

ACADEMIC DISHONESTY POLICY
University of Texas at El Paso

It is the philosophy of the University of Texas at El Paso that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.

HONOR CODE STATEMENT
UTEP Social Work Department

UTEP's policies on academic dishonesty are important to the Social Work Program. Social work, like other professions, is based on ethics and values. A key professional value identified by the Code of Ethics of the National Association of Social Workers (NASW), is integrity. Synonyms for integrity are honor, honesty, truthfulness, veracity, reliability and uprightness.

The Social Work Program supports a student Honor Code. The student Honor Code acknowledges that when a student is unethical it hurts not only other students, but damages the unethical student as well. As a group, social workers are responsible for monitoring the professional conduct of their peers. The Honor Code is the mechanism by which UTEP social work students protect the integrity of the group. When a person ignores others' unethical behavior, it weakens our profession and puts future clients at risk.

Integrity is important to Social Workers because we encounter people when they are most vulnerable. Also, our input as professionals can change the course of people's lives. Based on our verbal or written opinions people can be labeled as having emotional issues, convicted of breaking laws, have their children removed from the home, be committed for observation for psychiatric problems, and so forth. It is important that social workers are competent to assess a person, diligent about producing accurate documentation, and respectful of even their most vulnerable or difficult clients.

In response to UTEP's policies on academic dishonesty, all suspected cases of academic dishonesty will be referred to the Office of Student Life. The Office of Student Life can impose various sanctions including giving a student a grade of "F" in a course, or suspension or dismissal from the university, among others.

The Social Work Department may impose additional sanctions for academic dishonesty and may impose sanctions for failure to comply with the NASW Code of Ethics, including dismissal from the Bachelor of Social Work program, or denial of entry into the program and/or field practicum. In addition to requiring students to avoid academic dishonesty themselves and to comply with the NASW Code of Ethics, when a person ignores others' unethical behavior it demonstrates a lack of integrity.

If you suspect unethical behavior such as academic dishonesty, please report it to your instructor. Your instructor will take action as outlined in the Social Work Department's Student Manual and/or of the University (available on the UTEP Office of Student Life web site).

INFORMATION ABOUT CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

The UTEP Department of Social Work *does not require that students undergo a criminal background check or drug screening* for admission into the program. Please be advised that some field practicum agencies may require students to get a criminal background check or to take drug screenings or other medical tests as a prerequisite to the field practicum with that agency. Also, the Texas State Board of Social Work Examiners asks applicants for Social Work licenses if they have committed a felony, although having done so does not preclude licensure. Additionally, organizations that employ social workers may require criminal background checks as part of the process of applying for jobs.

UTEP BSW PROGRAM ADMISSION REQUIREMENTS AND APPLICATION INSTRUCTIONS

Formal admission to the Social Work program is required by the Council of Social Work Education. Admission decisions are made by the BSW Admissions Committee. Admission to the BSW program is a prerequisite to attempting BSW professional coursework.

ADMISSIONS PROCESS

Students wishing to earn a BSW degree from UTEP must complete an admission application. **Applications will be accepted between January 1st to January 31st in the semester before the student wants to start BSW professional course work in the Fall semester.** Complete applications that meet minimum requirements will be reviewed by the BSW Admissions Committee for possible admission.

COMPLETION OF THE APPLICATION PACKET

The following materials must be included in the Application for Admission to the BSW Program. All materials should be submitted together. Please initial next to each requirement to ensure you have included the item in the application packet.

_____ 1) Completed Application for Admission for the Bachelor of Social Work Program including signed statement of viewing the UTEP BSW Program Orientation online through the department of social work.

_____ 2) Transcript(s)

a. Official transcripts from EPCC, UTEP, and other 2- or 4-year institutions the student has attended

b. If not reflected in the transcripts described in (a), a transcript showing grades for the Fall semester just completed and courses in progress for the current spring semester.

_____ 3) A resume showing work and volunteer experience. The resume should indicate if employment is/was full or part time and the number of volunteer hours completed, and tasks performed as an employee or volunteer. Assistance in developing a resume can be obtained through the University Career Center (<http://sa.utep.edu/careers/>)

_____ 4) A completed BSW Application Essay. Instructions on completing the BSW Application Essay are attached. Assistance in developing the BSW Application Essay can be obtained at the UTEP Writing Center (<http://uwc.utep.edu/>)

_____ 5) The Experience Summary Form. This form captures all of your work and volunteer experience.

_____ 6) Two letters of recommendation.

a. Use the Letter of Recommendation forms provided with your application.

b. Preferred sources of letters of recommendation are shown under the question "What is your current or past relationship to the applicant?" on the Letter of Recommendation form

c. Place letters of recommendation in sealed envelopes and have the person completing the recommendation sign their name across the back of the sealed envelope.

_____ 7) Updated Degree Plan - Can be requested from the College of Health Sciences' Student Support Center located in Room 200 or at studentsupportcenter@utep.edu

ADMISSION CRITERIA

Minimum Requirements

1) Cumulative GPA of 2.8 or higher GPA is determined by GPA'S earned at all colleges and universities.

2) Viewing the UTEP BSW Program Orientation Online on the social work department website

3) Completion of all University Core and Pre-professional course work. (Students currently enrolled in University Core and Pre-professional courses, and having a maximum of two remaining University Core and Pre-professional courses [including incompletes] may be considered for Conditional Admission).

4) No "D" or "F" in any courses that will appear on the Social Work Degree Plan. Students may wish to retake courses in which they received a "D" or "F".

Review of Applications

A limited number of students will be admitted to the BSW Program each academic year. Student selection will be based on ratings of student's applications by the BSW Admissions Committee.

Applications will be screened for completeness and reaching minimum requirements. Faculty members will rate complete applications that meet minimum requirements based on the following criteria:

1) Cumulative Grade Point Average (GPA)

2) Hours of human services experience (paid or volunteer)

3) Score on the BSW Application Essay

4) Rating of student's references

A letter notifying students of their admission status will be mailed prior to the beginning of registration for the upcoming summer and fall semesters. Possible admission statuses are:

1. *Admitted*: Student has been admitted to the BSW Program. Only those students who have the highest composite score and rank among applicants will be admitted.

2. *Conditional Admission*: Student is conditionally admitted pending completion of University Core and Pre-professional courses. Student transcripts will be reviewed in August and conditionally admitted students who have not completed all lower division course work will be dropped from professional courses, and students will need to reapply the following Spring semester for admission the following year.

3. *Waitlist*: Not admitted due to cohort size: The number of student places available in the BSW program is limited by the Council on Social Work Education accreditation guidelines on faculty to student ratio and maximum class sizes. Not every student who applies to the major will be admitted. Only those students who have the highest composite score and rank among

applicants will be admitted until the class is full. Other students who meet the admission criteria but were not admitted are placed on a waitlist should an accepted student decline admission. The waitlist is ordered according to the composite score.

4. Admission Denied

REGISTRATION AT UTEP

Students who are admitted to the program will receive notification of time and dates for group advising for registration. Advising holds will be removed after group advising so students are able to register for advised courses.

Return the application, including all the items listed above to:

**University of Texas at El Paso
Bachelor of Social Work Admissions
500 W. University Ave.
HSSN Room 434
El Paso, Texas 79902**

**APPLICATIONS WILL ONLY BE ACCEPTED IF RECEIVED AT HSSN 434 OR HSSN 431
BETWEEN JANUARY 1ST AND JANUARY 31ST.
FOR SPECIFIC DATES OR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE REFER TO THE SOCIAL WORK
BSW WEBPAGE OR CONTACT THE DEPARTMENT OF SOCIAL WORK OFFICE AT 915-747-5095**