**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?**

  **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**
      - **Associate Dean**
        (In consultation with advisor/chair/director etc.)

  **Step 2 - Academic Progress Review**
  Description in Handbook

  - **No Action**
  - **Probation**
  - **Leave**
  - **Dismissal**

*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.*