



**Admission and Continuation Review Committee
of the
Department of Social Work**

Purpose:

The Admission and Continuation Review Committee is responsible for reviewing potential student problems identified by Departmental faculty and staff. The committee will meet as necessary to review, mediate and establish individualized plans related to student issues identified at any point in the program (i.e., prior to admission, at admission, or after admission to the BSW or MSW program). A student may be asked to meet with the Committee with respect to issues including: class performance, disruptive classroom or field unit behavior, and potential violations of the NASW Code of Ethics.

Procedure:

Departmental faculty and staff members must submit a written, behaviorally specific referral addressing how the issue identified affects the student's ability to perform the duties of the profession. Students will be notified of their referral by certified letter within 30 days of the referral. The letter will describe committee procedures, including an explanation of student rights and the appeal process. If a meeting of the Committee is scheduled, the student will be asked to attend the meeting and will be permitted to present a response. The student may also request that another departmental faculty or staff member, not involved with the referral, act as an informal student advocate.

This ad hoc committee will consist of departmental faculty or staff appointed by the department chair. The Committee will assess whether a remediation plan can be developed to address the concern and/or if the Department and University can make reasonable accommodations to assist the student. The committee may request additional information from both the student and faculty involved and may conduct a criminal background check whenever it deems necessary. Campus and community resources that may help remedy the situation may also be identified and may be a part of the remediation plan developed.

If a student disagrees with the plan or any decision of the Committee, the student has the right to appeal to the chairperson of the Department of Social Work. Further appeals must follow University procedures as specified in the UW Oshkosh Student Handbook.