



# Student Handbook

## Master of Social Work (MSW) Degree Program

Updated March 2024

Grace Abbott School of Social Work

University of Nebraska at Omaha

6001 Dodge St | 206 CPACS | Omaha NE 68182-0293 | ph 402.554.2792

[graceabbott@unomaha.edu](mailto:graceabbott@unomaha.edu) | [unomaha.edu/socialwork](http://unomaha.edu/socialwork)

# Table of Contents

Helpful People and Resources.....	4
Professional Behavior for Social Workers.....	5
Appearance.....	6
Attendance and Time Management.....	6
Communication Skills.....	6
Interpersonal Skills.....	6
Cognitive and Physical Skills.....	6
Behavioral and Emotional Capacities.....	7
Self-Awareness.....	7
Competency-Based Education.....	7
Academic Standards.....	7
UNO Graduate Studies' Quality Standards.....	8
Plagiarism.....	9
Academic Behaviors and Grades.....	10
Academic Advisement.....	10
Course Load.....	10
Attendance and Tardiness.....	10
Name and Gender Pronouns.....	11
Technology Use, Requirements, and Support.....	11
Incomplete Grades.....	11
Leave of Absence.....	12
Waiver of Foundation-Level Courses.....	12
Transfer of Credit.....	13
Outside Courses.....	13
Grade Appeals.....	13
Time Limit for the MSW Degree.....	14
Withdrawal from a Course or from the Program.....	15
Review of Student Performance.....	15
Student Progress Reviews.....	15

Student Action Plans ..... 15

Student Review Meetings ..... 16

Reinstatement and Reapplication Procedures ..... 16

Procedures before the Student Review Meeting ..... 18

Meeting Procedures ..... 18

Procedures after the Student Review Meeting ..... 18

# Welcome!

We're so pleased you've chosen to pursue your Master of Social Work (MSW) degree with us. With a degree in social work from UNO, you'll be joining thousands of alumni who are making a difference for people and communities across Nebraska, the U.S., and the world! As the faculty and staff at Grace Abbott School of Social Work (GASSW), we look forward to growing with you in gaining social work knowledge and skills, and in positively influencing the world around us.

This student handbook provides you with many resources, tools, and policies needed to successfully navigate the path to graduation and a career in social work. In this handbook, you'll learn about professional behaviors expected of social workers and gain resources to help you be a successful student. This handbook will also help you know who to turn to when you have questions.

We look forward to walking this path with you. Let us know how we can help.

Sincerely,

GASSW Faculty and Staff



### Helpful People and Resources

GASSW is ready to help you reach your goal of earning an MSW degree. Our “door” is always open to students! We love to talk with you about what you are learning and how you are preparing for careers as social workers.

Instructors look forward to talking with students! See the course syllabus for how to best contact them. Turn to instructors first for questions about the course, assignments, and grades.

Our GASSW Director and Assistant Director are always ready to hear from you.

Our Graduate Program Chair/MSW Program Director can talk with you about the MSW program, policies, and curriculum. If you’re having a hard time, you can turn to them for help!

Our Academic Advisor supports students in developing and maintaining a plan of study, navigating campus resources, and connecting educational experiences with current and future goals.

Our Field Practicum Coordinator helps students set up field practicum. The Field Practicum Coordinator and the other field practicum staff look forward to helping students design a field practicum that will integrate everything learned in other courses and prepare students for careers as social workers.

Our Student Services Administrator provides administrative support to faculty, maintains communication with enrolled and prospective students, and provides support, service, and guidance to students.

Our Graduate Assistant to the Graduate Program Chair/MSW Peer Advisor will help students connect to campus resources and will provide MSW students with a well-informed resource for all-things regarding being an MSW graduate student.

In addition, here are additional valuable online sources for information:

1. [GASSW Website](#) – Visit our website to find contact information for all faculty and staff, student resources and organizations, information on practicum, faculty research, professional development opportunities, and service activities.
2. GASSW Social Media – Follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#) to stay in touch with us and each other, see professional development and continuing education opportunities, catch up with others in the social work community, and learn about employment opportunities.

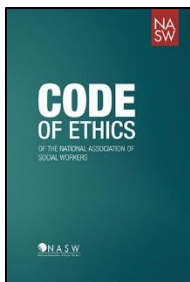
UNO is ready to help you be a successful student, and has many offices, programs, and people who are ready to assist. The Emergency Operation Plan (EOP) provides information on campus safety regarding active shooters, bomb threats, fire, bad weather, and emergencies. Additional helpful information: [Student Code of Conduct](#), [UNO Graduate Catalog](#), and [UNO Website](#), [College of Public Affairs and Community Service \(CPACS\) website](#).

- Accessibility Services Center (ASC)
- Campus Recreation
- Counseling and Psychological Services (CAPS)
- Criss Library
- Gender and Sexuality Resources Center
- Job Postings (“Handshake”)
- Maverick Advising Center
- Military and Veteran Services
- Nebraska Medicine UNO Health Center
- Office of Multicultural Affairs (MCA)
- Speech Center
- Student Involvement
- UNO Bookstore
- Writing Center



### Professional Behavior for Social Workers

Successful social work students do well academically while also growing in their professional behaviors. We hope the descriptions below will inspire students to grow holistically in knowledge, skills, and professional behaviors as they become ethical and effective social work professionals.



The [NASW Code of Ethics](#) clearly lays out social workers’ responsibilities to clients, to colleagues, in practice settings, as professionals, to the social work profession, and to the broader society. Students are expected to exhibit a strong commitment to the values and goals of social work and to the ethical standards of the profession as specified in the NASW Code of Ethics.

Social workers are expected to demonstrate professional behavior in all settings, including employment sites, professional meetings, and conferences. Social work students should exhibit professional behavior in courses, practicum placements, and service-learning experiences.

### Appearance

Social workers dress in a way that is appropriate to the context.

### Attendance and Time Management

Social workers arrive at work, meetings, classes, and other obligations on time and participate to the best of their ability. Social workers provide notification when attendance or participation is not possible. Social workers plan, keep a calendar, and prioritize responsibilities so they can meet obligations.

### Communication Skills

Social workers demonstrate sufficient written and oral skills to comprehend information and communicate ideas and feelings to others. Written communication includes clear writing, correct use of grammar and spelling, and following the [American Psychological Association \(APA\) standards](#). Oral communication includes effective verbal and nonverbal communication. Social workers express ideas and feelings in a way that demonstrates sensitivity to diversity and a willingness and ability to listen to others.

Social workers demonstrate sufficient communication skills in the language utilized in the setting (i.e. English, Spanish, Arabic). Helpful resources can be found on the GASSW website and through the UNO Writing Center, the UNO Speech Center, and the UNO Language Lab.

### Interpersonal Skills

Social workers demonstrate the interpersonal skills needed to relate effectively with others to fulfill the ethical obligations of the profession. This includes the ability to demonstrate compassion, empathy, altruism, integrity, dignity, and respect for others. Social workers take appropriate responsibility for their own actions and consider the impact of their actions on others.

Social workers work effectively with others, regardless of the level of authority. Social workers advocate for themselves in an appropriate and respectful manner and use proper channels for conflict resolution. Social workers are willing to receive and accept feedback and supervision positively and use it to enhance professional judgement.

### Cognitive and Physical Skills

Social workers have knowledge of social work theories and put them into practice. Social workers think critically, solve problems, and process experiences to inform practice. Social workers exhibit sufficient sensory-motor skills in their practice, with or without accommodations. One helpful resource is the UNO [Accessibility Services Center](#).

### Behavioral and Emotional Capacities

Social workers use sound judgment. Social workers seek out support if personal issues, psychosocial distress, substance use, medication use, or emotional difficulties affect employment, academic performance, professional judgment, or behavior. Social workers recognize and deal with life stressors using appropriate self-care and supportive relationships with colleagues, peers, and others. Social workers adapt to changing environments and situations. One helpful resource is the [Counseling and Psychological Services](#).

### Self-Awareness

Social workers exhibit knowledge of how their values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. Social workers accurately assess their own strengths, limitations, and suitability for professional practice. Social workers show awareness of self and how they are perceived by others and maintain appropriate boundaries with clients, colleagues, and other professionals. Social workers examine and change behavior when it interferes with effective work with clients, colleagues, and other professionals.

### Competency-Based Education

The MSW program has been accredited by the [Council of Social Work Education](#) (CSWE) since 1940.s. In our social work courses, students learn the knowledge, values, skills, and cognitive and affective processes for social work practice. We design our courses and assess students based on the nine competencies provided to us by the CSWE.



COUNCIL ON SOCIAL WORK EDUCATION

1. Demonstrate ethical and professional behavior.
2. Advance human rights and social, racial, economic, and environmental justice.
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

### Academic Standards

GASSW encourages MSW students to be proactive when encountering academic difficulties. Students should first initiate contact with their instructor and work together with their instructor to remedy the situation. Students can also reach out to their Academic Advisor or the Graduate Program Committee



Chair for assistance. Any of these parties, including the student, may ask the Graduate Program Committee Chair to initiate a Student Action Plan or call a Student Review meeting to assist the student in continuing progress toward completion of the MSW degree.

### UNO Graduate Studies' Quality Standards

Source: [Quality Standards | Graduate Studies | University of Nebraska Omaha \(unomaha.edu\)](https://unomaha.edu/graduate-studies/quality-standards)

*Students must know the Quality of Work Standards of the Graduate College and additional criteria of satisfactory performance in their respective department/school programs. It is the student's responsibility to know when his or her previous coursework has failed to meet those standards. Students who are attending classes are still subject to dismissal if their department/school recommends that action based on its review of their previous performance.*

*A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.*

*Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program: Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study or program of study.*

*...A department/school or program unit may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to: ... Failure to make timely progress toward the degree or certificate; and failure to perform in course work, qualifying examination, or research at an acceptable level...*

*[GASSW] will recommend that the Dean for Graduate Studies either dismiss, or place on probation with conditions for reinstatement as a student in good standing, in the following cases:*

- 1. A grade of C+ (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;*
- 2. Receiving at least 9 hours of graduate credit with the grade of C+ (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's or specialist's degrees or graduate certificates, regardless of the average; ...*

3. *Failure to maintain a B (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.*

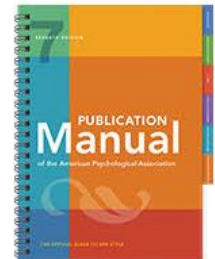
*The [GASSW] Graduate Program Committee . . . shall be responsible for monitoring quality of work in degree, certificate, and unclassified programs and for recommending action. . . The Dean for Graduate Studies will make the final decision and notify graduate students of their status.*

In addition, a student must receive a grade of B or higher in practicum courses (SOWK 8160, SOWK 8170, SOWK 8400, SOWK 8410, and SOWK 8420). The Practicum Coordinator will ask the Graduate Program Committee Chair to initiate a Student Action Plan or call a Student Review meeting if a student receives a B- or lower practicum grade.

### Plagiarism

Social work professionals and students must give credit where credit is due in all written and verbal communications. The [NASW Code of Ethics](#) places a high value on integrity. Students are encouraged to utilize available resources to ensure the academic integrity of their writing. Students can find helpful resources on the GASSW website and can get help through the [UNO Writing Center](#).

The [Publication Manual of the APA \(2020\)](#) encourages the use of paraphrasing to summarize and synthesize information from one or more sources. APA format requires a citation and corresponding reference item when paraphrasing and reproducing words verbatim (a direct quote). In addition to a citation, quotation marks should be used when using words verbatim (a direct quote) from a source.



The [UNO Academic Integrity Policy](#) defines plagiarism as, “Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting ... academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.” Violations of the policy on Academic Integrity include, but are not limited to, the following: cheating, fabrication and falsification, plagiarism, abuse of academic materials and/or equipment, complicity in academic dishonesty, falsifying grade reports, and/or misrepresentation to avoid academic work.

The UNO Academic Integrity Policy also discusses originality (or self-plagiarism) as a policy violation. It describes originality as “misrepresenting work as newly created original work, when the work already has been submitted for another assignment or course without substantial revision.”

Consequences for plagiarism are up to the instructor's discretion, which may include rewriting all or part of a paper, earning a grade of F for the course, or expulsion from the university. The instructor may consult with the Graduate Program Committee Chair who may initiate a Student Action Plan or call a Student Review meeting. More information about these areas and the procedures addressing academic integrity is available from the [UNO Office of Academic Affairs](#) (EAB (Eppley Administration Building) 202 | 402.554.2262).

The Grace Abbott School of Social Work places importance on academic integrity and ethical conduct in all academic pursuits. The [Policy on Academic Integrity and Use of AI](#) explains the restrictions and responsibility placed on students when using Artificial Intelligence to enhance their learning experiences. Students are encouraged to seek clarification from their instructors regarding the permissibility and ethical use of AI in their assignments.

### Academic Behaviors and Grades

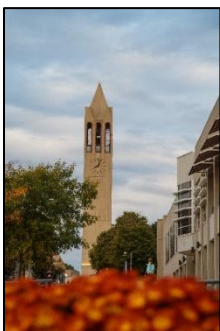
#### Academic Advisement

All MSW students are required to meet with their Academic Advisor at least once each fall and spring semester prior to enrollment. Academic Advisors support students in developing and maintaining a plan of study, navigating campus resources, and connecting educational experiences with current and future goals. Students are ultimately responsible for managing their own plan of study and professional relationship with their Academic Advisor.

#### Course Load

A part-time course load is 6 credit hours; a full-time course load is 9 credit hours. MSW students must be enrolled in at least 6 credit hours for each fall and spring semester.

Any student who wishes to take less than 6 credit hours or more than 12 credit hours in a semester must first discuss this with their Academic Advisor. If the student's Academic Advisor approves, they must submit a written request to the GASSW graduate program committee chair before enrolling for the semester or dropping a course which would drop them below 6 credit hours.



#### Attendance and Tardiness

Students are expected to arrive on time for class and to attend every class session. Chronic tardiness and absences impede students' learning and is disrespectful to peers and instructors. Any incidents of absence, tardiness, or leaving early may impact the student's grade, per the course syllabus. Similarly, students in remote or online courses are expected to access content provided by the instructor and to actively

participate in the course to maximize learning. Instructors can monitor your participation through CANVAS analytics.

As a professional program, excessive absences (25% or more of the course) will not be tolerated. The consequences for excessive absences are up to the discretion of the instructor and may include the student earning a grade of F for the course. Students should contact the instructor and their Academic Advisor if they experience any significant barriers to class attendance and participation. The instructor may also contact their Academic Advisor or the Graduate Program Chair if attendance and participation impede the learning of the student or other students to find resolution.

### Name and Gender Pronouns

The MSW program is a professional space where everyone deserves to be treated with respect. One way that we demonstrate respect is by using the correct names and pronouns when addressing one another. In any interaction, students should feel free to share their name and pronouns with the expectation that they will be honored and used by others. Instructors are provided with a class roster that reflects the students' names as they are registered with the University. You can advise your instructor if a different name should be used in class and they will make changes to their records. You can find additional information about UNO's name and gender identity policies [here](#), as well as resources to assist you with updating your name across various university systems.

### Technology Use, Requirements, and Support

Students are welcome to use cell phones, mobile devices, and/or laptops in class provided they are used for academic purposes such as note taking, accessing course materials, or researching course concepts and their use does not disrupt fellow classmates. Devices should be silenced. A student who receives a phone call or text should step outside the classroom to respond. Do not take pictures or videos during class without the explicit permission of others.

Students are expected to have access to a computer if they are taking courses online. Computer labs and kiosks are available on the UNO campus. Computers and media equipment are also available through the [UNO Criss Library](#). Technical support for common university systems, including Canvas and email, is available from [Information Technology Services](#). Technical support is available face-to-face, by email, and by phone.

### Incomplete Grades

Source: [Incomplete Policy | Registrar | University of Nebraska Omaha \(unomaha.edu\)](#)

*The grade "I" (Incomplete) is used by an instructor at the end of a semester or summer session to designate incomplete registered credit coursework, by a*

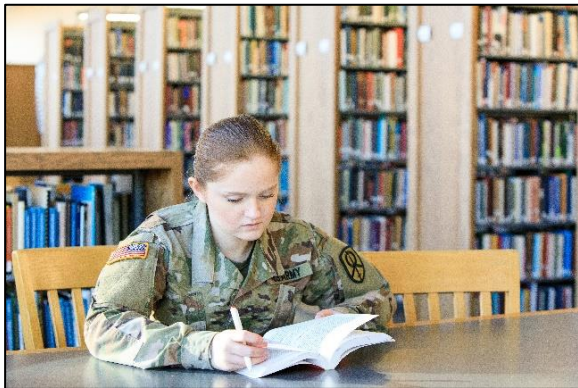
*student due to illness, military service, hardship, or death in the immediate family.*

*An “Incomplete” should only be given if the student has already substantially completed the major requirements of the course. Instructors must judge each situation as to whether an “I” is appropriate.*

#### *Removal of an Incomplete*

*Normally there is no time limit for graduate students to remove a grade of “Incomplete.” However, the instructor does have the option of determining the requirements for completing the course and requisite date for removal of incompletes. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and student.*

A student wishing to take an incomplete grade should contact their instructor and Academic Advisor prior to the end of the semester, request an incomplete grade, and arrange to complete the work. Students must have completed 50% or more of the course with an overall grade of B or above to be eligible for an Incomplete grade. The assignment of an incomplete grade is determined by the instructor. The instructor will complete and submit an incomplete grade form. An Incomplete in a prerequisite course may impede a student’s academic progress.



#### Leave of Absence

MSW students may request a leave of absence for one semester at a time. The student must be in communication with their Academic Advisor and must submit a written request to the Graduate Program Chair for review and approval. If a longer leave of absence is needed, the student may be asked to withdraw from the program and re-apply later.

#### Waiver of Foundation-Level Courses

MSW students may waive courses in one of two ways:

1. Completion of equivalent coursework.
  - a. In consultation with their Academic Advisor, an MSW student may apply for waiver of a foundation-level course by demonstrating that they have already completed an equivalent course within an accredited BSSW or MSW program in accordance with the Council on Social Work Education’s (CSWE) standards. After admission, it is the student’s

responsibility to make such requests to the Graduate Program Chair and submit supporting documentation. The Graduate Program Chair will make the final decision, and the decision cannot be appealed. (Graduate credit is not given for undergraduate coursework or work experience.)

2. Waiver by examination.

- a. A qualified student may waive SOWK 8070 Human Behavior and the Social Environment I, SOWK 8080 Human Behavior and the Social Environment II, and SOWK 8090 Social Welfare Policy by taking a waiver exam(s). Once admitted, a student may request permission from the Graduate Program Chair to take a waiver exam(s). A student must clearly show the qualifications to take the exam(s) through the provision of information pertaining to similar courses completed. If granted, waiver exams will be scheduled at the student's request. Each waiver exam may be attempted only once, and the student must receive a score of 80% or higher to earn the waiver. In accordance with CSWE, academic credit for life and/or previous work experience will not be given, in whole or in part, in lieu of practicum or other coursework.

### Transfer of Credit

Upon acceptance to GASSW and review of course transcripts by the Admissions Committee, transfer courses will be accepted in accordance with the UNO Office of Graduate Studies and CSWE policies. If graduate coursework is relevant to social work and has been taken within CPACS, students do not need to submit a written request for course transfer.

### Outside Courses

After consulting their Academic Advisor and before enrolling in a course outside GASSW, MSW students must submit a written request to the Graduate Program Chair for approval from the Graduate Program Committee. Outside courses will be approved on a case-by-case basis in the context of a student's career goals and plan of study. Acceptance is most common in the elective areas, and rarely in the social work practice areas. Advanced practicum must always occur within GASSW. The Graduate Program Committee Chair will communicate the Program Committee's decision to the students and the UNO Office of Graduate Studies.

### Grade Appeals

Based on the guidelines provided by the Graduate Studies, the Graduate Program Committee of the GASSW has the responsibility for reviewing the grade appeals. Upon receiving an appeal, the program committee chair will constitute an appeals committee of three (including the graduate advisor), review the appropriate documents, and provide an opportunity to hear the student appealing the grade. The committee will decide to either grant the appeal and revise the grade or deny it within two weeks of

receiving the appeal. If the student does not agree with the decision, then next appeal is to the Dean of Graduate Studies.

Source: [Quality Standards | Graduate Studies | University of Nebraska Omaha \(unomaha.edu\)](#)

*Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered. The initiation of the appeal in writing by the student must be filed within 6 weeks (about 1 and a half months) following receipt of the grade from the Office of the Registrar.*

*In cases where a grade lower than a "C" will result in dismissal from the graduate student's program, the Dean for Graduate Studies will notify the Graduate Program Committee Chair and student that the student will be automatically dismissed from his/her graduate program. The student will have a 2-week grace period from the date of the dismissal notification to the date of the request to the Registrar for disenrollment in all graduate coursework. This 2-week period allows the student an opportunity to present his/her case informally to the course instructor and, if necessary, to the chair of the graduate program committee before being terminated from the program and disenrolled from courses. A student who has been dismissed from a graduate program and disenrolled from course work may still file a formal appeal to the campus Dean for Graduate Studies but is no longer a student in good standing and is prohibited from taking graduate courses until the formal appeal has been resolved.*

*If the matter is not resolved, the student may file an appeal in writing to the Dean for Graduate Studies, who shall inform the student of the grade appeal procedures approved by the Graduate Faculty or by their duly elected representative Graduate Council for that campus and shall forward the appeal to the student-faculty committee or council which is designated to hear graduate-level course grade appeals on that campus. Since awarding grades in courses occurs at the individual campus level, the decision of the campus committee or council designated to hear the case on behalf of the campus Graduate Faculty shall be final and is not subject to further appeal.*

### Time Limit for the MSW Degree

Students are required to complete the MSW degree within 10 years of beginning their coursework.

### Withdrawal from a Course or from the Program

To withdraw from a course, the student should meet with their Academic Advisor, file an official withdrawal in accordance with UNO procedure, and notify their course instructor as early as possible. The student should refer to the UNO academic calendar for withdrawal dates and refund schedules.

Any student wishing to withdraw from the MSW program should meet with their Academic Advisor and submit a letter stating their intention to withdraw to the Graduate Program Chair. Failure to follow this procedure may result in denial of readmission to the school.

### Review of Student Performance

More than anything, we want students to be successful and to be prepared to launch their careers as social workers. For a wide variety of reasons, students sometimes encounter challenges that inhibit their learning, and they need some outside help to keep moving them forward in their education. **As students recognize what they need to be successful, we encourage them to take the initiative to reach out to instructors, Academic Advisors, the Graduate Program Chair, or any other people or programs in GASSW and at UNO for help.**

Faculty and staff will share pertinent information to identify student issues and enhance problem-solving. Faculty and staff will share information disclosed during student meetings with campus security, law enforcement, or other professionals should the safety of the student or others be at risk.

### Student Progress Reviews

The Graduate Program Committee Chair facilitates a student progress review each fall and spring semester. During this review, instructors identify students who are experiencing academic problems and work proactively with the student to find solutions. If the problem is not resolved, an Academic Advisor or the Graduate Program Chair may initiate a Student Action Plan or call a Student Review Meeting to discuss the situation and generate ideas for resolving the problem.

### Student Action Plans

A student, instructor, Graduate Program Chair, Academic Advisor, or other GASSW staff may initiate a Student Action Plan when a student is not making satisfactory academic progress or is struggling with professional behavior.

In consultation with the Academic Advisor and instructor(s) or staff with the concern, the Graduate Program Chair will work with the student to prepare a Student Action Plan. The first part of the plan is completed by the student and includes a summary of what happened, and their needs and recommendations. The Graduate Program Chair/MSW Program Director will then provide their written



response and will seek written responses from the student's Academic Advisor, instructor(s) or staff who are involved or aware of the situation.

The Graduate Program Chair will facilitate communication with all parties, and may call meetings, as needed, to resolve the situation and reach agreement on recommendations. The completed Student Action Plan will be shared with all involved, including the student, and will be retained in the students' academic file at GASSW.



### Student Review Meetings

When the above procedures do not bring resolution to the problem, or the student's academic performance or professional behavior is more serious, the Graduate Program Chair may call a more formal Student Review Meeting. The Student Review Meeting is designed to provide support to the student, facilitate communication and problem-solving, and keep or return the student to good academic standing. For detailed student review meeting procedures, please refer to the Appendix on page 18. Depending on the student's individual circumstances and the feedback obtained during the meeting, the outcome may result in probation or a recommendation to Graduate Studies for formal dismissal from the program, with the potential for reinstatement.

Individuals in a Student Review Meeting include:

- Graduate Program Chair (meeting chair)
- Student
- Student's Academic Advisor
- Individual with a concern (an instructor or staff member)
- Two faculty members

### Reinstatement and Reapplication Procedures

If a student is dismissed from the MSW program, the student may submit a written request for reinstatement to the Graduate Program Committee Chair within 1 month of receiving the notice of

dismissal from the UNO Graduate Studies office. Reinstatement is considered based on the following criteria:

1. What happened?
2. The student's GPA and academic history with GASSW.
3. Input from the student, the student's Academic Advisor, the MSW Coordinator, and/or the instructor(s).

In response, the Graduate Program Chair may initiate a Student Action Plan (see above) or call a Student Review Meeting (see above). In consultation with the Academic Advisor, the Graduate Program Chair/MSW Program Director may recommend reinstatement or deny the student's request. Reinstatement decisions are final and cannot be appealed within GASSW. The student will need to cease enrollment for one semester to allow time for the above procedures.



A student who is not reinstated may re-apply to the program after a 2-year waiting period. When re-applying, the student will need to submit all materials and meet all deadlines as a new applicant. The student can expect to submit evidence that whatever impeded academic success earlier has been resolved. The decision to accept a student who has been previously dismissed is made by the GASSW Admissions Committee in consultation with the Director and the Graduate Program Chair. This decision cannot be appealed.

## Appendix

### Student Review Meeting Procedures

#### Procedures before the Student Review Meeting

The Graduate Program Chair will select the two faculty members to be included in the meeting and will schedule the Student Review Meeting as soon as possible depending on participants' availability. The Graduate Program Chair will notify the student via UNO email and/or phone of the day, time, and location of the Student Review Meeting. Whenever possible, the meeting will be held in person in a conference room in the CPACS building. If needed, the meeting will be held by Zoom or other similar video technology. The student is encouraged to contact their Academic Advisor or Graduate Program Chair with any concerns or questions about the Student Review Meeting.

#### Meeting Procedures

The Student Review Meeting is facilitated by the Graduate Program Chair and adheres to the following format:

The Graduate Program Chair facilitates introductions and outlines meeting procedures, with discretion to excuse individuals if necessary. The student is invited to present their perspective and recommendations regarding the situation at hand. Subsequently, the concerned party articulates their issues, including student strengths and potential solutions. Faculty members and the Academic Advisor may seek clarification and offer input. Following deliberation, outcomes include continuation in the program with or without conditions, a leave of absence with stipulations, or recommendation for dismissal, which is decided by the Dean for Graduate Studies. Decisions are documented on a Student Review Meeting form. The outcome is then communicated to the student and all attendees are invited to sign the meeting form.

#### Procedures after the Student Review Meeting

The Graduate Program Chair is responsible for emailing the completed Student Review Meeting form to all meeting participants and the Student Services Administrator, communicating results to UNO Graduate Studies if necessary, and overseeing the implementation of the plan outlined in the form. The Student Services Administrator archives a copy of the form in the student's academic file. If the student opts out of the meeting, decisions will be made based on available information by other attendees.