SCHOOL OF
Social Work

BASW Student Handbook

AY 25-26

5151 State University Drive Los Angeles, CA 90032-8164 T: (323) 343-4680

The BASW Student Handbook includes information compiled from the various University offices/units and professional social work organizations to assist our BASW students in finding and using information integral to their successful BASW degree pursuit. Whenever possible, we tried to provide the web-resources from where the information was captured through hyperlinks so that you can easily access the University resources when viewing this handbook online. Although every effort has been made to ensure the accuracy of the information contained in this handbook, it is important to be aware that policies and procedures are subject to ongoing review and revision.

Your ideas and suggestions are sincerely welcomed for review and possible inclusion in subsequent editions of the handbook.

Disclaimer: The BASW Student Handbook reflects the most current information available to the School of Social Work. If any component of the handbook is revised due to standards, policy, procedures, etc. updates, the School of Social Work will make timely adjustments.

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WELCOME

Welcome to the Bachelor of Arts in Social Work (BASW) program at the School of Social Work, Rongxiang Xu College of Health and Human Services (HHS), California State University, Los Angeles (Cal State LA). The BASW program has been accredited by the Council on Social Work Education (CSWE) since 1979. The School of Social Work is very proud of its BASW program and its urban generalist focus.

We are excited that you joined our BASW program. The Cal State LA BASW program prepares you to serve diverse populations with various needs in urban community settings. You will be exposed to enriched learning opportunities in our Cal State LA School of Social Work community through: 1) the BASW curriculum that emphasizes diversity, civic learning, and community engagement; 2) active BASW student organizations and community activities; and 3) Cal State LA student academic and wellness support resources. Moreover, research and practice expertise in diverse fields of social work that our faculty bring to our program will help you stay connected with innovative social work knowledge, skills, and trends. Faculty and staff will also make best efforts to continue to provide you with a quality education.

This BASW Student Handbook was created to assist you with the successful completion of the BASW program. This handbook includes information about undergraduate social work courses, program requirements, School and University policies and procedures, and campus resources. The handbook also explains how students may participate in the academic affairs of the school, and how student concerns and questions may be resolved. We strongly encourage you to review this handbook to become familiar with the BASW program, policies and procedures of the School and University, and campus resources. Please know that the school faculty and academic advisors within the HHS are available to assist you with advisement needs and information.

The School of Social Work faculty, staff, and directors wish you optimal academic success and a productive career in the social work profession.

Warmly,

Faculty and Staff
School of Social Work

ACADEMIC CALENDAR

Academic Year 2026 to 2027 Dates and Deadlines

Fall 2026 Semester	
Date	**Deadline**
Aug 21 (F)	Semester begins Convocation
Aug 23 (Su)	Last day to drop all class for 100% refund
Aug 24 (M)	First day of instruction
Sep 7 (M)	Labor Day (University closed)
Sep 8 (Tu)	No record drop deadline (use GET to drop) Add deadline (includes applications for WPE (UNIV 4000), and CR/NC and ABC-/NC grading) Last day to submit Return from Educational Leave
Sep 8 (Tu)	Last day for partial refunds
Sep 9 (W)	Withdrawal (W) period begins (requires instructor and department chair signatures on the Petition to Withdraw form; submit form to SS 3380) Deadline for students disqualified in Spring 2026 to be reinstated
Sep 9 (W)	Tuition and fees billing statements available to download on GET
Sep 15 (T)	Payment deadline for tuition and fees
Oct 28 (W)	Last day to drop all classes for a prorated refund
Nov 11 (Tu)	Veterans Day (University closed)
Nov 20 (F)	Withdrawal (W) period ends
Nov 21 (SA)	Emergency Withdrawal period begins (extenuating circumstances only; requires instructor, department chair, and college dean signatures on the Petition to Withdraw and Addendum to Petition to Withdraw forms; submit forms to SS 3380)
Nov 23 (M) - 25 (W)	Fall Recess (no instruction)
Nov 26 (Th) - 28 (Sa)	Thanksgiving Day Holiday (University closed)
Dec 11 (F)	Emergency Withdrawal period ends
Dec 12 (Sa)	Last day of instruction
Dec 14 (M) - 19 (Sa)	Final exams
Dec 23 (W)	Semester ends
Dec 24 (TH)	Final grades available on GET
Dec 24 (Th) – Jan 4 (M)	Winter Break (University closed)

PART 1: INTRODUCTION

California State University, Los Angeles

Cal State L.A. has been a dynamic force in the education of students, setting a record of outstanding academic achievement for almost 80 years within the California State University system and beyond. Cal State LA is ranked number one in the nation for its students' upward mobility according to a study published by researchers at Harvard University.

Our university mission is to "transform lives and fosters thriving communities across greater Los Angeles. We cultivate and amplify our students' unique talents, diverse life experiences, and intellect through engaged teaching, learning, scholarship, research, and public service that support their overall success, well-being, and the greater good".

School of Social Work

The School of Social Work offers BASW and Master of Social Work (MSW) degrees. Our programs have been accredited by the Council on Social Work Education (CSWE) since 1979 (BASW) and 2000 (MSW). We offer 2-year and 3-year MSW programs. In 2016, the School of Social Work started its MSW Advanced Standing Program (ASP), located in the University's Downtown LA campus. The MSW ASP is a one-year program designed for students who have a social work undergraduate degree. In all level of programs, our focus is to train urban generalist social workers. Our practicum education is also a core component in our programs, which enables our students to integrate their classroom learning into social work practice. Our BASW students have been building their practicum experience in a wide range of social work settings including school districts, hospitals, victim services, child welfare agencies, housing agencies, and other community-based agencies.

BASW Program Mission and Goals

Mission Statement

The BASW Program in the School of Social Work at California State University, Los Angeles, prepares students for beginning strengths-based urban generalist practice in socially, culturally, and economically diverse communities. Our BASW graduates are educated to promote social and economic justice and facilitate change and growth at all levels of professional practice.

BASW Program Goals and Objectives

The principal goal of the BASW program is to prepare students for generalist competency for beginning-level professional positions, with appropriate supervision, in social work or related

human services. The social work program at Cal State LA utilizes the strengths of the liberal arts perspective and its contribution to the development of socially aware, well-rounded social work professionals.

Below are the program goals that guide the implementation of our BASW program and the corresponding outcomes.

Goal 1: To prepare students for beginning generalist professional social work practice with individuals, families, small groups, organizations and communities with diverse populations, and in a variety of service systems. With this goal accomplished, students will:

1. Be able to apply knowledge and skills of generalist social work practice with systems of all sizes: individuals, families, groups, organizations and communities;
2. Develop and demonstrate the professional use of self, including verbal and written communication skills; and
3. Engage in research-informed practice.

Goal 2: To prepare students to work effectively with clients of different ethnic, racial, and cultural backgrounds and sexual orientations, by developing a knowledge base that teaches the value of diversity, is sensitive to the consequences of oppression and discrimination, and promotes advocacy for human rights and social and economic justice. With this goal accomplished, students will:

1. Be able to employ culturally competent and sensitive practice skills with diverse and oppressed populations;
2. Understand the impact of oppression and discrimination on human behavior, the various forms and mechanisms of discrimination and oppression within a variety of systems, and how to apply professional strategies and skills which further human rights and social and economic justice; and
3. Build their practice on the strengths and resiliency of their clients and communities.

Goal 3: To assist students in developing an identification with the profession of social work, and to incorporate the values and ethics of the profession into their practice. With this goal accomplished, students will:

1. Demonstrate an identification with the profession of social work by supporting and upholding professional social work standards; and
2. Incorporate and uphold the values and ethics of the social work profession in their work with colleagues, individuals, groups, organizations and communities.

Bachelor of Arts in Social Work (BASW) Degree

The Bachelor of Arts degree in Social Work enables students to explore and develop values, knowledge, and generalist skills essential to the practice of social work in a multiethnic

environment. The BASW program provides continuing education for persons already employed in the profession of social work or related human services; prepares students for professional entry-level positions in social work; and prepares students for further study in graduate schools of social work or related human services.

In congruence with Council on Social Work Education (CSWE) Accreditation standards, academic credit for life experience and previous work experience is not given in whole or in part, in lieu of the practicum or of courses in the professional foundation areas of educational content.

Located in the second largest city in the U.S. and one of the most diverse four-year institutions in Los Angeles County, Cal State LA's BASW program focuses on educating urban generalist social workers.

The urban generalist is a practitioner who engages in a strengths-based social work practice with individuals, families, groups, organizations and communities. The practitioner understands the urban and inner-city context and the social issues that impact individuals, families, groups and communities: poverty, multiculturalism, and reliance of family and community-based resources. This practitioner is able to work at multiple system levels and is skilled at cross-cultural practice. The goals, objectives and curriculum emphasize themes of diversity, justice, community-based services and cross-cultural competence. The urban generalist is committed to promoting access to the resources and opportunities necessary to serve poor, vulnerable, under-served, and oppressed populations to further their well-being and promote social justice.

We view the urban generalist, therefore, as a professional who: 1) is skilled in cross-cultural practice, 2) can manage the micro and macro level manifestations of distress, and 3) is able to bridge practice and policy. The urban generalist who graduates from our program is both a practitioner and a policymaker.

BASW Core Competencies and Behaviors

The BASW program at Cal State LA is guided by the CSWE 2022 Educational Policy and Accreditation Standards (EPAS), which uses competency-based approach. Upon completion of the BASW program, students are expected to demonstrate the integration and application of the following competencies and behaviors in practice.

Core Competencies	**Behaviors**
Competency 1: Demonstrate Ethical and Professional Behavior	• Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context; • Demonstrate professional behavior; appearance; and oral, written, and electronic communication; • Use technology ethically and appropriately to facilitate practice outcomes; • Use supervision and consultation to guide professional judgment and behavior.
Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice	• Advocate for human rights at the individual, family, group, organizational, and community system levels; • Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.
Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice	• Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; • 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.
Competency 4: Engage In Practice-Informed Research and Research-Informed Practice	• Apply research findings to inform and improve practice, policy, and programs; • Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice	• Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; • Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice
Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities	• Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; • Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.
Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities	• Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; • Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.
Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities	• Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; • Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.
Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	• Select and use culturally responsive methods for evaluation of outcomes; • Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

PART 2: BASW PROGRAM INFORMATION

BASW Program Admissions

The School of Social Work has been approved for program impaction status **for transfer students**, which means that the number of applications from fully eligible **transfer** students who can be admitted to the major is limited by space availability. Admission of **transfer** students for available space will be based on students completing the admission criteria below and on a rank ordering of cumulative GPA.

First time freshmen students admitted to the university will be eligible to be accepted into the major directly (there is no longer a pre-major status). Hence, freshmen students admitted to the university who select Social Work as a major, will be matriculated as Social Work majors.

Transfer students completing an approved Associate Degree for Transfer (ADT) in a major deemed similar:

- **Required** ADT major: Social Work and Human Services
- **Required** minimum cumulative GPA: 2.65

Transfer students not completing the ADT:

- **Required** minimum cumulative GPA: 2.75
- **Required** major preparation courses (grade of "C" or better required):
  - **One** of the following two courses
    - PSY 1500 – Introductory Psychology
    - SOC 2010 – Introduction to Sociology
  - **One** of the following three statistics courses
    (Please check the University Catalog and consult with the HHS Advisement Center for any updated eligible statistics courses)
    - ECON 1090 – Quantitative Reasoning with Statistics
    - MATH 1090 – Quantitative Reasoning with Statistics with Lab
    - SOC 2100 – Elementary Statistics
  -
- **Required** General Education courses (grade of "C-" or better required):
  - English Composition
  - Oral Communication
  - Critical Thinking and Composition
  - Mathematical Concepts and Quantitative Reasoning: If not satisfied by the required math courses above

BASW Program Requirements and Course Sequences

Requirements for the major (72 units)

The BASW program requires a total of 120 units for the degree, including the following:

- 45 units in required upper division courses in social work; 6 units of prerequisite courses;
- 6 units of elective courses in social work; and
- 15 units of free electives.

Please consult with an academic advisor from the Rongxiang Xu College of Health and Human Services (HHS) Advising Center for the specific number of units required in all areas of the degree including GE and free electives. Please refer to the Undergraduate Studies: General Information section for a detailed explanation of university General Education requirements and other requirements that constitute the units outside the major.

Required courses

Please **see next page** for the list of required courses. When reviewing the list of social work courses, please pay attention to the following notes and requirements.

* (wi)-Writing Intensive Courses; (d)-Diversity Requirement; (re)-Race & Ethnicity; (cl)- Civic Learning/Community Engagement.
1. Students must earn a C or better in SW 3700, 3010, 3720, 3820, 4740, 4750, 4780, 4951 & 4952. Maximum two (2) attempts.
2. Only one of the following asterisked courses is required for the BASW degree: SW 3761 or SW 3762 or SW 3763

NOTE: Students who are placed on academic probation are not permitted to enroll in a social work course until an academic advisor from the School of Social Work approves a revised academic plan. The plan will provide students with guidelines to support their academic success

Course Requirement for the BASW Degree			
Course #	**Title**	**Unit**	**Prerequisites**
Required Upper Division Social Work Courses (45 Units)			
SW 3010[1]	Writing and Computers in Social Work (SW) (wi[*])	3	SW Major
SW 3700[1]	Field of SW	3	SW Major
SW 3710	Culturally Competent SW Practice	3	SW Major & SW 3700
SW 3711	Human Behavior & Social Environment 1	3	SW Major
SW 3712	Human Behavior & Social Environment 2	3	SW Major, SW 3700 & SW 3711
SW 3720[1]	Interviewing & Communication Skills for SW Practice	3	SW Major & SW 3700
SW 3761[2]	Child Welfare (Option 1)	3	GE
SW 3762[2]	Cross-Cultural Practice with Older Adults (Option 2) (cl[*])	3	GE
SW 3763[2]	Forensic SW Practice (Option 3)	3	Upper Division Standing
SW 3820[1]	Community Organizing (cl)	3	GE

SW 3910	SW Research Methods	3	Math/ECON 1090; HHS 4000; SOC2100
SW 4630	Diversity Issues in SW	3	SW Major & SW 3700
SW 4740[1]	SW Practice with Individuals & Families	3	SW Major; SW 3700 & SW 3720
SW 4750[1]	SW Practice with Groups	3	SW Major; SW 3700 & SW 3720
SW 4780[1]	SW Policy & Services	3	SW Major & SW 3700
SW 4951[1]	Integrated Field Seminar I	3	SW Major; SW 3010; SW 3700; SW 3711; SW 3712; SW 3720 & 90 Units[1]
SW 4952[1]	Integrated Field Seminar II	3	SW Major & SW 4951

Elective courses

Elective Courses (Select two courses, 6 units, from the list below; or from a related field with advance advisor approval only)			
Course #	**Title**	**Unit**	**Prerequisites**
SW 3550	Violence & Maltreatment in Family and Intimate Relationships	3	GE
SW 3620	From Institutional Racism to Cultural Competence (d*)	3	GE
SW 3630	Immigration & Social Policy (cl) (re*)	3	GE
SW 3640	Peer and Self Help for Academic Success	3	Major in Social Work; Junior standing; met criteria for practicum by the end of current academic year; and Social Work students who are not in Junior standing admitted with instructor permission. Corequisite: SW 2700 or SW 3700
SW 3650	Social Policy: Aging & Families (d)	3	GE
SW 3850	The Homeless in Society (cl)	3	GE
SW 4540	Special Topics In Social Work Mental Health Challenges Across the Lifespan	3	Upper Division Standing
SW 4560	Multidisc Teams, Child Maltreatment & Family Violence	3	Upper Division Standing
SW 4830	Financial Empowerment	3	Upper Division Standing
SW 4840	Community Engagement & Practice with Youth	3	Upper Division Standing
SW 4850	SW Practice with Military & Veteran Populations	3	Upper Division Standing
SW 4860	SW Practice with LGBT Populations	3	Upper Division Standing
SW 4870	Forensic SW: Focus on Involuntary Clients	3	Upper Division Standing
SW 4900	Latino Mental Health	3	Upper Division Standing
SW 4990	Directed Study	3	SW Major; Faculty

Curriculum Roadmaps

Please note that a sample roadmap to graduation for transfer students admitted to the program in the fall is found in Appendix A and a roadmap to graduation for transfer students admitted in the

spring is found in Appendix B. Junior standing students may refer to Appendix A for a suggested course schedule.

General Education (GE) Requirements for the major

All Cal State LA undergraduate Social Work major must complete 48 units in GE, of which 39 units are Lower Division and 9 units are Upper Division GE courses.

- Students must have 1 diversity (d) and 1 race/ethnicity (re) course; or 2 race/ethnicity (re) courses
- Students must have 1 writing intensive course (wi)
  ⇨ SW 3010 will satisfy this requirement
- Students must have 2 civic learning courses (cl)
  ⇨ SW 3820 will satisfy one of the two (cl) requirements

Upper Division GE: Nat. Sci. & Quant. (B); Arts & Hum. (C); and Soc. Sci. (D)

Course Descriptions

Required courses

Note: Students can take one online course through any of the CSU's 22 campuses concurrently with their home CSU courses fall or spring semester. A "fully online" course is any class that's offered in a completely online environment, no in person or on campus meetings. However, this course must be approved by the School of Social Work to ensure students receive credit. Please contact the Bachelor's Program Director AND consult with an academic advisor before enrolling in any online course. Fully online courses offered per semester can be found here CSU Fully Online.

SW 3010 Writing and Computers in Social Work (3 units) (Writing Intensive)
The course prepares students to develop reasoning and writing skills for comprehending and communicating information in social work. A clear, concise and well-organized writing style is a necessary tool of communication for professional social workers. Furthermore, it is crucial for competent social workers to have computer skills in processing, generating, and disseminating information. To increase competencies of social work students in such areas, this course introduces computer application programs and how they relate to various writing requirements of the social services profession. Students will be introduced to the Microsoft Office programs (Excel, Word, PowerPoint, etc.), online tools, and IBM SPSS (a statistical analysis program) in terms of social work applications of these programs. Other computer-based skill building includes: (1) developing skills in written electronic advocacy, (2) learning how to write an assessment report on the basis of the bio-psycho-social and spiritual framework, and (3) the use of PowerPoint slides for preparing formal presentations on a selected topic of social and public policy. The course will also look at the future of Information Technology (IT) in social work and its relation to service delivery. It is assumed that students have basic skills in word processing

and this course is designed to augment these skills. This is a hands-on, interactive class with a lab that will allow ample time to practice newly acquired writing and computer skills.

SW 3700 Field of Social Work (3 units)
This course introduces students to the knowledge base, skills, and values of the social work profession, and is informed by the profession's unique emphasis on the person-in- environment perspective. As part of generalist social work model, students are given an overview of social work history, fields of practice, settings, social welfare policies, issues related to diversity social justice, and intervention/prevention methods. The course also introduces students to the diverse work possibilities offered by the social work profession, as well as the ethical standards and mandates that inform social work practice, policies and goals.

SW 3710 Culturally Competent Social Work Practice (3 units)
This applied course is designed to prepare students for the practice of social work in diverse communities. It examines issues related to the development and delivery of culturally appropriate social work services for various marginalized and oppressed groups in society, taking into account the multiple forms of systemic oppression clients may face. To broaden students' understandings of diversity, the course introduces major theories and concepts such as intersectionality, cultural imperialism, the cycle of oppression, cultural competency and cultural humility. The course also exposes students to empowerment practice and trains them to engage in development of self-awareness, critical self-reflexivity and personal leadership. These practices should assist them in serving clients who may have differing identities from them or with whom they may share multiple identities, which presents its own set of challenges. Special attention is paid to dynamics for practitioners from marginalized backgrounds themselves.

SW 3711 Human Behavior and the Social Environment I (3 units)
This is the first course of a two-course HBSE sequence: *SW 3711* and *SW 3712*. The course examines biological, psychological, social and cultural aspects of human development from the prenatal period through adolescence, with an emphasis on the contextual forces that influence development and behavior outcomes across a diverse range of human experiences. Specifically, the course explores the influence of biological, psychological, social, political, historical, and cultural variables that impact human development. Consideration is given to at-risk status, diversity issues, physical and intellectual disabilities, poverty, and issues associated with gender and sexual orientation as they relate to human behavior. Hence, students are expected to assess nature and nurture when examining human behavior. Emphasis is given to a variety of micro level theoretical models that explain human development and behavior from conception through adolescence. This course also incorporates policy and research implications for human behavior and the social environment with special attention to vulnerable populations.

SW 3712 Human Behavior and the Social Environment II (3 units)
This is the second course of a two-course HBSE sequence (*SW 3711* and *3712*), which reviews aspects of human development and behavior from young adulthood through older adulthood as well as in death and dying. At each stage of the life course students will examine biological, psychological, social, cultural, political, and historical contributions to understanding

development and behavior in the context of key theoretical perspectives and approaches that underpin social work practice.

SW 3820 Community Organizing (3 units) GE UD D[1]; (cl)
Community organizing is both a practice method in the social work field and a method of achieving power led by a variety of people, both professional and non-professional. This course introduces students to the practice of community organizing applying stages of the generalist social work practice model to community organizing, community analysis, dynamics of social power, and formal organizations. Community theories and models of organizing are presented in order to facilitate both the acquisition of knowledge and skills. Community organization in social work has a long history and has been used to cover many types of work broadly known as macro level social work. For the purpose of this class, the focus will be on grassroots organizing in which low-power people band together to increase their power against a target (a landlord, an employer or workplace, institution, welfare system, the political system, etc.) to secure social justice ends.

SW 3910 Social Work Research Methods (3 units)
The course covers knowledge of social work research methods that enables students to conceptualize and investigate social issues and problems confronting the poor, vulnerable, and oppressed in the community in an effort to promote social change and social justice. This course promotes students' interest in examining issues of race, culture, ethnicity, class, sexual orientation, disability, age, and gender. This course assists student in developing an awareness and working knowledge of quantitative as well as qualitative research methods for scientific knowledge building. Students are introduced to various research methods including survey research, exploratory-descriptive studies, evaluation research, and experimental and quasi-experimental designs. Furthermore, this course builds working knowledge in quantitative data analysis using statistics as well as qualitative data processing methods based on grounded theory and additional qualitative data analysis procedures.

SW 3720 Interviewing Skills for Social Work Practice (3 units)
SW 3720 utilizes an integrative approach to generalist social work practice that examines and applies communication theory and interviewing skills in working with individuals, families, small groups and communities. Emphasis is placed on foundation knowledge and skill development required to meet the needs of a wide array of cross-cultural populations.

SW 3761 Child Welfare (3 units) GE UD D
The purpose of this course is to provide undergraduate social work majors and majors in related fields with a basic understanding of the historical and contemporary development of child welfare services in the United States. The course sensitizes students to the major issues affecting the continuum of care for children, and provides understanding of the importance of cultural competence in working with diverse groups. The course broadly covers the scope of child welfare services, with a more detailed focus on specific child welfare services, especially those

[1] GE: General Education; UD: Upper Division standing; D: meets Diversity requirement toward graduation units.

in child protection. Special attention is given to engagement and intervention in diverse urban settings.

SW 3762 Cross Cultural Practice with Older Adults (3 units) GE UD D; (cl)
This course explores concepts to help guide students in developing a broad understanding of the elements of diversity that impact the lives of older adults in the United States. This course provides an overview of historical and contemporary issues in cross cultural practice with older adults. As the course title indicates, the course focuses on cross cultural practice with older adults both as a process and a product designed to promote effective case management practice and enhance community-based care. It exposes students to cross cultural and direct practice with older adults through examination of ethnicity, age, race, gender, social class, and religion to meet the health and human services needs of the increasingly diverse aging segment. This course presents an overview of the life course perspective and the various aspects of aging such as issues in health and caregiving, aging in place, work and retirement, religion, spirituality and death and dying. The emphasis is given on the underserved and frail elderly in the course.

SW 3763 Forensic Social Work Practice (3 units)
This course introduces the history, philosophy, legal basis, and procedures governing practice in the civil, family, and criminal court systems. This course examines the roles of social workers in the legal system with an emphasis on criminal justice issues. The course also discusses social work practice focusing on working with involuntary clients, and forensic assessment and treatment. In addition, students are exposed to several mental disorders often observed among clients in criminal justice system (e.g. personality disorders, psychopathy and sociopathy, life course criminality, etc.).

SW 4630 Diversity and Intersectionality in Social Work (3 units)
The course highlights major theories explaining diversity, oppression and intersectionality. The course develops students' critical thinking abilities and skills to analyze the ways in which areas of difference shape development and worldviews and their understanding of the role of social work when it comes to diversity as well as contemporary forms of oppression. Examples of theoretical frameworks covered in the course are the Cultural Orientation, Power/Oppression-Based and Culturally Grounded paradigms, Critical Race Theory, Lat Crit, Intersectionality, anti-oppression, and sensitivity approaches. The course prepares students to utilize such theoretical knowledge base in examining various diversity issues/topics including gender, socioeconomic status, sexual orientation, religion, disability, age, ethnicity, national origin, military culture, and the interlocking nature and interactions between and among these various areas of diversity and corresponding forms of oppression.

*SW 4740 Social Work Practice with Individuals and Famili*es (3 units)
This course examines generalist social work practice methods, including engagement, data collection, assessment, intervention, case management, evaluation and termination. The course enables students to apply person-in-environment perspective in social work practice with individuals and families. This course cultivates cultural humility, awareness of others, and culturally syntonic practice. The course provides beginning knowledge and skill development in

all phases of direct social work practice with diverse individuals and families, and explores the role of power, privilege, injustice and oppression on an interpersonal and systematic level.

SW 4750 Social Work Practice with Groups (3 units)
The primary purpose of this course is to provide undergraduate students with a generalist approach for social work with groups. This course provides students with professional values, knowledge, and skills for working with different kinds of groups, i.e. educational, support, growth, socialization, therapy, and task. This course presents: (1) an overview of the theory and practice of social group work; (2) an understanding of definitions, concepts, and applications of social group work with various populations.

SW 4780 Social Welfare Policy and Social Services (3 units)
This course focuses on the relationship between social problems and social policies so that there is understanding of how dominant values underlay both the definitions of social problems and the policy solutions formulated and enacted to address those problems. In order to be competent social work practitioners, students must be aware of the scope of social policies that affect people positively and negatively. This course teaches students how to examine the historical context of social welfare policy formulation, with a particular focus on power and privilege that can disadvantage populations and communities. The course also provides students with the skills necessary, at a beginning level, to analyze social welfare policies, in order to understand the various components of policies, where they originated, why they were formulated a particular way, and what the implications are of these formulations on social work clients and communities. Finally, social work majors should approach social policy as generalists due to the complexities of such policies, and the critical role they play in determining who benefits and who loses in the distribution of resources. An important aspect of this involves understanding the American welfare state in an international context, which the course provides.

SW 4951 Integrative Field Practicum I (3 units)
This course is a supervised field placement for generalist social work practice. This Integrative Seminar course provides the generalist social work practice foundation to the field experience. The student is enrolled in SW 4951 *Fieldwork Experience* concurrently with this seminar. The course attempts to build the systematic relationship between social work theory and practice by providing integration of academic classroom and directed social work field experience. The participation and contributions of each of us will be the prime mechanism for the development and exchange of ideas.

SW 4952 Integrative Field Practicum II (3 units)
This course is a supervised field placement for generalist social work practice that BASW students take upon completing SW 4951 *Integrative Field Practicum I*. The student is enrolled in SW 4952 *Fieldwork Experience* concurrently with this seminar.

Electives in Social Work and Other Fields

SW 3550 Violence and Maltreatment in Family and Intimate Relationships (also listed as NURS 3550) (3 units) GE UD D

This course provides an overview of violence and maltreatment in family and other intimate relationships (VMFIR) among diverse populations. The course explores perspectives, theories, and dynamics of different types of VMFIR (e.g., child maltreatment, intimate partner violence, elder mistreatment, etc.) and examines the consequences and related issues of VMFIR at multiple system levels (e.g., micro, mezzo, macro) including individuals, communities, and society at large. This course also has an emphasis on identifying and analyzing VMFIR prevention and intervention approaches.

SW 3620 From Institutional Racism to Cultural Competency (3 units) GE UD D; (d)
This course introduces theories and factors underlying racism, the institutionalized nature of racism, and the development of strategies on micro, mezzo and macro levels to combat racism.

SW 3630 Immigration and Social Policy (3 units) GE UD D; (cl) re
This course explores past and current issues in American immigrant legislation and impacts upon the social services delivery system from the perspective of the recent immigrant.

SW 3640 Peer and Self-Help for Training for Academic Success (3 units)
This course aims to foster undergraduate students' knowledge and skills toward successful academic success for individual students themselves and for peer mentors/supporters. The course covers overall information on the requirements of Cal State LA Bachelor's degree focusing on Social Work major as well as campus resources and mental health literacy. The course has an emphasis on applying critical thinking skills to identify curriculum requirements and appropriate campus tools and resources toward meeting students' academic goals. Another emphasis of the course is to enhance students' understanding of mental health literacy, the relationship between mental health and student wellbeing, and successful academic achievements leading to their timely graduation.

SW 3650 Social Policy and Aging (3 units) GE UD D; (d)
This course focuses on the increased aging and diversity of the U.S. population, highlighting the social, economic, health, and mental health issues impacting the population and the role of programs and policies in meeting the needs of an aging, increasingly diverse population, and their families.

SW 3850 The Homeless in Society (3 units) GE UD D; (cl)
This course examines the homeless and homelessness, including cultural, health, sociopolitical, economic, legal issues, policy, programs, and service delivery responses.

SW 4540 Special Topics in Social Work Mental Health Challenges Across the Lifespan (3 Units)
This course introduces students to abnormal psychology from a social work perspective. Students will explore mental health disorders across the lifespan through a biopsychosocial lens, with an emphasis on trauma-informed care, cultural humility, and social justice. Diagnostic criteria, symptom presentations, and treatment approaches will be examined in relation to the social worker's role in interdisciplinary teams and community practice. This course is structured to follow a life course perspective, emphasizing how psychological disorders manifest, evolve, and interact with social and environmental factors at different stages of life. Students will

examine how early-life adversity, development, and social conditions influence the risk, presentation, and treatment of mental health issues from childhood through older adulthood. Emphasis will be placed on prevention, resilience, and age-appropriate interventions within the context of social work. The course integrates principles of positive psychology and wellness coaching to equip students with strengths-based, culturally responsive approaches to assessment and intervention.

SW 4560 Multidisciplinary Teams, Child Maltreatment, and Family Violence (3 units)
The course overviews personal and professional responsibility in reporting, preventing, and treating child maltreatment. The course also focuses on a multidisciplinary team approach to problems of child maltreatment and family violence.
SW 4830 Financial Empowerment (3 units)
This course is designed to financially empower students, so that they can help financially empower their communities and future clients. Students learn about community resources and connection to policies that perpetuate inequalities.

SW 4840 Community Engagement, Service Learning, and Community Practice with Youth (3 units)
This course prepares students to work with youth using the empowerment model and contextualizes social work courses on human behavior and child welfare policy.

SW 4850 Social Work Practice with Military and Veteran Populations (3 units)
This course explores social work practice specific to military and veteran populations. This course may be offered as an online or hybrid course.

SW 4860 Social Work Practice with Lesbian, Gay, Bisexual and Transgender Populations (3 units)
The purpose of this course is to enhance students' professional competence with lesbian, gay, bisexual, and transgender (LGBT) people.

SW 4870 Forensic Social Work: Focus on Involuntary Clients (3 units)
This course examines the roles of social workers in the legal system with an emphasis on criminal justice issues.

SW 4900 Latino Mental Health (3 units)
Psychosociocultural aspects of mental health problems and issues within Latinx communities, factors affecting mental/emotional well-being, the design and delivery of culturally based services, and implications for practice and research. Visiting an agency serving Latinx clients is required in this course. This course may be offered as an in-person, online, or hybrid course. This course builds on direct practice knowledge to investigate the cultural dimensions of psychological health and distress within Latinx communities. The course examines prevailing conceptualizations about mental health, demographic considerations, and cultural material associated with Latinx communities in the United States. Issues that affect the mental health status of Latinx are examined including: poverty, immigration status, socio-demographic conditions, vulnerability status, mental health access and treatment barriers, gender and diversity

issues within Latinx communities, gender roles, sexual orientation and the diversity within the population. This course also explores practice interventions relevant to Latinx communities. Visiting an agency serving Latinx clients is required.

SW 4990 Undergraduate Directed Study (1-3 units)
This is an independent directed study of social work topics. Students have regular conferences with faculty sponsor before presentation of final written report. The course may be repeated up to 9 units. Students must be in a senior standing with the overall GPA of 2.75 or above. Prior to registration, students must have faculty sponsor's consent and approval of proposed project.

Free Electives (15 units)

Remaining units can be used to take free electives in social work or any other discipline to meet GE requirements and the required 120 units for graduation.

Please note that all Social Work courses are offered on campus, but they may be taught online or as a hybrid.

Course sequence requirements

Social work courses are sequenced to ensure integration among curriculum areas and consistency in social work practice knowledge and skill among BASW students prior to entering the field practicum. Students are required to observe course sequencing and complete all prerequisites prior to enrolling in advanced social work courses. Later course work assumes familiarity with foundation social work course material.

Good academic standing

Students must maintain the following academic standards to remain in the BASW Program:

1. Students must maintain an overall GPA of 2.0

2. Students must earn a minimum grade of C or higher in the following required courses. Students who earn below a grade of C may repeat a course only once.

SW 3010	Writing and Computers in Social Work
SW 3700	Field of Social Work
SW 3720	Interviewing & Communication Skills for SW Practice
SW 3820	Community Organizing
SW 4740	Social Work Practice with Individuals and Families
SW 4750	Social Work Practice with Groups
SW 4780	Social Work Policy & Services
SW 4951	Integrated Field Seminar I
SW 4952	Integrated Field Seminar II

3. Students must receive a passing grade (credit) for their Internship.

Practicum Education

The practicum sequence plays an integral role in the total curriculum for the Bachelor of Arts in Social Work (BASW) students. The experience offers an opportunity for students to integrate and apply theoretical knowledge and social work practice and intervention skills in a community agency setting under the supervision of a qualified practicum instructor (an agency staff member with a MSW or a BSW and two years of experience, who meets all School of Social Work criteria).
A variety of agencies within the surrounding communities are utilized as internship sites, reflecting the diverse settings in which social workers are employed. Agencies are selected based on their ability to provide an appropriate range of learning opportunities to students, their commitment to the acceptance of educational responsibilities, their commitment to the University's policies and philosophy of education, their commitment of support essential to a successful practicum teaching site, and the availability of a qualified practicum instructor. Furthermore, the practicum instructor and the agency must adhere to a generalist practice model.

The Practicum Education faculty is responsible for the selection of appropriate agencies and practicum instructors and for the assignment of students to practicum placements. Assignments are made in collaboration with the prospective placement setting and the individual student, and are based on the student's previous experience, education and learning needs.

Students are not allowed to register for practicum without written approval from an academic adviser who reviews their academic coursework to ensure that the student has already completed all appropriate coursework before starting internship. Students must also demonstrate maturity, responsibility, stability and a professional manner consistent with the NASW Code of Ethics.

In compliance with the Council on Social Work Education (CSWE) under no circumstances will a student be allowed to receive credit for prior life experience. Academic credit for life experience and previous work experience is not substituted for coursework within the major.

Practicum Students are **required to complete 420 hours of an internship** in a social service agency. This generally means two full days (14 hours) per week and take Integrative Field Seminar: SW 4951 in Fall and SW 4952 in Spring semesters.

Internships usually begin in Fall semester and continue for two consecutive semesters (Fall and Spring of senior year). Starting 2019, we also offer a Summer Intensive field option where eligible students can complete their internship requirement in the summer (10 weeks 40 hrs. per week). Please contact the Practicum Education Office (323-343-4679) for questions and inquiries regarding the Summer Intensive field option.

Internship Eligibility

To be eligible to start fieldwork in the senior year (SW 4951 & SW 4952), students are required to meet the following:

- Pass (with a C or higher grade*) SW 3010*; SW 3700*; SW 3711; SW 3712; and SW 3720*;

- Complete minimum of 90 units by the end of the Spring before entering field in the Fall with approval from an academic advisor for completion of required courses;

- Complete a criminal clearance check; and
- Attend mandatory Practicum Information meeting; the information meeting will be announced by the Practicum Education Office (323-343-4679), but they are generally scheduled within the first few weeks of the Spring semester. Please check with your academic advisor or the practicum education office for the exact meetings dates.

Most social work practicum education sites, agencies, and the licensing board require a criminal background check. If the school cannot locate a field placement for a student based on criminal record, the student will not be able to complete the requirements for the BASW degree. **Therefore, the School of Social Work strongly encourages any student to make a confidential disclosure to the Director of Field Education as early as possible if s/he is unsure of her/his eligibility for internship because of prior criminal convictions.** Criminal clearance is required by most social service agencies.

In California, there is a process whereby a student who has previous convictions can apply for an exemption and then be placed at agencies that require a criminal clearance. Please note that this is a long process, and therefore, **it is essential that students apply for it well before they need it**. Not all who apply are granted for an exemption or guaranteed internship placement. International students: Seek advisement from the International Office Advisers to have required paper work completed before beginning the internship. Call at (323) 343-3170, email at international@calstatela.edu, or visit http://www.calstatela.edu/international

DACA students: Once you are eligible to complete the field practicum requirement it is imperative that you communicate your DACA status with the field education department.

Credit Certificate Programs

While there are numerous credit certificate programs available throughout the University, the following certificate programs are offered by the College of Health and Human Services and are often of interest to undergraduate social work majors:

Applied Gerontology

The College of Health and Human Services through the Applied Gerontology Institute offers a credit certificate program in Applied Gerontology designed to enhance the preparation of individuals interested in health and human service disciplines to increase their knowledge, skills,

and effectiveness as practitioners with older populations, particularly the multiethnic and multiracial elderly. The program is designed for a wide range of students including those seeking a career change and those in the field seeking to enhance their promotional opportunities.

Admission to the program requires upper division standing (*completion of 60 semester units*) and the consent of a faculty adviser in the student's major department or school (or the coordinator of the certificate program for students whose major is undeclared). A total of 21 units is required, including 12 units of core courses, 3 units of field experience, and 6 units of electives. Please visit the University catalog for specific courses required for the Applied Gerontology Certificate. For questions and information inquiry about the Applied Gerontology Certificate contact (323)-343-4724.

Child Maltreatment and Family Violence

The College of Health and Human Services offers an interdisciplinary credit certificate program designed to provide individuals in health and human service disciplines or other related fields with expanded knowledge and formalized education, multidisciplinary training, and field experience in child abuse and domestic violence. Course work includes theoretical, conceptual, and practical experiences leading to a multidisciplinary view of the relevant issues, processes, and systems involved. The goal of the program is to prepare individuals to better serve the needs of abused children and violent families and to qualify for career positions for which multidisciplinary training is essential.

Admission to the program requires upper division standing, formal application to the college, a screening interview with the program director covering the applicant's prior academic work, and approval of the individual student program. The program requires 15 units of upper division course work including 9 units of required core courses, 3 units of electives, and 3 units of field experience. Students must earn a minimum C grade point average to qualify for the certificate. Please visit the University catalog for specific courses required for the Child Maltreatment and Family Violence Certificate. For questions and information inquiry about the Child Maltreatment and Violence Certification contact (323)-343-4724.

Wellness Coach II Certificate Program

The Cal State LA, School of Social Work, is now offering
a Certificate Wellness Coach II Program. The State of California is promoting a new Certified Wellness Coach profession for trained undergraduate students interested in offering services in behavioral health and well-being to California's children and youth, ages 0-25. The goal is to increase the behavioral health workforce available to provide young people in need of behavioral health services with a trained diverse workforce that can meet their needs and increase their access to services. To learn more please see the following
link: https://cawellnesscoach.org/become-a-certified-wellness-coach/

This certificate will meet the requirements to start your career as a Certified Wellness Coach II for the state of California. If you choose to apply and participate in this certificate program, in

addition to your required classes for the BASW program, you will be required to complete the following classes:

* SW 3761 Child Welfare
* SW 3550 Violence & Maltreatment in Family and Intimate Relationships
* SW 4560 Multidisc Team, Child Maltreatment and Family Violence
* SW 4900 Latino Mental Health offered this Spring Semester!
* SW 4540 Special Topics in Social Work Mental Health Challenges Across the Lifespan
* An internship in an appropriate setting that offers behavioral health services to youth 0-25. (The hours earned in your internship count towards the total 800 hours required by the Certified Wellness Coach program. Any of the 800 hours not completed during the BASW degree program can be completed post-graduation via relevant internship, volunteer, or work experience. Please review this link again for more information about this requirement https://cawellnesscoach.org/become-a-certified-wellness-coach/).

If you are a junior, this certificate program is quite doable!!

Please note that the Certified Wellness Coach program also offers a scholarship. The School of Social Work **does not manage the scholarship**. To learn more about the scholarship opportunity please refer to the following link:
https://hcai.ca.gov/workforce/initiatives/certified-wellness-coach/wcsp-2025/

PART 3: BACHELOR OF ARTS DEGREE INFORMATION

General Education Course Requirement

Introduction

The California State University (CSU) requires that each baccalaureate graduate has completed a program of general education breadth requirements in addition to a major program of study. The general education program is designed to ensure that graduates "have made noteworthy progress toward becoming truly educated persons." Although the general areas of study and minimum unit requirements within them are prescribed by the CSU Board of Trustees, the individual campuses are given the authority to set course requirements within those areas, to add other requirements, and to enact other regulations. California State University, Los Angeles has designed its general education program within these guidelines.

Each baccalaureate student who entered Cal State LA Fall 2025 or later and who is subject to requirements in the 2025-26 or any later catalog shall complete the general education program described below, in consultation with an adviser. The requirements include a minimum of 34 lower-division units and 9 upper-division units selected from the three areas (Subject Areas [2 or 5], 3, and 4) for a total of 43 semester units. In addition, at least 9 of the upper-division units must be earned at Cal State LA or at another CSU. Students must complete two diversity (d) courses (at least one of which meets the (re) requirements) which may be completed at either the lower or upper-division level of the General Education program. Students are urged to consult an academic adviser in their major department/division/school or college-based advisement center in selecting general education courses.

Departments, divisions, and schools that require of their majors' specific courses that are certified by the offering department, division, or school as at least equivalent to the general education courses in a given subject may permit approved G.E. replacements courses, with the exception of the lower division Block F Ethnic Studies requirement. Only approved Area 6 courses will satisfy the Area 6 requirement.

Certification of General Education

Under the provisions that govern general education within the CSU, regionally accredited, participating colleges and universities may certify the completion of a portion of the 43-semester units required in general education.

Certification is not automatic; each student must request it. In addition, all participating colleges and universities have their own policies governing certification. Students are strongly advised to read their college or university catalog carefully and to consult an advisor for details about individual regulations and restrictions.

Students who transfer to Cal State LA who were certified as having completed the lower-division general education requirements under previous requirements by the institution where they took those classes but who have not maintained continuous attendance must complete Cal State LA's upper-division general education requirements.

The Structure of the General Education Program

The CSU campus general education requirements are structured so that introductory courses are taken prior to participation in integrative experiences. Students are expected to complete Areas 1A, 1B, 1C, and Area 2 before enrolling in any upper-division general education course. All courses approved for general education credit, including those lower-division courses that also earn credit toward a major, are mandated to require the practice of writing in English including, where appropriate, library assignments. Evaluation of writing is included in all courses. Students must also earn minimum D grades (1.0) in Areas of 3, 4, 5, and 6.

- A grade of C- (1.67) or better is required in each CSU or transfer course in English composition (Area 1A), critical thinking (Area 1B), oral communication (Area 1C) and mathematical concepts and quantitative reasoning (Area 2). (Title 5 Sections 40803, 40804, 40804.1).
- Each CSU campus shall establish the minimum grades for satisfactory completion of remaining GE courses subject to reciprocity requirements (specified in Section 5.3.6 of the GE policy, PolicyStat ID 13059034).

Total Unit: 43	**Required Courses**	**Units**	**GELOs ****	**EO 1101 Revised Areas**
Lower-Division Unit: 34	English Composition	3	P	1A *
	Critical Thinking	3	P	1B *
	Oral Communication	3	P	1C *
	Mathematical Concepts & Quantitative Reasoning	3	K, P	2 *
	Arts	3	K, P, E	3A
	Humanities	3	K, P, E	3B
	Social & Behavioral Sciences	6	K, P, E	4
	Physical Science	3	K, P	5A
	Biological Science	3	K, P	5B
	Laboratory	1	K, P	5C
	Ethnic Studies	3	TBD	6

Total Unit: 43	Required Courses	Units	GELOs **	EO 1101 Revised Areas
Upper-Division Unit: 9 ^	Mathematical Concepts & Quantitative Reasoning / Physical & Biological Sciences	3	K, P, E, T	2 or 5
	Arts and Humanities	3	K, P, E, T	3
	Social & Behavioral Sciences	3	K, P, E, T	4

GE Program Structure

Notes:

***** A grade of C- or better is needed to satisfy the GE requirement for these courses. This does not apply to meet the prerequisite for courses that require these courses to be completed with a grade of C or better.

****** GE Learning Outcomes (GELO) Abbreviations:

- **K** = Knowledge: content and processes of inquiry;
- **P** = Proficiency: Intellectual Skills;
- **E** = Engagement: Local and Global Communities;
- **T** = Transformation: Integrative and Lifelong Learning

Configuration of the Content Areas in the General Education Program

Lower Division General Education Requirement (34 units)

- ***Subject Area 1: English Communication (9 units, one course from each subarea)***
  - ***Area 1A - English Composition (3 units) ****
  - ***Area 1B - Critical Thinking (3 units) ****
  - ***Area 1C - Oral Communication (3 units) ****
- ***Subject Area 2: Mathematical Concepts and Quantitative Reasoning (3 units, one course)***
  - ***Area 2 - Mathematical Concepts and Quantitative Reasoning (3 units) ****
- ***Subject Area 3: Arts and Humanities (6 units, one course from each sunarea)***
  - ***Area 3A - Arts (3 units)***
  - ***Area 3B - Humanities (3 units)***
- ***Subject Area 4: Social and Behavioral Sciences (6 units)***
  - ***Area 4 - Social & Behavioral Sciences (6 units)***
- ***Subject Area 5: Physical and Biological Sciences (7 units, one course from each subarea.***
  - ***Area 5A - Physical Science (3 units)***
  - ***Area 5B - Biological Science (3 units)***
  - ***Area 5C - Laboratory (1 unit, maybe embedded in 5A or 5B courses)***
- ***Subject Area 6: Ethnic Studies (3 units, one course)***
  - ***Area 6 - Ethnic Studies (3 units)***

Notes: * A grade of C- or better is needed to satisfy the GE requirement for these courses. This does not apply to meet the prerequisite for courses that require these courses to be completed with a grade of or better.

Upper Division General Education Requirement (9 units)
Students will be required to complete one upper-division GE course in each of the three following subject areas.

- ***Subject Areas 2 or 5: Mathematical Concepts & Quantitative Reasoning or Physical & Biological Sciences (3 units, one course)***

- ***Subject Area 3: Arts and Humanities (3 units, one course)***
- ***Subject Area 4: Social Sciences (3 units, one course)***

University Requirements

American Institutions (6 units)

Take one course in each subarea: (1) U.S. History, (2) U.S. Constitutional and State/Local Government (3 units may double count for LD GE Area 4 Social & Behavioral Science). Please visit the American Institutions Courses page for courses that meet the requirement.

Diversity Requirement (6 units)

Students will be required to complete two courses (six units) certified as diversity courses designated with **(d)**, at least one focusing on issues of race and ethnicity and their intersectionality with other social categories that structure inequality in society designated with **(re)**. These courses can be completed either at the lower-division or upper-division level from among courses satisfying GE requirements.

Civic Learning/Community Engagement Requirement (3 units)

Students are required to complete a total of three semester-units at the upper-division General Education level. The Civic Learning or Community Engagement component is designated with **(cl)**.

Writing Intensive Requirement (6 units)

Students will complete at least two writing-intensive designated as (wi) courses with at least one in the major.

For information on general education lower division courses and general education upper division courses as well general education courses for majors, please refer to The General Education Program link:
https://ecatalog.calstatela.edu/content.php?catoid=75&navoid=10911#university-requirements

Writing Skills Requirement

For more information about writing requirements at Cal State LA please see the following link:
https://www.calstatela.edu/programs/wac/writing-requirements-cal-state-la

PART 4: STUDENT ADVISEMENT

Academic Advisement

All students admitted to the social work major must confer with an academic adviser during their first semester in the BASW program. Also, visit academic roadmaps found in the School of Social Work BASW homepage.

The Academic Advisors at the HHS Advising Office provides academic advisement to all social work major students in collaboration with the Director and BASW Program Director (BPD) of the School of Social Work.

The Advisors can assist you with the following:

- Change of major/Academic Plan
- Graduation applications
- Input course substitutions and approved SW electives into GET
- Reinstatement/readmission
- Student Leave of Absences
- Academic probation

NOTE: For questions regarding social work profession and career including selecting social work as a major, please contact Dr. Maria Hernandez, the BASW Program Director or School of Social Work Faculty Members

It is strongly recommended that students admitted into the BASW program meet at least once a semester with their advisor.

The HHS Advising Office Contact:
Location: Fine Arts 235
Phone: 323-343-5500
Email: HHSadvise@calstatela.edu

To set up an appointment you can call the HHS Advising Office or book online at https://www.calstatela.edu/hhs/ac.

General Education Advisement

Dr. Maria Hernandez is the BPD for the School and can be seen for the following:

- Academic Probation advisement
- Approval of change of major requests
- Leave of absence advisement
- Complicated BASW advisement issues
- Evaluate SW courses from other SW programs for possible substitution
- Social Work major and career advisement

Social Work advisement appointments with Dr. Hernandez can be made by emailing her at mhern527@calstatela.edu or students can drop by Dr. Hernandez's office (ST 819) during regular office hours (office hours change each semester. Please call the school office at 323-343-4680 for drop-in office hours).

Dr. Siyon Rhee is the Director of the School and if issues cannot be solved first by the Academic Advisor or the BASW Director she can be seen for the following:

- Student concerns regarding in classroom instruction issues
- Student concerns regarding in faculty issues
- Student concerns regarding classmate issues
- Student concerns regarding scheduling of classes
- Student concerns regarding staff issues
- Follow up on student petitions
- Late add/drop approvals
- Leave of absence approvals
- Independent study approvals
- Follow up with students on faculty referred academic issues
- Follow up with students on Dean referred academic issues

Appointments to meet with Dr. Rhee can be made in ST F816 or by calling at 323-343-4680.

Graduation Information / Procedures

Graduation Application for Undergraduate Degrees

The **Graduation Application** is used by the student to notify the university that they are ready to complete their degree program. The degree program is the combination of the degree (e.g. Bachelor of Arts, Bachelor of Science, etc.), major(s), and minor(s). All coursework for the degree program must be completed prior to the award date (end of graduation term). The

student's record may not be altered following the awarding of the degree, so it is critical that the **Graduation Application** be accurate at the time of filing.

A **Graduation Application** is filed once for a degree program. The student pays a $20 application fee and a $10 diploma fee ($30 total) at the time of filing. Once the **Graduation Application** is filed, it may be updated (e.g. change term, major, minor, etc.) by using the **Undergraduate Request to Change Graduation Term** form and paying a $25 late filing fee.

Forms used in these instructions:

- Graduation Application for Undergraduate Degrees
- Request to Change Graduation Term (Undergraduate)
- Degree Completion Worksheet for Undergraduates

1. Review your **Academic Requirements** report in the GET **Student Center** to ensure you have met the following requirements:
    - Earned at least 90 semester units
    - Earned a minimum grade point average (GPA) of at least 2.000 in each of the following:
        - All college work attempted (includes transfer work)
        - All courses attempted at Cal State LA
        - All general education courses
        - All courses required for major(s)
    - Must be matriculated in order for the application to be reviewed
    - On track to complete all graduation requirements by the end of the declared term
2. Pay the Application fee ($20), Diploma fee ($10), and, if required, the $25 late filing fee.

    Online payments for fees may be made via Transact, the same online system used for payment of tuition and other fees.
3. Complete the online **Graduation Application*.** Please attach your payment receipts to the online form as proof of payment.
4. Using your **Academic Requirements** report, list all incomplete graduation requirements on the **Degree Completion Worksheet** attached to the **Graduation Application**. This must include all courses you still need to complete as well as any course substitutions or other exceptions that need department approval.
5. Make a graduation advising appointment with your major department(s) or college(s). Bring your completed **Graduation Application** and **Degree Completion Worksheet** to the appointment. The Academic advisor(s) will review the **Graduation Application** and **Degree Completion Worksheet**. If your plan appears reasonable given the outstanding requirements and the graduation term you have selected, then the advisor will sign the form indicating you have completed the consultation. The advisor's signature does not guarantee graduation. It simply affirms that you have proposed a reasonable plan to achieve degree completion by the end of the declared term.

PART 5: POLICIES AND PROCEDURES

Student Conduct: Rights and Responsibilities

Standards for Student Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life. Student behavior that is not consistent with the Student Conduct Code (Subsection 41301 of Title 5, *California Code of Regulations*) is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Reports of student misconduct should be directed to the Office of the Dean of Students. They can be found in the Student Services Building, 4th Floor, Room 4380 and by phone at 323-343-3103. For questions or concerns you may also contact our Associate Dean of Student Conduct Maple M. Burkhart at mburkha4@calstatela.edu. To report a student conduct concern please use the following link: https://www.calstatela.edu/deanofstudents/student-rights-responsibilities-resolutions

Academic Honesty

The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can be neither justified nor condoned as this would destroy the ideals and purposes of higher education. Students enter the University to gain the knowledge and tools necessary for participation in society. Academic integrity is one foundation for a society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.

The following are examples of as violations of the Academic Honesty Policy.
Also see the Golden Eagle Student Handbook and Procedures and Regulations in the University Catalog and the Dean of Students webpage for more information on expected student conduct.

- **Cheating:** the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, fraudulent, or unauthorized means.
- **Plagiarism**-the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources.
- **Misrepresentation**-Knowingly furnishing false academic information to a University official, faculty member, or campus office.
- **Collusion**-Any student who intentionally helps another student perform any of the above acts of cheating, plagiarism or misrepresentation.

Statement for Artificial Intelligence (AI) Usage

Please note that the School of Social Work has the following statement for student use of Artificial Intelligence in the completion of course assignments. This statement can be found in course syllabi and most faculty require students to sign and agree to the honor pledge that follows the statement. Please consult with faculty for any questions related to AI use prior to the submission of course assignments.

Artificial Intelligence (AI) is a powerful tool that can enhance learning, which requires critical thinking and training to use responsibly. However, absent a clear statement from an instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. When the submission is not the student's own work, it must clearly acknowledge the source. The instructor will share the technical aspect of how to cite and reference AI sources, using APA, 7th edition.* The instructor can establish what thresholds for AI use are acceptable and not acceptable for each course and assignment. The instructor may require students to include a statement about how you utilized AI, and how much of it contributed to your submission. When AI use is permissible, it will be clearly stated in the assignment prompt posted in Canvas.
Note that expectations for "plagiarism and acceptable AI assistance" applied to student work may vary across your courses and instructors. Noncompliance with the Academic Integrity statement above will be considered a violation of CSULA policy, the NASW Code of Ethics and the Cal State LA School of Social Work's Honor Pledge, reviewed and amended below:

HONOR PLEDGE

I acknowledge that my answers for this exam or this submission reflect my own knowledge of this course or subject matter. I affirm that all work on this exam or paper will be/are my own. I will not work with another student to produce or provide answers nor will I share questions with others who may take the exam after me. I will use my own words rather than taking directly from the text book, course materials, study guide or generative AI for any open-ended answers. I will not post or distribute any part of this exam or paper assignment to others or online platforms. This reflects my commitment to upholding ethical professional behavior as a social worker."
Signature: _____Date: _____

Furthermore, noncompliance will result in appropriate disciplinary action as described in the Golden Eagle Handbook, referenced above.

* Purdue University (2024). *Artificial Intelligence (AI)*. URL https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074

Student Grievances

A grievance is a formal complaint by a student arising from an alleged unauthorized or unjustified act or decision by a member of the faculty, staff, and/or management employee which adversely affects the status, rights, or privileges of a student. Student Grievance Procedures have been established to provide safeguards that protect the rights of all concerned parties and ensure that grievances are handled fairly. These procedures are one channel for solving problems; however, they should not take the place of negotiating in good faith or open, honest communication. To that end, students are expected to attempt to resolve the dispute informally before filing a formal grievance. The procedures and timelines for informal resolution are outlined in the Student Grievance Procedures. If they are not able to resolve the matter informally, students may file a formal grievance to be considered by the University Student Grievance Committee (USGC).

Students wishing to appeal a course grade or other academic decision should refer to the Academic Grievance/Grade Appeals Policy. This includes, but is not limited to appeals of an accusation of academic dishonesty and any academic consequences of such an accusation. As with the Student Grievance Procedures, students must attempt to resolve the dispute informally before filing a formal grade appeal or other academic grievance.

Students may also file non-academic grievances. The formal grievance should be submitted to the Office of the Dean of Students located in the Student Services Building, Room 4380. They can be contacted M-F from 8:00am to 5:00pm at 323-343-3103 or by email at deanofstudents@calstatela.edu. Please refer to the University Catalog Procedures and Regulations page for a copy of the official Student Grievance Procedures***:*** https://ecatalog.calstatela.edu/content.php?catoid=75&navoid=10946#grade-appeals-academic-grievances

Student Rights and Responsibilities

The **Student Rights and Responsibilities** enumerate the rights that are guaranteed and the responsibilities of all Cal State L.A. students. These include, but are not limited to Academic Advisement, Freedom of Expression, Academic Evaluation, Instructional Practice, Writing and Plagiarism, Access to Official Records and Information, Freedom of Information, Freedom of Access to Higher Education and Freedom of Association.

Please refer to the University Catalog Procedures and Regulations Page for a copy of the official Statement of Student Rights and Responsibilities.
https://ecatalog.calstatela.edu/content.php?catoid=75&navoid=10946#student-rights-and-responsibilities

Policy on the Prohibition of Sexual Harassment

California State University, Los Angeles will take action to prevent and eliminate sexual harassment, as mandated by Chancellor's Executive Order No. 927.
Sexual harassment is conduct subject to disciplinary action, including termination. Sexual harassment includes but is not limited to:

- Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Any act that contributes to a workplace or learning environment that is hostile, intimidating, offensive, or adverse to persons because of the sexual nature of the conduct.
- Conditioning an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

Although this policy focuses on the treatment of persons lacking or holding lesser authority by persons possessing greater authority, it does not preclude the possibility that sexual harassment may also be perpetrated by persons lacking or holding lesser authority, e.g., employees, students, or applicants. In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct are considered. The prohibition against sexual harassment applies to all transactions of University business, whether on or off campus.

All University employees *except* physicians, licensed counselors, and sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any Sexual Violence incidents of which they become aware. For details about Privileged and Confidential Communications, please visit the Office of Equity and Diversity office homepage.

In all cases, the University strongly encourages victims to report Sexual Violence directly to the Title IX Coordinator.

When you tell the Title IX Coordinator or another University employee about a sexual violence incident, you have the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To disclose any such violence confidentially, and/or to seek additional support and services contact:

- Cal State LA Student Health Center
  - Counseling and Psychological Services: (323) 343-3314
  - Medical and Health Promotion Services & Project SAFE: (323) 343-3302
- Peace Over Violence
  - Student Health Center, First Floor: (323) 343-3314
  - POVadvocate@peaceoverviolence.org
  - After-Hours Hotline
    (213) 626-3393
    (310) 392-8381
    (626) 793-3385
- National 24-Hour Hotlines
  - National Domestic Violence Hotline: (800) 799-7233 | (800) 787-3224 (TTY) | Live chat at www.thehotline.org

National Sexual Assault Hotline: (800) 656-4673 | Live chat at www.rainn.org
Specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are available in the following locations: Office for Human Resources

Management, Office for Equity and Diversity; Office of the Vice President for Student Affairs; University Counseling Center; and Women's Resource Center.

For questions about sexual harassment, please contact the Office of Civil Rights and Title IX located in room 6381 of the Student Services building, The office can be reached by phone (323)-343-3040 or by emailing OCR.TitleIX@calstatela.edu

Sexual harassment complaint: If you feel you have experienced sexual harassment, please make your concern known. You may file a complaint with The Office of Civil Rights and Title IX. If a student seeks guidance and wants to report a matter, please continue to go to their website: Office of Civil Rights and Title IX | Cal State LA.

If you visit the Office of Civil Rights and Title IX website, you will notice the reporting link brings you to the new Case IQ reporting form. The office is located in room 6381 of the Student Services building, The office can be reached by phone (323)-343-3040 or by emailing OCR.TitleIX@calstatela.edu

For more information, you can also click here to visit the Division of Student Life homepage. Your concerns will be investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid.

Campus Nonviolence Policy

California State University, Los Angeles is committed to creating and maintaining a working, learning, and social environment for all members of the University community that is free from violence.

Civility, understanding, and mutual respect toward all members of the University community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful workplace, and to maintenance of a campus culture and environment that serves the needs of its many constituencies. Threats of violence or acts of violence not only impact the individuals concerned, but also the mission of the University to foster higher education through open dialogue and the free exchange of ideas. The University prohibits and will take decisive action to eliminate verbal harassment, violent acts, threats of violence, or any other behavior which by intent, action, or outcome harms another person. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil or criminal prosecution as appropriate.

The University has no tolerance for violence against and by members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure that federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

Established University faculty, staff, and student and Department of Public Safety procedures will serve as mechanisms for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence, or any other behavior, which by intent, act or outcome harms another person.

Compliance with American with Disabilities Act (ADA)/ Reasonable Accommodation

California State University, Los Angeles does not permit discrimination on the basis of disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practices. Also, the University does not permit harassment based on a protected disability. In addition, the University does not permit discrimination or harassment based on an applicant's, employee's, or student's relationship with or association with anyone with a known protected disability.

Upon request, the University will consider reasonable accommodation(s) when needed to facilitate the participation of persons with protected disabilities. Reasonable accommodations will be considered to permit individuals with protected disabilities to: (a) complete the admission/employment process; (b) perform essential job functions; (c) participate in instruction, programs, services or activities; and, (d) enjoy other benefits and privileges of similarly situated individuals without disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional information may be forwarded to Human Resources Management, Office for Equity, Diversity and Inclusion, the campus office assigned responsibility for compliance with the ADA. The Office for Equity, Diversity and Inclusion is located in Administration 606 and is open Monday through Friday, 8:00 a.m. to 5:00 p.m., (323) 343 3040, or TDD: (323) 343-3670. If applicable you may contact the Office for Students with Disabilities at (323) 343-3140.

ADA Complaint
If you feel you have experienced discrimination or harassment due to your protected disability in connection with your association with the University, please make your concern known. You may obtain a complaint form from the Office for Equity, Diversity and Inclusion.
Your concern will be treated confidentially, considered carefully, and investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid. Please see Executive Order 1097 for the policy and procedure related to disability discrimination complaints.

Nondiscrimination Statement

California State University, Los Angeles, affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religion, national origin, sex, gender identity, gender expression, ancestry, physical or mental disability, medical condition, pregnancy, age (over 40), marital status, political affiliation, sexual orientation, genetic information, covered veteran status, or any other classification prohibited by state or federal laws. Further, the University's commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation or administrative or judicial proceeding related to such a complaint. This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Genetic Information Nondiscrimination Act of 2008, related California state laws, and related administrative regulations and executive orders. Inquiries concerning the application of these and other nondiscrimination laws may be referred to the Office for Equity, Diversity and Inclusion, Human Resources Management, telephone: (323) 343-3040, the campus office assigned the administrative responsibility of reviewing such matters.

Discrimination Complaint
If you feel you have experienced discrimination or harassment due to race, color, religion, national origin, sex, sexual orientation, gender identification, marital status, pregnancy, age, disability, or veteran status in connection with your association with the University, please make your concerns known. You may file a complaint with the Office for Equity, Diversity, and Inclusion located in room 6381 of the Student Services building. The office is open Monday through Friday, from 8 a.m. to 5 p.m. The OEDI can be reached by phone (323-343-3040) or by emailing oedi.titleix@calstatela.edu.

Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.
The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:
    a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
    b. Furnishing false information to a University official, faculty member, or campus office.
    c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
    d. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.
   Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
    a. Unauthorized entry into a file, for any purpose.
    b. Unauthorized transfer of a file.
    c. Use of another's identification or password.

    d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
    e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
    f. Use of computing facilities and resources to interfere with normal University operations.
    g. Use of computing facilities and resources in violation of copyright laws.
    h. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.
17. Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
19. Violation of the Student Conduct Procedures, including:
    a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
    b. Disruption or interference with the orderly progress of a student discipline proceeding.
    c. Initiation of a student discipline proceeding in bad faith.
    d. Attempting to discourage another from participating in the student discipline matter.
    e. Attempting to influence the impartiality of any participant in a student discipline matter.
    f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
    g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Reports of student misconduct should be directed to the Office of the Dean of Students located in the Student Services Building, Room 4380. They can be contacted M-F from 8:00am to 5:00pm at 323-343-3103 or by email at deanofstudents@calstatela.edu

Student Performance Issues

The School of Social Work is strongly committed to helping students maximize their learning opportunities in classes and educational practicum placements. Potential problems and demonstrated difficulties in class and in the internship, both personal and educational, should be identified and acted upon as soon as possible to allow resolution and/or corrective action as necessary. This committee shall follow the procedures for judicial process and due process as stipulated in University and School documents.

Student Practicum Performance Issues

A well-defined series of steps to address student performance issues in practicum is included in the Undergraduate and Graduate Practicum Manuals. All students are introduced to and have access to the appropriate manual prior at the time of the School's practicum orientation before the start of practicum placements. The manual is an online document that is posted on each program's learning management system page. Students are responsible for all information contained in their Practicum Manual.

Social work students are responsible for abiding by the NASW Code of Ethics at all times.

Student Performance Committee

The student performance committee (SPC) is a standing committee of the School of Social Work (SSW), composed of faculty members. When a student's unprofessional performance is reported or identified, the SSW policy include the following steps. The SSW Policy for evaluating professional performance is laid out in Chart 1.

Cal State LA's Student Conduct Code also guides our SSW and MSW Program norms, expectations for behavior, and procedures. As needed, we consult with the Dean of Students Office.

Student Performance Committee: Procedures and Processes

1. The student's instructor or faculty member supervising the student (e.g., in student organizations or activities) discusses with student individually (within one week of the behavior)

NOTE: If the student's unprofessional behavior (performance) is a serious threat or harm to the student, other students, and/or school or campus community at large, the instructor/ faculty member should report the incident immediately to the program and school directors. If the incident relates to the student's practicum or happened in the practicum seminar course, the practicum director also should be informed about it. The directors at the school may consult with or officially file a report to the Office of the Dean of Students, including the Student Conduct office, and HHS College Associate Dean(s)/ Dean (and the PaGE Dean in case of ASP students) as necessary.

The program directors at the school may use their discretion to refer the student immediately to the SSW Student Performance Committee, and/or to consult with or officially file a report to the Office of the Dean of Students, including the Student Conduct office, as necessary, at any point, prior to subsequent steps, especially for egregious violations, including but not limited to: HIPPA violations, sexual misconduct, violence, other clear violations of NASW Code of Conduct/Campus Code of Conduct. This flexibility is to be used to afford expediency and efficiency for students when time is a pressing factor while respecting students' right to due process.

In case of immediate danger or threat to the student or campus community, the instructor should immediately contact the campus safety and/or 911 and report the incident to the SSW directors and the Office of the Dean of Students.

2. If the unprofessional performance continues, the faculty member will consult with the Program Director.

3. Within 10 working days, The Program Director will arrange a meeting with the student individually, the student and the faculty member together, or each of them separately.

   Within 5 working days, a letter is sent to the student's university email. The letter should include the outcomes of the meeting. The student has 5 working days from the date the email was sent to sign and return the letter to the Program Director, acknowledging receipt of the letter. A copy of the letter is kept with the Program Director.

4. If the unprofessional behavior continues or in case of egregious violation of professional performance, the faculty member will contact the Program Director who will inform the Student Performance Committee (SPC) within 1 week of acknowledging the behavior.

5. Within 10 working days, the SPC meets with the student, professor, or both.

6. Within 5 business days of the meeting(s), the SPC will send a recommendation letter to the Program Director.

   <u>The SPC recommendation option 1:</u>

   If behavior or performance is egregious, the student is disqualified from the social work program.

   Upon disqualification from the social work program, university procedures will follow.

   The student has 5 working days from the date the email was sent to sign and return the letter to the Program Director, acknowledging receipt of the letter.
   <u>2) The SPC recommendation option 2:</u>

   If the student's unprofessional behavior/performance is not egregious, and the student is willing/able to behave professionally, there may be academic consequences and restorative action required of student and be on student Performance Improvement Agreement.

   Within 5 working days, the Program Director will send a letter summarizing the meeting, SPC Recommendation, and the Performance Improvement Agreement to the student (to the university email) describing the outcomes of the meeting(s). The SPC Chair, School Director, and School Associate Director will be included in the email.

The student has 5 working days from the date the email was sent to sign and return the letter (acknowledging the receipt of the letter) to the Program Director. A copy of the letter is kept with the Program Director.

7. The SSW Director informs HHS Dean and Associate Dean about the SPC Recommendation and the Performance Improvement Agreement.

Grievance policies and procedures for professional performance

If the student disagrees with the outcomes, he or she may appeal by submitting a formal letter to the Program Director via University email. In the letter, the student should explain the reasons for appealing to the decisions and expected outcomes he or she considers to be reasonable. The student should send a signed letter within 5 business days of the outcome/summary letter sent to the student by the program director in Step 2, 3, 4, or 5.

Upon receiving the appeal letter from the student, the Program Director shall call for the second meeting inviting the appropriate parties to assess the student's appeal. This meeting shall be scheduled within 10 business days of receiving the appeal letter. The appropriate parties may include the student, instructor, the Director of Practicum Education, the Student Performance Committee Chair, and the School Director and Associate Director depending on at which step the student filed a formal appeal. The program director or the SSW Director may notify the HHS Dean's office, PaGE Dean, and/or Dean of Office of Students about the student's appeal as necessary.

The final outcomes/decisions of the meeting will be sent to the student within 5 business days of the meeting. The same procedures will take place as explained in the above for the student to formally acknowledge the receipt of the outcome/decision letter from the SSW to the Program Director.

If the student continues to feel that the above appeal process has not resolved the grievance issues, the student can file a formal grievance for nonacademic issues to the University. The University Grievance policy and procedures can be found on the University website: https://www.calstatela.edu/academicsenate/handbook/apph

Chart 1. School of Social Work Student Performance Policy & Procedures

Student Internship Performance Issues

A well-defined series of steps to address student performance issues in internship is included in the Undergraduate Internship Manual. Students are responsible for all information contained in the Undergraduate Fieldwork Manual.

Student Input and Participation in the BASW Program

The Cal State LA School of Social Work values student voice as an integral part of program governance and continuous improvement. Students are encouraged to share feedback and participate in shaping both the learning environment and the curriculum through a variety of formal and informal channels.

Student Organizations and Faculty Meetings

Student representatives from the School of Social Work (SSW) student organizations are invited to the monthly SSW faculty meetings to share and listen to curricula and program issues or activities. Recognized student organizations include the Association of Student Social Workers ASSW, the Tau Eta Chapter of Phi Alpha National Social Work Honor Society, and the Lobby

Days Caucus. Each student organization also meets regularly with a designated faculty advisor throughout the academic year.

Course and Curriculum Feedback

Student Opinion Surveys (SOS) are administered during the final two weeks of each fall and spring semester through the university's online learning management system and close before final exam week. Responses are anonymous and inform both course-level updates and broader curriculum review at SSW Curriculum Meetings. Many instructors also offer mid-semester evaluations. Students may contact their course instructor or the BASW Program Director at any time with questions or concerns about course content or delivery.

Additional Channels

Students may also raise concerns or share feedback through faculty office hours, and — regarding specific faculty — written communication to the BASW Program Director and SSW Director at any time. The BASW Program administration, faculty, and staff are committed to maintaining an open and supportive relationship with students and to using student input in ongoing program improvement.

Withdrawals and Leave of Absence

Add and Drop Deadlines and Limit on Number of Withdrawals

Add / Drop

Students use the GET Student Center to add and drop courses from their initial registration appointment time until the eleventh business day of the semester. The add/drop deadline varies for intersessions, summer term, and other special sessions. Please refer to the Dates & Deadlines page for specific deadlines. Classes dropped during this period will not appear on the student's transcript.

Late Add

Students use the Late Add Request form to add a class after the add deadline and before the fifteenth business day of the semester (census). The census date varies for intersessions, summer term, and other special sessions. Please refer to the Dates & Deadlines page for specific census dates.

Fees

Changes to enrollment (add, drop, and withdrawal) occurring after the start of the term are assessed a pro-rata charge (reduced refund). The One-Stop Financial Services website offers information regarding refunds.

A Late Add request requires payment of a $25 late submission fee and signatures from both the class instructor and the chair of the department offering the class.
Students use the Petition to Add Class after Census, available on the Registrar Forms page, only in cases of a documented technical error on the part of the University.

Withdrawals

The student must complete a drop request form, state the reason for withdrawal, and obtain the signatures of the course instructor and the department/division chair or school director. Records of such approvals shall be maintained in accordance with campus record retention policy. Undergraduate students may withdraw from no more than 18 semester-units (27 quarter-units) attempted at Cal State Los Angeles.

Withdrawals shall not be permitted during the final 20% of instructional period except where the cause of withdrawal is due to circumstances clearly beyond the student's control (e.g. serious illness, accident, job transfer, military deployment, etc.) and the assignment of an incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the University or may involve only one course, except that course grade and credit or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed

as indicated in the preceding paragraph, except that such requests must also be approved by the appropriate college dean. Such withdrawals shall not count against the 18 semester-unit maximum.

The department/division chair or school director may approve a withdrawal for a student without first obtaining the instructor's signature when the student and the chair and/or director have been unable to contact the instructor after a reasonably good faith effort. In these cases, the chair or director shall notify the instructor of the action and its justification. Add and drop activity occurring on or after the first day of instruction may incur late payment fees and refund limitations as specified by the office of student financial services and the center for student financial aid and scholarships.

Please note that **Starting the Spring 2026** semester the following links/webforms to withdraw from classes can be used in addition the procedures mentioned above. The Registrar Office is currently transiting to the use of these links/webforms:

Petition to Withdraw Webform (one course at a time - initiated by student):
In general, students submit withdraw form for one or two courses, and the webform will simplify the routing process. Students will need to provide the email of the instructor and the chair of the course department.

- Student completes the form
- Students add emails of instructor and department chair
- Instructor signs
- Department chair signs
- Records receives a copy of the signed form.

Petition to Withdraw with Addendum Webform (**needs to be initiated by advisor**):
This is less common and usually used by Isis after students are referred to CARE Team. But there may be situations that an advisor in your college may need to use it.

- Advisor completes the form
- Advisor add emails of student, instructors, department chairs and Deans
- Student signs
- Instructors sign
- Department chairs sign
- Deans sign
- Records receives a copy of the signed form.

Cancellation of Registration or Withdrawal from the Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. For information on canceling registration and withdrawal procedures, please visit the University Registrar's website.

Students who receive financial aid funds must consult with a financial aid officer prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Leaves of Absence

A petition to return from an educational leave is only available to students in good standing who have not Advanced to Candidacy and who have lost continuing student status due only to absence not exceeding the allowance indicated below. Students not eligible to return from educational leave must re-apply for admission through the formal CSU application process.

Students may petition to return from an educational leave for such reasons as professional or academic opportunities, like travel or study abroad; employment related to educational goals and major fields of study or participation in field study or research projects; medical reasons, including pregnancy, major surgery, and other health-related circumstances; financial reasons, such as the necessity to work for a specified period to resume study with adequate resources; or other extenuating life circumstances.

Undergraduate students may request a return from an educational leave following absence for two, three, or four consecutive semesters, and are allowed a maximum of four semesters of leave in their undergraduate career.

- If you left in **good academic standing**
- And your absence is **4 semesters (2 years) or less**

You should submit the Return from Educational Leave form to the Registrar's Office. Visit the Registrar's Office for instructions.

Academic Notice / Disqualifications of Undergraduate Students

Academic Notice
Students are placed on academic notice at the end of a semester if either their grade point average at Cal State L.A. or their cumulative grade point average in all college work attempted falls below *C* (2.0). They are continued on academic notice until their Cal State L.A. and cumulative grade point average is 2.0 or higher or until they are disqualified in accordance with the regulations for academic disqualification.

Academic Disqualification
Students already on academic notice whose Cal State L.A. or cumulative grade point average drops below the following levels are disqualified:

Class Level		Grade Point Average
Freshmen	(0-29 units completed)	1.50
Sophomores	(30-59 units completed)	1.70
Juniors	(60-89 units completed)	1.85
Seniors	(90+ units completed)	1.95

Disqualified students are required to arrange a disqualification interview with their academic advisor to review the reasons for disqualification, to explore the option of requesting extended academic notice or readmission, and to establish the terms and conditions for recommending extended academic notice or readmission. Undeclared majors will hold this interview with their advisor in the University Academic Advisement Center.

Disqualified students are required to arrange a disqualification interview with their academic advisor to review the reasons for disqualification, to explore the option of requesting special probation or readmission, and to establish the terms and conditions for recommending special probation or readmission. Undeclared majors will hold this interview with their advisor in the University Academic Advisement Center.

For additional information, please review the University Catalog Procedures and Regulations page https://ecatalog.calstatela.edu/content.php?catoid=75&navoid=10946#academic-notice-for-undergraduate-students

Petitions

General Academic Petitions for Undergraduate Requirements

Forms for submission of General Academic Petitions for Undergraduate Requirements are available in the School office and in the University Academic Advisement Center (Library Palmer Wing). These petitions are used to request waiver or substitution of requirements not related to the major, e.g. general education. Usually, a principal advisor in the University Academic Advisement Center will submit petitions for substitution for general education courses. In the Social Work School, petitions are submitted to an academic undergraduate advisor. Petitions are reviewed and forwarded to the appropriate department for consideration. The Associate Dean of Undergraduate Studies then reviews them. When the final decision is made, a copy of the petition is mailed to the student and to the Social Work School. This process usually takes 4 to 6 weeks.

Petition to Exceed Usual Study Load – "Excess Unit Petition"

Students who wish to take more than 18 units must submit a waiver of study load limit petition and have it approved prior to registration. Forms are available and are processed in the School of Social Work by meeting with an advisor for approval; students must meet prerequisites listed on petition before approval can be given.

Petition To Repeat A Course For Academic Renewal

Students who are pursuing a baccalaureate may repeat a course one time for purposes of academic renewal if the grade of record is below a *C* (2.0 grade points). This procedure is limited to a maximum of 16 semester units. *All repetitions must be done at Cal State LA.*

Students who are pursuing a second or subsequent bachelor's degree may repeat only courses leading to the present degree objective (not courses used for prior bachelor's degrees) for purposes of academic renewal. In computing grade point averages for graduation with a baccalaureate from Cal State L.A., units attempted, units earned (if any), and grade points (if any) for previous attempts of the same or equivalent courses shall be excluded when specified conditions are met.

Unless otherwise indicated in the University Catalog, undergraduate students may repeat a course no more than two times (a maximum of 3 times taking the same course). Undergraduate students who wish to repeat an individual course a second time must create an action plan with the appropriate academic advisor and receive approval from the college associate dean or designee of their major course of study. These limits apply to courses completed at Cal State LA, whether as a matriculated student or through the College of Professional and Global Education or Open University.

Students are advised that repeating a course under this policy does not result in removal of the original record and grade from the transcript. However, the earlier grade is disregarded in calculating the grade point average. Individual schools, departments, and divisions may have additional restrictions about acceptance of repetitions. Students should therefore, consult department/division advisers before attempting repetitions and should consult the *Schedule of Classes* for details about filing instructions. The repeated course form, available at Administration 146, must be on file when a student enrolls in the course to be repeated and no later than the add deadline.

Upon completion of repeating a course, submit a Grade Forgiveness Request form.

PART 6: SCHOOL OF SOCIAL WORK COMMUNITY

The School of Social Work is a vibrant community of students, faculty and staff through their research, practice, and community service/collaboration. Our student organizations have been recognized by the University and the City of Los Angeles for their active role in community engagement. The School of Social Work faculty are engaged in various areas of social work through their research and practice. Our staff are also essential part of the School of Social who help our students and faculty connect with campus offices, services, and University procedures.

Student Organizations and Activities

Association of Student Social Workers (ASSW)

The Association of Student Social Workers (ASSW), founded in the mid 1980's, is primarily dedicated to serving undergraduate students majoring in Social Work, although Master's students and non-Social Work students are also welcome to join and attend ASSW meetings and events. ASSW regularly holds meetings with guest speakers from various educational, social work, and social justice organizations that reflect students' professional and educational interests. It passes on information to undergraduate students about important deadlines and meetings, provides career and academic advisement information, and has partnered with two School wide organizations: Tau Eta and Lobby Days Caucus. ASSW concludes each academic year with a Post Grad event that celebrates graduating seniors and their families. ASSW's activities have been publicly recognized with awards from both University and Community officials. For more information on membership, meeting schedules, and events, contact csulabsw@gmail.com or the BASW Program Director.

National Association of Black Social Workers (NABSW)

The California State University, Los Angeles Chapter of the National Association of Black Social Workers is another student organization open to all social work students. The purpose of the organization is to aid in the retention of African American students in social work, to develop and provide quality services to the African American community, and to focus on issues affecting the African American community. Student members have an opportunity to network with other social work professionals, engage in community service activities, and obtain vital information from the national organization. Students who are members of the NABSW are also eligible to apply for three scholarships: The California Association of Black Social Workers Scholarship, The Cenie Jomo Williams Tuition Scholarship, and the Emma and Meloid Algood Memorial Scholarship. The student chapter has not been active in recent years. However, faculty would support students interested in re-activating the chapter. Otherwise students can become members of the Greater Los Angeles chapter, for more information please click here to visit the NABSW homepage.

Tau Eta Chapter of Phi Alpha National Social Work Honor Society

Tau Eta is Cal State LA's chapter of Phi Alpha, the National Social Work Honor Society. Tau Eta was founded in 2012 by three BASW students; however, in accordance with Phi Alpha Bylaws, membership consists of both graduate (MSW) and undergraduate (BASW) social work students. Tau Eta provides a bridge between our graduate and undergraduate programs, and provides its student members with both required and voluntary opportunities to engage in community service and justice work, and develop ongoing community partnerships as they create service opportunities. Just as ASSW's year ends with a Post Grad celebration, Tau Eta's year ends with an on-campus Initiation Ceremony that reflects the students' pride in their professional and scholastic achievements. For more information on membership, meeting schedules, and events, contact tauetasw@gmail.com

School of Social Work Faculty and Staff

For a list of School of Social Work Faculty and their contact information, please visit the School of Social Work Faculty website at https://www.calstatela.edu/hhs/sw/faculty

PART 7: CAMPUS RESOURCES

The John F. Kennedy Memorial Library

The John F. Kennedy Memorial Library supports Cal State L.A.'s academic programs through collections, technology, services and instruction that facilitate student and faculty access to a broad range of recorded knowledge and information resources. The Library provides well-organized and effective access to both local and remote sources. Electronic resources are accessible to CSULA students, wherever their location, through the Internet. The Library provides access to knowledge resources and information appropriate to each College's departments and programs, along with needed instruction and support. The Library is located at the center of the campus in two interconnected buildings-Library North and the Palmer Wing. A comprehensive guide to the Library's collections and online databases can be viewed at: http://www.calstatela.edu/library.

Services

The Reference Center, located on the first floor of Library North, assists patrons with reference and research questions. It features individual assistance on the use of the Library's website and databases. Other services include a music and media center, interlibrary borrowing of materials, over 120 self-service networked computer workstations, self-service photocopying, and group study rooms. Electronic reserves are accessible from the Library's website.
Access to the book collections of all libraries within the CSU system is provided through CSU Union Catalog, a state-of-the-art, common user interface to extensive CSU information resources. Students, faculty, and staff may request books from any CSU library, thus gaining access to 23 campus collections that contain over 3.9 million titles and 12 million volumes. Students can request books or articles from another library using interlibrary loan service (ILL).

Office for Students with Disabilities

The Office for Students with Disabilities (OSD) works to provide an equitable learning environment for students with documented disabilities. The office offers information and guidance, and coordinate services that address challenges students may face in pursuing a higher education. Students interested in receiving services and accommodations must register with OSD and undergo an intake appointment.

You must be enrolled at Cal State LA to register for disability services. To register for services, start by submitting a Student Intake Application and necessary documentation to OSD. The sooner you take this step, the sooner they can begin to assess the accommodations that you may be eligible for. Once you submit the application and documentation, OSD will confirm receipt of your materials via email. Students who are unable to apply online may contact our office for assistance.

NOTE: Completing an application does not equate to being registered with our office and/or utilizing services. Eligibility is determined by OSD counselors during intake.
The Office for Students with Disabilities is located in the Student Services Bldg., #1320.

Hours
Monday -Thursday: 8 a.m. – 6 p.m.
Friday: 8 a.m. - 5 p.m.

General Office Contact
Phone: 323-343-3140
Fax: 323-343-6429
VP: 323-275-9052
OSD@calstatela.edu

Student Research Consultants

Student Research Consultants (SRCs) are Cal State LA students who have been trained to help with basic research and citation questions. If you need help getting started with your research, brainstorming keywords, finding books and articles on a particular subject, or formatting citations, make a half-hour appointment to meet with a Student Research Consultant. Please note that SRCs will not complete research or format citations for you, but they will provide examples and model best practices to walk you through the research and citation process.

How to Create Your Appointment:
- Log into MyCalStateLA.
- Click on **Navigate LA Appointment Scheduling** under Academics.
- Click on **Get Assistance.**
- Choose the type of appointment **Library Research Assistance.**
- Choose the service **Basic Research Help** or **Citation Help.**
- **Pick a date/time** that fits your schedule or click on **Find an Available Time**.
- Once you select a day and time, add details in the comments section regarding your appointment (i.e., course number, research topic, assignment or citation style.).
- **Click on schedule.**

The Center for Academic Success

The Center for Academic Success supports all students throughout their educational journey. They provide a Tutoring Wing that offers subject-specific support for most business, social science, and various STEM courses. Work with tutors and other students to understand concepts, make connections, practice problems, and develop strategies for success in your courses.

They also offer a Writing Wing for writing support. The Writing Wing offers writing tutoring and support to the entire Cal State LA student body across all academic disciplines. From first-

year composition courses to graduate seminars, lab reports, and reflective essays, you can come in with any writing assignment at any stage of the writing process. Tutors can help you understand the assignment and organize and revise your paper. We can help with the stylistic aspect of integrating narrative and parenthetical citations into your essay. Tutors can even help you learn to proofread for your most common mistakes. Writing tutoring is a powerful supplement to classroom instruction. We focus on your long-term development as a writer. Schedule an appointment through their Make an Appointment page.

For appointments and to learn more please visit them at https://www.calstatela.edu/academic-success/about-us or at JFK Library Palmer Wing 1039 323-343-3971

Financial Aid & Scholarship Information

For financial aid and scholarship information visit the Office of Financial Aid and Scholarships website or contact the office at 323-343-6260 or visit Student Services Building 2330.

Glazer Family Dreamers Resource Center

The Glazer Family Dreamers Resource Center promotes the success of undocumented students at Cal State LA through a variety of resources, services and community engagement opportunities. We strive to create a welcoming environment where undocumented students can grow, flourish and succeed.

DACA/Immigration Status Support

Legal support with DACA and other immigration-related needs is available for free to Cal State LA students, staff, faculty and their immediate relatives (spouses, parents, siblings, and children). The services are provided through a partnership with the Central American Resource Center (CARECEN) LA College Legal Services**.**

Undocu Mentorship Program

Are you navigating the academic landscape as an undocumented student and looking for guidance? Join the Undocu Mentorship Program at Cal State LA for support from mentors, to learn about essential campus resources, connect with peers from your college, and contribute to a vibrant community.

Financial Aid Drop-In Hours

Do you have questions about the California Dream Act or need general financial aid assistance? Drop in the Dreamers Resource Center to meet one-on-one with a financial aid advisor.
Tuesday & Thursday
1 – 2 p.m.
SSB #4310

The Glazer Family Dreamers Resource Center is located in Student Services Bldg., #4310.

General Office Contact
323-343-3219
dreamers@calstatela.edu

Hours
Monday - Thursday: 8 a.m. - 6 p.m.
Friday: 8 a.m. - 5 p.m.

Office of The Dean of Students

The Office of the Dean of Students Office is committed to providing co-curricular opportunities and resources for Cal State LA students to soar. Specifically, the Office of the Dean of Students:

- Fosters opportunities for students to enhance and expand their learning experience
- Assists students with getting connected to short-term and long-term resources available to support their health and well-being
- Provides programs related to wellness, student engagement, safety, student conduct, and co-curricular exploration

The Office of the Dean of Students also offers several on-campus resources for students in need of academic support, in financial need, and technology loans, and other community connections. Please access the following link to review all resources offered by the Office of the Dean of Students On-Campus Resources.

For food, housing, or emergency financial needs, the Office of the Dean of Students offers Eddie's Essentials. This program offers a food pantry, the CalFresh Outreach Center, and an emergency grant for students with financial emergencies. The office also offers Eddie Eats, which includes a $50 deposit on eligible students' One Card to purchase meals on campus. For more information, please see Eddie's Essentials.

The Office of the Dean of Students is located in the Student Services Building, 4th Floor, Room 4380. Their number is 323-343-3103. The email address is deanofstudents@calstatela.edu.

Student Health Center

The Student Health Center provides high-quality, affordable health care and health education for the students of Cal State LA to preserve and enhance their potential for academic success and personal development. It also seeks to serve as the primary health resource for the University and health advocate for the campus community. The Center offers the following services:

- Chiropractic clinic
- Counseling and psychological services
- CPR training
- Dental clinic
- Family planning and emergency contraception
- Health promotion and education
- Immunization
- Laboratory, pharmacy and x-ray
- Massage therapy
- Nutrition clinic
- Optometry clinic
- Psychiatric services
- Tuberculosis screening and counseling
- Victim assistance

Counseling and Psychological Services (CAPS)

Housed in the Student Health Center, the Counseling and Psychological Services (CAPS) provides confidential and non-judgmental help with Cal State LA students' personal growth and psychological wellness. CAPS specializes in mental health services which can help you express thoughts and feelings, gain perspective, alleviate emotional symptoms, improve coping skills, and make healthy changes in your life. Please visit CAPS website for more information on available services and eligibility: https://www.calstatela.edu/studenthealthcenter/caps

If You are in Crisis Please call 323-343-3300 to access after-hours phone support.

Additional Resources

- 24-hour National Suicide Prevention Helpline at **800.273.8255**
- Los Angeles County Department of Mental Health Access Center 24/7 Helpline at **800.854.7771**.
- Crisis Text Line: Text HOME to **741741**.
- SAMHSA Behavioral Health Treatment Services Locator: A local mental health provider locator: https://findtreatment.samhsa.gov/
- 988 Suicide and Crisis Lifeline

Student Health Center Location

Main walkway between the Career Development Center and the Wallis Annenberg Integrated Sciences Complex.
Information: 323-343-3300
Appointments:

- Counseling and Psychological Services and Psychiatry: 323-343-3314
- Dental and Optometry Clinics: 323-343-3314
- All remaining services: 323-343-3302

Other Useful Campus Resources

Information Technology Services (ITS)

The ITS Help Desk provides the campus community with friendly one-on-one technical assistance, supporting campus email; network, wireless and Internet access; telecommunications and more.

ITS Homepage Self-Support

- Provides 24-hour access to the self-service tools and self-help quick tips that assist students, faculty and staff in solving common IT issues.

Telephone Support

- Phone: 323-343-6170
- Mon - Thurs: 7 am-10 pm Fri: 7 am - 6 pm Sat - Sun: 9 am - 6 pm

Walk-in Support

- Location: Library Palmer Wing Lobby
- Monday - Friday: 8 am - 5 pm Saturday - Sunday: Closed
- Location: Annex Link (ST E191)
  24/7 walk-in support is available at the Annex Link located at Simpson Tower E191, except during semester breaks, University holidays, and intersessions. For Annex Link schedule, visit:www.calstatela.edu/annex

Department of Public Safety & Parking

323-343-3700 North End of Lot 1

University Bookstore

323-343-2500 Golden Eagle Building

Golden Eagle One Card Office

323-343-6800 Golden Eagle Building Rm 220

University Student Union

U-SU Administration: 323-343-2450
Center for Student Involvement: 323-343-5110
Cross Cultural Centers: 323-343-5001
Graffix: 323-343-2464

Appendix A

Bachelor of Arts Degree in Social Work
Roadmap to Graduation
Two Year Degree Plan for Transfer Students Admitted in the Fall

- Please note that this sample roadmap is recommended for students wishing to complete 15 units of coursework per semester.
- Students are welcome to take summer courses to expediate their graduation date.
- Students may also take less than 15 units per semester.
- To ensure that all social work major and university requirements are met, all students majoring in social work are strongly encouraged to consult with an academic advisor each semester to confirm and expediate graduation.
- For the social work internship (SW 4951 and SW 4952), you must apply within our School when you are eligible. Please check your campus email regularly for information about internship and check with an academic advisor repeatedly to ensure eligibility for internship.
-

*The courses in the sample map below given an asterisk * count for upper division GE credit. They are also listed below for your convenience. Please see an academic advisor to confirm and if you have questions.*

Required Courses That Count for Upper Division GE Credit Under the Block D Requirement:

- *SW 3761 Child Welfare (Option 1)*
- *SW 3762 Cross-Cultural Practice with Older Adults (Option 2) (cl)*
- *SW 3820 Community Organizing (cl)*

Elective Courses That Count for Upper Division GE Credit Under the Block D Requirement. (Please Note That the Availability of Elective Courses Changes Each Semester):

- *SW 3550 Violence & Maltreatment in Family and Intimate Relationships*
- *SW 3620 From Institutional Racism to Cultural Competence (d)*
- *SW 3630 Immigration & Social Policy (cl) (re)*
- *SW 3650 Social Policy and Aging (d)*
- *SW 3850 The Homeless in Society (cl)*

	Fall	**Spring**

	Course	Unit	Course	Unit
Year 1	**SW 3700**	3	**SW 3010(wi*)**	3
	SW 3910	3	**SW 3712**	3
	SW 3711	3	**SW 3720**	3
	SW 3761* or 3762*(cl*) or 3763	3	**SW 3710**	3
	Upper Division GE	3	**Upper Division GE**	3
	Total	15	**Total**	15

	Fall		Spring	
	Course	**Unit**	**Course**	**Unit**
Year 2	**SW 3820*(cl*)**	3	**SW 4630**	3
	SW 4740	3	**SW 4750**	3
	SW Elective	3	**SW 4780**	3
	SW 4951 (Plus 14-hour weekly internship)	3	**SW 4952 (Plus 14-hour weekly internship)**	3
			SW Elective	3
	Total	12	**Total**	15

*(wi)-Writing Intensive Courses; (d)-Diversity Requirement; (re)-Race & Ethnicity; (cl)- Civic Learning/Community Engagement.

Students must earn a C or better in SW 3010, 3700, 3720, 3820, 4740, 4750, 4780, 4951 & 4952. Maximum two (2) attempts.

Appendix B

Bachelor of Arts Degree in Social Work
Roadmap to Graduation
Degree Plan for Transfer Students Admitted in the Spring

- Please note that this sample roadmap is recommended for students wishing to complete 12 units of coursework per semester.
- Students are welcome to take more than 12 units per semester and to take summer courses to expediate their graduation date.
- Students may also take less than 12 units per semester.
- To ensure that all social work major and university requirements are met, all students majoring in social work are strongly encouraged to consult with an academic advisor each semester to confirm and expediate graduation.
- For the SW internship (SW 4951 and SW 4952), you must apply within our School when you are eligible. Please check your campus email regularly for information about internship and check with an academic advisor repeatedly to ensure eligibility for internship.

*The courses in the sample map below given an asterisk * count for upper division GE credit. They are also listed below for your convenience. Please see an academic advisor to confirm and if you have questions.*

Required Courses That Count for Upper Division GE Credit Under the Block D Requirement:

- *SW 3761 Child Welfare (Option 1)*
- *SW 3762 Cross-Cultural Practice with Older Adults (Option 2) (cl)*
- *SW 3820 Community Organizing (cl)*

Elective Courses That Count for Upper Division GE Credit Under the Block D Requirement. (Please Note That the Availability of Elective Courses Changes Each Semester):

- *SW 3550 Violence & Maltreatment in Family and Intimate Relationships*
- *SW 3620 From Institutional Racism to Cultural Competence (d)*
- *SW 3630 Immigration & Social Policy (cl) (re)*
- *SW 3650 Social Policy and Aging (d)*
- *SW 3850 The Homeless in Society (cl)*

First Semester: Spring		Second Semester: Fall	
Course	**Unit**	**Course**	**Unit**
SW 3700	3	**SW 3010(wi*)**	3
SW 3910	3	**SW 3712**	3
SW 3711	3	**SW 3720**	3
SW 3761* or 3762*(cl*) or SW 3763	3	**SW 3710**	3
Total	12	**Total**	12
Third Semester: Spring		**Fourth Semester: Fall**	
Course	**Unit**	**Course**	**Unit**
SW 3820*(cl*)	3	**SW 4951 (Plus 14-hour weekly internship)**	3
SW 4740	3	**SW 4750**	3
SW Elective	3	**SW 4780**	3
Upper Division GE	3	**SW Elective**	3
Total	12	**Total**	12

Fifth Semester: Spring	
Course	**Unit**
SW 4952 (Plus 14-hour weekly internship)	3
SW 4630	3
Free Elective (Consult with Academic Advisor to Confirm if Needed)	3
Upper Division GE	3
Total	12

*(wi)-Writing Intensive Courses; (d)-Diversity Requirement; (re)-Race & Ethnicity; (cl)- Civic Learning/Community Engagement.

Students must earn a C or better in SW 3010, 3700, 3720, 3820, 4740, 4750, 4780, 4951 & 4952. Maximum two (2) attempts