

Smith College School for Social Work Problem-Solving Process

Student and instructor/supervisor (field) having an issue/problems.



Talk directly and try to solve it together

Resolved?

Yes

No

Advisement

Consult a FFA/Academic Adviser/ Coordinator/ Chair
Potentially a Sotomayor Fellow

Resolved?

Yes

No

Formal Problem Solving Process:

Step 1 - Conference

Implemented by Adviser (academic, field, research) and facilitated by
Coordinator or Sequence Chair
Coming up with an action plan
Reported to Associate Dean of Academic Affairs

Resolved?

Yes

No

Plan confirmed in writing

Associate Dean*

(In consultation with advisor/chair/director etc.)

Step 2 - Academic Progress Review

[Description in Handbook](#)

No Action

Probation

Leave

Dismissal

Serious Conduct Violation

* The Associate Dean can place a student on mandatory leave using discretion under exigent circumstances including, but not limited to health and safety emergencies and other crises that affect the immediate ability of the student to demonstrate the essential abilities.