Grievance and Appeals Procedures

If a field practicum student who is permanently terminated from the field (after completing the appropriate procedures outlined in the Serious Concerns Regarding Student Progress Policy) believes that he/she has not been accorded due process, he or she may request a review of their circumstances by the Chair of the Department of Social Work. The request for review must be in writing and must be received by the Chair of the Department of Social Work within 30 days of the decision. The Chair will review written materials and may request a meeting with the student. A response from the Chair to the student's appeal will be completed within 45 days of the receipt of the student's written appeal. If a student wishes to appeal the Chair's decision, the appeal procedures described in the *UVM Student Handbook* (for undergraduate students) or *Graduate Catalogue* (for M.S.W. students) should be followed.

If a student wishes to appeal a grade assigned in a Field Practicum course (SWSS 173/174, SWSS 290 and SWSS 390), it should be appealed first to the field education coordinator, then the Department Chair, and finally the Dean of the College of Education and Social Services.