalist framework. This course focuses on human diversity within and between groups and anti-oppression interventions in social work practice. Course also addresses how group membership affects access to resources, services and opportunities and relates to risk factors for specific population groups.

SWRK 3300 Social Work Practice with Individuals (3)

This is the first of three courses in the practice sequence, in which students are introduced to the competencies relevant to generalist social work practice and oral and written communication skills. Using the individual as the client system, this course provides a foundation in skills, theories and methods of generalist practice that can be built upon in the other practice courses and will also emphasize interviewing, engagement, assessment, intervention, evaluation and termination.

SWRK 3350 Social Work Practice with Groups (3)

Building upon the skills developed in SWRK 3300: Social Work Practice with Individuals, the focus of SWRK 3400: Social Work Practice Groups will be to expand those skills into work with groups. Specific theories and interventions associated with groups will be introduced. New skills relating to groups will be developed. This course introduces students to competencies relevant to a generalist perspective utilizing a systems framework for social work practice with groups. Core knowledge of values and skills related to assessment, intervention, evaluation, and termination, with an emphasis on the establishment of professional relationships characterized by mutuality, collaboration and respect, is provided. Ethical and value dimensions as well as social justice concerns that may emerge in social work practice with groups are highlighted throughout the course.

SWRK 3440 Social Work Practice with Families (3)

Building upon the skills developed in SWRK 3300: Social Work Practice with Individuals, the focus of SWRK 3400: Social Work Practice with Families will be to expand those skills into work with families. Specific theories and interventions associated with families will be introduced. New skills relating to families will be developed. This course introduces students to competencies relevant to a generalist perspective utilizing a systems framework for social work practice with families. Core knowledge of values and skills related to assessment, intervention, evaluation, and termination, with an emphasis on the establishment of professional relationships characterized by mutuality, collaboration and respect, is provided. Ethical and value dimensions as well as social justice concerns that may emerge in social work practice with families are highlighted throughout the course.

SWRK 3500 Social Work Practice with Communities and Organizations (3)

This is the core organization and community practice course in social work practice. The course utilizes a generalist practice perspective on values, knowledge, and skills within a systems framework for planned change with a particular focus on work with populations of special concern to social work. Groups experiencing social and economic injustices based on racial, ethnic, socio-cultural, and gender characteristics are of special concern in this course. Students will learn skills related to maintaining and influencing organizations, community organizing, and community development. This is the third of a three-course sequence in theories and methods of generalist social work practice.

SWRK 3600 Financial Capability and Asset Building Practice (3)

The course provides an introduction to the field of financial capability and asset building practice, including core content about economics. Financial capability and asset building practice includes content about poverty, personal household finance, financial access, and related economic concepts. Discussion is focused on economic and financial concepts as related individuals and families across the life cycle and communities, with special attention to oppressed populations and communities experiencing poverty and near-poverty. Social policy and policy change efforts related to these areas are also examined.

SWRK 3700 Research Methods for a Diverse Society (3)

This course is designed to provide students with foundation research skills necessary for social work practice. Emphasis is on the use of methodologies to understand and apply research to social work practice.

SWRK 4150 Integrative Practice Seminar I (1)

This seminar is designed to facilitate the integration of the content of social work courses with the social work practicum and the anticipated job demands of generalist social work practice. The seminar will focus on the need for a beginning bachelor's level worker to be knowledgeable of human behavior, practice, policy, and research related to effective generalist practice. The seminar will address social work practice challenges faced by students in the course of their practicum placements and as students prepare to graduate with a degree in social work.

SWRK 4250 Integrative Practice Seminar II (1)

This seminar is designed to facilitate the integration of the content of social work courses with the social work practicum and the anticipated job demands of generalist social work practice. The seminar will focus on the need for a beginning bachelor's level worker to be knowledgeable of human behavior, practice, policy, and research related to effective generalist practice. The seminar will address social work practice challenges faced by students in the course of their practicum placements and as students prepare to graduate with a degree in social work.

SWRK 4100 Social Work Practicum I (5)

This course allows students to engage in professional practice with individuals, groups, and communities in various social work sites under professional supervision.

SWRK 4200 Social Work Practicum II (5)

This course is a continuation of SWRK 4100, which allows students to engage in professional practice with individuals, groups, and communities in various social work sites under professional supervision.

Independent Study SWRK 4980 (1-3)

Prerequisite: Junior or senior standing.

In depth pursuit of a particular area of interest under the direction of a faculty member. Prior approval must be obtained from the undergraduate program director and from a faculty member who agrees to supervise the student in the independent study.

Other requirements for an independent study:

- The study should not replicate any existing course available to a student.
- The student must find a faculty member knowledgeable in the area of interest and willing to offer the Independent Study.

The student's proposal for study must have a formal title and a full description

including:

- nature of the study
- content areas
- learning objectives
- reading list
- schedule of meetings with faculty member
- method of evaluation
- The proposal must be in written form and signed by the student, student's advisor, the instructor, and the Director of the BSSW program. A copy will be kept in student's file.

The regular grading policy of the School of Social Work will apply.

HELPFUL CONTACT INFORMATION

Contact	Building	Phone Number
Saint Louis University / Office of Undergraduate Admission	DuBourg Hall, 119	1-800-758-3678 314-977-2500
Billiken Bus/Shuttle Line		314-977-RIDE
Bookstore (Barnes & Noble)	Busch Student Center	314-531-7925
Campus Ministry (Eckelkamp Center)	Salus Center & Wuller Hall	314-577-8967 314-977-2425
Center for Service & Community Engagement	Wuller Hall, 204	314-977-4105
Career Services (Student Success Center)	Busch Student Center 331 & School of Nursing 114	314-977-2828 314-977-8992
Department of Public Safety	Wool Center	314-977-3000
Disability Services	Busch Student Center 331 & School of Nursing 114	314-977-3484 314-977-8841
Housing and Residence Life	DuBourg Hall, 157	314-977-2811
Instructional Media Center	Pius Library	314-977-3031 or 314-977-2537
Parking and Card Services	Wool Center, Suite 103	314-977-2957
Public Safety	Wool Center, 114	314-977-2376, 314-977-3000, or 314-977-7433
Recreation Center	Simon Recreation Center	314-977-3181
Registrar	DuBourg Hall, 22	314-977-2269
Snow Line (Weather Info)		314-977-7669 (SNOW)
Student Financial Services	DuBourg Hall, 119	314-977-2350 or 1-800-758-3678
Student Tech Service Desks	Pius Library, First Floor Salus Center, Room 202	314-977-2522 314-977-7290
Undergraduate Academic Advising	Tegeler Hall, 300W	314-977-3934

Writing Services	Busch Student Center, 331	314-977-3484
Student Involvement	Busch Student Center, 319	314-977-2805
Student Health & Counseling	Marchetti Towers (East)	314-977-8255