

**University of Houston
Graduate College of Social Work
Foundation Semester Policies, Fall 2010**

All students are required to read the policies on this page, print, sign and date this page and return the signed copy to Jan Leger or Jamie Parker no later than Saturday, August 28th.

Class Attendance Policy

1. Full and complete attendance is required in the first week of the foundation semester.
2. Students are required to attend all cohort classes.
3. A grade of U (unsatisfactory) will be given under the following attendance policy:
 - (a) non-compliance with "1" in this section;
 - (b) absent from class more than one time from Policy, HBSE, or the Practice course modules;
 - (c) absent more than two times from the Research class;
 - (d) absent more than two times from the Practice Lab classes will receive a grade of U (unsatisfactory).
4. A student is required to consult with instructor for absences due to medical or emergency reasons.

Make-up Policy

1. Students are required to make-up work if absent.
2. It is the student's responsibility to contact the class module instructor within 24 hours to discuss specific make-up assignments, timelines for completion, and submission of this work.
3. Make-up work may include either or both assignments in the missed class or different assignments;
4. Student will view the recorded lecture of the missed class prior to the next module. Student will then prepare a one page summary, capturing the five main points of the taped lecture, and submit this summary to the instructor. Students must contact Jan Leger, LCSW, Director of Student Affairs, to access the recording. Additional assignments will be provided to the student who is absent during experiential classroom activities that are not recorded.

Grading

1. Every assignment must be completed; each graded assignment must be completed with a minimum grade of 80/100
2. Numerical scores of 80 and above out of a possible 100 are defined as Satisfactory

- 3 Resubmission Policy: Students are required to pass all assignments and quizzes with a minimum grade of 80/100. In the event that an initial submission does not earn a passing grade, students may submit the assignment or quiz a second time within the timeline given by the instructor
- 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 requirements.
- 6 The grade of “I” must be changed by fulfilling stated requirements by the deadline set by the instructor. Failure to do so within a short time may result in the student needing to request a leave of absence.

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.

Admission to Candidacy

Grades of satisfactory in all components are required in order to be admitted to candidacy

Action Plan

Students who fail to comply with any of the above policies will be referred to their academic advisor for a formal action plan.

Termination from GCSW

Students may be terminated from the program for noncompliance with the foundation policies. Students may also be terminated from the program for failure to successfully complete an action plan.

I have read and understand the above foundation policies.

Signature: _____ Date: _____

Student Name (please print Clearly) _____