

**University of Houston  
Graduate College of Social Work  
Foundation Semester Policies, Fall 2014**

All students are required to read the policies on this page, print, sign, and date this page and return the signed copy to Tara Villasenor in Suite 235 or scan and email a copy to [tcvillas@central.uh.edu](mailto:tcvillas@central.uh.edu) **no later than Saturday, August 23<sup>th</sup>**.

### **Class Attendance Policy**

1. Full and complete attendance is **required** in the first week of the foundation semester (**Thursday August 21<sup>st</sup>, 2014 and Friday August 22<sup>nd</sup>, 2014**).
2. Students are expected to attend all cohort classes in weeks 2 through 15.
3. The following constitute violations of the Foundation Semester Class Attendance Policy:
  - a. Non-compliance with #1 in this section (i.e., being absent from classes on Week 1);
  - b. Absent more than one time from Policy, HBSE, or Practice modules, which meet only 6 weeks;
  - c. Absent more than two times from the Research module or from the Practice Skills Lab module, which meet from week 2 through week 15.

### **Make-up Policy**

1. Students are required to make-up work if absent.
2. It is the student's responsibility to contact the relevant Instructor within 24 hours to discuss specific make-up assignments, timelines for completion, and submission of this work.
3. Make-up work may include assignments in the missed class or different assignments, or both (original and additional assignments);
4. If available, the student will view the recorded lecture of the missed class prior to the next module, prepare a one page summary capturing the five main points of the taped lecture, and submit this summary to the Instructor. Additional assignments will be provided to the student who is absent during experiential classroom activities that are not recorded.
5. The failure to make-up work when absent and/or comply with #4 above constitutes violations of the Foundation Semester Make-up Policy.

### **Grading**

1. A student's satisfactory performance in the MSW Foundation Curriculum is evaluated by faculty with the following criteria:
2. The five Individual Foundation Modules that are 6 weeks (SOCW 6202: Practice; SOCW 6203: Policy; and SOCW 6204: HBSE) or 14 weeks (SOCW 6305: Research, and SOCW 6306: Practice Skills Lab) in duration **will have letter grades**. Within these modules, **PASSING** will be defined

as obtaining a grade of “C-” or better. These modules will be subject to the University’s 3-C rule.

SOCW 6201: Foundations of the Social Work Profession and SOCW 6194: Field Placement I are graded as **PASS/FAIL**.

3. **PASSING** will be defined as obtaining a grade of “C-” or better. Modules will be subject to the University’s 3-C rule (that is, if a student gets three C’s in Foundation they are terminated from the program).
4. Grades of Incomplete are given only when a student is passing a component but, for reasons beyond their control, have not completed a relatively small part of all requirements.
5. Students are responsible for informing the instructor and the academic advisor immediately of the reason(s) for not completing the requirements.
6. The grade of “I” must be changed by fulfilling stated requirements by the deadline set by the instructor.
7. All components of Foundation must be passed prior to starting the Advanced Curriculum.

### **Late Submission Policy**

On-time submission of assignments is an expectation of graduate social work students. There must be a significant reason for a late assignment to be accepted, and the student must notify the instructor prior to the assignment due date. If an emergency prevents the student from turning in an assignment, the student must (1) notify the instructor as soon as possible; and (2) provide documentation of the emergency. The instructor has the right to determine whether or not to accept the late assignment and what the grade reduction may be. Students who believe they may need extensions of assignment submission deadlines due to their temporary or permanent health impairments, physical limitations, psychiatric disorders, or other related conditions should contact the Center for Students with disabilities and provide the Instructor with an Accommodations Form.

### **Admission to Candidacy**

Grades of satisfactory in all components are required in order to be admitted to candidacy. If a student does not successfully complete a foundation component, that component must be completed in a subsequent semester prior to being considered for admission to candidacy. Should this occur, the student will be granted credit for all successfully completed components, but will not be permitted to enroll in advanced courses until she or he is admitted to candidacy. More complete information about admission to candidacy can be found in the GCSW Student Standards.

### **Success Plan**

Students who violate any of the above policies will be referred to their academic

advisor for a formal student success plan. Foundation students will be allowed a maximum of three formal student success plans during their Foundation Semester.

**Termination from GCSW**

Students may be terminated from the GCSW M.S.W. program for failing to successfully complete a formal student success plan in accordance with Foundation Semester Policy.

Students may also be terminated from the GCSW M.S.W. program for noncompliance with other policies, including but not limited to, the Student Standards Policy, and noncompliance with University of Houston policies, including but not limited to the university's Academic Honesty Policy and Student Disciplinary Policies and Procedures.

Students who are notified that they are being terminated from the GCSW M.S.W. program due to noncompliance with Foundation Semester Policies may grieve the decision in accordance with the GCSW Student Grievance Policy.

I have read, understand, and agree to abide by the above Foundation Semester Policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (please print Clearly) \_\_\_\_\_