



## Student Success Conference Policy

*Last Revised: July 2020*

In addition to the University Regulations and Policies in place to address academic and behavioral concerns, a Student Success Conference Policy has been established within the Sandler School of Social Work to ensure that students are meeting the academic and professional standards that are required within the school required above. A Student Success Conference may be called when required by a student's circumstances and/or academic performance.

The conference provides a formal procedure to deal constructively with the problem(s). The Success conference is convened and chaired by the program coordinator after a request to have the conference is made by the student or a faculty member. The program coordinator notifies the student and other participants of the date of the meeting in writing. Students must respond to the notification and confirm attendance. Refusal to attend the Student Success Conference may result in the student's automatic dismissal from the Sandler School of Social Work.

Participants at the Student Success Conference may include the student, relevant and current faculty members, a representative from the field office, and if the student desires, a Florida Atlantic University student of his/her choice or an FAU faculty or staff representative to serve in an observational capacity only.

Once all participants have heard the circumstances, concerns and potential resolutions, the program coordinator and faculty in attendance shall make formal written recommendations to the Director of the Sandler School of Social Work. Such recommendations address the timeline for remediation, as necessary, as well

as how (and by whom) successful remediation will be evaluated. A student's failure to follow these recommendations can result in dismissal from the program.

Complete information regarding the Student Success Conference can also be found online at [www.fau.edu/ssw](http://www.fau.edu/ssw).

## Student Success Conference Procedure

1. The conference facilitator begins by asking participants to introduce themselves and explain their relationship to the student's academic program.
2. The facilitator reminds participants that the goal of the conference is to create a plan by which the student may progress and eventually graduate from the BSW or MSW program. This is accomplished by making explicit the concerns faculty may have regarding the student's professional behavior as it compares to that described in the *Professional Expectations of Student Behavior* described above. Because success in the internship depends upon the consistent practice of these behaviors, social work educators require their demonstration in the classroom. However, the conference is not a hearing or legal proceeding. Rather it is an opportunity for faculty and student to collaborate on a plan for academic success.
3. The facilitator explains to the student that each faculty member will be heard without interruption.
4. Faculty members provide their observations regarding the student.
5. The student is asked to consider the validity of the feedback and to make recommendations regarding an action plan for the student to support his/her academic success. Faculty contribute to this discussion and plan.
6. The facilitator adjourns the conference.
7. The facilitator writes the report and recommendations and emails copies to student, faculty present and Director of the Sandler School of Social Work. Student receives another copy by certified and regular mail.
8. Students who desire to appeal the recommendations must submit their appeal via

email to the Director no later than 5 business days after the student's receipt of the recommendations from the program coordinator. The Director will schedule a meeting with the student. The purpose of the meeting is to discuss the facts and the director will provide the student with a decision of the appeal within 5 business days after the meeting. The Director's decision on the recommendations will be final.

