



Department of Social Work
Newark College of Arts and Sciences &
University College-Newark

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Grievance Procedures

Grades

The classroom instructor has the responsibility for assignment of grades.

1. Concerns about a grade should be discussed with the instructor within two weeks after receiving the grade.
2. If not resolved, concern should be stated in writing to the instructor within one week after step 1; student is asked to present evidence/support regarding areas of dispute; faculty will respond within two weeks.
3. If still unresolved, concerns and materials should be submitted to the Program Chair in writing; Chair will respond within two weeks.
4. Complaints remaining unresolved at this level should be directed, in writing, to the Office of Academic Services.
5. Students with a complaint against the Chairperson may either consult with a Department member or contact the Office of Academic Services.

Other Complaints/Grievance Procedures

If a student is experiencing other problems related to course or fieldwork, please contact the following in this order:

1. Course instructor or Director of Field
2. Chairperson with written statement of concern and any documentation
3. If still unresolved, the Office of Academic Services should be contacted and the College appeal/grievance procedure followed.

Probation and Termination

Students may be placed on a probationary status or terminated from the program/college for both academic and non-academic reasons.

A 2.0 overall grade point average is required to remain in the College; falling below a 2.0 for two consecutive semesters will result in placement on academic probation and may culminate in dismissal from the College. A minimum grade of C must be earned in all Social Work Department courses and major requirements given outside of the department.

Students may be brought before the University Judiciary Board for disregarding standards of academic honesty and integrity. Probation, suspension, or dismissal from the university are possible results of proven infractions.

Academic dishonesty or misrepresenting work in class or field is a serious offense not tolerated by the Department, reportable to the Office of Academic Services, and may result in dismissal from the major, suspension or termination from the University.

The Department may also seek probation or termination from the program and possibly the College for non-academic reasons as well. The reasons specific to the Department include but are not limited to:

1. Breach of the NASW Code of Ethics/Breach of any behavior deemed unacceptable by the NJ Board of Social Work Examiners.
2. Breach of field agency policies
3. Proven use of illegal drugs during one's course of study
4. Hostile or resistant attitude towards learning or supervision
5. Inappropriate or disruptive behavior toward fellow students, colleagues, faculty, and/ or staff at the university, field placement or other settings
6. Inability or unwillingness to carry out appropriate assignments in an agency setting.
7. Behavior that is emotionally or physically damaging to clients
8. Chronic absenteeism and/or tardiness
9. Arrest and/or conviction of a crime during the course of study while a major
10. Repeated failure to demonstrate an ability to work effectively with client systems.

In the event that a student's actions are of such as to be considered for probation or termination, the student, Chair and involved faculty/staff will meet. The student may request the presence of an additional faculty member if they so choose. Within two weeks of the meeting, the student is given a written explanation of the decision, a course of action, follow-up plan and time line to remedy the problem. If the situation is deemed beyond the scope of the Department, the situation is referred to the Office of Academic Services for further action. The student is notified of this action and the result as well.