



Student's Handbook

Social Work Baccalaureate Program

Este documento no puede ser reproducido ni compartido de ninguna forma o medio, o utilizado para ningún otro propósito, sino para el cual fue creado, sin el permiso escrito de la Universidad Ana G. Méndez y la División de Artes Liberales.

Este documento está sujeto a cambios. La Universidad Ana G. Méndez se reserva el derecho de modificar y corregir este documento, en parte o en su totalidad, cuando así lo estime necesario.

This document may not reproduced or shared in any form or mechanism, or used for any other purpose, but for which it created, without the written permission of the Universidad Ana G. Méndez and the Liberal Arts Division.

This document is subject to changes. La Universidad Ana G. Méndez reserves the right to modify and correct it in part or completely, when it deems necessary.

Copyrights © Ana G. Méndez University System

Universidad Ana G. Méndez

Introduction

The Social Work Baccalaureate Program of Universidad Ana G. Méndez (UAGM) has the commitment to prepare undergraduate students with the theoretical, methodological and ethical base of knowledge that will enable them to enhance the human well-being and the wellbeing of society. The National Association of Social Workers, states that “the primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty” (NASW, <http://www.socialworkers.org/pubs/code/code.asp>). According with NASW, the fundamental focus of the social work’s attention is to the environmental forces that create, contribute to, and address problems in living. Given the context of our society, a professional practice guided by freedom, transformation, and emancipation of people is valued. This practice will work towards the satisfaction of human needs, with the objective to promote the integral well-being and the full development of people and social groups. (Social Work Professionals of Puerto Rico Code of Ethics, 2017). Available at:

<http://cptspr.org/wp-content/uploads/2016/11/Co%CC%81digo-de-E%CC%81tica-2017-REV050317web.pdf>

The curriculum of the social work program provides a base of knowledge of the relationship and influence of bio psychosocial and spiritual factors in social systems, the social policies that frame the professional practice and allows the critical analysis of the structural and functional aspects of systems and the manifestations of oppression and human diversity in these scenarios. The students will identify the phases and purpose of

the helping process from a Generalist Perspective, and identify the ethical principles that guide social research and the possible dilemmas that may arise. The Social Work Baccalaureate Program emphasize in the application of the models of intervention with individuals, families, groups and communities, the critical analysis of their structural and functional aspects, and the manifestations of oppression and human diversity of systems, guided by the ethical principles of the profession.

This Social Work Baccalaureate Student's Handbook describes the Social Work program history, our mission, goals and objectives. We include the Council on Social Work Educational Competencies, the process and requirements for the admission to the program, the student's rights and responsibilities and a curriculum that consist of 122 credits. Universidad Ana G. Méndez, Liberal Arts Division and our Social Work Baccalaureate Program have a commitment with the students of the Social Work Association. Also, facilitates the development of leadership in students with active participation in processes that respond to their interests, strengthen their commitment to the profession and their leadership abilities; in this Manual we describe the board of the association. Finally, we include Universidad Ana G. Méndez institutional policies.

I. Social Work Baccalaureate Program

A. Social Work Program History

In 1991, Universidad del Turabo, requested the Puerto Rico Council on Higher Education to amend the valid license in order to offer a Bachelor of Arts in Social Work. The Program began in 1994 with the aim of "satisfy the need to create and promote programs that contribute to the prevention, attention, and solution of the social problems

that affect our community through the professional formation of students within the Social Work area" (Findings Report, 1992). The accreditation of the Council on Social Work Education attained in 2015. At the beginning of 2019, Universidad del Turabo changed its name to Universidad Ana G. Méndez (UAGM). The Program's courses offered in the University's Main Campus as well as in the University's locations in Cayey, Yabucoa, Ponce and SUAGM US Branches Campus.

B. Mission

The Social Work Baccalaureate Program of the Liberal Arts Division at Universidad Ana G. Méndez (UAGM) seeks to prepare competent social workers committed to pursue social, environmental and economic justice and the prevention of conditions that limit human rights. We prepare undergraduate students with an international and global perspective, respect for human diversity, and the theoretical, methodological and scientific inquiry base of knowledge, that will enable them to promote human and community well-being and enhance the quality of life for all persons, locally and globally.

C. Goals

Based on the University and program's mission, the Baccalaureate Program in Social Work has developed the following goals:

1. Prepare competent and ethical social workers with knowledge of the fundamental components of the Social Work profession; committed with the

- enhancement of their professional practice, and in compliance with academic and professional standards of excellence through the program options.
2. Development of knowledge and skills in generalist social work practice from micro to mezzo to macro levels, emphasize the dimensions of diversity, differences, and value principles as applied to general practice.
 3. Prepare professional practitioners to deliver innovative and effective *social* work services to diverse groups and settings with a commitment to promote social, environmental and economic justice and human and civil rights.
 4. Prepare students with a global perspective to develop scientific inquiry knowledge and its contribution to social work practice.
 5. Prepare students to be able to engage in the policy practice process and to be capable critically analyze the impact of social welfare policies and social services in Puerto Rico, United States, and other societies across the World.
 6. Prepare competent professionals with education based on a body of knowledge in liberal arts, and theoretical framework in human behavior and social environment to promote human and community well-being.

D. Objectives

1. Demonstrate knowledge of profession's history, purposes and philosophy.
2. Demonstrate commitment with continuous professional development and professional behavior.

3. Apply social work ethical principles to guide its practice and use conceptual frameworks to lead the process of engagement, assessment, intervention, and evaluation at multiple levels.
4. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.
5. Examine the structural, functional and evolutionary aspects of social systems and the influence of oppression, discrimination, human and cultural diversity on professional practice.
6. Apply theoretical and methodological knowledge and skills in the generalist intervention with individuals, families, groups, organizations and communities; emphasizing human well-being, human rights, social and economic justice.
7. Demonstrate knowledge of evidence-based in interventions and scientific social research process.
8. Demonstrate knowledge, skills, ethical principles and social work values base in the implementation of evidence-based in interventions.
9. Identify social policies related to professional practice and apply conceptual frameworks in the social policy process of formulation, planning, implementation and evaluation; incorporates social justice practices.
10. Demonstrate knowledge in liberal arts.
11. Analyze the influence of bio-psychosocial and spiritual factors in social systems, and the theories related to human behavior.

II. Council on Social Work Education Social Work Competencies

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights and Social, Economic, and Environmental
- Competency 4: Engage In Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

III. Social Work Baccalaureate Program Curriculum

The Social Work Baccalaureate Program in Puerto Rico and SUAGM US branch campuses prepare students to serve as representatives of the social work profession, its mission, and its values. A general education base needed in order to understand and integrate advanced knowledge. BSW undergraduates expected to develop a solid foundation of knowledge, and professional values and ethics. Social work education

needs grounded in liberal arts. In addition, because it is a service profession, it is broad in terms of the multiple systems that it attempts to serve. It includes not only technologies of social intervention, but knowledge about individual, families, groups, organizations and communities and the possibility of empowerment and strengthens their quality of life. Therefore, effective generalist social work practice is the result of the combination of applied social sciences and applied humanistic values. In order to prepare students to meet social work professional practice standards, social work education needs to complement a generalized body of knowledge with universal humanistic fundamentals. As a result, Universidad Ana G. Méndez, BSW students are required to take 122 credits hours, 72 credits hours in general and professional courses and 50 credits hours in concentration courses.

The field education program is an integral component of the BSW curriculum. The purpose of the fieldwork is to prepare students for the skills, values, knowledge, and cognitive and affective process application. The field based on a generalist practice intervention, and taught from a holistic point of view. The client system viewed as part of its environment and the social systems it interacts. The emphasis is on the individual and his/her environment, that is, family, peers, the agency or organization, the community and all other systems with which he/she interacts. It is not enough to be there for the client or constituencies; the social worker has to respond effectively and efficiently, providing the best service to the community. Below we present the Social Work Baccalaureate Program curriculum:

Liberal Arts Division			
Degree: Bachelor in Arts in Social Work		Credits: 122	CURRICULUM
Program: Social Work			
The Bachelor of Arts in Social Work curriculum provides a knowledge base on the relationship and influence of biopsychosocial and spiritual factors on social systems and social policies that frame professional practice. It allows the critical analysis of the structural and functional aspects of the systems and the manifestations of oppression and human diversity in these scenarios. It facilitates the identification and application of the phases of the intervention process from a generalist perspective, as well as the identification of the ethical principles that guide social research and the possible dilemmas that may arise.			
Course	Course Title	Credits	Requisites
General Education Courses			
SPAN 152	Fundamentals of Reading and Writing	3	
SPAN 250	Writing Technics	3	SPAN 152
SPAN 255	Writing and research	3	SPAN 152, SPAN 250
ENGL 152	Fundamentals of Reading and Writing	3	
ENGL 153	Advance oral communication	3	ENGL 152
ENGL 331	Oral Communication	3	ENGL 152, 153
SPAN 331	Oratory	3	SPAN 152, 250, 255
MATH 120	Introductory Algebra	3	
BIOL 101	Biological Sciences I	3	
BIOL 102	Biological Sciences II	3	BIOL 101
HUMA 111	Civilizations and Universal Culture I	3	
HUMA 112	Civilizations and Universal Culture II	3	HUMA 111
SOSC 111	Individual, Community, Government and Social Responsibility I	3	

SOSC 112	Individual, Community, Government, and Social Responsibility II	3	SOSC 111
		42	
Medullar Courses			
FSSS 105	Freshman Seminar	3	
PSYC 123	General Psychology	3	SOSC 111
HIST 253	History of Puerto Rico (Compendium)	3	
ECON 123	Economics principles & problems	3	SOSC 111
POSC 380	Constitutional Law	3	SOSC 111
PSYC 225	Social Psychology	3	PSYC 123
GEOG 202	Human Geography	3	SOSC 111
SOCI 358	Social Problems of Puerto Rico	3	SOSC 112
STAT 300	Statics I	3	MATH 120
		27	
Concentration Courses			
SOWO 200	Introduction to Social Work	3	SOSC 111
SOWO 211	Human Behavior Environment I	3	SOWO 200
SOWO 212	Human Behavior Environment II	3	SOWO 200, SOWO 211, concurrent SOWO 311
SOWO 300	Social Policy	3	SOWO 200, SOWO 211, SOWO 212
SOWO 311	Social Work Methodology I	3	SOWO 200, 211, concurrent SOWO 212
SOWO 312	Social Work Methodology II: Individuals and families	3	SOWO 200, SOWO 211, SOWO 212, SOWO 311
SOWO 313	Interview and Documentation in Social Work	3	SOWO 200, SOWO 211, SOWO 212, SOWO 311

SOWO 314	Social Work Methodology with Groups	3	SOWO 200, SOWO 211, SOWO 212, SOWO 311, SOWO 312
SOWO 315	Social Work Methodology with communities	3	SOWO 200, SOWO 211, SOWO 212, SOWO 311, SOWO 312
SOWO 320	Social Research Techniques	3	SOWO 200, SOWO 211, SOWO 212, STAT 300
SOWO 325	Social Gerontology	3	SOWO 200, SOWO 211, SOWO 212, SOWO 311, SOWO 312
SOWO 441	Practicum Seminar I	3	SOWO 311, SOWO 312, SOWO 313, SOWO 314, SOWO 315 Co-req. SOWO 451
SOWO 451	Supervised Practice I	4	SOWO 311, SOWO 312, SOWO 313, SOWO 314, SOWO 315, Co-req. SOWO 441
SOWO 442	Practicum Seminar II	3	SOWO 441, SOWO 451, Co-req. SOWO 452
SOWO 452	Supervised Practice II	4	SOWO 441, SOWO 451, Co-req. SOWO 442
SOWO 330	Current Topics in Social Work	3	SOWO 200, SOWO 211, SOWO 212, SOWO 311, SOWO 312
		50	
Electives Courses			
ELECTIVE	Elective course	3	
		122	

IV. Admissions Requirements

1. Requisites y procedures for evaluating applications:

a. Requisites:

- i. Graduate from an accredited high school or complete studies equivalent to High School and submit the necessary certifications.
- ii. Evidence of the College Board (CEEB): for Social Work students is required 440 in verbal aptitudes and verbal achievements (Spanish language CEEB requirement is not required for applicants in the United States Branch Campuses).
- iii. The Social Work Baccalaureate program admission criteria requires a minimum High School grade point average of 2.25 or equivalent
- iv. Essay about their interest in the social work profession in the language of their preference (English or Spanish).

b. Procedures:

- i. Request an application with the Admissions Office.
- ii. The UAGM Gurabo Campus Admissions Office will review the file of each candidate and verify that it contains the requested documents.
- iii. Students complying with the CEEB and GPA requirement will write an essay about their interest in the social work profession, qualifications and aptitudes to human services, and their awareness of the social problems in Puerto Rico.
- iv. The program admission committee (composed of two faculty members) evaluates each admission essay.

2. Process for notifying applicants of the decisions:
 - a. Afterwards, the committee refers their final decision to the Program Director.
 - b. Program director refers the final decision to the Admission Office.
 - c. The Admission Office communicates the decision to the students by email.
 - i. The Admissions Office will have ten (10) working days after receiving the results by Program Director to send in writing the notification of admission, acceptance or denial to the candidate.
3. Procedures for evaluating and notifying contingent conditions:
 - a. Definition:
 - i. Contingent conditions: related with students who do not meet one or more of the admission criteria established by the program.
 - b. Police:
 - i. Students, who not comply with any of the requirements for admission in Social Work Program, may appeal the committee decision to the Social Work Program Director.
 - c. Procedure:
 - i. Student requests review of decision.
 - ii. Director review the committee's evaluation, interview the student and make a final decision about the admission to the program.
 - iii. Those who are not accepted will be encouraged to enroll in another related major to enhance the student awareness on social problems

- iv. They may re-apply after their first year of study.
- d. Notification
 - i. The Admission Office communicates the decision to the students by email.

The undergraduate General Admissions requirements for SUAGM branch campuses are available at Sistema Universitario Ana G. Méndez, Inc., Universidad Ana G. Méndez's Catalog 2016-2017:

Puerto Rico main Campus and locations:

<http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Academicos/Catalogos/Subgrad/UT-Catalog-Undergraduate-Programs-2017-18.pdf>

Metro Orlando Campus/South Florida Campus/Tampa Bay Campus:

<http://www.suagm.edu/florida/strk/>

Dallas Area Campus:

http://www.suagm.edu/dallascampus/pdf/DAC_UT_CATALOG_2016-2017.pdf.

Capital Area Campus in Maryland:

http://www.suagm.edu/capitalareacampus/catalogs/CAC_UT_CATALOG_2016-2017.pdf

V. Readmission Conditions

1. Have interrupted the studies for a semester or more.
2. Have an accumulated academic index equal to or higher than the retention rate.
3. Approve the percent of credits required and the total of credits attempted.
4. Have completed the period of suspension due to academic index, credits accumulated or by disciplinary motive, if it were the case.
5. Have the authorization of the corresponding program coordinator.
6. Meet the requirements of the program at the time of applying for admission.

VI. Transfer Students

Transfer students considered for admission if they have followed a course of study in an accredited university and have completed no fewer than 12 credits in the institution from which they come from. The student must submit an official credit transcript, an essay with admission application and description of each approved courses of the institution of origin. In order to transfer credit they must have approved a minimum academic index equivalent to 2.50 in a scale of 4.0. Their grade point average (GPA) must be equal or higher the Program minimum requirement (2.25). The students must not be under academic or disciplinary sanction in their former institution. The Admissions Committee must evaluate all applications to transfer to our program.

VII. Course Validation

Transfer students have the option of validating courses taken no more than 10 years prior to admission for equivalent courses offered at Universidad Ana G. Méndez. The students must have a minimum grade of C in each course. The Social Work Program follows the academic standards of the Universidad Ana G. Méndez, which can found in the UT Undergraduate Programs Catalog.

It is the policy of the Social Work Program of the Universidad Ana G. Méndez Gurabo campus that concentration courses established in the curriculum cannot be substituted by:

- a. Previous or ongoing employment experiences.
- b. Experiences of voluntary work related to Social Work.

VIII. Field Practice Admission Requirements

- 1) A registered student majoring in Social Work.
- 2) The student cannot be in probationer academic status (see Academic Rules).
- 3) 2.25 Cumulative GPA.
- 4) 2.50 Major GPA.
- 5) Be a graduate candidate on May of the year in which they finish their Practicum.
- 6) Have the following Social Work Major's credits approved when starting the Practicum: SOWO 200, SOWO 211-212, SOWO 311-312, SOWO 313 and SOWO 314-315.
- 7) Not having an "Incomplete" in any of the major courses.
- 8) Enroll in the Practicum Seminar (SOWO 441-442) and the Supervised Practicum (SOWO 451-452) at the same time.
- 9) The student must be available 15 hours per week during the assigned schedule
- 10) Attend orientation meetings regarding the Practicum as determined by the Coordinator and/or Practicum Professors.
- 11) Delivery of documents required by the program and agencies, such as but not limited to: Certificate of Health, Certificate of Criminal Record, Certificate of Verification of Criminal History of Providers of Care Services for Children and Elderly Persons of Puerto Rico (Law 300), Two 2x2 photos.

- 12) Demonstrate a high level of ethical and professional behavior, according to the Profession's Code of Ethics.
- 13) Supervised Practice Course of other universities and work experience cannot be validated.

In addition, it is the policy of the Department of Social Work of the Universidad Ana G. Méndez Gurabo Campus that the supervised practice courses established in the curriculum cannot be substitute by:

1. Social Work practice courses of other university institutions without proper certification of compliance and certification of our program that the course meets the requirements established in our curriculum.
2. Previous or ongoing employment experiences.
3. Experiences of voluntary work related to Social Work.

IX. Standards for Academic Progress

There are three categories of regular students according to their grade point average and number of courses completed: students with excellent achievement, students with satisfactory achievement and students on probation. Students with a satisfactory academic progress are those with a grade point average equal to or higher than the established retention index and who satisfy the percentage of approved credit hours established by the academic standards.

At the end of each academic year, the Registrar will determine the grade point average (GPA) and the credit hours required of each student per academic year. This

information will be measured against the established retention standards in order to determine the academic status of the student. Academic progress of students admitted as transfer students will be evaluated for retention purposes at the end of their first year; credits and grade point average prior to that year will not be considered. Academic Probation Students whose academic achievement is below the established retention index or who do not complete the percent of approved credit hours required according to regulations will be placed on academic probation for one (1) year, during which time they will be eligible for economic assistance. Upon completion of the probation period, students must meet the required percentage of credit hours and grade point average as established by their academic degree program. Available at:

http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Academicos/normas-academicas/Normas_Acad_Prog_Tecnicos_Subgrad_2015_r3.pdf

X. Academic Performance

For a student to remain active in the BSW program his/her academic progress should evidence the minimum progress of 2.25 GPA for the first 24 approved credits. For up to 49 approved credits, student should have attained a minimum of 2.30 GPA, increasing to 2.40 at the completion of 74 credits. When the student complies with 99 credits, the minimum GPA should be 2.50. The BSW Program establishes that, for a student to be eligible to apply for Supervised Practicum, his/her GPA should be 2.50 minimum.

Students who do not comply with the BSW academic standards will be referred to Liberal Arts Division academic advisor. The student record will be evaluated for

recommendation on course repetitions to improve the GPA. If after one year the student does not meet the require GPA, he/she will be terminated. BSW students who terminated will keep the right of appeals according the University Ana G. Méndez standards and regulations, as follows.

A. Academic Suspensions

Students will receive a one (1) year academic suspension if the cumulative academic index is lower than the retention index, or if they have not met the percentage of required credit hours upon completion of their probation period. The University will not accept courses, diplomas or degrees earned by a student during the academic suspension period. Students, who wish to be readmitted upon completion of their academic suspension period, must meet the current university readmission requirements. Students who interrupt their studies or program during the probation period will still considered on probation during the readmission process. Readmitted students, who completed their one (1) year suspension period, will evaluated by the Admissions Committee of their academic program. Upon readmission, students will placed on probation for a second period.

The institution may suspend a student on recommendation of the Disciplinary Committee or the Vice Chancellor of Student Affairs, following the dispositions of the Student Regulations available in the Students' Rights and Responsibilities Manual. Under extraordinary conditions, the Academic Suspension Appeals Committee may approve an additional one (1) year probation period under extraordinary conditions if a student is able to complete all the graduation requirements within that academic year.

B. Appeals

A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University.

The University will consider the following crisis or extenuating circumstances to accept a student appeal and to grant exemption from the Academic Progress Policies:

1. Illness of the student or a relative.
2. Economic crisis due to illness affecting the head of household.
3. Natural disasters.
4. Divorce.
5. Death in the immediate family
6. Family problems.
7. Legal circumstances.
8. Justified changes in academic objectives, which cause an impact on the student's academic progress.

1. Appeals Committee

The Appeals Committee will be composed of one representative from each of the following offices: Dean of the School, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

2. Appeals Application

Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request. If a student requests an appeal based on a mathematical or calculation error, and the Office of the Registrar corrects it, he or she will not go through the full appeals process.

3. Reinstatement of Financial Aid

If the Appeals Committee accepts a student's appeal, he or she will be eligible to receive financial aid as long as he or she meets the federal financial aid deadlines and guidelines.

The Office of the Vice Chancellor for Student Affairs issues appeals decisions in writing. The Office of Admissions and Financial Aid to reinstate a student's financial aid package issue this communication. If a student meets the conditions regarding his or her academic progress or those related to any academic sanction, he or she will be eligible to receive financial aid during the following enrollment period.

XI. Professional Performance

The SW Baccalaureate Practice Manual clearly established the rules and procedures to determine unsatisfactory professional performance. These unsatisfactory professional performances based on the ethical standards of the Social Work profession and institutional policies for sub graduate students. Unsatisfactory Professional Performance is identifies as:

1. Violation of the Code of Ethics of the Professional Social Workers.

2. Violation of the institutional policy, rules, and procedures of the practicum's site and/or Universidad Ana G. Méndez Gurabo campus.
3. Constant absences and tardiness (whether they are justified or not).
4. Assigned tasks not completed.
5. Hostile and negative attitude towards learning process.
6. Usually performs their duties below the expected and satisfactory level even after numerous interventions of the faculty member.
7. Establish inappropriate relationships: establish personal relationships with other students, faculty or other member of the institution, shares in an inappropriate manner his/her personal preferences and/or problems.

Some behaviors of the student that require immediate attention of the professor under this procedures:

1. The professor, who observes the behavior or becomes aware of said behavior, must communicate his/her concerns to the student in verbal and written form, and together find the means to solve the problem.
2. Establish with the student a specific corrective action plan.
3. If the action plan's objectives are not fulfilled and if there is evidence that the student failed to overcome the problems which were given in writing, we will proceed to reefer the students to a Program Coordinator who will:
 - i. Coordinate a meeting with the student to:
 1. Discuss their behavior
 2. The consciences of their behavior
 3. Reefer the students to the Students Advisory Dean

XII. Graduation Requirements

Undergraduate students of Universidad Ana G. Méndez will be eligible to receive academic degrees after meeting the following requirements and procedures:

1. Students must apply for graduation at the Registrar's Office during the period established in the academic calendar.
2. Completion of the courses required for the degree as set down by the institution.
3. The minimum grade point average in the major is 2.30.
4. Students' graduation requirements are determined by the year they admitted. Nevertheless, if the curriculum was modify, the student can choose to graduate under the new curriculum, but not by a combination of both.
5. Transfer students must complete at Universidad Ana G. Méndez at least the last 30 credit hours of a bachelor's degree. The student must complete the last 12 credits of his/her major at Universidad Ana G. Méndez.
6. Students must also settle any debts with the institution. No document certifying graduation will give until documentation has been present that there are no outstanding debts. All students applying for readmission will be subject to the requirements for graduation in effect during the year they readmitted.
7. Commencement exercises will held once a year, at the end of the second academic semester. Students who meet graduation requirements at the end of any term or summer session may apply to the Office of the Registrar for a certification to that effect.

XIII. Students Participation

A. Social Work Students Association

The Social Work Program at the Universidad Ana G. Méndez facilitates the development of leadership in students with active participation in processes that respond to their interests; strengthen their commitment to the profession and their leadership abilities. The main vehicle is the Social Work Students Association (SWSA). This organization began in 2004 and the SWSA mission according to its' Regulations is "to promote leadership and commitment to social justice and the profession in social work students from the Universidad Ana G. Méndez."

The board of the SWS Association consists of the following positions: President of UAGM main campus, President of Cayey, President of Yabucoa, President of Ponce, Vice-President, Secretary, Assistant Secretary, Public Relations, Treasurer, Assistant Treasurer and Vocals (3). Each of the additional locations has a board with all the positions and the president represents the additional location association in the board of main Campus of UAGM. To ensure the continuity of the processes, the second positions by title passed to fill the vacancies of the president, secretary and treasurer, in the following year.

XIV. Students rights and Responsibilities

The Students Information Manual and the Student Regulations Manual addresses issues associated with the relationship between the student and the University. It provides information on protection in academic pursuit, and privacy of records, sets forth all the conditions for responsible behavior on the campus, lists the

various appeal and grievance procedures available to students, and includes a section on student discipline with control and discipline of college students. These documents complies with relevant federal regulations such as the awarding of financial aid, protection, privacy of records, and equal access/equal opportunity, and are available to all students and set forth the rights of students, along with corresponding responsibilities. You may access the Students Information Manual at:

<http://ut.suagm.edu/sites/default/files/uploads/Centro-Estudios-Doctorales/Counseling-Psychology/Manual-Informativo-Estudiante.v4.pdf>.

The Student Regulations Manual is available at:

http://www.suagm.edu/une/srpk/pdf/reglamento_estudiantes_suagm_2016.pdf.

XV. Institutional Policies:

A. No discrimination Policies

The Social Work Baccalaureate Program is firmly committed to the practice of non-discrimination based on race, sex, national origin, religion, political beliefs, disability, socioeconomic status, orientation and/or sexual preference. The non-discrimination applies to the admission of students to the program, and the selection and use of community organizations or service agencies where students will be place for supervised practice. The following institutional policies are available at the following website: <http://ut.suagm.edu/es/academia/art%C3%ADculo-iv-deberes-de-la-comunidad-universitaria>

- Management protocol of violence in the workplace

- Policy on Sexual Harassment at Work
- Policy for a Free Community Alcohol and Controlled Substances
- Acceptable Internet Use Policy
- Policy for appropriate use of Electronic Mail System