

Procedure for Social Work Program Termination Review Hearing

Revised March 14, 2025

At times, social work faculty may have concerns that raise questions about the student's suitability for a career in social work. This procedure outlines the Social Work program's expectations of behavior for students and the potential outcomes to be imposed for inappropriate behavior. This procedure explains the program's requirements for notice, and the student's opportunity to be heard concerning alleged violation(s) of the identified behavior. This procedure specifies the rights and responsibilities of the student, the Social Work program, and the rights of other parties going through the hearing and potential termination process.

A. Violations of Student Behavior

Students are expected to engage in behavior that represents the mission of the MSW or BSW Social Work program, along with the mission, vision, and values of the University of Toledo.

Student behavior that may result in termination from the Social Work Program includes, but is not limited to:

1. Failure to meet or maintain Social Work Program requirements:
 - a. Receiving a C-or below on the same social work practice course twice
 - b. Receiving poor field evaluation ratings preventing the student from passing their field experience
2. Unacceptable professional behavior such as:
 - a. Egregious, repeated, or severe violations of the current National Association of Social Workers (NASW) Code of Ethics
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>
 - b. Violations of the laws and rules specified by State of Ohio Administrative Code Chapter 4757 *Counselors, Social Workers, Marriage and Family Therapists*
<https://cswmft.ohio.gov/wps/wcm/connect/qov/ec24f481-e876-4a08-9adb-69ca05be74c8/7-1-24+CSWMFT+Board+Laws+and+Rules+4757.pdf?MOD=AJPERES&CVID=p1Rabx0>, and/or equivalent state laws and rules pertaining to social work practice if the student internship is in a different state such as Michigan Public Health Code Part 185 Social Work:
[http://www.legislature.mi.gov/\(S\(emgpan45qb1amwzjwc3zut55\)\)/documents/mcl/pdf/mcl-368-1978-15-185..pdf](http://www.legislature.mi.gov/(S(emgpan45qb1amwzjwc3zut55))/documents/mcl/pdf/mcl-368-1978-15-185..pdf).
 - c. Findings of having violated the University of Toledo (UT) Student Code of Conduct
https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_student_code_of_conduct.pdf

B. Procedure for a Termination Review Hearing

1. This process may be instituted against a student who has been referred to or identified by the MSW or BSW Program Director as having engaged in behavior as recognized in section (A)(2) above. Behavior that violates section (A)(1) is considered automatic termination from the program.
2. For MSW students, the BSW Program Director shall act as the Hearing Officer. For BSW students, the MSW Program Director shall act as the Hearing Officer. This is to prevent authority bias.
3. The student shall receive written notification via their assigned university email address with the date, time, and location of the hearing with the Hearing Officer. The written notification will provide the student with at least three business days' notice except in situations where more urgent response is necessary due to health and/or safety concerns.
4. The written notification will also include a brief summary of the incident and/or a copy of the incident report (if applicable), a statement of rights and responsibilities (see Appendix A), and a statement notifying the student that they may face termination from the Social Work program, either BSW or MSW respectively.
5. Students may bring any documentation with them to the hearing that they deem relevant to the issues to be discussed. They may also bring a support person to the hearing (see section C).
6. During this hearing, the Hearing Officer will review the student's rights and responsibilities, provide them with an opportunity to review the documentation and information received, ask them to provide any additional information about the situation, notify the student of the alleged violations, and allow them to accept or deny responsibility for the alleged violation(s).
7. If the student does not attend the hearing (refuses to attend or does not show up for the hearing) or attends the hearing and chooses not to participate, the Hearing Officer will move forward with resolving the case in absentia.
8. All hearings are closed to the public, with the exception of the student's respective advisor (if applicable) and/or identified support person(s), and complainant (if appropriate).
9. Hearing Outcome - After the Hearing Officer has made a decision regarding responsibility, the hearing outcome will be sent to the student via their assigned university email address within ten (10) business days.

10. When a student's behavior is determined to not have violated section (A) of this procedure but warrants additional follow-up, the Hearing Officer may refer the student to the Academic Professional Performance Review Committee (APPRC) for coaching and/or mentorship.

C. Student Support Person

1. Students may elect to have a support person throughout the hearing process. If they would like, they can have someone from the Office of Student Advocacy: <https://www.utoledo.edu/studentaffairs/student-advocacy/>
2. The support person can assist the student with hearing preparations and provide quiet consultation during the hearing.
3. The support person can provide the student with emotional support throughout the process.
4. If the support person becomes disruptive after being warned two times by the Hearing Officer, they will be asked to leave.
5. Hearings and any other parts of this process will not be rescheduled due to scheduling conflicts with the student support person.

D. Appeal Process

1. The student may appeal the outcome of the termination review hearing within five (5) business days of notification of the hearing outcome. (Notification is defined as the date the Hearing Officer sends outcome of the hearing to the student's University of Toledo email address.)
2. The first appeal level is to the Department of Human Services Chair. The student must submit their appeal in writing. The Department Chair will review the appeal and respond in writing to the student within ten (10) of receiving the student's appeal request.
3. If the student wishes to submit a final appeal the Department Chair's decision, the second level of appeal to the Dean (or their designee) of the appropriate college (College of Health and Human Services for undergraduate students, and College of Graduate Studies for graduate students). The appeal must be submitted in writing to the Dean of the respective College (or their designee) within five (5) business days of the Chair's decision.

4. The student will be notified of the outcome of the final appeal via their assigned university email address within ten (10) business days. The decision of the Dean (or their designee) is final.

E. Readmission to the Social Work Program

1. If the student receives a decision confirming their appeal has been granted, they will be eligible to seek readmission to their respective social work program.
2. The student must schedule a meeting with their respective Program Director within ten (10) business days of the appeal decision.
3. During this meeting, the Program Director will review the appeal outcome, discuss the conditions for readmission, and outline the necessary steps for reinstatement.
4. The student will work with the Program to develop a Readmission Plan, which may include:
 - a. Remediation activities to address past misconduct (e.g., ethics training, professional development workshops, or additional coursework).
 - b. A structured academic and behavioral improvement plan.
 - c. A written statement reflecting on misconduct, acknowledging responsibility, and outlining steps taken to prevent future violations.
5. All readmission-related documents, including the Readmission Plan and signed agreements, will be maintained in the student's corresponding electronic file.

Appendix A

Social Work Student Termination Review Hearing: Student Rights and Responsibilities

Student Rights

Written notification about the hearing:

- Notification about the day, time and location of the hearing will be sent to the student's University of Toledo email at least three business days in advance, except if urgent circumstances require convening a hearing sooner than that.
- The written notification will include a summary of the incident and a copy of the incident report (if applicable).

At the hearing:

- The student may choose to attend or not attend the hearing, but if they do not attend, the hearing may be conducted in absentia.
- The student may bring documentation that they deem relevant to the issues to be discussed.
- The student may bring a support person to the hearing.

After the hearing:

- The hearing outcome will be sent to the student's University of Toledo email within ten business days after the hearing.
- The student may appeal the outcome of the hearing within five business days of notification of the outcome of the decision by submitting their appeal in writing to the Department Chair.

Student Responsibilities

- Timely response to notification about the hearing, including their choice to attend.
- Prepare any documentation to bring and present on their behalf at the hearing.
- Decide whether to request a support person to accompany them at the hearing.