



SOCIAL WORK PROGRAM STUDENT HANDBOOK 2020/2021

**Transformative Education for Exceptional Social
Work Practice**



WELCOME TO THE SOCIAL WORK PROGRAM !

The Department of Child Studies and Social Work at Mount Royal University is pleased to welcome you as a student in the Social Work program. Over the next two years, you will have the opportunity to make new friends, learn new skills, and develop as a beginning social work practitioner. Thank you for making Mount Royal your choice for post-secondary education.

The social work office is located in the T wing of Mount Royal campus on the 3rd floor. Students are encouraged to stop by and meet faculty and staff in person.

The Mount Royal University Social Work Diploma program is an accredited program through the Alberta College of Social Workers under the Health Professions Act. Course content and program outcomes are established by the ACSW in collaboration with Alberta diploma programs. Graduates of the program are eligible to be registered as Social Workers in the province of Alberta.

Social work students should be familiar with, understand, and adhere to the values and standards outlined in the Canadian Association of Social Workers' [Code of Ethics \(2005\)](#) and the Alberta College of Social Workers [Standards of Practice](#) (2019).

The ACSW offers [student memberships](#) available at a reduced cost online.



SOCIAL WORK PROGRAM – FACULTY AND STAFF

All faculty members in the social work program are registered social workers (RSW) with a minimum educational qualification of a Master's degree in Social Work (MSW).

Here is a full list of faculty and staff.

Coordinator, Advising and Practicum

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Chair

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SOCIAL WORK DIPLOMA: PROGRAM OUTCOMES

Social Work Program Mission:

Transformative education for exceptional social work practice.

Social Work Diploma Program Outcomes

The Social Work program has identified specific learning outcomes for our students. The following section describes these outcomes. By program completion, students will demonstrate an introductory understanding of:

Foundational Knowledge

Understand the historical, philosophical, ethical, and theoretical perspectives of social work practice.

Practice Skills

Skills to engage, assess, advocate, and intervene at the micro, mezzo, macro level in an inclusive manner.

Critical Thinking/Analysis

Understand and articulate the multiple causes and impacts of social issues.

Academic Skills

Organize written materials and oral presentations to communicate effectively for academic and professional purposes.

Personal & Social Responsibility

Engage in reflexive practice through active involvement with diverse communities and contemporary social issues.



Bona Fide Educational Requirements for The Social Work Diploma

The Mount Royal University Social Work diploma program is an accredited program through the Alberta College of Social Workers under the Health Protection Act. Graduates of the program are eligible to be registered as Social Workers in the province of Alberta. As an approved program, the Mount Royal University Social Work program is responsible for providing a program of study to enable students to achieve the knowledge, skills, and attributes necessary to fulfill the expectations associated with professional practice.

Students in the Social Work program will demonstrate the following knowledge, skills, and abilities:

Foundational Knowledge

Social work requires the integration of the knowledge, skills, attitude, and values in order to promote the well-being of individuals, families, groups, and communities. Our knowledge base is drawn from critical and practice theories that explain problems and guide the change process from multiple perspectives. Social work students are required to demonstrate a beginning level understanding of the link between theory and practice through careful and critical consideration of lens, self-awareness, location and practice.

Critical Thinking/Analysis

The student must be able to critically evaluate personal performance, seek feedback and demonstrate attributes and skills that contribute to a positive, respectful learning and work environment.

Practice Skills

Students must be able to participate in situations that require skills in observation, assessment and intervention. In particular, a student must be able to accurately observe the client (individual, family, group or community) and acquire visual, auditory and tactile information. Students must also be able to assess the client's needs, have the capacity to develop a written plan using an agreed upon format, be able to articulate the plan to colleagues and supervisors/instructors, and to address client needs guided by social work values and ethics. Students are required to be aware of and practice within professional social work boundaries in their relationships with clients, supervisors, colleagues and instructors.

Academic Skills

Social work students must be able to speak, listen to, perceive non-verbal communication, respond to, and guide client populations. Students are required to communicate effectively and sensitively with clients and any member of the community, organization or agency staff. Specifically, students must demonstrate the language skills, cognitive skills and memory necessary to reason in order to analyze, integrate and synthesize information. All of these problem-solving activities must be done in a timely fashion.



Social Work Diploma: Required Courses

Year 1	Year 1 - Fall Term	Year 1 – Winter Term	Spring /Summer Practicum, Field School, GNED
	Required Social Work Courses: <ul style="list-style-type: none"> • INTS 1240 – Fundamentals of Professional Communication • SLWK 1114 - Introduction to Social Work History, Philosophy, and Theory • SLWK 1187 - Social Welfare Policies and Issues • SLWK 2224 - Indigenous Knowledges in the Helping Professions 	Required Social Work Courses: <ul style="list-style-type: none"> • SLWK 1215 - Social Work Assessment and Documentation • SLWK 1216 - Counselling Skills • SLWK 1287 Social Work Practicum I 	
	Required Non-Social Work courses: <ul style="list-style-type: none"> • PSYC 1105 - Introduction to Psychology 	Required Non-Social Work courses: <ul style="list-style-type: none"> • PSYC 2235 - Life-Span Development • English requirement – GNED 1401/1403/1404 	
Credits	15	18	
Year 2	Year 2 - Fall Term	Year 2 – Winter Term	Spring /Summer Practicum, Field School, GNED
	Required Social Work Courses: <ul style="list-style-type: none"> • SLWK 2218 - Social Work Knowledge and Skills for Group Work • SLWK 2221- Social Work Practice with Communities • SLWK 2222 - Social Work with Families 	Required Social Work Courses: <ul style="list-style-type: none"> • SLWK 2217 - Leadership and Interprofessional Practice in Social Work Organizations • SLWK 2223 - Social Work Practice in Addictions and Mental Health • SLWK 2297 - Social Work Practicum II 	
	Required Non-Social Work courses: <ul style="list-style-type: none"> • GNED Cluster 1 • GNED Cluster 2 	Required Non-Social Work courses: <ul style="list-style-type: none"> • GNED Cluster 3 • GNED Cluster 4 	
	Alternate Course Options: <ul style="list-style-type: none"> • SLWK 3301 Children’s Mental Health (students must take one mental health course for the diploma, SLWK 3301 or SLWK 2223) 	Alternate Course Options: <ul style="list-style-type: none"> • INTS 3331 International Community Development or INTS 3301 Community Development Field School (students must take one community development course for the diploma, INTS 3331, INTS 3301 or SLWK 2221) 	
Credits	15	18	

In order to earn a diploma in Social Work, students must successfully complete the following courses within six years of being accepted into the program.

In addition to Social Work (SLWK) course requirements the Social Work program also requires students to complete 4 General Education Courses, 2 Psychology courses and a foundation cluster 4 course (English). The General Education program at Mount Royal is organized around four thematic clusters which constitute groups or streams of courses. These include:

- Cluster 1 Numeracy and Scientific Literacy,
- Cluster 2 Values, Beliefs and Identity
- Cluster 3 Community and Society
- Cluster 4 Communication.

Specific information about these clusters is available in the [MRU Academic Calendar](#). Except for GNED 1401, Diploma students are not required to take foundation level General Education courses. For students planning to complete their degree at other universities, tier 2 or 3 courses generally have established transfer agreements. Students applying to the University of Calgary BSW must ensure all General Education courses transfer to the university.

The social work diploma at Mount Royal is eligible for transfer credits at the following educational institutions: The University of Calgary, Thompson Rivers University, the University of Victoria, Dalhousie University.

Students are responsible for ensuring that the courses they take are transferable for the program to which you may apply.

Specific information about these clusters is available in the [MRU Academic Calendar](#)



Social Work Diploma: Course Descriptions

SLWK 1114 Introduction to Social Work History, Philosophy and Theory

This course provides an introduction to the historical, philosophical, ethical, and theoretical perspectives of social work practice. Factors distinguishing social work practice will be introduced, including social work values, ethics, theories, and models of practice. This course also examines the impact of oppression and marginalization on individuals, children and families, and communities, including the role of social work in contributing to colonization and decolonization in Canada.

SLWK 1187 Social Welfare Policies and Issues

This course is designed to help students become critically aware of the economic, social, and political environment within which they will eventually practice. It will examine the process by which social policy is developed in Canada and encourage reflection upon the ways social workers are influenced by, and in turn can influence, that process. A review and analysis of social problems, policies, and issues as they relate to the delivery and development of appropriate social services will occur. Students will be invited to examine their own values, as well as dominant ideologies present within Canada today.

SLWK 1215 Social Work Assessment and Documentation

This course provides students with an opportunity to develop the knowledge and skills required to gather and evaluate information using a variety of evidence-informed approaches and tools. Integrating an intersectional approach to trauma, family violence and mental health, students will explore topics including assessment, case planning, goal setting, intervention, evaluation and documentation.

Prerequisite(s): A grade of C or higher in SLWK 1114.

SLWK 1216 Counselling Skills

This experiential course concentrates on the development of interviewing and counselling skills with an emphasis on social work practice with individuals, and children and families. Students will have the opportunity to develop an introductory therapeutic skill set through simulated counselling interviews.

Prerequisite(s): A grade of C or higher in both of INTS 1240 and SLWK 1114.

SLWK 1287 Social Work Practicum I

Social Work Practicum I provides students with an opportunity to experience direct practice with individuals, groups, or communities. Practicum is intended to expose students to the complexity of practice issues related to work in human services and to view social issues from a social work perspective. During this first practicum experience students are expected to integrate learning from their first year courses with a focus on the application of social work skills, values and ethics. Students are challenged to examine how their social location influences their assessments of client situations and their work with clients or client groups. Students are expected to demonstrate a beginning understanding of social work as a distinct profession. Practicum seminars will be delivered using a blended delivery format, including both in-person and online meetings. Accreditation standards require that students are supervised by a Registered Social Worker resulting in tutorials that may be scheduled outside of regular class time.

Prerequisite(s): A grade of C or higher in all of INTS 1240, SLWK 1114, and SLWK 1187.

SLWK 2217 Leadership and Interprofessional Practice in Social Work Organizations

Social work organizations require strong and effective leadership. This course will provide students with an understanding of how to lead social service agencies and programs in order to provide a healthy working environment that promotes effective service provision focused on client empowerment. Students will explore topics related to organizational development, program planning, and leadership in nonprofit organizations.

Prerequisite(s): SLWK 1287 with a minimum grade of C.

SLWK 2224 Indigenous Knowledges in the Helping Professions

This course provides social work students with an introductory understanding of Indigenous ways of knowing and helping. Topics covered include, traditional Indigenous life-ways, worldviews, the role of spirit, significance of relationships, connection to the past, emphasis on community, respect for cultural practices, and the role of Elders within Indigenous helping practices. Students will gain an understanding of the history of social work interventions with Indigenous peoples, including residential schools, the sixties scoop, and strategies for effective engagement and collaboration with Indigenous children, families, and communities.

SLWK 2218 Social Work Knowledge and Skills for Group Work

This course introduces and provides an overview of social work practice with groups through a combination of lectures, observation, and experiential learning. The stages of group development, group roles and norms, facilitation, group design, implementation and evaluation will be addressed. Students will have the opportunity to develop their facilitation skills through participation in group simulations.

Prerequisite(s): A grade of C or higher in SLWK 1216.

SLWK 2221 Social Work Practice with Communities

This course provides students with an introduction to community social work practice. The course will address the role of community social work practice in the context of diversity, social change movements, and activism. Students will explore a range of theoretical frameworks for community change and develop skills to work in partnership with diverse communities to create change.

Prerequisite(s): A grade of C or higher in both of SLWK 1114 and SLWK 1187.

SLWK 2222 Social Work with Families

This course will focus on social work with family systems. Students will develop an understanding of the interactive, ecological, socioeconomic, and cultural influences on families. Attention will be paid to the impacts of current and historical trauma, engaging families and assessing for strengths, sources of resilience and support, and pathways to change. Students will be introduced to strategies and methods to enhance resilience, safety, connection to community and culture utilizing both formal and natural supports.

Prerequisite(s): A grade of C or higher in both of SLWK 1215 and SLWK 1216.

SLWK 2223 Social Work Practice in Addictions and Mental Health

This course provides students with an understanding of the intersectional factors that affect mental health. Students will explore the interactions between mental health, trauma and substance abuse. This will include the impact of intergenerational trauma. Students will explore theories related to addiction and mental health and develop competencies in collaborative case management and intervention across the range of environments in which social workers engage with these areas of practice.

Prerequisite(s): A grade of C or higher in SLWK 1215.

SLWK 2297 Social Work Practicum II

Social Work Practicum II builds on the skills and knowledge from Social Work Practicum I with a goal of exposure to and involvement in more complex practice situations. Students integrate social work theories and methods in work with individuals, families, groups, and/or communities. Students are expected to demonstrate social work practice skills related to assessment, shared participation in the client change process, and interventions with a variety of client groups. Reflective practice and a focus on professionalism, social work ethics, and the standards of practice contribute to the continued development of social work identity.

Prerequisite(s): A grade of C or higher in all of SLWK 1287, SLWK 2218, and SLWK 2222 and a grade of C or higher in one of SLWK 2221 or INTS 3331.

SLWK 3301 – Child and Adolescent Mental Health

This course provides students with an understanding of many issues that affect the mental health of children including knowledge of the major mental disorders in children, factors contributing to these disorders, therapeutic interventions, suicide and suicide risk assessment, the mental health system for children and the role of social workers.

INTS 1240 – Fundamentals of Professional Communication

This course provides an introduction and overview to aspects of professional communication. Utilizing a mix of theory and application, the course provides students with opportunities to gain an understanding of the elements of professional communication and demonstrate a foundational level of knowledge and skill of the application of professional communication for use in a variety of settings.



Social Work Diploma: Summary of Prerequisites

Many course outcomes in the latter terms of the program require on previous knowledge covered in classes in the preceding terms. Students must meet the following prerequisites in order to register for these courses.

Course	Required Prerequisite
SLWK 1287 – Social Work Practicum I	A grade of C or higher in all of INTS 1240, SLWK 1114, and SLWK 1187.
SLWK 2217 - Leadership and Interprofessional Practice in Social Work	SLWK 1287 with a minimum grade of C.
SLWK 1215 – Social Work Assessment and Documentation	A grade of C or higher in SLWK 1114.
SLWK 1216 – Counselling Skills	A grade of C or higher in both of INTS 1240 and SLWK 1114
SLWK 2218 – Social Work Knowledge and Skills for Group Work	A grade of C or higher in SLWK 1216
SLWK 2221- Social Work Practice with Communities	A grade of C or higher in both of SLWK 1114 and SLWK 1187
SLWK 2222 – Social Work with Families	A grade of C or higher in both of SLWK 1215 and SLWK 1216.
SLWK 2223 – Social Work Practice in Addictions and Mental Health	A grade of C or higher in SLWK 1215
SLWK 2297 – Social Work Practicum II	A grade of C or higher in all of SLWK 1287, SLWK 2218, and SLWK 2222 and a grade of C or higher in one of SLWK 2221 or INTS 3331.
SLWK 3301 – Child and Adolescent Mental Health	A grade of C or higher in SLWK 1215.
PSYC 2235 – Life Span Development	Psychology 1104 or 1105 with a grade of C or higher



Social Work Diploma: Student Leadership Opportunities

To develop leadership skills, and contribute to the social work community please consider volunteering for one of the many opportunities available to students in the Social Work program. Your service within these leadership opportunities helps to ensure the student voice and perspective is heard throughout the university.

Faculty of Health, Community and Education, Faculty Council (1 Student)

The Council normally meets four times each academic year. Among other things, the Council meets to approve new courses, program, and calendar submissions from the Faculty. Council also devotes some of its meetings to panel discussions on topics of major interest and concern to offer guidance to the Dean and other committees for possible further action. One student from each department within the Faculty of Health & Community Studies is appointed by the Dean.

Faculty of Health, Community and Education Scholar's Council (1 student)

The council's mission is to foster a culture of scholarship among faculty, staff and students by developing and funding activities such as the Research and Scholarship Showcase and by supporting and funding conferences, workshops and symposia. Committee members meet two to three times a year to plan events and review funding applications.

The Social Work Advisory Committee (2 students)

The purpose of this working committee is to help guide the work of the Social Work Program. The committee meets two times per year to discuss course development plans, employment needs from the community, issues and trends impacting the profession, and generally support the social work program and its students. This committee consists of social work agency representatives from across the social service sector, students, an alumni member, the Dean of the Faculty of Health & Community Studies, the Chair of Child Studies and Social Work and the Social Work Program Coordinator.

The Alberta College of Social Workers (ACSW) (Multiple Student Opportunities)

The ACSW is the regulatory body for the profession of social work in the province of Alberta. Student memberships are available. Periodically, there are times when the ACSW calls for student members to serve on its committees. For example, each year the ACSW requires student volunteers to assist at the ACSW annual conference.

The Social Work Students' Society (3SW)

The social work students' society is an official club of the Students' Association of Mount Royal University (SAMRU). The 3SW organizes activist events for social work students as well as social activities. There are five elected/appointed positions including: President, Vice President, Treasurer, Secretary and Events Organizer. In addition, the 3SW general membership is open to all members of the social work program.



Mount Royal University – Important Policies

Students should ensure they are familiar with the policies that govern their participation at Mount Royal University and in the Social Work program. In order to ensure relevance and accuracy, a list of important policies is provided as part of this handbook.

Online links to each policy are provided to assist students in easily and effectively locating the information required.

The following are general policies that apply to Social Work Students in all courses:

1. Mount Royal University Academic Regulations

Academic regulations are detailed in the [MRU Academic Calendar](#). These policies and regulations govern all staff, faculty, and students at the university. Policies related to grading, exams, assignments, grade appeals etc. can be located here.

2. Mount Royal University Student Code of Conduct

The Office of Student Community Standards (OSCS) is a resource for students, faculty and staff at Mount Royal University that helps define community standards for academic and personal conduct.

Students are responsible for familiarizing themselves with the Code of Conduct and academic regulations and policies as stated in the Calendar. Faculty may use anti-plagiarism software to detect incidents of academic misconduct. All incidents of potential academic and non-academic misconduct will be reported to the Office of Student Conduct.

Students should familiarize themselves with the Mount Royal University [Student Code of Conduct Policy](#) including the reporting, penalties, and process for dealing with academic misconduct and non-academic misconduct.

[Academic Misconduct](#) All MRU students are expected to consistently submit original work, give credit to other peoples' ideas and work and complete all submissions independently and honestly. Academic misconduct occurs when a student/s misrepresents facts or information and gains an unfair academic advantage over other students. It is the policy of the program to report all instances of academic misconduct. Students should ensure that they are familiar with the policies and processes related to any violations of this policy.

Non-Academic Misconduct MRU students are held accountable for their personal conduct at all times including when off campus or in practicum. Broadly, non-academic misconduct would include behaviours that potentially threaten the safety or well-being of any member of the MRU community. The Student Code of Conduct policy defines the violation of the ethical standards set by a professional association as a form of non-academic misconduct. As such, MRU holds Social Work students responsible to the Social Work Code of Ethics (CASW) and Standards of Practice (ACSW). Violation of either code could result in being required to withdraw from the program.

Students will find more information on these policies and processes at the [Office of Student Community Standards \(OSCS\)](#)

3. Mount Royal University Human Rights Policy

Mount Royal is committed to creating and maintaining a supportive working and learning environment that is free from discrimination and harassment. In keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the Mount Royal community are respected, it is the policy of Mount Royal that discrimination and harassment of students, employees and visitors, to our campus is unacceptable and will not be tolerated.

The fundamental objectives of this [Human Rights Policy](#) are to prevent discrimination and harassment on grounds protected by the Alberta Human Rights Act and to provide procedures for handling complaints and remedying situations.

If you encounter or witness discrimination and harassment of any form while at MRU or in practicum please speak to a faculty member immediately or contact the [Office of Campus Equity and Meaningful Inclusion](#).

4. Mount Royal University Personal Harassment Policy

Mount Royal is committed to creating a supportive working and learning environment that is free from personal harassment. The Mount Royal University [Personal Harassment Policy](#) applies to all members of the MRU community and provides resources for defining, reporting and managing situations related to personal harassment.

If you encounter or witness personal harassment of any form while at MRU or in practicum please speak to a faculty member immediately or contact the [Office of Campus Equity and Meaningful Inclusion](#).

5. Mount Royal University Sexual Violence Response and Awareness

Mount Royal University condemns all acts of violence. Because of the unacceptable prevalence of gender-based violence, we have chosen to take a strong and explicit position against dating, domestic and sexual violence. We recognize that many students, faculty and staff have had experiences with dating, domestic and/or sexual violence and we strive to be a support for our community members. The [sexual violence response policy](#) identifies MRU's response to sexual violence, resources for support, and investigation procedures.

6. Mount Royal University Academic Accommodation for Students Experiencing Disabilities

Mount Royal University is committed to access, diversity and equity. Accessibility Services assists the University in creating an accessible learning environment that encourages full participation in academic courses for students experiencing disabilities. Students should familiarize themselves with [The Academic Accommodation for Students Experiencing Disabilities Policy](#)

Accommodations are available to registered students with documented conditions who face barriers in the post-secondary environment. Students experiencing a disability are responsible to facilitate an accommodation by contacting a student advisor in the [Accessibility Services Office](#). It is the student's responsibility to register with Accessibility Services early in the term and to request academic accommodations if required.

7. Mount Royal University Freedom of Information and Protection of Privacy

The personal information that you provide to Mount Royal University including instructors and staff of the social work program is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act – Section 33(c). The information will be used for the routine administration of the department including reviewing student progress in the social work program and determining or verifying a student's suitability or eligibility for practicum and other benefits. Additionally, disclosed information may be used for the routine administration of Mount Royal academic support services including but not restricted to the Office of Student Conduct, Student Learning Services, Accessibility Services, Student Counseling, Iniskim Centre, and Academic Advising. Collected personal information is protected from unauthorized access, collection, use and

disclosure in accordance with the FOIP act and can be reviewed upon request subject to the provision of the Act. Questions regarding the collection of personal information can be directed the Chair of the Department of Child Studies and Social Work.

8. Social Work Code of Ethics

Social work students are responsible for being familiar with, understanding, and adhering to the values and standards outlined in the Canadian Association of Social Workers' [Code of Ethics](#) (2005) and the Alberta College of Social Workers [Standards of Practice](#) (2019).

Student misconduct and/or a violation of the Code of Ethics or Standards of Practice could result in a formal referral to the Office of Student Conduct, the failure of a course, or expulsion from the program.

9. Social Media and Social Work Practice

Many social workers use social media sites in their professional and personal lives. While its' use may seem straightforward, there are many ethical challenges that need to be explored and discussed. While social media presents a different forum for the sharing of information and building connections, the ethical issues remain the same and ethical principles and standards must equally apply. Social Work Students should familiarize themselves with the CASW Code of Ethics and [Policy Statement on Social Media Use and Social Work Practice](#). Violation of the Code of Ethics or Standards of Practice could result in a formal referral to the Office of Student Conduct, the failure of a course, or expulsion from the program.

10. Social Work Program – Academic Performance Requirements

Additional policies related to continuance in the Social Work diploma program are outlined in the Mount Royal University [Academic Calendar](#).

In matters of progression and continuance, there are instances in addition to institutional processes when a student may be required to withdraw from a program. These circumstances are:

- violations of a professional code of ethics and/or standards of practice. A committee established by the program will assess violations of relevant codes and standards and whether the student will be required to withdraw from the program based on the seriousness of the violation.
- Students who are unsuccessful after two registrations in the same core course (as defined by the program) will be required to withdraw from the program. This

includes, but is not limited to, the following examples of unsuccessful registration:

- Students who do not achieve the minimum required grade (as defined by program) in one or both registrations;
- Students who earn a grade of “F” in one or both registrations; and
- Students who withdraw from the course with a “W” in one or both registrations.
- Students who are denied a practicum placement by an external stakeholder because of an assessed detrimental impact on the client, client group, or community being served. Students who are unable to meet clinical or field course requirements on this basis will be required to withdraw from the program.

11.Social Work Program – Practicum Requirements

Policies related to practicum requirements in the Social Work diploma program are outlined in the Mount Royal University [Academic Calendar](#) and [The Social Work Practicum Manual](#).

To be placed in practica student's must have completed all coursework up to semester two for SLWK 1287 and semester four for SLWK 2297.

All students will be selected for practicum on the basis of academic performance, professional suitability, and availability of practicum sites.

A student may be prohibited from attending or completing a practicum if there is evidence to suggest that the student's physical and/or psychological health may be detrimental to client care.

At the time of practicum, students will be required, at their own expense, to obtain a Police Information Check. It is each practicum agency's decision to accept or reject a student for placement or observation experience based upon the results of police information or other background checks. Students must have their police information check approved by their practicum agency.

Since both completions of course requirements and eventual employment in a field of study may be dependent upon the results of such checks, students who have concerns should discuss the matter with the department chair or designate prior to applying for admission.

12.Social Work Program – Appeal Process for the Requirement to Withdraw from Program

Students may appeal a “Requirement to Withdraw from Program” decision on two grounds:

- a) medical illness or severe emotional distress which was not previously known, or
- b) extenuating circumstances not previously known.

Appeal Process for the “Requirement to Withdraw from Program” (RTWP)

Complete an appeal form for the “Requirement to withdraw from Program” (RTWP) which is available from the Chair’s Office. The appeal form must include a letter describing the reason/grounds for appeal. If the reason is medical illness or severe emotional distress, the appeal must be accompanied by documentation from a Mount Royal counsellor or other certified health care professional. If the reason is other extenuating circumstances then relevant information must be attached. An appeal will not be considered without supporting documentation.

- At the end of the semester or course, in which the student meets the conditions to be required to withdraw from the program, the Academic Advisor will send an e-mail alerting the student of the requirement. A letter from the Chair will follow confirming requirement to withdraw from the program.
- The letter from the Chair will be considered the official notification of the requirement to withdraw from the program. The letter will be sent by registered mail/courier and by e-mail.
- Students have two weeks (10 business days) from the date on the Chair’s letter to file the appeal.
- Students may continue to attend classes until a decision is made regarding the appeal, except in the following circumstance. Students will not be permitted to remain registered in program specific courses pending the outcome of the appeal, if the reason for appeal was:
 - a. Violations of a professional code of ethics and/or standards of practice
 - b. Denial of a practicum placement by an external stakeholder because of an assessed detrimental impact on the client, client group, or community being served.

- The Dean or Director, who is the Chair of the Appeal Committee, will decide based on the documentation whether to convene a committee to review the appeal.
- The Appeal Committee will review the documentation and determine the need for further information from the student, faculty, or other relevant sources.

Appeal Deadlines “Requirement to Withdraw from Program (RTWP)”

- Students must submit the appeal within 10 business days of the date on the Chair’s letter.
- The Chair of the Appeal Committee will determine within one week (5 business days) of submission of the appeal if a committee will hear the appeal. Notification of this decision will be sent to the student by e-mail.
- If the Appeal Committee is convened, they will meet within two weeks or 10 business days of the submission of the appeal.
- Students will be informed of the outcome of the appeal within one week (5 business days) of the Appeal Committee’s meeting regarding their decision. Notification will be by email to the student’s MRU account, followed by a letter sent by registered mail or courier.

Appeal Committee Membership:

- A representative from the Dean’s or Director’s office will act as chair of the Appeal Committee
- 2 faculty members, appointed by the Chair of the Appeal Committee, from the Department or School
- 1 faculty member from the Faculty of Health and Community Studies
- 1 student from programs belonging to the Faculty of Health and Community Studies, but not from the same program as the student who is appealing the RTWP
- 1 student representative from SAMRU executive or designate
- A representative from clinical practice will serve as a resource when the case involves professional/ethical issues
- Academic advisors will serve as resources



Student Resources

There are times in your university career that can be made better by accessing some of the free services provided to students. Listed below are a few of the key programs that will benefit you. Links to each of these programs are embedded in the title to make it easy for you to connect to the services you need quickly and effectively:

[Students' Association of Mount Royal University \(SAMRU\)](#)

The Students' Association is a student government body that represents and serves Mount Royal University students. In addition to student leadership, SAMRU also organizes helpful services for students including student advocates, a Good Food Box program, and free breakfasts!

[Student Counselling and Mental Health Services](#)

Student Counselling is here for you so you can continue to enjoy your activities, live well, and have a great Mount Royal University experience. Student Counselling can be reached at 403.440.6362

[Student Learning Services](#)

Creating integral learning experiences to develop self-directed learners. Located in T143, Student Learning Services offers many programs to students including a Peer Tutor Program, Writing and Learning Services, and career mentorship.

[Iniskim Center](#)

The Iniskim Centre is an academic support centre for First Nations, Métis, and Inuit students. Iniskim Centre offers a wide range of programs and services including counseling, tutoring, and advising programs

[Pride Centre](#)

The Pride Centre is dedicated to fostering a safe, inclusive, and celebratory environment for people of all genders and sexual orientations. Services available in the Pride Centre include community support resources, a library, free prophylactics as well as referrals and in-centre expertise on topics related to relationships, identity and sexual health. The Pride Centre also hosts events and programs that promote the education and awareness on campus.



Closing Comments

We hope that your experience with the Mount Royal Social Work program provides you with a strong foundation to work effectively as an ethical social worker. We encourage you to make use of the many programs and services available at Mount Royal. These services are provided to help you achieve academic and personal success. Please do not hesitate to contact members of your faculty and staff with any questions. We are here to ensure you have a *transformative educational experience for exceptional social work practice*. Welcome to the Social Work program at Mount Royal!