

University of Texas at El Paso  
Department of Social Work

### **Academic Retention and Dismissal Policy and Procedures – BSW Students**

The University of Texas at El Paso Department of Social Work admits students to the undergraduate BSW Program to foster their development as successful, competent, and ethical social work practitioners. Because the program is academically challenging, some students may experience difficulties in coursework or fieldwork. The department is committed as a matter of its central mission to the success of students. Thus the faculty are involved in resolving concerns over academic performance in a timely, fair and ethical manner through due process in order to assure that students are afforded every opportunity to demonstrate success in coursework and the field.

The following procedures outline the process for the retention and dismissal of students for academic reasons. These procedures do not govern alleged violations of the *UTEP Student Code of Conduct*, which is administered by the UTEP Office of the Dean of Student Affairs.

- 1) If a faculty member has concerns about a student's academic performance on an assignment, learning endeavor, field education assignment, paper, performance or other academic activity, the instructor will raise the issue directly with the student to find solutions whereby the student can either complete the assigned work or activity or finalize the grade received.
- 2) If a faculty member has continuing concerns about a pattern of academic performance that raises doubts about the potential for that student to complete the class or course, the faculty member will also inform the student's academic advisor. The advisor may meet with the student to provide assistance and support to the student. The advisor will complete an advising form and outline the plan to support the student to improve their academic performance, which will be filed in the student's departmental records.
- 3) If a student's *pattern of academic performance* is of concern to the advisor or instructor, the BSW Committee will meet to discuss and develop recommendations to the pattern of academic performance. The student will be given the opportunity to present her/his case as part of the meeting. The student's advisor will be present in that meeting as a student advocate.
- 4) The BSW Coordinator will submit the committee's recommended action to the department chair.
- 5) The chair will make a recommendation to the Dean of Health Sciences.

The following UTEP policy governs Grade Appeals by BSW students:

- 1) Any undergraduate student may request a faculty member to review and re-evaluate a grade previously given to the student by that faculty member. Students may also seek assistance or intervention from the Department Chair or other appropriate academic administrator in obtaining a grade review by a faculty member. The formal grade appeal process is to be available in cases where a student wishes to appeal the final grade assigned by a faculty member when the student contends that the final grade assigned was the product of malicious, biased, arbitrary, or negligent determination or

impermissible discrimination. No challenge to grading standards shall be pursued on any grounds other than these. This process may not be used to adjudicate cases of suspected student misconduct, plagiarism, or collusion (Source: UTEP Undergraduate Catalog, 2015).

- 2) Formal grade appeals must be officially filed with the Student Grievance Committee of the Faculty Senate no later than one (1) year after the official grade has been released to the student, or in the case of a student who has graduated, no later than three (3) months after the degree has been conferred. The decision of the Student Grievance Committee is final (Source: UTEP Undergraduate Catalog, 2015).
- 3) Any student who wishes to appeal a grade should talk first with the faculty member who assigned the grade. If agreement cannot be reached, the student may consult with and/or file a grievance with the Chair of the Student Grievance Committee of the Faculty Senate. Students should contact the Office of Student Life for specific information or download a copy of the grievance form and instructions on the Office of Student Life Web page at <http://sa.utep.edu/studentlife/> under the heading "Grade Grievance." (Source: UTEP Undergraduate Catalog, 2015).

Adopted May 4, 2015