

Grievance and Appeals Procedures

If, after completing the appropriate procedures (see the “Serious Concerns Regarding Student Progress Policy” on the UVM Department of Social Work [Field Education Website](#)), a Field Experience/Practicum student has been permanently terminated from their placement and believes that they have not been accorded due process, they may request a review of their circumstances by the Chair of the Department of Social Work. This review request must be in writing and submitted to the Chair within 30 days of the termination decision. The Chair will review the student’s written materials upon receipt, and within 45 days of their receipt of the student’s written appeal and will offer a response. The Chair may or may not request a meeting with the student to discuss their appeal before issuing their response. If a student wishes to appeal the Chair’s decision, they should follow the appeal procedures described in the UVM policy “Grade Appeals” (see the [UVM Policies website](#)).

Likewise, if a student wishes to appeal a grade assigned in a Field Experience/Practicum course (SWSS 4730/4740, SWSS 6000 and SWSS 6890), they should follow the appeal procedures as described in the University policy, “Grade Appeals,” appealing first to the Field Education Coordinator as faculty of record, then to the Department Chair, and finally to the Dean of the College of Education and Social Services. The Grade Appeals policy dictates the appropriate timelines for each of these steps.