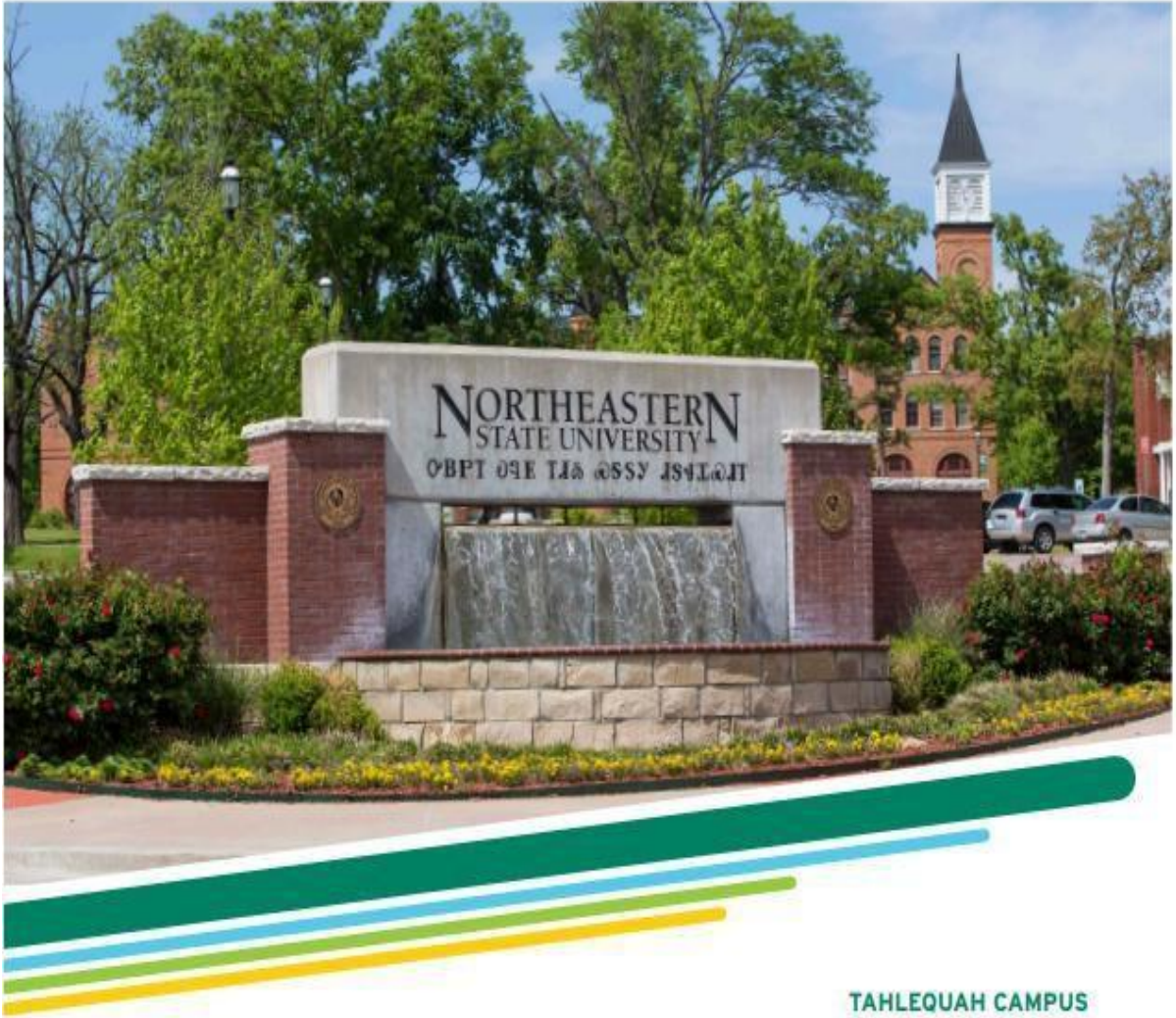


Northeastern State University
School of Social Work

2025-2026 BSW Student Handbook



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**NORTHEASTERN STATE UNIVERSITY
COLLEGE OF LIBERAL ARTS
SOCIAL WORK DEPARTMENT**

Welcome to the Northeastern State University (NSU) Social Work Department. As you begin preparation for a career in the social work profession, please accept our sincere good wishes for a rich and stimulating professional educational experience.

Social work education has been a part of the curriculum at NSU since 1981. In 1992, the Council on Social Work Education (CSWE) granted the NSU Social Work Bachelor of Social Work Program professional accreditation. The program has been fully accredited since that time. Beginning with the fall 2002 semester the social work program was offered at the Broken Arrow campus. New cohorts of students are admitted at the beginning of each fall semester on both campuses.

Professional social work accreditation enables graduates of the program to belong to professional social work organizations such as the National Association of Social Workers (NASW), to apply for professional state licensure, and to apply for advanced standing in Masters of Social Work (MSW) programs.

The Bachelor of Social Work (BSW) degree is recognized as the entry-level professional degree for generalist social work practice in public and private social service agencies. The NSU social work curriculum consists of 57 hours of required courses that include the study of human behavior in the social environment, social work practice, social policy, research, case management, social and economic justice, populations at risk, values and ethics, and field experience. Majors must maintain an overall GPA of 2.5, as well as a GPA of 2.5 in all social work courses, and complete a total of 450 hours of practicum, which includes experiential learning activities in a social service agency.

The NSU Social Work Department has eight full-time faculty, all with at least a MSW degree and from diverse practice backgrounds. Students have the opportunity to complete field practicum with one of more than 200 different social service agencies in various locations throughout northeastern Oklahoma. A professional social work advisory board consisting of social workers from the practice community meet once a year with our social work faculty.

As a social work major, you will be encouraged to pursue your own interests and goals as well as those of the program in order to become an active and independent learner. Each member of the NSU social work faculty stands ready to assist you, and we look forward to establishing a team effort towards your social work education.

This handbook is intended to:

- *help NSU social work majors learn about the BSW program
- *acquaint prospective students with the program
- *serve as a reference for students
- *supplement the university catalog

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Part I

INTRODUCTION

Northeastern State University Mission

Building on our Cherokee Nation heritage, Northeastern State University is committed to student success and a sustainable future for our diverse communities.

Vision

NSU will support our students' success by adapting to a constantly changing, globally competitive environment, by educating today's learners to be tomorrow's leaders, and by being responsive to the needs of our stakeholders and the region's workforce.

Values

Our People

We are committed to the growth and success of our students, employees and community partners.

Our Place

We honor all who came before us and advance a culture grounded in respect, opportunity and belonging.

Our Purpose

We develop a collaborative environment that cultivates a life-long pursuit of learning, excellence, creativity and opportunity.

NSU Social Work Mission Statement

The Northeastern State University's School of Social Work Program's mission is to prepare academically competent and effective professionals; particularly first-generation college students who desire to enter generalist social work practice. The faculty designed the curriculum to integrate and apply the knowledge, skills, and values of the Council on Social Work Education (CSWE) competencies and behavioral indicators that align with the National Association of Social Workers (NASW) Code of Ethics, addressing values, social justice, dignity and worth of persons, the importance of human relationships, integrity and competence. These key foundations prepare our graduates to practice social work in a wide range of agencies and allied settings with diverse client systems and people. Our academic program has a unique focus in its integration of addressing social work practice with Native American populations.

Program Academic Goals

In keeping with our mission, we have established the following program goals;

1. To **educate** diverse social workers for beginning generalist social work practice.
2. To **provide** an accessible social work academic program.
3. To **prepare** social workers to practice with diverse populations and systems, including Native American populations.
4. To **develop** social work leaders especially in child welfare social delivery systems.

Part II

BSW PROGRAM INFORMATION

Curriculum Design

The BSW program uses ecological and system theories as its organizing framework and includes this perspective as an integral part of all aspects of the curriculum. Courses are taught by means of a process of reflection-in-action, and are organized into eight substantive areas: social welfare policies and services; human behavior in the social environment; social work practice; social work research; values and ethics; diversity; social and economic justice and populations-at-risk; and field education. Field placements are an integral part of the curriculum and are based on student interests and learning needs. All field experiences take place in agencies approved by the Social Work Program.

Social Work core courses include:

SOWK 2013	Introduction to Social Work
SOWK 3013	Interviewing Skills
SOWK 3873	Human Behavior in the Social Environment I
SOWK 3953	Practice I
SOWK 4313	Social Work Research
SOWK 4613	Human Diversity
SOWK 4643	Case Management
SOWK 4673	Practice II
SOWK 4733	Practice III
SOWK 4863	Social Policy
SOWK 4873	Human Behavior in the Social Environment II
SOWK 4962	Senior Seminar
SOWK 4984	Practicum I & Seminar
SOWK 4994	Practicum II & Seminar

*See NSU [course catalog](#) for prerequisite listing for each course.

*See Appendix D for course descriptions.

Program Course Sequence

The Social Work major consists of 46 hours of required social work courses, 6 hours of social work electives, and 5 hours of upper division electives from social work, social science, psychology, or Native American studies. This is a total of 57 hours. To graduate 124 hours are required, and a minimum of **60 of these hours must be from a four-year school**. Therefore, only 64 hours of transfer credits will be counted toward the undergraduate degree.

Required pre-requisite courses

Intro to Sociology 1113	Biology w Lab BIO 1114
Intro to Psychology 1113	Statistics SOC 3323
Intro to Social Work/ 2013 *Principles of Human Services	College Algebra or Math Structures 1513 or 1473
Interviewing Skills SOWK 3013	HBSE I SOWK 3873 * Lifespan Development
Human Diversity SOWK 4613	
	*Tulsa Community College Course

The recommended sequence of courses for Tahlequah and/or Broken Arrow-based Social Work majors is as follows.

BSW Course Sequence for the Broken Arrow Campus

Junior Year

First Semester*

HBSE I (3873)	3 hrs	_____
Interview Skills (3013)	3 hrs	_____
Soc Stats (Soc 3323)	3 hrs	_____
Diversity (4613)	3 hrs	_____
Electives	0-3 hrs	_____

Total 12-15 hrs

*Apply for admission as a SOWK major

Second Semester

HBSE II (4873*)	3 hrs	_____
Soc Policy (4863)	3 hrs	_____
Practice I (3953*)	3 hrs	_____
Case Mgmt (4643)	3 hrs	_____
Electives	0-6 hrs	_____

Total 12-15 hrs

*Majors only **Pre-Social Work or Majors only

Senior Year - Majors Only in All Courses

First Semester

Pract I & Smnr(4984)*	4 hrs	_____
Practice II (4673)	3 hrs	_____
Research (4313)	3 hrs	_____
Electives	0-6 hrs	_____

Total 13-16 hours

**a total of 88 hours must be completed prior to registering for Practicum in the senior year*

Second Semester

Pract II & Smnr (4994)	4 hrs	_____
Practice III (4733)	3 hrs	_____
Senior Smnr (4962)	2 hrs	_____
Electives	3-7 hrs	_____

Total 12-16 hours

Transfer credit: HS1113 from TCC transfers as SOWK 2013, Intro to Social Work. Also, HS 2023 from TCC transfers as SOWK 3873, HBSE I. (Note: if transferred in, these credits do not count toward the 60 hours required from a four-year school.) HSVC2053 does NOT transfer as SOWK 4643 Case Management.

Junior year courses are offered on Tuesday and Thursday, and senior year courses are offered on Monday and Wednesday. Course offerings are sequenced, first semester courses are offered only in the fall, and second semester courses are offered only in the spring. If you begin Social Work courses in the spring semester, it will take five semesters to complete the required courses.

BSW Course Sequence for the Tahlequah Campus

Freshman Year

First Semester

English 1113	3 hrs
History 1483 or 1493	3 hrs
Humanities/Culture&Ideas	3 hrs
Life Skills	3 hrs
University Studies	3 hrs
Total	15 hrs

Second Semester

English 1213	3 hrs
*MATH 1513 <i>or</i> 1473	3 hrs
Humanities/Fine Arts	3 hrs
Life Skills	3 hrs
Computer Prof	3 hrs
Total	15 hrs

*Prerequisites for admission to Social Work Major.

Sophomore Year

First Semester

Written/Oral Comm	3 hrs
*Biological Sci 1114	4 hrs
Pol Sci 1113	3 hrs
Global Perspectives	3 hrs
*Soc Stats 3323	3 hrs
Total	16 hrs

*Prerequisites for admission to Social Work Major.

Second Semester

*Intro to Soc 1113	3 hrs
*Intro to Psyc 1113	3 hrs
Physical Science	3-5 hrs
Global Perspectives	3 hrs
*Intro to SOWK 2013	3 hrs
Total	15-17 hrs

*Prerequisites for admission to Social Work Major.

Junior Year

First Semester*

HBSE I (3873)	3 hrs
Interv Skills (3013)	3 hrs
Diversity (4613)	3 hrs
Electives	3-6 hrs
Total	12-16 hrs

*Apply for admission as a Social Work Major

Second Semester

HBSE II (4873*)	3 hrs
Soc Policy (4863)	3 hrs
Practice I (3953*)	3 hrs
Case Mgmt (4643)	3 hrs
Electives	0-3 hrs
Total	12-16 hrs

*Social Work Majors only

Senior Year - Majors Only in All Courses

First Semester

Pract I & Smnr(4984)*	4 hrs
Practice II (4673)	3 hrs
Research (4313)	3 hrs
Electives	0-6 hrs
Total	13-16 hrs

*A total of 88 hours must be completed to register for Practicum in the senior year.

Second Semester

Pract II & Smnr (4994)	4 hrs
Practice III (4733)	3 hrs
Senior Smnr (4962)	2 hrs
Electives	3-7 hrs
Total	12-16 hrs

Note: All students must earn a minimum of 60 hours from a four-year school to meet graduation requirements. Course offerings are sequenced. Consequently, first semester courses are offered only in the fall, and second semester courses are offered only in the spring. This course sequencing sheet is for informational purposes only. All students are assigned an academic advisor and a faculty advisor.

Social Work Minor

Non-social work majors may earn a minor in social welfare by selecting 18 hours from the following courses:

SOWK 2013, Introduction to Social Work
SOC 1113, Introduction to Sociology
SOWK 3473, Social Welfare
SOWK 3873, Human Behavior I
SOWK 4043, Special Topics (maximum nine hours)
SOWK 4613, Human Diversity
SOWK 4623, Social Work w/Elderly
SOWK 4633, Family and Child Welfare Services
SOWK 4643, Case Management
SOWK 4751, Workshop in Contemporary Issues (maximum three hours)
SOWK 4863, Social Policy
SOC 4000, Workshop (maximum three hours)
SOC 4723, Social Stratification

- **Credit may not be earned in both Social Work courses and Sociology courses with the same number and title.**

PART III

ACADEMIC POLICY AND PROCEDURES

NSU's Advising Model

NSU employs a shared model of academic advisement that allows for comprehensive and continued review of a student's pursuits throughout their academic career using professional advisors and faculty mentoring. All new students must receive academic advisement upon admission to Northeastern State University.

Academic Advisors in the University Advising Center serve first-time freshmen and undeclared students to assist them with acclimation to student life and to ensure enrollment in appropriate general education coursework.

Academic Advisors in the Colleges (Business & Technology, Education, Liberal Arts, Science & Health Professions) serve declared undergraduate majors. Each college employs full-time professional advisors on both the Tahlequah and Broken Arrow campuses. The advising focus is on providing academic information and assistance to students declared in the colleges' majors, helping students navigate all aspects of the major, beginning with prerequisite program requirements and ending with degree completion.

Faculty Advisors serve declared undergraduate majors and graduate students in the appropriate discipline, focusing on career advice, internship opportunities, research opportunities and future academic pursuits. Faculty mentors have in-depth knowledge of their field and are the best resource for expanding students' understanding of the discipline.

Advising Procedures:

- Undergraduate students meet with advisors based on enrollment (i.e. Freshman) and major declaration status. [Contact the NSU Advising Center](#).
- Students with declared majors or those wishing to declare a major meet with Academic Advisors in the appropriate college, based on the student's last name.
- Appointments can be made by using the "Schedule Appointment" link beneath each advisor's photograph on the appropriate staff page. Find the College of Liberal Arts Academic Advisors at this [Link](#)
- Students can find their assigned Academic Advisor or Faculty Mentor listed on their Degree Works audit or under the Student tab in [goNSU](#).

***Schedule an appointment with an advisor each semester, prior to enrollment.

Admission to the Social Work Major

Before declaring a social work major, students must first be admitted to Northeastern State University. This procedure is managed by the University's Office of Admissions in the Case Building ([Map](#)). Incoming first-year students are advised through the NSU Advising Center until they declare Social Work as a major. NSU and transfer students, who have declared Social Work as their major, are assigned academic advisors from the College of Liberal Arts.

Students must complete an application to be considered a full major of the Social Work program the fall semester before enrolling in the SOWK 4013 Practice I course. *This document also serves as the practicum application.* Students will qualify to be a full Social Work major when the following requirements are completed:

- All general education requirements
- All Social Work pre-requisite courses. These include:
 - BIOL 1114 General Biological Science
 - SOC 1113 Introduction to Sociology
 - PSYC 1113 Introduction to Psychology
 - SOWK 2013 Introduction to Social Work
 - MATH 1513 College Algebra
 - SOC 3323 Social Statistics
 - SOWK 3873 Human Behavior in a Social Environment
 - SOWK 3013 Interviewing Skills
 - SWOK 4613 Human Diversity
 - SOWK 4751 APA Workshop
- Maintain a minimum grade of “C” or higher in all social work courses. Courses with a D or F grade must be retaken. Students who receive a grade of D or F after one course repeat will be dismissed from the major.
- Maintain a 2.5 Graduate/Retention GPA throughout the time in the program.
- University requirements for English Proficiency are met
- Obtain a background check through CastleBranch National. (No more than 3 months old). Refer to page 14 for additional information.

The formal application for admission to the Social Work Program consists of:

1. The completed application forms
2. A signed copy of the student contract
3. The essay
4. Updated professional resume
5. One professional and one faculty recommendation letter.

The student then submits their completed application to the Social Work office on either the Tahlequah or Broken Arrow campus. Students are notified through the NSU email regarding their admission to the Social Work Program. In some cases, students may be notified by regular mail.

Admission Status Definitions:

1. **Full Admission:** Full admission as a Social Work major is granted to a person who meets all criteria and has completed all admission activities.
2. **Conditional Admission:** Admission is granted to a person who meets partial admission criteria, with the stipulation to complete the remaining conditions by a date determined by the admission committee. Those conditions are listed within the email sent out by the admission committee.
3. **Admission Denial:** Students who do not meet admission requirements are notified in writing by the Program Director. Notification is provided as soon as the Admission Committee determines that requirements cannot be completed prior to the upcoming semester, and no later than two weeks following the last day of classes.

Process for the notification of each decision type:

Students are notified through the NSU email regarding admission decisions to the Social Work Program. In some cases, students may be notified by regular mail.

Appealing a Denial of Admission to the Program

Each student has the right to appeal an admission denial using the following process:

1. The appeal must be in writing
2. The appeal must list new and significant information in regards to the admission decision.
3. The appeal must be turned into the BSW Program Coordinator within 2 weeks upon receipt of the admission denial.

The coordinator will provide a written response via NSU email to the student within one week of the appeal. Additional appeals are prohibited.

Criminal Background Policy

NSU Criminal Background policy: Acknowledging that many human service agencies request a criminal background check for volunteers and employees, the NSU Social Work Program requires a current background check for all program applicants. Students applying for full-major status must have a current (no more than 3 months old) background check at the time of application. Obtain a background check through CastleBranch National background check (Valid within 30 days)

https://www.castlebranch.com/online_submission/package_code.php

The code you will need to use is: HV36 and the cost is \$46.

Full-major status is not determined by criminal history, but will be used to counsel students on practicum placement and future employment. As such, the social work faculty is dedicated to providing correct advisement to students, and a criminal background check will provide that opportunity. Confidentiality is a hallmark of good social work practice. Criminal background check information will be maintained confidentially within the School of Social Work. Information will only be shared with appropriate social work faculty or practicum agencies when required for placement purposes and with the student's written consent.

Admission to the Practicum

Students who have met curriculum eligibility requirements for full admission (see above) and practicum will attend a meeting with the faculty liaison and/or the practicum coordinator the spring semester prior to entering the field. The initial contact is a group meeting where information concerning the field placement process is explained, expectations are outlined, and a general time frame is set. Students have an opportunity to clarify any questions about field practicum.

Requirements to begin practicum:

- 88 completed semester hours
- Maintain a minimum grade of “C” or higher in all social work courses. Courses with a D or F grade must be retaken. Students who receive a grade of D or F after one course repeat will be dismissed from the major.
- 2.5 GPA overall
- 2.5 GPA in All Social Work Courses
- Proof of Field Practicum Liability Insurance
- Submission of Practicum Application Materials and Approval of Faculty
- Refer to University Catalog for Practicum Course Prerequisites
- Students must meet all requirements outlined in the fitness to practice portion of this handbook.

Applicants must be in enrolled in or have completed the following courses at the time of the practicum application submission:

4873 HBSE II	4013 Practice I	4863 Social Policy	4643 Case Management
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Practicum Placement Procedure

Practicum placement procedure is clearly outlined in the NSU Field Practicum Manual. A directory of approved practicum agencies is maintained by the Practicum Coordinator(s). Assignments to practicum agencies will be made based upon student interests. However, placements will be made according to the educational needs of the student and the educational opportunities available in approved agencies. The final decision rests with the practicum coordinator and faculty. Once students are accepted into a practicum, they will receive professional guidance from the agency field instructor and the faculty-field liaison throughout both semesters. All social work students are assigned to social service agencies for field experience as generalist level social workers.

NO EXEMPTIONS from practicum will be given. Life/work experience credit is not given for social work practicum. Only social work majors may take practicum courses.

All students enrolled in field practicum will be required to carry professional liability insurance. The student is responsible for providing to the Practicum Coordinator evidence of insurance or financial responsibility at the prescribed level prior to enrollment in the practicum. Additional information will be provided by the Practicum Coordinator.

- For additional information, please see the NSU Field Practicum Manual which is available on-line at the social work web page.

Course Grade Policy

All social work students are to maintain a C grade or above average in all social work courses. Courses with a D or F grade must be retaken. Students who receive a grade of D or F after one course repeat will be dismissed from the major.

Academic Probation and Suspension

Any student not maintaining satisfactory progress toward academic objectives will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses, or meet the minimum cumulative GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Further information can be viewed [here](#).

Exceptions to Policies

Exceptions to Social Work Program policies are rare; however, in unusual situations students may request an exception by submitting a request in writing. Students who do not meet admission requirements, course prerequisites, or other stated conditions may also appeal the decision in writing. Requests and appeals for exceptions, which are made by students, should include a statement why they believe their case is exceptional and merits additional consideration. In each instance the request is reviewed and a decision is made based on the merits of the case and interrelated issues. Exceptions to existing policies require the approval of a majority vote of the Social Work Department faculty. Students will be notified in writing of any faculty decisions made under this exception policy via NSU email.

Retention

The NSU BSW program demonstrates a sustained commitment to student retention through intentional, equity-centered, and developmentally responsive strategies designed to support student success from admission through graduation. Recognizing the unique needs of our student population, the program integrates academic, advising, financial, and psychosocial support to reduce barriers to persistence and promote timely degree completion.

Retention efforts begin with proactive admissions and orientation practices that emphasize realistic expectations of social work education while fostering early connection to faculty, peers, and university resources. Once admitted to the program, students receive structured academic advising from academic advisors within the College of Liberal Arts who monitor academic progress, provide individualized degree planning, and intervene early when academic or personal challenges arise. Further, students are assigned a faculty mentor and the relationship emphasizes strengths-based and culturally responsive approaches consistent with social work values, supporting students' sense of belonging and professional identity development.

NSU utilizes the technological alerting system, Academic Early Alert System, which assists in student advising and retention efforts. This system allows faculty to identify students in their classes who have poor attendance and/or poor performance and submit an alert for them at the end of each semester. The retention staff is mobilized to contact the student through email, phone, and social media. The students are informed that their professor is concerned

about their progress and their ability to be successful in the course. The information provided by faculty assists the student in making wise decisions regarding course improvement or course withdrawal. As a result of the early alert academic system, the university has experienced a reduction in academic suspensions and fewer students being placed on academic probation due to their academic performance. As a result of the early alert academic system, the university has experienced a reduction in academic suspensions and fewer students being placed on new academic probation due to their academic performance.

The BSW Program further supports retention through a sequenced curriculum that scaffolds skill development and integrates advising checkpoints at key transition points, including pre-professional coursework, formal program admission, and field education preparation. Faculty routinely review course performance, retention patterns, and student feedback used to identify trends and implement responsive adjustments to curriculum delivery, instructional support, and student involvement strategies. Continuous assessment informs retention efforts. The BSW Program regularly analyzes student progression, retention, and completion data and incorporates findings into program planning and improvement processes. Feedback from students, alumni, and field partners' further guides enhancements to advising, curriculum sequencing, and student support mechanisms.

The School of Social Work Advisory Board serves as a key mechanism for promoting student retention through program oversight, stakeholder engagement, and continuous quality improvement. The Advisory Board meets annually to review assessment data, exit survey results, and other program evaluation findings to identify trends related to student persistence, learning experiences, and barriers to success. Based on this review, the Board provides guidance and recommendations related to program modifications, policy adjustments, curriculum enhancement, and field education practices that support student engagement, academic progression, and timely degree completion. Board membership is intentionally diverse to ensure multiple perspectives within the social work community and includes at least one BSW student and one MSW student, alumni currently in practice, current and emeriti social work faculty, field instructors, and community practitioners. Student representatives are valued, full participants in Advisory Board discussions, ensuring that student perspectives are meaningfully considered in decisions affecting both the implicit and explicit curriculum and in strategies designed to enhance student satisfaction and retention. Student engagement is further supported through multiple feedback mechanisms, including exit surveys and program improvement surveys, which provide ongoing opportunities for students to share their experiences and inform retention-focused improvements. Through inclusive and equitable student participation, integration of external stakeholder feedback, and systematic review of assessment data related to competency attainment and student learning outcomes, the Advisory Board plays an active role in strengthening program quality, supporting student success, and fostering conditions that promote student retention and persistence.

Field education, a critical retention point in social work programs, is supported by deliberate preparation, close supervision, and ongoing communication between faculty and field liaisons. Students receive guidance in navigating field expectations, coordinating academic and personal responsibilities, and accessing support services when challenges emerge. This joint approach helps mitigate attrition related to field placement stressors while maintaining professional and educational standards.

The program collaborates with larger university retention initiatives, including tutoring services, writing support, accessibility services, mental wellness resources, and financial aid counseling. These partnerships are particularly important for students experiencing economic hardship or competing life demands, and they reinforce the program's commitment to holistic student support. For example, The Schusterman Scholarship program supports student retention by advancing diversity, equity, and inclusion through the reduction of economic obstacles that disproportionately impact students from historically marginalized and underserved populations. The program provides partial scholarships to Bachelor of Social Work (BSW) students, prioritizing those with demonstrated financial need, transfer students from Tulsa Community College, students pursuing child welfare specializations, and individuals who reflect the diversity of the communities served by the profession. By alleviating financial stressors that may otherwise interfere with academic persistence, continuous enrollment, and timely degree completion, the scholarship promotes unbiased access to the social work curriculum and supports student success. In doing so, the Schusterman Scholarship contributes to a more inclusive learning environment, strengthens student retention, and supports the preparation of a diverse and competent social work workforce committed to advancing social, racial, economic, and environmental justice. Through these intentional and integrated strategies, the Northeastern State University BSW Program promotes student retention in a manner consistent with the university's mission, the values of the social work profession, and CSWE accreditation standards, while maintaining academic rigor and prioritizing student well-being and success.

Student Termination Policy

The Social Work Program is committed to ensuring fairness, transparency, and consistency in all matters related to student academic and professional performance. These policies apply to both academic and professional standards and are designed to ensure due process and alignment with social work values and ethical practice.

The BSW program maintains policies to ensure that students demonstrate satisfactory academic and professional performance consistent with the standards of the social work profession. A student may be terminated (dismissed) from the program for reasons related to academic performance and/or professional performance.

Termination refers to discontinuation of a student's enrollment in the BSW program. In most cases, termination is considered permanent. In limited circumstances, a student may be required to withdraw with specified remedial conditions prior to reapplication.

A. Termination Based on Academic Performance

Students are evaluated based on established academic standards, including course grades, GPA requirements, and successful completion of required coursework. When academic concerns arise, students are notified and provided opportunities to improve performance through advising, academic support services, and faculty guidance.

If a student does not meet academic standards, the program follows established procedures, including notification of deficiencies, opportunities for remediation when appropriate, and clear communication regarding potential consequences, including dismissal from the program.

A student may be terminated from the BSW program for the following academic reasons:

1. Failure to maintain a minimum cumulative GPA of 2.5.
2. Failure to meet academic expectations of the social work program.
3. Violations of the University Code of Student Conduct.
4. Persistent ineffective performance in the practicum setting.

Additional grounds include:

- **Poor Academic Performance:** Failure to meet grade requirements or demonstrate the ability to correct deficiencies within a reasonable timeframe.
- **Academic Dishonesty:** Including plagiarism, cheating, or misrepresentation of academic work. Plagiarism is considered unethical and a violation of university policy.
- **Chronic Absenteeism:** A pattern of unexcused absences that interferes with academic success and professional responsibilities.

Termination policy for academic performance misconduct

Students who engage in academic misconduct, including but not limited to plagiarism, cheating, falsification of records, or other violations of academic integrity standards, may be subject to disciplinary action up to and including termination from the Social Work Program.

Concerns related to academic misconduct are reviewed in accordance with university policies and Social Work Program standards. Students are informed of the allegations, provided an opportunity to respond, and notified in writing of the outcome. When appropriate, students may be given conditions for remediation. These procedures ensure that academic integrity is upheld and that decisions are made in a fair, consistent, and timely manner.

B. Termination Based on Professional Performance

Students are expected to demonstrate professional behavior consistent with the NASW Code of Ethics and the standards of the social work profession. Professional performance includes ethical conduct, interpersonal behavior, responsibility, and suitability for social work practice. Concerns related to professional performance are addressed through faculty consultation, documentation, and communication with the student. When concerns are identified, students are informed and may be provided with a written plan for improvement, including specific expectations, timelines, and support resources. Failure to demonstrate improvement or serious violations of professional standards may result in further action, including termination from the program.

A student may be terminated for failure to meet the professional standards expected of social work students. Professional misconduct may be reported by faculty, field instructors, agency personnel, or any member of the university community.

Examples of professional misconduct include:

1. **Unprofessional Behavior:** Violations of the NASW Code of Ethics, including misrepresentation, exploitation of relationships, or failure to treat others with respect.
2. **Assaultive or Threatening Behavior:** Toward clients, peers, faculty, or staff.

3. Behavior Harmful to Clients: Including breaches of confidentiality, disrespectful conduct, or violations of client rights.
4. Persistent Ineffectiveness in Practice: Inability to demonstrate minimum competency in field or classroom despite feedback and remediation efforts.

Procedures:

- Complaints are submitted to the Department Chair.
- The Chair gathers information, including faculty input and a student response.
- A faculty review meeting is convened.
- A decision is made by faculty vote regarding termination or alternative action.
- The student is notified in writing of the decision.

Students may also be subject to university-level disciplinary processes through Student Affairs.

Appeals Related to Termination

Appeals Related to Termination

The program ensures that all students are afforded due process, including the right to be informed of concerns, to respond, and to appeal decisions.

A. Academic Performance Appeals

Students may appeal academic decisions, including grades, using the university's grade appeal process:

- a. The student must first attempt resolution with the course instructor.
- b. If unresolved, submit the grievance to the Chair of the department.
- c. If unresolved, the student may consult the Dean.
- d. If still unresolved, a formal written appeal must be submitted to the Graduate Dean within four months of the assigned grade.

Appeals are reviewed by the Graduate Grade Appeals Committee in accordance with university policy.

B. Professional Performance Appeals

Students who wish to appeal professional evaluations, misconduct findings, or termination decisions must follow the procedures outlined below to ensure due process:

1. Informal Resolution: The student should first discuss concerns directly with the faculty member or evaluator and request reconsideration, providing any relevant supporting information.
2. Department-Level Review: If resolution is not achieved at the program level, the student may request a review by the Department Chair. The Department Chair will review the grievance and issue a decision, which is considered final at the program level.
3. University-Level Appeal: Students may further appeal decisions related to professional misconduct or termination by:
 - Submitting a written appeal within five (5) university business days of notification,
 - Filing the appeal with the Office of Student Affairs or the appropriate university body, and
 - Following established university procedures for review and final determination.

Policy for Transfer of Social Work Course Credit

The BSW program adopts the institution's transfer credit policies and procedures while also maintaining program-specific standards for the transfer of social work course credit. The program only accepts transfer credit for social work practice and field education courses from CSWE-accredited or candidacy social work programs. Transfer credit must have been earned at a program holding CSWE accreditation or candidacy status at the time the course was completed.

All transfer credits must meet program standards for academic rigor and equivalency to required coursework in the BSW curriculum. Social work course credit is not awarded for life or work experience. Final approval of transfer credit is determined by the Chair of the School of Social Work in collaboration with University policies and procedures.

The review of transfer credit is conducted through a structured process to ensure consistency and alignment with program standards. Upon receipt of official transcripts, the Chair of the School of Social Work reviews submitted coursework on a course-by-course basis to determine equivalency to required BSW courses. When necessary, students may be asked to provide additional documentation, such as course syllabi, course descriptions, or assignments, to support the evaluation process. The Chair assesses course content, learning outcomes, and alignment with CSWE competencies to determine whether the course meets program requirements. Following the Chair's determination, approved transfer credits are processed by the Registrar in accordance with institutional policies. Students are informed of transfer credit decisions through advising communication and official university processes.

No Credit for Life or Work Experience

The NSU School of Social Work explicitly states that the program does not grant academic credit for life experience or previous work experience in lieu of required social work courses or field practicum.

Specifically, no credit is awarded for prior work or life experiences for any social work course, including practicum courses. All students enrolled in the BSW program are required to complete all designated coursework and a minimum of 450 hours of field practicum to qualify for the degree.

Graduation Requirements

- A. 2.5 Graduate/Retention GPA
- B. 2.5 GPA in all social work courses
- C. Maintain a minimum grade of "C" or higher in all social work courses.
- D. A total of 124 credit hours must be completed for a BSW degree. This includes a minimum of 40 hours general education and 57 hours in the major. A maximum of 3 credit hours of independent study and 6 credit hours of workshops will count toward the 57-hour social work major. The remaining hours to complete the 124 credit hours for graduation may be taken as free electives from any college or department.
- E. Twenty-seven hours 3000/4000 level in the major and 30 hours minimum at NSU.
- F. At least forty (40) semester credit hours are required in the Liberal Arts and Sciences.
- G. All candidates for a degree must meet the components of English proficiency prior to graduation.

Graduation Information

Degrees are conferred at the end of fall, spring and summer semesters. Students completing degree requirements at the end of a summer term may participate in the spring commencement. Tahlequah and Broken Arrow campus graduation ceremonies are held at the end of the Spring and Fall semesters.

Each student who expects to complete degree requirements must file an application for bachelor's degree in the Office of Registrar by March 1 for summer graduation, October 1 for fall graduation, and March 1 for spring graduation. Visit the registrar's webpage concerning applying for graduation [here](#).

Graduates should note that the conferral of degrees may take up to 6 weeks after graduation. Diplomas will be mailed twelve weeks after the conferral date.

Final degree audits are performed after all grades for the final semester are processed and sufficient time has passed for all other records such as academic forgiveness, grade changes, course substitutions, incomplete forms, official transcripts from other schools, capstone experiences, tests scores, etc., to be entered. All paperwork must be received in the Office of the Registrar no later than two weeks following the close of the semester in order for you to remain on the roster of graduating students for that term. Transcripts from other schools must be mailed directly to NSU. The actual date for this final deadline will be published in the commencement instructions each semester. If you have met all degree requirements, the degree will be conferred and posted to your transcript. You can check to see if your degree has been conferred by looking at your advising transcript via goNSU. If the conferral date field is populated, your degree has been conferred.

Academic and Professional Advising Policies

Academic Advising

The Social Work Program provides academic advising to support students in successfully completing the Bachelor of Social Work (BSW) degree. Academic advising is delivered through the University Academic Advising Center by designated advisors who are knowledgeable about the Social Work curriculum, university policies, and degree requirements.

The purpose of academic advising is to assist students in planning and completing their degree requirements in a timely manner. Academic advisors support students in developing and maintaining a degree plan, selecting courses each semester, understanding program requirements, and preparing for key academic milestones such as admission to the social work major, practicum preparation, and graduation.

Students are required to meet with their assigned academic advisor prior to registration each semester to review academic progress and plan their course schedule. Advisors also assist students in addressing academic concerns and refer students to appropriate university support services when needed.

Prior to admission to the Social Work program, students receive advising through the University Academic Advisement Office, where they are guided on general education requirements and university policies. Through freshman orientation and university advising, students receive information about degree expectations and initial career planning.

A significant proportion of social work majors at NSU are transfer students, many of whom have completed coursework at local community colleges. Transfer students are advised to complete general education requirements as early as possible. Students who have completed an Associate of Arts (AA) degree from an Oklahoma two-year institution typically meet the university's general education requirements.

Additional academic support is available through campus resources, including writing laboratories on both campuses that provide assistance with writing and academic skills. The program also offers a transfer advising center to support students transferring from community colleges with enrollment, degree planning, and academic success.

The program utilizes the university's Early Alert system to identify students who may be experiencing academic difficulty. Alerts are generated when students fall below a 2.5 GPA in social work courses or retention GPA. Students receiving alerts are required to meet with their advisor to address concerns and develop a plan for academic improvement.

Professional Advising

In addition to academic advising, the Social Work Program provides professional advising to support students' development as future social work professionals. Professional advising is provided by social work faculty, including the BSW Program Director, Field Education Director, and other designated faculty who are knowledgeable about the social work profession and program expectations.

Upon admission to the Social Work Program, students are assigned a social work faculty advisor or mentor who provides guidance related to professional development, readiness for field education, and preparation for professional social work practice. Faculty advisors work with students to discuss professional goals and ensure understanding of expectations related to professional behavior, ethical conduct, and engagement in the social work profession.

Professional advising includes guidance related to:

- preparation for field education placements,
- understanding social work values and ethical standards,
- preparation for professional practice, and
- career planning and graduate education opportunities when appropriate.

Professional advising is delivered through multiple formats, including individual advising meetings, mentoring discussions, practicum preparation sessions, field advising, and seminar courses. Faculty are available to students by appointment and through scheduled advising opportunities across both the Tahlequah campus and the Broken Arrow campus.

The Field Education Director provides individualized advising to students regarding practicum readiness, placement selection, and professional expectations in field settings. Professional advising is also embedded within coursework, including practicum seminar courses, where students engage in professional reflection, discuss ethical issues, and receive guidance related to practice experiences.

Grade Appeal

Informal Grade Review

These steps should be followed if a student believes that a grade has been assigned in an unfair manner. Students appealing a final course grade must initiate the grade appeal process within four (4) months of the date that the grade in question is officially due to the Registrar's office.

1. Conference between student and faculty of record.
 - a. Every effort should be made to handle the review at this level.
2. Conference between student and Department Chair
 - a. If the review issues cannot be resolved with the faculty member, the student should consult the Department Chair for the faculty of record.
3. Conference between student and Assistant/Associate Dean
 - a. If the review issues cannot be resolved with the faculty member or the Department Chair, the student should consult the College Assistant/Associate Dean.
 - b. The Assistant/Associate Dean will communicate via email to the student the outcome of the informal grade review. If the outcome does not uphold the student's appeal, the Assistant/Associate Dean will provide the necessary paperwork to the student for a formal grade appeal and explain the process as outlined below.

Formal Grade Appeal

If the grade review issues cannot be resolved through the initial informal process, then these steps should be followed.

1. Petition for Formal Grade Appeal
 - a. Within ten (10) class days of the decision of the Assistant/Associate Dean, the student should file a Petition for Formal Grade Appeal (<https://academicaffairs.nsuok.edu/StudentResources.aspx>) with the Dean of the College.
2. Notification of Faculty of Record
 - a. Within five (5) class days of receiving the Petition for Formal Grade Appeal, the Dean shall notify the faculty of record of the formal grade review.
3. Response from Faculty of Record
 - a. Within five (5) class days of receiving notification from the Dean of the formal grade review, the faculty of record shall submit to the Dean a written response to the formal grade review.
4. Notification of College Grade Appeal Committee
 - a. Within five (5) class days of receiving the response from the faculty of record, the Dean shall notify the College Grade Review Committee of the formal grade review and shall provide committee members with a grade appeal packet.
5. College Grade Appeal Committee Initial Meeting
 - a. Within five (5) class days of notifying the College Grade Appeal Committee, the Dean shall convene the Committee for its initial meeting. The Dean shall serve as Committee Chair and additional meetings are at the Dean's discretion.
6. Decision of the Committee
 - a. Within forty-five (45) class days of receipt of the Petition for Formal Grade Appeal, the College Grade Appeal Committee shall render its decision.

Appeal of the Grade Appeal Committee Decision

If the student believes that the grade appeal processes have failed to provide a reasonable and fair result, then these steps should be followed.

1. Appeal to the Provost
 - a. Within five (5) class days of receiving the decision of the College Grade Appeal Committee, the student shall submit a written appeal to the Provost.
2. Decision of the Provost OR Formation of a University Grade Appeal Committee
Within ten (10) days of receiving the written appeal, the Provost shall render a decision on the appeal. If, in the opinion of the Provost, further appeal is justified based on procedural errors, a Review Committee of academic administrators not connected with the case will be formed. Upon receiving the Review committee's recommendation, the Provost will make a final decision and communicate those findings to the faculty member, the student, and college dean. The Provost's decision is final.

Additional information found in this [link](#).

Academic Forgiveness

NSU has adopted a three-part Academic Forgiveness Policy that 1), allows students to repeat a maximum of 4 courses (up to 18 semester hours) of "D" and "F" grades and have only the last grade earned used in the calculation of the retention and graduation GPA; 2), to apply for an academic reprieve for up to two consecutive semesters of course work under certain circumstances; and 3), to renew their academic career after an extended absence under circumstances that warrant a fresh start. Requests for repeated courses, academic reprieve, or academic renewal must be submitted in writing on the appropriate form to the Office of the Registrar at Northeastern State University. For more information concerning the Academic Forgiveness Policy, contact your advisor or the [Office of the Registrar](#).

Withdrawal Procedure

Students are suggested to speak to an advisor and instructors before withdrawing from a class. In the event a student chooses to withdraw, the deadline dates for withdrawals and refunds for each semester are posted on the Academic Calendar available from the [Course Schedule](#) page. Refund and withdrawal dates are different for short term classes and full-term classes. NSU does not withdraw students for non-payment and does not issue partial refunds. Check the calendar each semester before classes start in order to ensure your withdrawal form is received by the pertinent dates. In order to officially withdraw from all classes (or from your last class) for the semester, complete the [Online Semester Withdrawal](#). The effective date of the withdrawal will be the date the form is received in the Registrar's Office.

Re-Entry to the Social Work Program

Students returning to finish a BSW degree are required to get faculty permission before enrolling in the program. Criteria for re-entry:

- The semester before the start of courses, the student will write a letter to the department chair requesting to return to the social work major. The student is requested to develop a plan of action to complete the degree.
- The letter should be emailed to the department chair, who will address the request with program faculty.
- The student will receive a formal letter of response via the NSU email.
- Students returning seven years after withdrawing from the program will repeat previously completed courses.

NSU Policies Concerning Plagiarism and Academic Dishonesty

The Northeastern State University Student Conduct Code defines plagiarism as follows: The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (NSU Student Conduct Code, Article I, Section O)

Further, the Northeastern State University Student Conduct Code defines academic dishonesty, or cheating, as follows:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff;
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion. (NSU Student Conduct Code, Article I, Section O)

NASW Code of Ethics Standards Concerning Plagiarism and Dishonesty:

Beyond the responsibility of social work students and faculty to adhere to University policies, we are bound in our profession, collectively, by the standards of the National Association of Social Workers (NASW) Code of Ethics as well. Specifically, our professional Code of Ethics has this to say about the issue:

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception. (*NASW Code of Ethics, Ethical Standard 4.04*)

Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed. Social workers should honestly acknowledge the work of and the contributions made by others. (*NASW Code of Ethics, Ethical Standard 4.08*)

Along with these specific mandates to avoid association with dishonesty, fraud, or deception, our professional code calls us to participate in upholding the integrity of the profession (5.01), and to seek resolution when we believe that a colleague has acted unethically (2.11).

Social Work Program Policy Concerning Plagiarism and Academic Dishonesty:

For purposes of this policy, the NSU Social Work Program considers the intent of the student as a factor in determining consequences stemming from plagiarism or other forms of academic dishonesty. Situations in which plagiarism was unintentional may suggest different consequences than those in which academic dishonesty appears to be premeditated or calculated. Thus, the potential consequences of plagiarism are closely related to the perceived seriousness of the offense (mild, moderate, or severe). The table that follows details examples of this rubric (see Table One).

Among the mitigating circumstances which may be considered on a case-by-case basis are the following:

- Prompt and genuine acceptance of responsibility for the incident by the student;
- Relationship of the incident to the overall academic and professional performance of the student (e.g.—general pattern of “cutting corners” vs. general conscientiousness);
- Other personal mitigating factors (e.g.—very high stress level, illness, etc.)

Table 1: Definitions and Potential Consequences of Academic Dishonesty

Seriousness	Definitions of Level of Seriousness	Examples of Potential Consequences
Mild	<ul style="list-style-type: none"> ○ Genuine mistake or omission ○ Misunderstanding of how to cite sources or utilize quotations 	Individual faculty member determines consequences which might include: <ul style="list-style-type: none"> ● Request rewrite of the assignment ● Additional assignment concerning proper use of citations or a similar topic related to the offense
Moderate	<ul style="list-style-type: none"> ● Some awareness of mistake, but lack of clarity as to proper procedure ● Paraphrase of an idea not an exact quotation, but too close to be acceptable as original work ● Inappropriate use of Internet sources without proper citation 	Individual faculty members determine consequences with the option to refer the case to NSU Student Services for further exploration. Consequences leveled by the instructor might include: <ul style="list-style-type: none"> ● Failing grade on the assignment ● Additional assignment concerning proper use of citations or a similar topic related to the offense ● Personal essay reflecting on offense and lessons learned ● Monitoring of future assignments by an additional faculty member ● Failing grade in the course ● Referral to NSU Student Services for further investigation
Severe	<ul style="list-style-type: none"> ● Full awareness of actions at the time of the incident 	Individual faculty members determine consequences with

	<p>(intentional offense)</p> <ul style="list-style-type: none"> ● The whole or part of the assignment or paper displays large blocks of word-for-word plagiarism ● The whole or part of assignment or paper appears to have been purchased or stolen from another student or an outside source ● The whole or part of the assignment or paper appears to have been copied from another student or source ● Other similar incidents of academic dishonest that appear intentional 	<p>mandatory referral of the case to NSU Student Services for further exploration. Consequences leveled by the instructor might include:</p> <ul style="list-style-type: none"> ● Failing grade in the course ● Suspension from the social work program for a specific period of time ● Terminated from the social work program / referral to general studies ● Suspension from the University* ● Expulsion from the University* <p>* NOTE: These latter consequences would not be leveled until the NSU Student Services investigation is complete and the results are known.</p>
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The social work faculty is indebted to Mary Elizabeth Collins and Maryann Amadeo for their research in this area, published as follows: Collins, M.E. & Amodeo, M. (2005). Responding to plagiarism in schools of social work: Considerations and recommendations. *Journal of Social Work Education, 41*(3), 527-543.

If a social work faculty member suspects an incident of plagiarism or academic dishonesty on the part of a student in a social work course, the following steps will be taken to address the incident:

1. The faculty member will inform the Department Chair of the suspected incident of academic dishonesty.
2. The faculty member will meet with the student or students involved on a one-to-one basis, providing the student with a photocopy of the assignment in question and when known, the source of the plagiarized material.
3. The faculty member will illustrate with the evidence above the suspicion of plagiarism and the potential consequences for such behavior utilizing the department's plagiarism rubric.
4. Based on this dialogue, the faculty member will inform the student of perceived severity of the incident and the specific consequences to be leveled.
5. If the case is to be referred to NSU Student Services, the faculty member will inform the student that further investigation of the incident by University officials is pending.
6. The faculty member may reserve the right to level additional consequences pending the outcome of the investigation of the incident by University officials.
7. The faculty member will keep the Department Chair apprised about the case.
8. When appropriate, the entire faculty may be informed about incidents of plagiarism or academic dishonesty and in some cases, consequences may be determined by the faculty member in consultation with colleagues.

Ethical Standards

The BSW program has a professional values commitment that requires the highest standards of conduct in human interactions. Thus, the BSW program strives to maintain an atmosphere that promotes understanding, inclusiveness, and mutual respect for people with diverse backgrounds. Because we believe in the dignity of individuals and their right to be treated with respect regardless of race, gender, ethnicity, sexual orientation, age, class, religious beliefs, gender identity, and physical ability, the BSW Program does not condone any behavior that reveals prejudice, discrimination, or bigotry. All social work students will sign a student contract upon applying to the social work major.

Students are required to be knowledgeable in the [NASW Code of Ethics](#).

STUDENT FITNESS FOR PRACTICE POLICY

Social work is a demanding profession that requires physical, mental, and emotional fortitude from its practitioners. Students will work with vulnerable populations and must demonstrate a high fitness level for practice at the student-learner level, exhibiting high academic and professional standards. The Northeastern State University School of Social Work (the “School”) takes very seriously ensuring that every social work student can effectively engage as a learner – in the classroom and practicum. This means giving students feedback and clear direction when concerns are raised about performance or concern about a student’s well-being. Faculty members and field instructors are responsible for providing feedback to address concerns clearly and promptly.

Some examples of behaviors that warrant a concern may include:

- Concerning behaviors, statements, or written work
- Substance misuse/abuse
- Excessive absences in the classroom or practicum
- Disruptive behaviors in the classroom or living community
- Threats of harm to self or others
- Possession or suspected possession of weapons
- Angry/hostile behaviors
- Concerning posts on social media – Facebook, Instagram, Snapchat, TikTok, etc.
- Odd or bizarre behaviors
- See Student Contract for additional concerns

Additional circumstances that may warrant concern include:

- Physical disabilities in performing academic and/or practicum duties

Student social workers are to adhere to the NASW Code of Ethics (the “Code”), which states that social workers should not allow their problems, psychosocial distress, legal issues, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of the people for whom they have a professional responsibility (NASW Code of Ethics, § 4.05a). The Code encourages social workers, including social work students, who believe that these difficulties are interfering with their professional judgment and performance to "seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others" (NASW Code of Ethics, § 4.05b).

According to the NASW Code of Ethics § 2.09, social workers are responsible for addressing unprofessional behavior and assisting the social work student “in taking remedial action.” By this standard, the NSU School of Social Work faculty are responsible for acting as gatekeepers to the profession. As such, the School and its constituents are responsible for reviewing the facts presented by all parties involved. They will implement the following procedure to respond to students actively exhibiting mental health, academic, or physical difficulties.

Procedure

A review process will be activated when a student does not meet academic requirements, exhibits behavior judged to be unprofessional or in violation of the NASW Code of Ethics, or threatens or attempts to self-harm, among other indicators. The University and the School reserve the right to investigate and address concerns related to the student's fitness for practice in social work. An improvement plan may be implemented to support the student's growth and success and to ensure the protection of self and future clients. There are two levels of review for the School to follow when reviewing a student's behavior and fitness for practice.

Level I

The class instructor will discuss issues related to poor academic performance and unprofessional behavior with the student. They will document the concerns and the outcome of addressing the problem with the student. The document will be placed in the student's file and shared with the BSW or MSW program director.

Level II

This level is activated when a student discloses or expresses behavior that reveals personal difficulties in working effectively with others, impairment in the practicum or classroom, or impairment within the community. This includes but is not limited to, concerns discussed in Level I. The following procedure will be employed for a Level II review.

1. In writing, the faculty member(s) will document concerns to the appropriate program director and the department chair within the same semester the student exhibits performance issues. The concerns should be stated in specific behavioral terms to allow for better evaluation of improvement indicators.
2. The instructor will report the concern to NSU Student Affairs.
3. The program director will form a Student Improvement Committee ("Committee") comprised of program faculty members to review the report. Committee members will include the instructor(s) and program director.
4. The program director will notify the student and the student's advisor that the Committee is scheduled to meet. The student's performance concern(s) will be reviewed during this meeting.
 - a. The student may provide the committee with a written response concerning the problematic behavior.
 - b. If the issue occurs in the practicum setting, the Field Problem Resolution will be implemented (see NSU Practicum Manual).
5. The Committee will meet within two weeks of receiving the initial document to address the problematic performance and develop a plan to address the deficit performance issues.
6. During this stage, an action plan may be developed. The plan will state specific behavioral tasks to allow for better evaluation of improvement indicators. Action plans could include, but are not limited to, counseling, volunteer hours, delayed enrollment for practicum, or the student's withdrawal from the program, either temporarily or permanently.
7. The program director will submit a plan of action to the department chair.
8. The program director will meet with the student to discuss the action plan. The student will then receive a copy of the Committee's final decision, which they will sign.
9. The program director will file a copy of the student's review in the student's file.

PART IV

STUDENT RIGHTS AND RESPONSIBILITIES

Student Conduct and Development

Northeastern State University's Student Conduct Code is designed to set forth standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse, and global society. The University is, first and foremost, a community where the academic standards are strictly upheld and where the rights, responsibilities, safety, and dignity of every individual are respected and paramount to the achievement of academic excellence.

The Student Conduct Code serves not just as a disciplinary system but also as a part of the educational process. The student conduct process is administrative in nature and is separate from any civil or criminal processes. The purpose of the Student Conduct Code is to teach students to live and act responsibly in a community setting and to encourage the development of good decision-making and personal integrity. University community members are expected to respect the rights of fellow community members, property, common resources, Student Conduct Code, and laws associated with the broader community (e.g., city, state, nation and world).

Any potential Student Conduct Code violation, including academic misconduct, may be submitted to the Office of Student Conduct and Development; all reports should be made as soon as possible after the incident takes place or after becoming aware of the incident. Reports may be submitted online using the [Report Concern or Incident - Northeastern State University](#) link or in person (Tahlequah, Admin 109).

In order to encourage reporting, NSU practices limited immunity for students who are attempting to assist another individual(s) during a medical emergency, who are seeking help for themselves, or who are reporting a sexual misconduct offense. The fear of "getting in trouble" should not be a deterrent to reporting. For more information regarding the student code of conduct please visit this [link](#).

Student Participation

The NSU Social Work Program fully supports students' rights and responsibilities in formulating and modifying policies affecting academic and student affairs. Social work students are encouraged to be full participants in the rights and responsibilities provided to them at Northeastern State University as outlined in the NSU Catalog. The program also encourages, and will facilitate, students organizing in their interests. To further the goal of student participation in the development of Social Work Program policies, student liaisons and student representatives will be selected as follows:

Faculty Meetings

A student from the Tahlequah campus and a student from the Broken Arrow campus will be elected by the social work club (NASSW) to function as liaisons between social work students and social work faculty. Social work faculty may choose to select additional student(s) to serve as student liaisons. The student is not required to be a member of the social work club. **The liaison(s) will be non-voting participants at social work department faculty meetings and will have a scheduled time on the agenda to share concerns and information from student organizations and the student body.**

NSU Public Tobacco Use Policy

NSU is a smoke free university. Smoking is not allowed on university property.

Student Parking

Students must register cars and obey parking regulations as outlined in the NSU catalog. Parking citations may be given when there are violation(s) of parking guidelines. An appeal for a citation must be made in writing at the Parking Services Office within 20 business days from the date the citation was issued. Appeals will not be accepted after the 20 business day period. A parking citation appeal form may be obtained at this [link](#).

Social Work Office

The Social Work Program Office on the Tahlequah campus is located in Wilson Hall, Room 143. The Social Work Program Office on the Broken Arrow campus is located in BALA 258. Social work majors must notify the appropriate office if there is a change in their contact information.

Sexual Assault and Harassment Policy

The following Sexual Assault and Sexual Harassment policy has been developed to ensure compliance with the Higher Education Reauthorization Act of 1992. Northeastern State University affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. This commitment demands implementation of programs and services which facilitate that effort.

Northeastern State University will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including date or acquaintance rape), sexual assault or sexual harassment. In instances where University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University's student conduct system. If the University has reason to believe that sexual misconduct has occurred, the University's sanctions may include warnings, probation, restrictions, suspension or expulsion. Additional information and reporting procedures are available in Student Affairs, Human Resources and online at https://offices.nsuok.edu/studentaffairs/compliance/default.aspx?_ga=2.59380589.1599414546.1771941952-1763614922.1754505641

Drug Free Campus and Community

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program

Standards of Conduct Use of illegal drugs, and the illegal use of alcoholic beverages, is identified as "conduct which adversely affects the University community." University regulations prohibit any unlawful possession, use, distribution, or sale of alcohol and other drugs by University students, faculty, staff, or guests to the University, on University-owned property and at all University sponsored activities. Northeastern State University students are also prohibited from the illegal use of drugs or alcohol whether on or off-campus. The legal

age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating standards for student conduct. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication. Northeastern State University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Behavioral Intervention Team

The Behavioral Intervention Team (BIT) is a resource for faculty, staff, students, or other community members to confidentially report concerns. The team's purpose is to provide support and intervention to individuals displaying varying levels of disruptive, disturbed, distressed, and/or irregular behaviors. Examples of behaviors to report may include:

- Concerning behaviors, statements, or written work
- Disruptive classroom or workplace behaviors
- Threats of harm to self or others
- Possession or suspected possession of weapons
- Angry/hostile behaviors or threats
- Concerning posts on Social Media accounts– Facebook, Instagram, Snapchat, etc.
- Odd or bizarre behaviors
- Reports of hazing, assault, rape, or any other form of violence or coercion
- Homelessness, or lack of necessities/resources

Anyone can make a report through the Report a Concern link under Behavioral Concerns

Purpose of BIT

The Behavioral Intervention Team (BIT) is a function of the division of Student Affairs and is charged with the responsibility of identifying, investigating, assessing, and monitoring concerning behaviors and/or threats to the University community. The Team provides referrals to resources and services in an effort to enable individuals or groups to remain successful members of the community. After a report is received, the BIT will determine an individualized course of action, implement the plan, follow-up and track outcomes, and adjust the plan as needed. The Behavioral Intervention Team reviews cases that are reported for behaviors ranging from seemingly minor classroom disruptions to behavior that holds the potential of threatening the University community or individuals in the community.

Procedure for Reporting to BIT

Any reports of concerning events or behaviors will be investigated by the team. A report can be made by contacting any of the following:

- Student Affairs 918-444-2120
- University Police 918-444-2468
- Counseling Services 918-444-2042
- By clicking [Report a Concern](#) found at the bottom of all pages of the NSU website.

Administrative Summons

An Administrative Summons may be issued by the administrative officers of the University and is to be honored by students. Failure to answer the summons could result in immediate temporary suspension from the University until the issue is resolved.

Statement on Non-Discrimination

NSU students, employees, guests, third party vendors, and visitors are to conduct themselves in a manner that does not impose on the rights of others and does not discriminate as outlined in NSU's Statement on Non-Discrimination. Northeastern State University (NSU) does not discriminate on the basis of race, color, sex, national or ethnic origin, religion, disability, age, or status as a veteran, and to the extent allowed by Oklahoma law, marital status, sexual orientation, gender expression and gender identity in its programs and activities. These protections extend to employment with and admission to NSU, as well as, participation in university sponsored programs. NSU is committed to a learning, working, and living environment that promotes personal integrity, civility, and mutual respect free of discrimination on the basis of sex, which includes all forms of sexual harassment.

Sexual harassment violates an individual's fundamental rights and personal dignity. NSU considers sexual harassment in all its forms to be a serious offense. Title IX defines sexual harassment broadly to include any of the three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designated to protect: any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, NSU has developed policies and procedures that address and prohibit sexual harassment in all of its forms.

Darrin Priest: Title IX Coordinator

Tahlequah Campus
Administration A218
Phone: (918) 444-2120
Email: titleIX@nsuok.edu

Website: <https://offices.nsuok.edu/studentaffairs/compliance/default.aspx>

Family Education Rights and Privacy Act

The essence of the Family Educational Rights and Privacy Act (FERPA) is to give a student the right to inspect his or her education records and to protect the privacy of these records. We have provided for you general information about FERPA, NSU's FERPA policy, answers to questions that are frequently asked by students, parents, faculty and staff at this [Link](#).

Disclosure of Educational Records

Northeastern State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent. [Link](#)

Grievance Procedure

Students may issue written grievances addressing a number of concerns. Each grievance will be considered on a case-by-case basis by the person responsible for the resolution of the complaint. Complaints may be filed for issues such as, but not limited to, discrimination, accessibility issues, sexual assault/harassment, violations of free speech, and many other concerns. Students who have complaints should utilize the [Report Concern](#) link, found on every page of the NSU website at the very bottom of the page in the footer. If you need guidance about this process, please reach out to the Dean of Students at 918-444-2120; studentaffairs@nsuok.edu.

Student Participation Policy: Implicit and Explicit Curriculum

The BSW Program is committed to ensuring equitable and inclusive opportunities for all students to provide input and actively participate in both the implicit curriculum (learning environment and program experience) and the explicit curriculum (coursework and field education).

The program values diverse perspectives and fosters an inclusive environment in which all students regardless of background, identity, or program modality (in-person or online) are encouraged to share their voices and contribute to program development and improvement.

Student Participation in the Implicit Curriculum

The implicit curriculum includes the program's culture, learning environment, governance, and overall student experience.

To support equitable and inclusive participation, the program provides the following opportunities:

- **Student Engagement Opportunities:** Students may participate in program discussions and decision-making through student organizations with faculty sponsors and initiatives such as "Lunch with the Chair" sessions.
- **Inclusive Access Across Modalities:** Opportunities are accessible to both in-person and online students through virtual platforms and inclusive communication methods.
- **Program Feedback and Assessment:** Students provide input through surveys and assessment tools, including the Student Learning Environment and Cultural Responsiveness Assessment.
- **Use of Student Feedback:** Student feedback is systematically reviewed by program leadership and faculty and used to improve the learning environment, promote inclusion, and strengthen program practices.

Student Participation in the Explicit Curriculum

The explicit curriculum includes coursework, field education, and student learning outcomes.

The program ensures equitable and inclusive participation through the following:

- **Course Feedback:** Students complete end-of-semester course evaluations and may provide additional feedback on course content, instruction, and learning experiences. Faculty use this feedback to improve courses and instructional methods.
- **Active Learning Engagement:** Students are encouraged to participate in class discussions, assignments, and collaborative learning activities that reflect diverse perspectives.
- **Field Education Involvement:** Students actively participate in the development of individualized learning agreements in collaboration with Field Instructors and Faculty Field Liaisons. This ensures that student goals, interests, and professional development needs are reflected in their practicum experience.
- **Accessibility Across Modalities:** All opportunities for participation are available to both in-person and online students through inclusive teaching practices and virtual platforms.
- **Continuous Improvement:** Student feedback and performance data are reviewed as part of program assessment processes to evaluate curriculum effectiveness and ensure alignment with CSWE competencies.

School of Social Work Advisory Board

The School of Social Work Advisory Board serves as an important structure for program oversight, stakeholder engagement, and continuous quality improvement. The Advisory Board meets annually to thoughtfully review assessment data, exit survey results, and other program evaluation findings, and to provide guidance and recommendations related to program modifications, policy adjustments as needed, curriculum enhancement, and field education practices.

Board membership is intentionally diverse to include multiple perspectives within the social work community. Members include at least one BSW student and one MSW student, alumni currently in practice, current and emeriti social work faculty, field instructors, and community practitioners. Student representatives are valued, full participants in Advisory Board discussions, ensuring that student perspectives are meaningfully considered in decisions affecting both the implicit and explicit curriculum. Student engagement is further supported through additional opportunities for student feedback, including exit surveys, program improvement surveys, and the “Lunch with Chair” event held each semester, offering multiple opportunities for students to share their insights and contribute to program development.

The Advisory Board encourages inclusive and equitable student participation in program decision-making, incorporates feedback from external stakeholders to strengthen program quality, reviews assessment data to monitor competency attainment and student learning outcomes, and provides thoughtful recommendations to support ongoing program improvement and student success.

PART V

ORGANIZATIONS

Northeastern Association of Student Social Workers (NASSW)

NASSW is the organization of social work majors officially recognized by the Northeastern Activities Board of the University. All social work students are invited to become members along with other interested students. The NASSW is an active organization on both the Tahlequah and Broken Arrow campuses. Students receive notices of meetings in classes and on Campus Bulletin Boards. Students are invited to become involved in all the activities. Typical activities include: monthly meetings, fund raising, attending NASW Conferences, parties and the graduation receptions. The NASSW Constitution is on file in the NAB office in the University Center on the Tahlequah campus. Officers are elected by the students each year. One NASSW student is honored each April during Honors Assembly.

Phi Alpha Honor Society

NSU became the Delta Eta Chapter of Phi Alpha Honor Society in May of 1993. This honor society is for social work students dedicated to excellence in scholarship and high professional standards. Chapter meetings/initiations are held in April and November. Requirements include a 3.25 overall GPA and a 3.40 GPA in social work courses. There are other requirements for membership. For more information or an application, contact the Social Work Department.

National Association of Social Workers (NASW)

NASW is the national organization for professional social workers with over 150,000 members and 56 chapters throughout the United States and abroad. The organization's programs in professional development, professional standards, professional action to achieve sound social policy affecting those who are served, and membership services, are structured to help all Social Workers to advance their practice in the field of helping people. The organization believes in commitment to a high standard of practice and guides its members to this standard through the Code of Ethics (see Appendix). NASW meetings are held annually, both on the National and State level. Local branch meetings are held monthly. Low student membership rates are offered for those pursuing an education in the field of Social Work. Liability insurance, required during a student's practicum semesters is also obtained from NASW. Applications for insurance and NASW membership can be obtained in the Social Work Office. Members of NASW also receive the professional journal *Social Work*, which is committed to improving practice and extending knowledge in social work and social welfare. The journal is published bimonthly and is indexed/abstracted in: *Criminal Justice Abstract*, *Social Citation Index*, *Social Work Research and Abstracts*, *Social Sciences Index*, and various other publications.

Student Organizations

There are several types of organizations that you can be involved in as a student at NSU. With over 80 groups there is something for everyone's interest. To find out more about our organizations contact the office of Student Engagement. They will be able to tell you when the group meets and how to join. [Link](#).

The Office of Student Engagement provides services and support for all recognized student organizations. Some of the many privileges that these groups receive include:

- The use of the universities name, logo, and symbols for marketing events
- The opportunity to request funding from NSGA
- The ability to use university meeting rooms and other facilities
- Approval of marketing to post on campus for organization sponsored events
- Free graphic design services for your organization
- Access to Student Activities leadership workshops and programs

PART VI

UNIVERSITY RESOURCES AND SERVICES

Student Affairs

Student Affairs at Northeastern State University works to actively engage you in your education, not only in the classroom, but also in activities outside the classroom. We provide programs to encourage you to get involved in the University community, while also offering counseling and services to help you deal with the challenges facing adults today. Contact information:

Tahlequah Campus 701 N. Grand Ave. Tahlequah, OK 74464-2300 Phone: 918-444-2120 Fax: 918-458-2340 Email: studentaffairs@nsuok.edu	Broken Arrow Campus 3100 E. New Orleans Broken Arrow, OK 74014-3501 Phone: 918-449-6136 Fax: 918-449-6190 Email: studentaffairsba@nsuok.edu
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Student Disability Services: American with Disabilities Act

Student Disability Services provides academic support to students who have qualified disabilities as outlined by the American with Disabilities Act. Services are based upon individual student needs.

In conjunction with the overall mission of Northeastern State University and Student Affairs, Student Disability Services is committed to ensuring an atmosphere of understanding and awareness of special needs in a welcoming, friendly environment. By providing or arranging reasonable accommodations and services, Student Disability Services collaborates with the campus community to promote equal access to educational and enrichment experiences for the academic and personal growth of the students we serve. The advocacy each student receives supports the student's endeavor for self-sufficiency and determination to succeed.

Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. The responsibilities of postsecondary schools are significantly different from those of school districts. Postsecondary schools are charged with the responsibility of providing appropriate academic adjustments and to ensure that the student is not discriminated against based on the basis of disability. Contact [Student Disability Services](#) to learn about accommodations for disabilities.

Student Health Services and Clinic

Health Services are available to currently enrolled full-time and part-time NSU students on the Tahlequah, Broken Arrow or Muskogee campuses, as well as convenient care for the NSU faculty and staff. Non-emergency treatment of illnesses and minor injuries are provided by the Family Nurse Practitioner. If a student visits the on campus clinic on the Tahlequah Campus, Student Affairs will pay the cost of the copay on the students behalf. Students must present their student ID at the time of service.

The following locations are listed below:

NEO Health-Tahlequah Campus	NEO Health-Muskogee	Arkansas Verdigris Valley Health Clinic
529 Oak Ave. Tahlequah, OK 74464 918-444-2126	1328 S. York St. Muskogee, OK 74403 918-683-0470	607 S. Broadway Coweta, OK 918-486-5564

Veterans Services

The Office of Veterans Services staff at Northeastern State University is here to certify the enrollment of veterans, dependents, reservist/ guardsmen, and disabled veterans for Veteran Educational Benefits. Our [website](#) offers information regarding procedures, policies, benefits, forms, and other helpful links.

Counseling Services

Hawkreach Counseling Services provides individual and group counseling to NSU students on the Broken Arrow, Muskogee, and Tahlequah Campuses as well as online students within the state of Oklahoma. Licensed mental health providers offer short-term counseling services free of charge to students dealing with difficulties ranging from depression and anxiety, to stress, college success issues, or relationship issues. Drug and alcohol assessments and referrals to campus and community resources are also provided as needed, as well as referrals for medication when appropriate.

Appointments are available Mon. - Fri. 8:00 a.m. - 5:00 p.m. CST for enrolled students. To schedule an appointment call 918-444-204 or utilize the [online scheduler](#).

Center for Tribal Services

The Center for Tribal Studies offers a variety of services to enhance the academic experience of students in a supportive environment that values the traditions of American Indian cultural heritage. The Center facilitates program development, cultural enrichment, student support, and professional development opportunities for the University community. [Link](#).

The Center serves all students, but administers many programs that are specifically designed to increase the educational attainment of American Indian populations. By nurturing educational leadership, cultural enrichment, and professional development among students, leaders and scholars emerge, many of whom will serve in professions benefiting tribal governments and communities.

CTS also manages and administers several scholarships specifically for Indigenous students. Those can be found here.

Literacy Center

The Northeastern State University Center for Study of Literacy lends a hand to those seeking a better life. Equipped with multi-level learning software, the Center is able to meet a wide range of study needs. The center offers instructional reading, writing, math, science and social studies at no cost to the student and our walk-in availability allows learners to work at their own pace. [Link](#).

The Literacy Center is located in the John Vaughan Library, Room 118. Open Monday through Friday, 8:00 A.M. to 5:00 P.M. For more information call (918) 444-3313, toll free at 1-800-879-0987, or email litcntr@nsuok.edu.

University Housing

When you live on campus, you enjoy many more opportunities and benefits than living off-campus. Residential students, on average, have a higher GPA, are more likely to get involved on campus, and are more likely to graduate. You have access to special, free extracurricular in-hall programming, where you can meet new friends and form life-long relationships with other NSU students. Networking, leadership training, employment opportunities, and connection to community and tradition are more benefits of living on campus.

Being that every hall is on campus you will not only save time otherwise spent commuting, but wear and tear on your vehicle and not to mention the current price of gas. In each hall you can expect to have free laundry facilities, access to multiple computer labs, and even a free membership to the Universities fitness center. Three of our residence halls even have food services available on location.

Worried about safety? University buildings have monitored access via ID card access, common areas and entrances are monitored by cameras, and are regularly patrolled by our Campus Police Officers. If you are having difficulties adjusting to campus life, or just want help dealing with a personal situation we have a free in residence counseling service available.

On top of that, our residence halls come with water, sewer, trash, internet, electricity, and maintenance bills.

Phone, Fax, & Email

918-444-4700/ 1-800-722-9614

Fax: 918-458-2321/ nsuhousing@nsuok.edu

Riverhawk Wellness Center/The Fit

The Fitness center located on the Tahlequah Campus is open to every enrolled student free of charge. A warm and caring atmosphere permeates the university fitness center. Whether you would like to lose weight, get stronger, the FIT offers state-of-the-art equipment, services, and programs to fit individual needs. No matter what shape you are in, The FIT will help you change your life. [Link](#).

Department of Public Safety/Campus Police

The Northeastern State University Police Department is made up of certified police officers who have the same powers of arrest and law enforcement authority as municipal and county

officers. We work with state, tribal and local law enforcement authorities to investigate crimes on campus and in the community.

There are always officers on duty, on the Tahlequah campus and any time students are present on the branch campus', who can be reached through our 24-hour dispatch.

Our jurisdiction includes all NSU owned facilities and the adjacent public property. We encourage everyone in the community to report any offense or disturbance promptly. All reports of criminal behavior will be handled in an appropriate and professional manner.

In addition to our direct efforts at crime control, we offer a number of programs to increase the safety of the campus community:

- **Operation ID.** Bring your valuables to the police department and we will engrave a unique number on them. This aids in recovery if the items are lost or stolen.
- **Safety Escorts.** If you don't feel comfortable walking at night, you may call for an officer to escort you to your campus destination.
- **Motorist Assistance.** Our officers can assist with lock-outs and have battery packs for jump-starting your vehicle on campus.
- **Bike/UTV Patrol.** These patrol programs offer a greater interaction with the community. Don't hesitate to stop and chat with us.
- **Reserve Officer Program.** If you are at least 21 years old and have an interest in law enforcement, we encourage you to join our reserve officer program. The program will certify you as a Reserve Officer through the Oklahoma Council on Law Enforcement Education and Training (CLEET). Once certified you are required to work 16 hours each month to maintain your certification.
- **Building Security.** Most academic buildings remain unlocked throughout the day and into the evening. Custodians are instructed to report any suspicious situations to the police immediately. University officers will often walk through buildings to enhance security.
- **Publications.** The University Police Department has various publications on public safety topics available.
- **RAD – Rape Aggression Defense Classes.** We offer, in conjunction with Housing and the Criminal Justice Department, a self-defense course for women. The RAD system is offered to as few as five people at a time. Any group may request a class and you can earn one P.E. credit hour.

<p>Tahlequah Campus Police Administration Building Lower Level 601 N Grand Ave Tahlequah, OK 74464 Phone: 918-444-2468 Fax: 918-458-2379 University_Police@nsuok.edu</p>	<p>Broken Arrow Campus Police Business & Technology 101 3100 E. New Orleans Broken Arrow, OK 74014 Phone: 918-449-6248</p>	<p>Muskogee Campus Administrative Building Lower Level Phone: 918-444-5010</p>
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Career Services

The Career Center offers a variety of services to all majors and at all stages of their careers. Staff members build and maintain relationships with alumni and employers who can provide internships, entry level positions and opportunities for experienced professionals.. Career Services encourages the discovery and refinement of students' work values, interests and skills, and their relationship to academic and career planning. The mission is accomplished through student involvement and collaboration with faculty and employers utilizing state of the art technology. Numerous career fairs, on-campus recruiting, and resume writing and interviewing workshops are held during the academic year.

Visit the [Career Services Homepage](#).

TRIO Programs

The Student Support Center is an academic support program designed to increase the academic performance, retention rates and graduation rates of 175 program participants. SSC offers academic advising, financial aid counseling, career major counseling, personal support, one-on-one tutoring, academic support programs, computer training, and social cultural activities.

Apply for Trio [Support Services](#)

Student Financial Aid

The Student Financial Services staff of Northeastern State University is committed to being highly knowledgeable of federal student aid policies and regulations to best serve the needs of our students. The Northeastern State University Office of Student Financial Services is dedicated to informing and educating students on options regarding federal student aid. Our primary mission is to help students achieve their educational goals through financial support and resources. Link to types of [financial aid at NSU](#)

NSU Libraries

NSU has physical library facilities at its Tahlequah, Broken Arrow, and Muskogee campuses. Services include coordinated acquisitions, cataloging, reference, circulation, instruction, and interlibrary loan. The libraries also provide access to online resources and services that are available to all students and faculty from the Internet at <http://library.nsuok.edu/index.html>. Online services currently include Internet access to over 100 databases, email and chat based reference, and online library instruction. The databases contain a wide variety of resources including electronic books; full text journals; journal indexes; electronic versions of reference books in medical, literary, general, and business subject areas; and online maps, test information, design images, and business information. The electronic book collection contains over 42,000 titles. The library provides access to a collection of over 42,000 Internet based journal titles.

The John Vaughan Library at the Tahlequah campus is a three-story, 120,000 square foot facility. It contains over 1.2 million physical items including approximately 429,808 books, bound periodicals, and cataloged Government Documents; 3,295 un-cataloged Government Documents; 3,848 cartographic items; 56,762 graphic materials; 3,897 computer files; 12,266 audio-visual materials; 760,516 microforms; and 5,758 print subscriptions. The library houses a special collection of Native American heritage

materials and an archival collection of local, county, and university records and historical photographs.

The library facilities on the Broken Arrow campus offer NSU students an environment that is conducive to individual or group study and research. The library houses a growing collection of print and electronic information resources as well as access to all library materials physically housed at other NSU campuses. In addition to individualized reference services, librarians provide library instruction classes in the library's computer labs. For more information concerning the resources, services, and policies of the Broken Arrow Library, please visit their [home page](#).

The Muskogee/Connors campus library includes small reference, reserve, and current periodicals collections in traditional paper format. Members of the staff at the library provide reference, circulation, interlibrary loan, and instruction in the use of library resources. The library provides a document delivery service from the Tahlequah collection and the Internet based collections are available to all students.

APPENDIX A

NORTHEASTERN STATE UNIVERSITY DEPARTMENT OF SOCIAL WORK STUDENT CONTRACT

As a social work student in Northeastern State University's Social Work Program, I will uphold and abide by the program and university policies, and the NASW Code of Ethics. I understand the justifications for terminating a student's enrollment in the program, which include, but are not limited to the following:

Poor Academic Performance. If I do not meet grade requirements, or if I fail to demonstrate that grade deficiencies can be corrected within a reasonable time, or if I participate in academic misconduct. Furthermore, I understand that plagiarism falls into this category and it is unethical, unprofessional and a violation of the university's academic misconduct policy. Plagiarism includes but is not limited to copying others' work and claiming it as your own, failing to use citations properly, cheating on tests and homework assignments, and copying or purchasing papers from the internet or other sources.

- BSW: The student will maintain a C grade or above in all social work courses.

Chronic Absenteeism. If I have a pattern of unexcused absences that makes effective learning and discharge of responsibilities impossible.

- 2 absences before the grade is affected;
- 3 rd absence there will be an overall letter-grade deduction;
- 4 th absence the student is encouraged to withdraw or will receive a 2nd overall letter grade deduction;
- 5 th absence the student will be unable to pass the course.

Unprofessional Behavior. If my behavior is in violation of the NASW Code of Ethics. Examples would be, but are not limited, misrepresenting my qualifications; exploiting professional relationships; or if I fail to treat my peers, agency staff, or faculty with respect, courtesy, fairness, and good faith.

Assaultive or Threatening Behavior. If I participate in assaultive or threatening behavior that is directed at clients, colleagues, or instructors.

Behavior Damaging to Clients. If I demonstrate habitual hostility, disparaging remarks, violations of client confidentiality, ridicule of clients, violation of client civil or legal rights, or related behaviors which do not change in response to warnings or efforts at remediation.

Persistent Ineffectiveness in Work with Clients. If I do not demonstrate minimal levels of effective performance and give no evidence of progress in working with clients, including violation of practicum agency policy; whether due to emotional immaturity, personal prejudice, resistance to learning, inability to complete assigned tasks, or a persistent incapacity of mastering the necessary skills for interpersonal helping.

Student Signature

Date_

APPENDIX B

COUNCIL ON SOCIAL WORK EDUCATION EDUCATIONAL POLICY AND ACCREDITATION STANDARDS

Purpose: Social Work Practice, Education, and Educational Policy and Accreditation Standards

The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons.

Social work educators serve the profession through their teaching, scholarship, and service. Social work education – at the baccalaureate, master's, and doctoral levels – shapes the profession's future through the education of competent professionals, the generation of knowledge, and the exercise of leadership within the professional community.

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and masters- level social work programs. The EPAS support academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate.

EPAS describe four features of an integrated curriculum design: (1) program mission and goals; (2) explicit curriculum; (3) implicit curriculum; and (4) assessment. The Educational Policy and Accreditation Standards are conceptually linked. Educational Policy describes each curriculum feature. Accreditation Standards (*in italics*) are derived from the Educational Policy and specify the requirements used to develop and maintain an accredited social work program at the baccalaureate (B) or master's (M) level.

BSW PROGRAM AND CSWE 2022 EPAS:

Demonstrate Ethical and Professional Behavior

- a) Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.
- b) Demonstrate professional behavior, appearance, and oral, written and electronic communication
- c) Use technology ethically and appropriately to facilitate practice outcomes.
- d) Use supervision and consultation to guide professional judgement and behavior.

Advance Human Rights and Social, Economic, and Environmental Justice

- a) Advocate for human rights at the individual, family, group, organizational, and community systems level; and
- b) Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Engage Anti-Racism, Diversity, Equity and Inclusion (ADEI) in Practice

- a) Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research and policy levels.
- b) Demonstrate cultural humility by applying critical reflection, self awareness, and self regulation to manage the influence of bias, power, privilege and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Engage in Practice-informed Research and Research-informed Practice

- a) Apply research findings to inform and improve practice, policy, and programs, ; and
- b) Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent bias' for use in quantitative and qualitative research methods to advance the purposes of social work.

Engage in Policy Practice

- a) Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery or and access to social services; and
- b) Apply critical thinking to analyze, formulate and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Engage with Individuals, Families, Groups, Organizations, and Communities

- a) Apply knowledge of human behavior and the social environment, person-in-environment, and interprofessional conceptual frameworks to engage with clients and constituencies; and
- b) Use empathy, reflection, and interpersonal skills to effectively engage culturally responsive practice with clients and constituencies.

Assess Individuals, Families. Groups, Organizations, and Communities

- a) Apply theories of human behavior and person in environment, person in environment as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b) Demonstrates respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Intervene with Individuals, Families, Groups, Organizations, and Communities

- a) Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and

- b) Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- a) Select and use culturally responsive methods for evaluation of outcomes.
- b) Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations and communities.

APPENDIX C

NSU SOCIAL WORK COURSE DESCRIPTIONS

2013 Introduction to Social Work (3 Hrs.)

Description: This course introduces the development of the profession of social work. Within this context, a historical perspective of the development of the American social welfare system and the purpose and function of major social service programs is examined. The primary focus of the course is on the history, values, ethics, roles, and methods of the social work profession, including an awareness of diverse populations.

3013 Interviewing Skills for Generalist Practice (3 Hrs.)

Description: This is a practice skill course for majors designed to acquaint students with the basic tool (interviewing) of general social work practice, with an emphasis upon self-awareness, communication with diverse populations, and skill development in engaging and assessing client systems through the interview process.

Restrictions: Social Work and Pre-Social work majors.

3023 Family Social Work (3 Hrs.)

Description: This course presents a broad overview of conducting generalist social work practice with families and introduces students to phases of practice, family systems, assessments, and interventions. The course further emphasizes student development of knowledge, values and skills in micro, mezzo and macro levels, as well as, awareness of the NASW Code of Ethics. The course also includes developing an awareness of diverse populations.

3401 Honors Research I (1 Hr.)

Description: Topic identification and literature review for scholarly activity.

Restrictions: Honors student with junior standing or above.

3402 Honors Research II (2 Hrs.)

Description: Research and development of scholarly activity.

Prerequisite: SOWK 3401 Honors Research I.

Restrictions: Honors student with junior standing or above.

4003 Human Behavior in the Social Environment I (3 Hrs.)

Provides an introduction to an ecological model of human behavior as applied throughout the life cycle. Critically examines various theories of causation as they relate to functional and dysfunctional behaviors, and examines the impact of social stratification especially by class, race, or sex on human behavior.

Prerequisite: SOWK 2013 Intro to Social Work and General or Human Biology (BIOL 1013/1011 Intro Biology I + Lab or BIOL 1023/1021 Intro Biology II + Lab or BIOL

1113/1111 Gen Biological Sci Lecture + Lab or BIOL 1114 Gen Biol Sci (includes lab) or BIOL 2154 Human Anatomy (includes lab). Concurrent enrollment in Biology is allowed.
Restrictions: Social Work Majors and Minors.

4013 Practice I (3 Hrs.)

Utilizing a systems approach to problem-solving, introduces student to the generalist orientation in social work practice and develops a beginning level of competence in social work modes of intervention with individuals and families.

Prerequisite: SOWK 4003 Human Behavior in the Social Environment I.

Restrictions: Social Work majors.

4043 Special Topics (3 Hrs.)

Designed to explore social work and social welfare issues in greater depth, in a formal academic setting, than is possibly in other structured courses offered in social work.

Note: May be repeated with different topics for a maximum of nine credit hours. Credit cannot be earned for the same topic in both AIS 4043 and SOWK 4043.

4123 Domestic Violence (3 Hrs.)

Description: Students examine the definitions and scope of family violence in today's society including prevalence, etiology, myths, and dynamics of child physical abuse, incest, rape, sibling violence, intimate partner violence (IPV), and elder abuse and neglect. The course includes a review of the issues, policies, programs, and services aimed at remedying and eliminating violence in the home.

4133 Human Rights (3 Hrs.)

Description: This course examines how the ideas and issues of human rights can assist in the development of economic and social justice, and serve as a strategy for social change. The document, Universal Declaration of Human rights and other documents such as the United Nations Declaration on the Rights of Indigenous Peoples will also be discussed. The current state of international human rights law is viewed as a social construct and a motivator to move people to action for the fulfillment of well-being and multiple human needs of global citizens. To facilitate critical inquiry, multiple teaching methods are used. Elements of general social work practice, the NASW Code of Ethics and relevant theories, such as, social systems theory are included.

4143 Sexism & Violence Against Women (3 Hrs.)

Description: The course defines sexism and the roots of sexism. It also presents an overview of the continuum of violence against women, both nationally and globally, including women's institutional status, psychological wounding, gendered communication, economic assaults, controlling women's bodies, pornography and prostitution, sexual harassment, intimate partner violence, sexual assault, female genital mutilation, dowry payments, religious abuse, foot-binding, and other topics.

4163 Trauma Informed Care (3 Hrs.)

Description: Students explore the role of social workers, assisting clients who have experienced trauma and gain an understanding of how trauma informed practices influence outcomes in child welfare settings. Students learn the key component of trauma, PTSD, secondary trauma, and the impact of trauma on children and families.

4313 Social Work Research (3 Hrs.)

An introduction to the rationale and use of social research methods. Course utilizes the techniques of problem formulation, data collection, and data analysis in survey, experimental, evaluative, field research, and the single subject design. Examines the National Association of Social Workers' Code of Ethics as it relates to research.

Prerequisite: SOWK 4013 Practice I.

Restrictions: Social Work majors.

Note: Credit cannot be earned in both SOWK 4313 and SOC 4313.

4401 Honors Research IV (1 Hr.)

Description: All enrolled students will present their scholarly activity. All other students are expected to attend.

Prerequisite: SOWK 4402 Honors Research III.

Restrictions: Honors student with senior standing.

4402 Honors Research III (2 Hrs.)

Description: Completion of honors thesis, artistic composition or other scholarly activity.

Prerequisite: SOWK 3402 Honors Research II.

Restrictions: Honors student with senior standing.

4513 Child Maltreatment (3 Hrs.)

Description: This course focuses on the theoretical, methodological, and controversial issues related to the study of child maltreatment. History, definitions, and laws associated with child maltreatment are presented. It examines the dynamics, indicators, and consequences of the various types of maltreatment. The course considers the key issues in responding to child maltreatment and how professionals can advance the field of maltreatment and what they can do to help prevent the abuse and neglect of children. Oklahoma's Child Welfare Practice Model, laws, and definitions will be a micro focus of the course.

4523 Child Welfare (3 Hrs.)

Description: This course examines the development and scope of family and child welfare services, with emphasis on the child's role in a family system. The impact of institutional and societal forces on family systems, and the role of social workers in this interaction are explored, particularly as they affect outcomes for children.

4533 Youth Offenders (3 Hrs.)

Description: This course is designed to explore various factors affecting the juvenile population that are involved with the legal system emphasizing the relationship between mental health issues and delinquent behaviors, examining external influences that predispose youth to becoming involved in the legal system and exploring ethical issues related to working with juveniles. Throughout this course the importance and effectiveness of prevention, intervention and treatment will be addressed in relationship to the role of a social worker.

4543 Social Work With Adolescents (3 Hrs.)

Description: Students learn about the issues surrounding social and behavioral development of adolescents across diverse cultures. They will also apply previously learned biological and physiological aspects of adolescent growth, challenges, and trends to current issues.

4613 Human Diversity and Social Work (3 Hrs.)

Critically examines theoretical frameworks, empirical findings, and problem-solving strategies and their effectiveness in providing social services to culturally-diverse populations. Effects of color or gender-based discrimination are analyzed in the stress framework, with a focus on the strengths and resources developed within the minority experience.

4623 Social Work with the Elderly (3 Hrs.)

Description: Develops a social systems perspective for working with the elderly. Examines intervention strategies for working with both individuals and institutions or organizations, and examines issues and policies that enhance or impede social and economic justice of the elderly.

4633 Family and Child Welfare Services (3 Hrs.)

Examines the development and scope of family and child welfare services, with emphasis on the child's role in a family system. The impact of institutional and societal forces on family systems, and the role of social workers in this interaction are explored, particularly as they affect outcomes for children.

4643 Case Management (3 Hrs.)

An introduction to the practice of case management as a social work method of providing services whereby a professional social worker assesses the needs of the client and the client's family, when appropriate, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific client's complex needs.

4673 Practice II (3 Hrs.)

A continuation of Social Work Practice I, this course emphasizes social work interventions with groups. Course develops additional knowledge, values, and skills for generalist social work practice with diverse populations. Theories are linked to practice interventions.

Prerequisite: SOWK 4013 Practice I.

Restrictions: Social Work majors.

4733 Practice III (3 Hrs.)

Description: This course introduces students to a theoretical framework for analyzing programs and organizations utilizing knowledge, values, and skills of generalist social work practice. Concentration will be on social work practice occurring with programs, communities, and organizations.

Restrictions: Social Work majors.

4741 Independent Study (1-3 Hrs.)

Description: Contracted independent study for topic not currently offered in regularly scheduled courses. May include library and/or field projects.

Restrictions: Social Work major or Social Welfare minor and instructor permission.

Note: May be repeated with different topics for a maximum of three credit hours.

4751 Workshop in Contemporary Issues (1-6 Hrs.)

Description: An opportunity to study in depth an issue in Social Work of current significance, either in seminar or field trip situations. May be repeated with different topics for a maximum of six credit hours.

Note: May be repeated with different topics for a maximum of six credit hours. Credit cannot be earned for the same topic in both AIS 4751 and SOWK 4751.

4863 Social Policy (3 Hrs.)

Introduces the student to social welfare policy issues with emphasis in the areas of health and mental health, families and children, and economic security. It provides a beginning knowledge base for professional practice roles in the analysis, formulation, and implementation of policy, and emphasizes the need for social reform through policy advocacy.

4873 Human Behavior in the Social Environment II (3 Hrs.)

A study of the social systems theoretical model and knowledge of human bio-psycho-social development of persons in the environment. Includes other theories and knowledge about social systems in which individuals live (families, groups, organizations, communities and institutions). Application of critical thinking enhances an understanding of the interactions between human behavior in relation to social, cultural, and economic forces.

Prerequisite: SOWK 4003 Human Behavior in the Social Environment I.

Restrictions: Social Work majors.

4962 Senior Seminar (2 Hrs.)

A capstone course that enables students to integrate that which they have learned in the social work curriculum and to evaluate their preparation for engaging in entry level generalist social work practice in multicultural environments.

Prerequisite: SOWK 4984 Social Work Practicum I & Seminar.

Restrictions: Social Work majors with senior standing.

4984 Social Work Practicum I & Seminar (4 Hrs.)

Designed to integrate theoretical concepts with applied learning experience in an approved human services agency. Students complete a minimum of 220 hours in the agency, and concurrently attend a weekly seminar on campus that is intended to integrate the knowledge, values and skills of generalist social work practice.

Prerequisite: SOWK 4013 Practice I.

Restrictions: Social Work majors with senior standing and instructor permission.

Note: Credit cannot be earned in both SOWK 4984 or 4994 and SOC 4993. Graded as Pass/Fail.

4994 Social Work Practicum II & Seminar (4 Hrs.)

Builds upon Practicum I to complete the applied learning experience necessary for entry level competency in generalist social work practice. Course is designed to integrate theoretical concepts with applied learning experience in an approved human service agency. Students complete a minimum of 220 hours in the agency and concurrently attend a weekly seminar on campus that is intended to integrate knowledge, values and skills of generalist social work practice.

Prerequisite: SOWK 4984 Social Work Practicum I & Seminar.

Restrictions: Social Work major with senior standing and instructor permission.

Note: Credit cannot be earned in both SOWK 4984 or SOWK 4994 and SOC 4993. Graded as Pass/Fail.