Lubbock Christian University
Social Work Program

Student Handbook
2013-2014
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Section I

Overview of the Social Work Program
**Accreditation**
In order to achieve credibility with the professional community, allow for advanced standing at the graduate level, and allow the graduate to become licensed, a social work program must be accredited by the Council on Social Work Education (CSWE). The initial development of a program involves the status of candidacy. Candidacy was first granted to the LCU Social Work program in 1985. Full accreditation was granted in 1989. Reaffirmation of accreditation was awarded to the LCU Social Work program in 1994, 2002, and 2009.

**Graduates**

**Community Internships**
A vital part of the Social Work program is a 400-hour field placement, which is completed in the semester prior to graduation. This is an opportunity in which social work students are given a supervised experience with a professional social worker, to test their skills before graduating with the Social Work degree. Settings for field placement opportunities regularly include hospitals, hospice, child protective services, children’s homes, Rape Crisis Center, and nursing homes. Many of the same agencies represented by the field placements also employ the social work students upon graduation.

**Graduate School**
Graduates who wish to further their education at a Social Work graduate school may apply for advanced standing. This allows a student to skip the introductory courses in the Social Work Master’s program, which shortens the graduate program by at least one long semester. The majority of LCU Social Work graduates who have applied to Social Work graduate programs have been accepted and are most often awarded advanced standing.
**Mission of Lubbock Christian University**
The mission of Lubbock Christian University is to educate students, imparting values for scholarship and for living. Through its baccalaureate and graduate programs, the university challenges students to think critically, to excel in their disciplines, and to model Christ.

**Social Work Program Mission**
To prepare competent and effective social work professionals within the context of the Christian liberal arts education, for entry-level generalist social work practice.

**Social Work Program Goals**
1. To prepare students for generalist social work practice with individuals, families, groups, communities, and organizations of diverse social and cultural backgrounds.

2. To prepare students for service, based on the values of the social work profession and the mission of the university.

3. To prepare students for graduate social work education.

**Social Work Program Core Competencies**
Graduates will be able to:

1. Identify as a professional social worker and conduct oneself accordingly.

2. Apply social work ethical principles to guide professional practice.

3. Apply critical thinking to inform and communicate professional judgments.

4. Engage diversity and difference in practice.

5. Advance human rights and social and economic justice.


7. Apply knowledge of human behavior and the social environment.

8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

9. Respond to contexts that shape practice.

10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

**LCU Social Work Program Definition of Generalist Practice**
Generalist social work practice is a flexible and diverse approach, grounded in a broad knowledge and skill base, supported by the values and ethics of the social work profession. Generalist social workers use engagement, assessment, intervention, and evaluation in their
practice with individuals, families, groups, organizations, and communities. Generalist social work practice primarily focuses on social functioning and the environment in which human interaction occurs.

**Bachelor of Social Work Degree Plan**

**University Core** (44 hours)
- BIB1310-Introduction to the Old Testament
- BIB1320-Introduction to the New Testament
- BIB3305-Christian Heritage
- BIB3310-Christian Life
- COM 2340-Communication for the Profession
- ENG 1301-Composition Studies
- ENG1302-Composition & Literature
- HIS2302-US History II
- GOV2301 or 2302-National or Tx Govt.
- PSY1300-General Psychology
- ESS1200-Personal Fitness & Wellness
- UNI2000-University Skills
- MAT1311-College Algebra
- BIO1300-Human Biology
- ENG3308-Technical Writing
- 3 hrs UD English

**Major Courses** (42 hours)
- SWK2300-Introduction to SWK
- SWK2340-Diversity
- SWK3301-Generalist Practice with Individuals and Families
- SWK3302-Generalist Practice with Communities and Organizations
- SWK3303-Generalist Practice with Groups
- SWK3304-Social Welfare Policy
- SWK3311-HBSE I
- SWK3312-HBSE II
- SWK3310-Statistics
- SWK3320-Social Research Methods
- SWK4610-Field I
- SWK4620-Field II

**Supporting Courses** (18-20 hours)
- SOC1300-General Sociology
- SWK2320-Social Justice
- SWK3330-Maladaptive Functioning
- SWK4352-Special Topics in SWK
- Foreign Lang. (8 hrs.) or 6 hrs. multicultural courses

**Electives** (14-16 hours)

**TOTAL** 120 hours*
*Must include 39 Upper Division Hours
Current Full-Time Social Work Faculty

Jill Fuller, Ph. D., LMSW
Chair, Department of Social Work and Criminal Justice
Director of Social Work
Associate Professor of Social Work

Dr. Fuller earned a Ph D and Master’s of Science in Social Work from the University of Texas at Arlington and a Bachelor’s of Social Work from Lubbock Christian University. Dr. Fuller is licensed at the Master’s Level (LMSW) in Texas and has social work experience with Hospitals, Home Health, Family Preservation, Domestic Violence, Custody Disputes, Criminal Justice, and Gerontology.

Currently, Dr. Fuller conducts court-ordered social studies in child custody disputes and step-parent adoptions. She also regularly provides staff training to social service agencies in Lubbock and South Africa.

Dr. Fuller is a member of the Council on Social Work Education, the National Association of Social Workers, the Phi Alpha Honor Society, and Lubbock Medical Social Workers.

Tony Parnell, LCSW, ACSW, LCPA
Director of Field Education
Associate Professor of Social Work

Tony Parnell graduated from Freed-Hardeman University with a Bachelor of Science in Social Work in 1983 and from the University of Tennessee with a Master of Science in Social Work in 1987. He has a wide variety of professional experience spanning 30 years in the field of social work.

Mr. Parnell is a Licensed Clinical Social Worker and is nationally certified by the Academy of Certified Social Workers. He currently serves as the Director of Adoption Services for Smithlawn and is a Licensed Child-Placing Administrator. Mr. Parnell is a certified hypnotist, skilled in therapeutic relaxation for stress reduction. He also specializes in gero-psych group therapy. He regularly consults with a variety of human service agencies, behavioral and mental health agencies and corporations.

Mr. Parnell is a member of the Council on Social Work Education, the National Association of Social Workers, and Lubbock Medical Social Workers.

Jeana Culbert, Ph. D., LMSW
Associate Professor of Social Work

Jeana Culbert earned a Ph D and Master’s of Science in Social Work from the University of Texas at Arlington and a Bachelor’s of Social Work from Lubbock Christian University. Dr. Culbert is licensed at the Master’s Level (LMSW) in Texas. She has professional experience in Medical Social Work, Child Welfare, Criminal Justice, Mental Health and Gerontology. Dr. Culbert has experience working in hospitals, completing psychiatric evaluations in both the emergency room and criminal justice settings. She has previously
worked with families, while completing home studies for relative placements with children’s protective agencies, and also has experience as a home health social worker.

Dr. Culbert is a member of the National Association of Social Workers and the Phi Alpha Honor Society, Lubbock Medical Social Workers and Council on Social Work Education.

April Carrasco, LMSW
Assistant Professor of Social Work

April Carrasco earned a Master of Science in Social Work from the University of Texas at Arlington, as well as a Bachelor of Social Work from Lubbock Christian University.

Mrs. Carrasco is licensed at the Master’s Level (LMSW) in Texas. She has experience working with families on Medicaid and leading groups in a psychiatric facility. Mrs. Carrasco also has experience in home health and hospital social work.

Mrs. Carrasco is a member of the Council on Social Work Education and Lubbock Medical Social Workers.
Section II

Application Process
**Admission Policies and Procedures**

A student expressing interest in majoring in Social Work will be directed to the Social Work faculty for academic and career advising. Any student can enroll in the pre-professional course: SWK 2300 (Introduction to Social Work).

Once SWK2300 is complete, a student must make formal application to the Social Work Program to be admitted. A student cannot enroll in SWK 3301, 3302, 3303, 4610 or 4620 without being admitted to the Social Work Program. In order to be admitted, a student must have:

1. An overall GPA of 2.25.
2. Completed ENG 1301 and ENG 1302 earning a “C” or better in each course.
3. Successfully completed SWK2300.
4. Completed a written application for admission.
5. Provided a reference from a non-social work faculty member.
6. Provided a personal reference.

When the above requirements have been met, the Social Work faculty will review the submitted documents and grant or deny the student admission to the Social Work Program. The student will be informed of the faculty’s decision by letter.

**Responses to Application to Major in Social Work**

**A. Unconditional Admission**

The student has satisfactorily completed all requirements for admission to the Social Work program.

**B. Conditional Admission**

The student has substantially met the requirements for admission. The student is expected to finish the requirement(s) in the semester of application or before the next full semester begins. All unsatisfied requirements must be completed before the next full semester begins. Upon completing the unsatisfied requirements, the student’s status will be changed from “conditional” to “unconditional” automatically, without the student meeting with the faculty or making application. If the student fails to rectify the deficiencies noted, the student will be required to reapply for admission before being admitted to the Social Work program.

**C. Deferral of Admission**

The student has substantially met the requirements for admission but lacks some of the requirements, and is expected to finish the requirements in the next full semester following the semester of application. Students may not enroll in SWK 3301, 3302, or 3303, until granted admission to the Social Work program. Students granted this status will not be required to reapply for admission to the program if they complete the deficiencies within the next full semester of being granted this status. After one full semester, if the deficiency is not remedied, the status will be changed to “Denial of Admission.”
D. Denial of Admission
This status is given to applicants who do not meet the requirements for admission, and/or do not evidence potential for meeting those requirements within a one-semester period. The student can appeal this decision. The student can reapply for admission after the deficiencies are remedied.

If the applicant is denied admission, the faculty will provide a justification for its decision. The student may ask for a second review and appear before the faculty if the student does not agree with the faculty’s decision. At that time, the student will present additional information in support of the request for a review of all information. A student can reapply for admission to the program.
Please type the information requested below. The completed form should be emailed to Karen.dixon@lcu.edu

1. Name____________________________________________________________________________________________
   Last                                      First                                      Middle                                      Preferred

2. Mail replies to this application to:
   Address________________________________________________________________________________________
   City___________________________________________________State_______________________Zip__________

3. Telephone Number: Area Code (____) _______________________________

4. E-Mail Address _________________________________________________

5. Date of Birth __________________________________________________________

6. Have you previously applied for admission?  ☐ Yes  ☐ No   If yes, when? ________________________________

7. Have you ever been convicted of a crime?  ☐ Yes  ☐ No (if yes, please attach an explanation)

8. List the universities or colleges you have attended (or are attending):

<table>
<thead>
<tr>
<th>College or University</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Degrees or Diploma</th>
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**Essay Requirement:**
Applicants must answer each of the following questions in narrative form. The essay should be a maximum of 150 words.

A. Briefly explain how you became interested in social work. What life experiences and/or people have influenced this decision?

B. Discuss your personal strengths.

C. Explain any personal challenges or difficulties you have had and how you have dealt with them or are dealing with them.

**Additional Requirements:**
Applicants must distribute the provided reference form to two individuals who can accurately assess the applicant’s character and academic potential. One reference should be an academic reference and one should be a professional reference. The academic reference cannot be from a Lubbock Christian University full-time Social Work Professor.
Lubbock Christian University  
Social Work Program  

Acknowledgement of Field Practice Requirement

Before acceptance is granted to a student that has applied for admission to the Social Work program, the student must read and understand the following:

1. All social work students are required to successfully complete the 400 hours in field in a timely manner, consistent with field practice policy and procedure.

2. It is each social work student’s responsibility to plan in advance for the field experience in order to ensure that they will have ample time to complete all field requirements.

3. The vast majority of available and viable field agency sites are capable of accommodating students on a full-time basis during traditional business hours. Options for field sites will generally be limited to these types of agencies.

4. Each student must arrange, in advance, to participate in the field experience on a full-time basis. Failure to do so may prevent a student from advancing in, or completing, the social work program.

I understand and will abide by the above expectations.

____________________________________
STUDENT

_____________________________
DATE
TO THE APPLICANT: Please complete the first section of this form.

Section 1

Name of applicant: ________________________________________________________________

Semester and year for which you are applying: ______________________________________

"The Family Education Rights and Privacy Act of 1974 and its amendments guarantee student access to educational records concerning them. Students are also permitted to waive their rights to access to recommendations."

The following signed statement indicates the applicant’s wish regarding this recommendation:
(Please Check 1)

I waive _____ or I do not waive _____ my right to see this form or any supplementary notes or letters pertaining to this reference form.

Signed _________________________________________    Date _______________________

Section 2

TO THE EVALUATOR: Please complete this section and the questions that follow.

The above signed applicant has chosen you as a reference in support of an application for Social Work study at Lubbock Christian University. We are particularly interested in your appraisal of the applicant’s abilities and potential.

Evaluator’s Name: __________________________________ Title: ___________________________

Your place of employment: ________________________________

Phone: ___________________________ Email Address: ________________________________

Length of time you have known applicant: ________________________________

Capacity in which you have known applicant: __________________________________________
INSTRUCTIONS: The following questions or statements identify a variety of traits, skills, attitudes, etc. Please indicate the degree to which each quality is characteristic of the candidate you are rating by (1) reading the statement carefully, (2) reading the points of the scale, and (3) encircling the number of your choice on the scale.

1. **Problem-solving:** Ability to identify and solve problems is:

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<tr>
<td>Poor</td>
<td>Average</td>
<td>Excellent</td>
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2. **Sense of responsibility; Ability to complete tasks and duties; Honors commitments.**

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<tr>
<td>Doesn’t complete; Avoids responsibility</td>
<td>Average</td>
<td>Always completes; accepts responsibility</td>
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3. **Maturity:** Conducts self in a mature, adult manner:

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<tr>
<td>Immature, childish</td>
<td>Average</td>
<td>Mature, adult behavior</td>
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4. **Attitude:** Based upon your experience with the candidate, what type of attitude does the candidate project toward life, school, employment, etc.?

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<tr>
<td>Very Negative</td>
<td>Average</td>
<td>Very Positive</td>
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5. **Caring for People:** Does the candidate display an attitude of caring of others?

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<th>10</th>
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<tbody>
<tr>
<td>Very little</td>
<td>Average</td>
<td>Exceptional</td>
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6. **Stress/Anxiety Response:** Deals with stressful, anxiety-producing situations:

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<th>10</th>
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<tr>
<td>Very poorly; Ineffective, comes unglued</td>
<td>Average</td>
<td>Excellent</td>
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7. **Motivation/drive:** Extent to which individual applies self:

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<th>10</th>
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<tr>
<td>Uninspired</td>
<td>Average</td>
<td>A self-starter; a hard worker</td>
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8. **Appearance:** Extent to which standards of appearance are met:

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<th>10</th>
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<tr>
<td>Untidy, Poorly dressed</td>
<td>Average</td>
<td>Well-groomed</td>
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9. **Health:** Extent to which health or physical disability problems affect performance:

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<th>10</th>
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<tbody>
<tr>
<td>Health problems</td>
<td>Average</td>
<td>Health almost never interferes</td>
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</table>
10. Acceptance of personal Feedback: Please rate candidates ability to handle constructive criticism and positive feedback:

1          2          3          4          5          6          7          8          9          10
Resents, rejects; doesn’t respond

Average
Seeks, utilizes, responds effectively

11. Communication skills: Ability to communicate with peers, co-workers, teachers, etc.

1          2          3          4          5          6          7          8          9          10
Expresses self poorly

Average
Excellent expression

12. Integrity: Extent to which the candidate displays an ethical code:

1          2          3          4          5          6          7          8          9          10
Cheats, bluffs, untruthful, blames others for mistakes

Average
Always honest, admits error, truthful, trustworthy

13. Interpersonal relationships: Ability to cooperate and get along with peers, co-workers, teachers, employers, etc:

1          2          3          4          5          6          7          8          9          10
Inappropriate behavior; generally antagonizes

Maintains satisfactory relationships
Outstanding ability to work with others

14. What would you identify as the candidate’s?

A. Strongest assets:

B. Weakest points:
15. _____ I highly recommend this candidate for the Social Work Program.

_____ I recommend this candidate for the Social Work Program.

_____ I do not recommend this candidate for the Social Work Program.

Reason for not recommending:

Signature of Evaluator: ____________________________ Date: ______________

Thank you for your evaluation of this candidate.

Please submit the completed form to:
LCU Social Work Program
5601 19th Street
Lubbock, TX  79407

-or-

A scanned copy of the completed form can be submitted to:
Karen.dixon@lcu.edu
**Criminal Background Statement**

Many social service agencies do not allow volunteers and/or employees with criminal backgrounds. Therefore, it may be extremely difficult, if not impossible, to locate an agency where students with criminal backgrounds can complete their field practicum. In which case, it becomes the primary responsibility of a student with a criminal background to secure an approved field placement in accordance with the social work degree plan.

A criminal background can also affect a student’s ability to obtain liability coverage. Liability coverage is required for all field placements, and therefore, if a student is denied coverage under the Social Work program’s liability coverage, it becomes the student’s responsibility to obtain his or her own approved liability coverage. A student will not be allowed to begin a field practicum without liability coverage.

The State of Texas reserves the right to deny licensure to any person entering the field of Social Work with a criminal history. Therefore, if a student has a criminal background, they may be denied licensure by the State of Texas upon graduation, due to the criminal history or any other reason the State deems relevant. Licensure is not at the discretion of Lubbock Christian University, but rather is dependent solely upon determination by the State of Texas. Inability to obtain a Social Work license may negatively impact a person’s ability to obtain Social Work employment.

A student with a criminal history, who is admitted into the Lubbock Christian University Social Work program, will be required to sign an Acknowledgement of Criminal History Report form, which addresses the impact that a criminal record may have on a person’s Social Work education and/or career.
Acknowledgment of Criminal History Report

I, ______________________, understand that a criminal background check, because of my chosen course of study, is often a necessary requirement.

I am aware that my criminal background check has returned or would return a criminal history report.

Lubbock Christian University has informed me that I may continue my course of study, but I may be denied licensure by the State of Texas, upon graduation, due to my criminal history or any other reason the State deems relevant.

I understand the State of Texas reserves the right to deny licensure to any person entering the field of Social Work with a criminal history.

I further understand that licensure is not at the discretion of Lubbock Christian University, but rather is dependant solely upon determination by the State of Texas.

I do not hold Lubbock Christian University responsible should the State of Texas determine I should not be given a license.

Lubbock Christian University has provided me with contact information for the State of Texas licensing board in this particular area so that I may ask questions regarding the licensing process.

I understand that due to my criminal history, it is my primary responsibility to secure a field placement in accordance with my degree plan.

_____________________________ ___________________________
Student Director of Social Work

_____________________________
Date
Applying for the Social Work Field Placement

Once admitted to the Social Work Program, all students will be evaluated once more before admission to SWK4610 and SWK4620 (Field Practice). In the semester BEFORE ADMISSION to SWK4610 and SWK4620, the student must show that the following have been accomplished:

1. Completion of the Field Placement application
2. Overall GPA of 2.25
3. 2.5 GPA in all social work major courses
4. 2.5 GPA average in SWK 3301, 3302, 3303.
5. Evaluated favorably by the Social Work faculty in professional ethics and values, in agreement with the NASW Code of Ethics.
6. Successful completion of UNI2000
7. Oral interview with the Director of Field Education.

The 2.5 GPA average in the social work practice courses (SWK 3301, 3302, and 3303) will serve as a measure for determining a student’s potential to engage in effective social work practice. The practice courses provide opportunities for students to demonstrate practice skills, and therefore, if students have at least an average of 2.5 GPA, it is assumed they have demonstrated the potential to engage in effective social work practice. Within these practice courses and other social work major courses, social work faculty are also given the opportunity to evaluate a student’s ability to recognize and demonstrate social work ethics and behavior. Ethics assignments required throughout the social work curriculum are used as the primary measure for evaluating students’ knowledge and demonstration of social work values and ethics. In addition the outlined criteria, students are also required to meet with the Director of Field Education to discuss guidelines for field and to identify field placement sites, prior to enrolling in SWK4610 or SWK4620.

A student will either be approved or denied admission into SWK4610 & SWK4620, based upon the above criteria and procedures. The student will be notified in writing of the faculty’s decision. The student can appeal the decision as in the original application process.
Name ____________________________________________________________

Address __________________________________________________________

Phone ____________________________ Email _____________________________

When do you plan to begin field (SWK4610/SWK4620)? Semester ______ Year ______

**Employment Information**

Will you be employed during your field placement? __________

What days/hours do you plan to work? _____________________________

How do you plan to balance this with your field schedule? ________________

Do you plan to request a Field Placement assignment at your place of employment? __________ If so, where do you work? _____________________________

**Out-of-Area Placement** *(Policies and fees apply for field placements outside of the immediate Lubbock area.)*

Do you plan to request an out-of-area field placement? _____ If so, where? _____________________________

**Areas of Interest**

What areas are you interested in for your field placement (list specific areas, such as domestic abuse, and/or specific agencies, such as Child Protective Services)? It is helpful to list multiple options.

______________________________

______________________________

I understand that there are specific guidelines for beginning the Social Work Field Placement and that I cannot enroll in SWK4610 or SWK4620 without submitting this application or without receiving a field placement acceptance letter. Pre-placement interviews are required the semester before field begins. I also understand that the vast majority of field agency sites are only capable of accommodating students on a full-time basis during traditional business hours.

______________________________   ________________
Student Date

**For Office Use Only: Students should not write below this line**

Practice Courses GPA ______  Social Work GPA ______

Overall GPA ______  Remaining Hours (in addition to field) ______

Approved/Denied  Date Letter Sent ______
Section III

Social Work Program
Policies and Procedures
Acceptance of Transfer Credits From Other Institutions

1. Only hours with a grade of C or above from accredited colleges or universities will be accepted for academic credit.

2. Social work courses from CSWE-accredited programs will be accepted for social work credit in most cases. The Director of Social Work will make the decision for each course.

3. Social work courses from other programs not accredited by CSWE will be evaluated for social work credit on a course-by-course basis by the Director of Social Work. Syllabi, textbooks, and teacher’s credentials may be evaluated.

4. A student may be required to repeat a social work course that was completed 5 or more years prior to transferring to LCU. The Director of Social Work will make such determination.

5. SWK 4610 and SWK 4620 (Field) must be taken at Lubbock Christian University.

6. After reaching 90 hours, only a limited number of hours can be transferred in from another university.

The Social Work Program does not grant social work course credit for life experience or work experience.

Social Work Program Advising

New freshmen social work majors will be advised by the full-time faculty member who is available, when the student registers for the first time. After this initial advisement, the student will be assigned to an advisor. The Director of Social Work will review the transcripts of transfer students and current LCU students who wish to change majors (to social work), prior to the student being assigned to an advisor.

Social Work advisors are responsible for providing academic and professional advising. This includes providing information on the social work profession and the social work degree plan. It also includes guiding students through the registration process by advising students into appropriate courses each semester. Social work advisors are also responsible for offering additional guidance and support to their advisees, as necessary.

At a minimum, students should communicate with their advisor once every fall and spring semester. Prior to the beginning of each new semester, students are responsible for contacting their advisor to develop a course schedule that best meets the requirements of the degree plan. Social work students will not be authorized to enroll in any course without first communicating with an advisor. Students should contact their advisor for any other needed assistance.
**Policy on Online Social Work Courses**
Successful completion of social work online courses requires that students be self-motivated and self-disciplined. In most cases, social work students are allowed to take online social work courses at their own discretion. But, if a social work student fails any two online social work courses or fails a specific social work online course twice, then that student will be prohibited from taking any future online social work course.

**Non-Discrimination Policy**
The Social Work Program does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, or sexual orientation.

**Grievance Procedure**
In the event that a student believes that (s)he has been treated in any way unjustly or improperly by anyone associated with the Social Work Program (faculty, adjunct faculty, field supervisor, another student, etc.) the following procedures apply:

1. The student discusses the issue with the person(s) alleged to cause the grievance.

2. If the matter is not resolved after discussion with the person(s) involved, the student should contact the Director of Social Work to discuss the matter.

3. If resolution is not reached with the Director of Social Work, or if the grievance involves the Director of Social Work, the student should address a written petition to the Department Chair.

4. The Chair will gather all relevant information from the individuals involved and knowledgeable of the grievance, prepare a written report of findings and a recommendation of action to be taken, and submit the report to the Director of Social Work for action.

5. In the event the student remains dissatisfied at the departmental level, (s)he may appeal the grievance to the Dean of the College of Biblical Studies and Behavioral Sciences.

**Probation and Termination Policies and Procedures**
The Social Work Program and faculty have a professional responsibility to act in the best interests of the social work student, program, profession, and potential clients. For this reason, the following Probation and Termination Policies have been established. These policies require that the social work faculty accept responsibility for monitoring student academic progress and professional behaviors and for placing students on probation and/or terminating students from the Social Work Program for poor academic performance or unprofessional conduct, as described below.
Criteria for Probation and Termination
At any time during the student’s education, when there is cause for concern, a faculty evaluation can be conducted. A student can be placed on probation and/or terminated from the Social Work Program for the following academic and professional reasons:

I. Academic

A. Poor Academic Performance

The student is considered to be unable to master the social work curriculum and/or general course work of the university, when:

1. A student’s cumulative GPA falls to the point that the student is placed on academic probation or suspension, accordingly to university policies and procedures.

2. A student’s overall GPA for a single semester falls below 2.25.

3. A student’s major GPA falls below a 2.5 in a single semester.

B. Academic Dishonesty

According to the university’s Code of Academic Integrity, instances of academic dishonesty may include but are not necessarily limited to the following:

1. Cheating, which is the use of materials (including papers purchased or acquired from individuals, internet web sites, etc.), study aids, etc. for testing and assignments that are not authorized by the instructor.

2. Plagiarism, which is the presentation of information, content, or wording that originates from another source as one’s own.

3. Conspiring or aiding and abetting of dishonest behavior, such as in knowingly providing materials from which another may cheat.

4. Falsification or invention of material for academic work

II. Professional

A. Unprofessional Conduct

Social work students exhibiting unprofessional conduct (in word or deed) inside or outside of the classroom and field settings may be considered for probation and/or termination. Examples of unprofessional conduct include, but are not limited to, the following:

- Disrespect
- Harassment
• Discrimination
• Harm to self or others
• Illegal Activity
• Inability to demonstrate professional relationship building skills
• Failure to abide by the NASW Code of Ethics
• Repeated tardiness or absences in class or in field

Procedures for Probation, Termination, and Appeal
When an academic and/or professional violation by a social work student is identified by the Director of Social Work and/or any social work faculty, all social work faculty will meet together to discuss the specific circumstances. If the majority of social work faculty agree that probation and/or termination of the student should be considered, the following procedures will be followed:

A. The student is sent a letter identifying the action being considered by the faculty and the reasons for this consideration.

B. The student is given five school days after notification to respond in writing to the letter. If the student does not provide a response, the student will be terminated from the Social Work program. The response must be submitted in writing to the Director of Social Work and must include the following:

1. Any extenuating circumstances impacting the student’s performance and/or behavior

2. Ways in which the student proposes to improve the situation

3. Reasons why the social work faculty should make considerations, other than terminating the student from the program

C. Upon receiving the student’s response, the social work faculty will meet together to review the response. If it is deemed appropriate by a majority of the social work faculty, a Plan of Action may be developed, which outlines step(s) the student may take, within a probationary period, to return to good standing within the Social Work Program. When egregious academic and/or professional violations are concerned, the faculty may vote not to pursue a Plan of Action and may move directly to terminating a student from the Social Work Program. A Plan of Action may include, but is not limited, to the following requirements of a student:

a. Submitting a repeated and/or additional assignment, with or without credit.

b. Repeating a course

c. Obtaining outside academic assistance (tutoring, disability testing, etc.)

d. Obtaining further training on the NASW Code of Ethics
e. Submission of outside documentation related to impairment issues (from physician, counselor, etc.)

D. The student is notified by letter that a meeting between the student and social work faculty is required. Within five school days of notification, the student will be required to appear before the social work faculty, where the faculty will review the Plan of Action with the student. If the student does not appear before the faculty within the set time period, the student will be terminated from the Social Work Program.

E. The student is then given five school days following the meeting, to accept or reject the Plan of Action outlined by the social work faculty. If accepted, the student will sign the Plan of Action with the Director of Social Work. The student is then considered on probationary status until the conditions of the Plan of Action are fulfilled. If the conditions of the Plan of Action are rejected by the student (signified by the student not signing the Plan of Action within five school days of the meeting), the student will be terminated from the Social Work Program.

F. A student has the right to appeal the termination decision to the Dean of the College of Biblical Studies and Behavioral Sciences. It is assumed that the student does not have this avenue of appeal until all other steps (A-E) have been taken.

G. Once the appeal has been processed by the Dean of the College of Biblical Studies and Behavioral Sciences and his committee system, the social work faculty agrees to abide by this committee decision.

**Readmission to the Social Work Program**
A student will be considered for readmission to the Social Work Program, based upon the following criteria:

A. A student who leaves the program because of failure to meet academic standards may reapply for admission, after being removed from academic probation.

B. A student who is dismissed from the program for academic dishonesty and/or violating professional values and behavior may only be readmitted to the program with a majority vote of conditional readmission by the social work faculty.

Any student wishing to reapply to the social work program, after being dismissed, must go through the social work program application process again. He/she must also submit a letter outlining his/her desire to be readmitted to the social work program and the reasons why the social work faculty should make such consideration.
Section IV

Social Work Student Groups
**Social Work Student Advisory Council**
The Student Advisory Council is a group made up of 10-12 social work majors. This group meets with the social work faculty 1-2 times each semester, to discuss issues related to the social work program and social work curriculum. The goal of this group is for social work students to have a voice within the social work program and to be able to participate in the formulation and/or modification of social work program policies and procedures. Although only 10-12 students make up the Student Advisory Council, the members have the responsibility of discussing issues with other social work majors, so they are able to accurately represent all social work majors.

**Phi Alpha Honor Society**
Phi Alpha is a national honor society for social work majors. Eligible social work majors will be invited to join the LCU Epsilon Epsilon chapter of the Phi Alpha Honor Society.

Membership is based on the following eligibility requirements:

1. The student must be a social work major.
2. The student must have completed 15 hours of social work major courses, 9 hours of which must have been completed at LCU.
3. The student must have an overall 3.0 GPA.
4. The student must have a 3.5 GPA in the social work major courses.
5. The student must exhibit social work values and behavior.

The Phi Alpha Honor Society induction ceremony will be held each Spring semester.