

WASHBURNTM

UNIVERSITY

SCHOOL OF APPLIED STUDIES

Social Work

MSW Student Handbook

2020-2021



1700 College Avenue
Benton Hall, Room 412
Topeka, Kansas 66621

www.washburn.edu/social-work

social-work@washburn.edu

Welcome

Welcome to Washburn University and the Master of Social Work (MSW) Program! We are pleased that you have chosen this program for your graduate education and are committed to providing you with a high-quality learning experience.

We hope your time here will result in professional development and preparation, personal growth, intellectual stimulation, and life-long relationships. We trust that you will find this program to be engaging, challenging, and rewarding.

The MSW Student Handbook, along with our departmental website <https://washburn.edu/msw> and the [University Graduate Catalog](#), will provide you with valuable information and critical policies and procedures to guide your educational experiences. You should familiarize yourself with the Handbook and refer back to it during your time in the program. Your academic advisor and departmental faculty are also available to assist you with questions and concerns not addressed in this handbook.

We wish you great success on your journey toward professional social work practice. We are glad you joined the Washburn family. Ichabods forever!

Rhonda Peterson Dealey, DSW, LSCSW
MSW Program Director

The Social Work Department reserves the right to make any changes deemed necessary at any time in its policies, practices, academic programs, courses, schedules, or calendars. This includes the right to correct clerical or typographical errors in any/all of its printed and/or online documents. This MSW Student Handbook is a working document and may be amended as necessary.

CONTENTS

Welcome	1
Mission of Washburn University	5
Inclusivity Statement	5
Notice of Non-Discrimination/Safe Educational Environment	5
WASHBURN UNIVERSITY SOCIAL WORK GRADUATE PROGRAM	6
MSW Program Mission Statement	6
MSW Program Goals	6
ADMISSIONS POLICIES AND PROCEDURES	6
Admission Criteria	6
Application Procedures	7
Application Deadline	7
Advanced Standing Students.....	7
Regular Standing Students	8
Provisional Status	8
Non-Degree Seeking Students	8
International Students	8
Criminal Record	9
Four-Year Completion of Program Requirement	9
Transfer of MSW Academic Credits.....	9
New MSW Student Orientation and Quiz.....	10
Financial Assistance	10
THE MSW PROGRAM CURRICULUM	10
MSW Degree Requirements	10
Clinical Concentration Curriculum	12
MSW Course of Study.....	12
Foundation Courses & Generalist Field Education	12
Clinical Core Courses and Clinical Field Education	12
School Social Work Concentration.....	13
Healthcare Social Work Concentration	13
JD-MSW Dual Degree Program.....	14
Class Schedules	14
Online Courses	14
Academic Advising.....	14
Academic Advising Guidelines for Social Work Students	15
FIELD EDUCATION	16
STUDENT RIGHTS AND SERVICES	16
Harassment & Discrimination	16
Confidential Resources	16
University Diversity and Inclusion	16
Concealed Carry Policy	17
Withdrawal Policy	17
Procedure for Complete Withdrawal from the University (all courses for a given term)	17
Attendance/Administrative Withdrawal	17
Official E-Mail Address	17
iAlert Mass Notification System.....	17
Inclement Weather Policy	18
Ichabod Shop (University Bookstore).....	18
iCard	18
Library Services	18
Computer Labs.....	18

Campus Police	18
Career Services and Job Placement Assistance	18
STUDENT EXPECTATIONS AND RESPONSIBILITIES	19
Academic Integrity.....	19
Comportment	20
Confidentiality.....	20
National Association of Social Workers (NASW) Code of Ethics	21
Desire2Learn (D2L) Training.....	21
Attendance and Class Participation	21
Writing and the APA Style.....	21
Communications and Official E-Mail Address	21
Instructor/Course Evaluation.....	22
Social Work Department Program Evaluations	22
Washburn University Graduate Social Work Association	22
ACADEMIC STANDING AND DISMISSAL POLICIES.....	23
Academic Standing	23
Dismissal Policy and Procedure.....	23
Grading Policies	23
Academic Probation	24
Incomplete Grade.....	24
Course Withdrawal.....	24
Temporary or Permanent Withdrawal from the Program	25
Continuous Enrollment Requirement	25
Ethical Standards of Behavior and Comportment (See Student Expectations and Responsibilities)	25
Application for Graduation.....	26
Commencement and Hooding Ceremony.....	26
GRIEVANCE AND APPEALS POLICY	26
Grade Appeal Procedures.....	26
Appeal of Academic Status or Dismissal	26
Student Program Status Appeals Policy	26
Student Program Status Appeal (SPSA) Consent Form.....	27
APPENDIX A – MSW ADVISING SHEET	28
MSW Advising Sheet - Department of Social Work	29
APPENDIX B – CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW).....	31
APPENDIX C – NASW PRACTICE STANDARDS & GUIDELINES	31
APPENDIX D – CSWE EDUCATIONAL POLICY AND ACCREDITATION STANDARDS.....	31

Mission of Washburn University

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community. *Washburn University Board of Regents, 2010*

Inclusivity Statement

Washburn is committed to cultivating an inclusive learning, living, and working community, facilitating the success of all people, and supporting all individuals. An inclusive community values diversity in culture, socio-economic status, race, ethnicity, nationality, place of origin, language, ability, gender identity, gender expression, sexual orientation, religious and non-religious identity, political and social ideology, family background, veteran status, and age, as well as the intersections of these identities. The University strives to provide opportunities for its members to reflect upon their own perspectives while examining the perspectives of others, resulting in a culture of empathy and respect for all. *Washburn University General Faculty, 2018*

If you find there is a barrier to your inclusion in a course, you are encouraged to discuss this with your instructor. For additional information and support, consult the list of campus offices and resources available at <https://www.washburn.edu/diversity/index.html>.

Notice of Non-Discrimination/Safe Educational Environment

The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, (785) 670-1509, eodirector@washburn.edu

WASHBURN UNIVERSITY SOCIAL WORK GRADUATE PROGRAM

MSW Program Mission Statement

The mission of the MSW Program at Washburn University is to prepare graduate-level students for the competent and ethical practice of professional social work, within the generalist and also the specialist model of clinical social work, via systematic attention to the core multidimensional competencies established by The Council on Social Work Education. The program is committed to providing a respectful, supportive approach to learning, while maintaining high academic standards. In so doing, the MSW Program is systematically linked to the core values of the social work profession.

MSW Program Goals

1. Prepare students to provide competent and ethical generalist and specialist clinical social work services, including assessment and diagnosis, prevention, intervention, evaluation, and referral services to individuals, families and groups whose functioning is affected by biological, psychological, or social stress or impairment.
2. Provide educational opportunities to students who represent diversity in all its aspects.
3. Provide an educational environment for students that is supportive and based on humanistic principles.
4. Provide a program that is integrated with the community, and meets the employment demands for clinical social workers within the region.

MSW Outcomes: Meeting the Core Competencies of the Council on Social Work Education

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

ADMISSIONS POLICIES AND PROCEDURES

Admission Criteria

Applicants must meet the basic MSW admission requirements outlined below. In addition, applicants must demonstrate that they possess the personal and intellectual qualities necessary to successfully pursue course and fieldwork, and have the potential for professional development in clinical social work.

To be considered for admission as a *fully matriculated, degree-seeking* student, applicants must have a bachelor's degree from a college or university accredited by the North Central Association of Colleges and Secondary Schools, or a comparable organization. Consistent with the importance ascribed to the liberal arts perspective by the Council on Social Work Education (CSWE) and Washburn University, there should be evidence of adequate preparation to begin graduate study, including satisfactory completion of undergraduate course work in each of the following areas: the natural sciences, social sciences, English composition, humanities, mathematics, and human cultural diversity. *Students who lack course*

work in any of these areas will be required to complete undergraduate courses during their first year of admission to the graduate program. A minimum overall grade point average of 3.0 on a 4-point scale is generally expected for admission consideration.

Application Procedures

To apply, complete the online Washburn University Master of Social Work degree application form at <https://www.applyweb.com/washburn/index.ftl>.

Instructions and deadlines for the MSW application are available at www.washburn.edu/msw. Three names of references, a personal statement of interest, unofficial bachelor's degree transcript, and a non-refundable \$40 application fee must be included when the online application is submitted. All official transcripts from any college or university that has awarded you an undergraduate degree must be submitted to the University prior to enrollment. For transcripts to be considered official, they must be received one of the following ways:

- As a hard copy in a sealed envelope from the school, mailed to:
Washburn University, Registrar Office
1700 SW College Ave
Topeka, KS 66621
- As an official electronic copy sent from your school to the Washburn University Office of the Registrar, registrar@washburn.edu

If you have not graduated yet, you must submit an unofficial transcript with all grades posted through the semester prior to the application deadline.

Note: *If you attended Washburn University, you will not need to submit this transcript or other transcripts previously submitted to Washburn, as these are already in the Washburn data system.*

Application Deadline

- **January 15** to start the next summer or fall semester.
- **October 15** to start the following spring semester.

Application deadlines extend to the next Washburn University business day if January 15 or October 15 falls on a weekend or holiday. Applications will not be reviewed until all documents are received and the application folder is complete, including letters of reference.

Advanced Standing Students

Applicants who have earned a bachelor's degree from a CSWE-accredited social work program within the past ten academic years may apply for *advanced standing* status in the MSW Program at Washburn University. However, *advanced standing* is not automatically granted to everyone who applies. A grade of C or better in undergraduate social work courses is required. Core foundation courses in which a grade of B or better was not earned at the undergraduate level will be required to be taken at the graduate level.

Regular Standing Students

Applicants who have a bachelor's degree in a field other than social work may apply for *regular standing* status in the MSW Program at Washburn University.

Provisional Status

Applicants may be granted provisional admission status for the following reasons:

- Provisional admission pending completion of the undergraduate degree
- Provisional admission based on a cumulative grade point average that is less than 3.0
- Provisional admission until all official transcripts are received

Students admitted with provisional status due to GPA will retain provisional status until they have completed, at a minimum, 12 credit hours in the MSW Program. **In addition, you may be limited to part-time (i.e., you would not be permitted to take more than 6.0 credit hours per semester).** Provisional students who do NOT achieve at least a B in each course may be dismissed from the program and will not be permitted to take additional classes in the MSW Program at Washburn University.

Non-Degree Seeking Students

At the discretion of the MSW Program Director, a person who is NOT formally admitted to the graduate social work program may enroll in selected MSW courses as a *non-degree seeking* student. Individuals in the following categories may be permitted to take graduate social work courses (based on availability) as non-degree seeking students:

1. A master's level social worker who wants to return to graduate school at Washburn to complete the School Social Work or Healthcare concentration requirements as a non-degree seeking student; or
2. A master's level social worker who desires to take a clinical level core course or elective to meet the requirements for licensure in the state of Kansas.
3. A master's level social worker who wants to take a clinical core course or a clinical elective to earn continuing education units (CEUs) to satisfy LMSW or LCSW license requirements.

The Department Chair or the MSW Program Director may grant permission for such enrollment. For more information about this option, contact the Washburn University Department of Social Work at social-work@washburn.edu or (785) 670-1616.

International Students

International students applying to the Washburn MSW program must:

- Already have a university credential that is equivalent to a US bachelor's degree.
- Satisfy the admission requirements for the Washburn University MSW program. Among the requirements is a minimum undergraduate grade point average of 3.0 on a 4.0 scale, three professional letters of reference, transcripts, narrative statement, resume, and \$40 application fee.
- Submit the required international application and other required materials to the Office of International Programs. The international application fee is \$70 US (Note: this fee is separate from the \$40 MSW application fee).

- Have transcripts from any non-US institutions evaluated by a recognized evaluation service at the applicant's expense from either Educational Credential Evaluators or from the World Education Services and submitted to the Office of International Programs.
- Provide evidence of having taken the Test of English as a Foreign Language (TOEFL) examination within the past two years. Minimum TOEFL scores required for admission to the MSW program are as follows: Listening (25), Reading (23), Speaking (24), Writing (24). Students without a score or with a low score should seek admission to the Intensive English Program. Native speakers of English or students who have earned a four-year degree from a US college or university in the past two years are exempt from these requirements.

International students with an undergraduate degree in social work issued outside of the United States should contact the MSW Program Director. Advanced standing is awarded to graduates holding degrees recognized through CSWE International Social Work Degree Recognition and Evaluation Services or covered under a memorandum of understanding with international social work accreditors.

Contact the Office of International Programs with any questions regarding the university application process, English language proficiency requirement or immigration-related inquiries. The need to take English courses may delay an applicant's start in or extend the length of the MSW program.

Criminal Record

As part of the intake process for field education, students may be asked about their criminal record, including a history of any felony convictions. Conviction of a criminal offense does not necessarily bar an individual from becoming a social worker. Applicants for admission to the Department of Social Work are evaluated based on their overall qualifications. However, applicants should be advised that a criminal conviction could prevent them from being placed in some field education settings. In addition, it may prevent them from being licensed, certified, or registered to practice social work in some states and jurisdictions.

Four-Year Completion of Program Requirement

All students have *four years* from their date of entry into the program to complete the 66-hour requirement of the MSW Program at Washburn University. Any student who cannot comply with this requirement and has a legitimate reason for being unable to do so may petition in writing for an extension to the MSW Program Director for consideration.

The petition should state why the extension is being requested and it should include a detailed timetable for completion of the requirements. The student will be notified in writing by the MSW Program Director of the acceptance or rejection of this petition.

Transfer of MSW Academic Credits

Transfer of credits from another MSW Program is considered on a case-by-case basis. Only courses taken in a Council on Social Work Education (CSWE) accredited Master of Social Work Program will be eligible for transfer. The applicant must have received a grade of B or better in the course(s) considered. In addition, each course must be equivalent in content to an existing social work graduate course for which transfer credit is being considered. Students may be required to provide a course syllabus or other evidence of course content for review by the MSW Program Director or designee to ensure equivalency. In most instances, transfer of credit applies only to first year foundation courses. In accordance with CSWE accreditation requirements, academic credit is *not* granted for life or work experience. Washburn University allows no more than 10 hours for transfer credit.

All graduate transfer students must complete an application. One of the three letters of reference must come from the dean, director, or Department Chair of the CSWE-accredited program from which the student is transferring. If the student was in a field education placement while in the initial program, the student should obtain the second letter of reference from the field instructor. All other letters of reference should come from teaching faculty members, in the original program, who are knowledgeable of the student's classroom performance.

New MSW Student Orientation and Quiz

All students admitted to the MSW Program must complete an online New MSW Student Orientation. Newly admitted MSW students who have confirmed acceptance will receive an email with instructions how to access the orientation. The orientation is intended to familiarize students with the MSW curriculum, program guidelines and expectations, the social work profession and its history, the Code of Ethics of the National Association of Social Workers (NASW), important social work organizations, as well as tips for academic advising and enrollment. Upon completion of the orientation, the student should notify the Sr. Administrative Assistant who will then inform the student of the name and contact information of the student's academic advisor. The student should contact the advisor to schedule an appointment, in order to receive the 6-digit personal identification number (PIN) that is needed to enroll in classes.

Financial Assistance

The Financial Aid Office of Washburn University is located in Morgan Hall, phone 785-670-1151. The Financial Aid Office can be accessed through Washburn University's website. Students should contact this office for all general information regarding financial aid. Eligibility for financial aid may be affected by hours enrolled.

In addition to the University-wide aid packages, there are scholarships available for social work students through the School of Applied Studies. Information concerning these scholarships is available [HERE](#) and in the office of the Dean of the School of Applied Studies (Benton Hall, Room 306), phone 785-670-1282. The School of Applied Studies' website can be accessed through Washburn University's website.

THE MSW PROGRAM CURRICULUM

The Master of Social Work Program at Washburn University prepares students for the competent and ethical practice of **clinical social work**. First year foundation courses provide generalist social work knowledge, values, and skills, which are applicable to all practice settings. Specialization in **clinical social work**, during the second year, provides students with the theories, methods, skills, and techniques necessary for effective clinical social work practice.

MSW Degree Requirements

Granting the MSW degree at Washburn University is predicated upon successful completion of 66 credit hours, or its equivalent, based on a combination of graduate hours and appropriate course waivers. These hours include 54 credit hours (or equivalent) in the classroom and 12 credit hours (1,120 clock hours) in field education. To graduate, students must maintain a 3.0 grade point average on a 4.0-point scale. **Both full-time and part-time options are available.**

Recommendation that a Master's Degree in Social Work be granted must be submitted by the faculty of the Department of Social Work to the Dean of the School of Applied Studies, the University administration, and the Washburn University Board of Regents.

THE ADVANCED STANDING PROGRAM is designed for students who have received a bachelor's degree in social work from a CSWE-accredited program within the past 10 academic years. *These students are eligible for up to 33 credit hours of course waivers*, which means that most are required to complete **33** hours of coursework in order to earn the MSW degree. **Advanced standing students receiving all course waivers typically start in the summer following admission.** *Advanced standing* students who qualify for all course waivers may complete the MSW program in three full-time semesters, beginning in the summer semester.

Course waivers for advanced standing purposes may be granted only for *foundation* courses and they are determined on a course-by-course basis. A grade of "B" or better in the undergraduate course considered for waiver is required. In addition, course and/or credit waivers are dependent on the *equivalency* of the course content, as determined by the MSW Program Director. Students may be required to provide a course syllabus or other evidence of course content for review by the MSW Program Director or designee to ensure equivalency.

THE REGULAR STANDING PROGRAM is for the student who has an undergraduate degree in a discipline other than social work. Regular standing students typically start taking classes in the MSW Program during the fall semester, but spring start is also an option. Regular standing students who would like to lighten their academic load during the first year may take Dimensions of Professional Social Work Practice (SW685) during the summer semester following their admission.

Regular standing students enrolled full-time may complete the MSW program in 5 semesters, beginning fall semester and ending in May of the following academic year. Part-time regular standing students may take up to 4 years to complete the full program. All MSW students have *4 years* from their date of entry into the program *to complete* the graduate program in social work, unless an extension is provided, based upon cause being shown. Regular standing students are required to complete the full 66 hours in order to earn the MSW degree.

Foundation Curriculum

Foundation curriculum courses are designed to prepare students for beginning generalist practice. These courses are taken prior to and concurrently with the first field education. The Foundation curriculum includes 27 credit hours of in-class instruction. In addition, regular standing students complete 6 credit hours of field education (400 clock hours or 16-20 clock hours per week) in a community agency during the spring and summer semesters. Concurrently, regular standing students also complete 6 credit hours of coursework in the Generalist Practice Seminars I and II. *Advanced standing* students may have some or all of these Foundation courses waived.

Regular standing students must take the Foundation courses **FIRST**, followed by the 4 clinical core courses (SW 700, SW 705, SW 706, SW 707), three electives, and a clinical field education paired with a clinical practice seminar during both the fall and spring semesters.

The social work department offers Foundation courses in an all-day block format when possible. During the fall and spring semesters, a typical graduate social work class session meets once per week and runs for 2 hours and 30 minutes. A daylong block consists of three class sessions, running throughout the day and into the evening (i.e., 8:00 – 10:30 a.m., 1:00 – 3:30 p.m., and 5:30 – 8:00 p.m.). The department makes every reasonable attempt to offer the second part of each foundation sequence course on the same day and at the same time during the subsequent semester (e.g., from fall to spring or from spring to summer). Many Foundation courses also have an online option.

Course offerings depend on student enrollment. If enrollment in a particular section is insufficient, then the Department Chair, in consultation with the Dean of the School of Applied Studies, may cancel that section. Students should work closely with their advisors to develop a flexible plan of study.

Clinical Concentration Curriculum

Following completion of the Foundation curriculum, all students begin the Clinical Concentration. This sequence consists of 27 credit hours of in-class instruction, including 4 core courses: Clinical Assessment and Diagnosis (SW 700), Clinical Social Work Practice with Individuals (SW 705), Clinical Social Work Practice with Families (SW 706), and Clinical Social Work Practice with Groups (SW 707). In addition, students complete 9 credit hours of clinical social work practice electives. All students must also complete 6 credit hours of clinical field education plus 6 credit hours of clinical practice seminar (fall *and* spring semesters). At least 720 clock hours are required for completion of the clinical field education. Applicants should note that this translates to approximately 24-clock hours per week spent at the field education site.

MSW Course of Study

Regular standing students must complete all Foundation coursework before moving on to take Clinical Core courses. Exceptions to this rule are occasionally made by the MSW Program Director. Below is a summary list of the entire MSW curriculum.

Foundation Courses & Generalist Field Education

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
SW 606	Micro HBSE	3
SW 607	Macro HBSE	3
SW 608	Social Policy and Programs	3
SW 621	Quantitative Social Work Research	3
SW 622	Qualitative Social Work Research	3
SW 640	Fundamentals of Social Work Practice	3
SW 685	Dimensions of Professional Social Work Practice	3
SW 690	Pre-Generalist Field education Workshop	0
SW 691	Generalist Field education I	3
SW 692	Generalist Practice Seminar I	3
SW 693	Generalist Field education II	3
SW 694	Generalist Practice Seminar II	3
		33 hours

Clinical Core Courses and Clinical Field Education

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
SW 705	Clinical SW Practice with Individuals	3
SW 706	Clinical SW Practice with Families	3
SW 707	Clinical SW Practice with Groups	3
SW 700	Clinical Assessment and Diagnosis	3

SW 790	Pre-Clinical Field Education Workshop	0
SW 791	Clinical Field education I	3
SW 792	Clinical Practice Seminar I	3
SW 793	Clinical Field education II	3
SW 794	Clinical Practice Seminar II (ONLINE)	3
	Electives (3)	9
		33 hours

Students must take 3 elective courses (i.e., 9 credit hours) and these courses vary each semester. The faculty periodically reviews the curriculum adding appropriate new electives.

The field education is an integral part of the MSW program. It provides a laboratory for students to develop mastery of social work skills. Students complete a total of 400 hours for the Generalist field education and 720 hours for the Clinical field education.

School Social Work Concentration

Within the clinical emphasis of Washburn's MSW program, students may choose to receive specialty training in school social work. For students in the School Social Work Concentration, 9-credit hours of specified clinical elective courses are required. To be consistent with the requirements of most states, the department of social work requires students in the school concentration to successfully complete the following graduate-level electives with emphasis on social work practice in educational settings:

- SW 781 – Clinical Social Work Practice with the Exceptional Child; **and**
- SW 782 – Clinical Social Work Practice in the Educational Environment; **and**
- SW 783 – Clinical Social Work Practice in Schools.

Clinical Social Work Practice in Schools (SW 783) should be taken concurrently with SW 791 Clinical Field Education and SW 792 Clinical Practice Seminar. In addition, the two-semester clinical field education must be in a school setting under the supervision of a school social worker.

Information about the [School Social Work Concentration](#) is available on the department website.

Healthcare Social Work Concentration

Within the clinical MSW program, students may choose to receive specialty training in healthcare social work. The concentration consists of three graduate electives (9 hours) plus either a generalist or clinical field education practicum in an approved healthcare setting. **SW 680 Clinical Social Work Practice in Healthcare is required for all students pursuing the concentration in Healthcare** (3 credit hours). Students electing the Healthcare Concentration will choose two electives from the following options:

- SW 681 Inclusive and Competent Social Work Practice in Healthcare
- SW 682 Family Decisions in Healthcare
- SW 683 Human Sexuality and Social Work Practice
- SW 784 Psychopharmacology
- SW 787 Geriatric Social Work in Clinical Practice

Students selecting the healthcare concentration should notify their advisor of their intentions in order to ensure appropriate academic advising to meet the requirements.

Information about the [Healthcare Social Work Concentration](#) is available on the department website.

JD-MSW Dual Degree Program

The Department of Social Work and the [Washburn University School of Law](#) jointly offer a JD-MSW Dual Degree. The goal of the JD-MSW Dual Degree Program is to prepare students with combined skills in both social work and law for professional practice with complex social and legal issues in areas where social work and law converge.

If pursued separately, the two-degree programs would require 156 credit hours (i.e., 90 hours for Law and 66 hours for Social Work). However, in the JD-MSW Dual Degree Program, certain courses are accepted for credit by both schools.

Students must apply *separately* to and be accepted by both academic programs. Students are asked to indicate to each program, at the time of application, that they are applying to the JD-MSW Dual Degree Program. Information about the [JD-MSW Dual Degree](#) is available on the department website.

Class Schedules

Seated classes for first-year, generalist-level graduate students are usually offered in a daylong block format on **Mondays** with three class periods running from 8:00 am – 10:30 am, 1:00 pm – 3:30 pm, and 5:30 pm – 8:00 pm.

Seated classes for second year, clinical-level graduate students are usually offered in a daylong block format on **Wednesdays** with three class periods running from 8:00 am – 10:30 am, 1:00 pm – 3:30 pm, and 5:30 pm – 8:00 pm).

Additional sections of some courses and some electives may be offered on different days of the week. Summer classes typically meet twice weekly to accommodate covering the same amount of material in a shorter timeframe.

Online Courses

The department's primary aim is to offer quality courses, regardless of format or method of delivery. Most generalist-level courses are offered in both seated and online sections. Some courses may be offered in a hybrid format and delivered using a combination of seated and online delivery. All other social work courses are web-assisted (i.e., seated with supplementary web-content).

REGISTRATION/ENROLLMENT

Academic Advising

Following acceptance to the MSW Program, each student is assigned an academic advisor in the Social Work Department. Advisors assist students with program planning (schedules, selection of concentration, elective courses, etc.) each semester and career and professional advising.

The Social Work Department faculty embraces an adult learner model of advising, with advisory conferences usually scheduled as requested by the student. However, the student must meet face-to-face with the advisor at the time of each

enrollment. The University notifies students and faculty advisors of the dates during which registration is to occur, and students contact their advisors to arrange mutually convenient times to confer. Advisors help students select appropriate courses, provide enrollment personal identification numbers (PINs) for each enrollment period, and provide other assistance as needed. Any subsequent changes in enrollment (e.g., adding, dropping, or changing courses) also begin by conferring with one's advisor.

Advisors play an important role in helping students to select appropriate elective courses. The selection of electives should be based upon a "plan of study" that has been discussed and mutually agreed upon between student and advisor. In this way, students are able to tailor their courses of study to meet their particular educational objectives.

If, at some point during the period of study, a student wants to change advisors, the student must submit the request in writing to the Department Chair. The student is expected to discuss this request with both the current advisor and the prospective advisor.

Academic Advising Guidelines for Social Work Students

The guidelines provided here are intended to facilitate a smooth, relatively stress-free advising experience. Students are strongly encouraged to be prepared for each advising period:

Advising Period	For
Early October through Mid-November	Spring/Summer Semesters
Early March through Mid-April	Fall Semester

Make an Appointment

Contact your academic advisor and schedule a face-to-face advising appointment. Department faculty members take their advising role seriously and do not give students enrollment PINs without meeting face-to-face first. Academic advising is intended to promote student and professional development.

Pre-Advising Session Planning

Before you go in to see your advisor, you need to plan your academic schedule for the upcoming semester. This should include identifying **ALTERNATE courses** in the event a class you want is closed or otherwise unavailable to you.

Meeting with Your Academic Advisor.

When you meet with your academic advisor, you should bring a copy of your degree audit and any change of address/phone number information. **It is your responsibility to make sure the department has your up-to-date contact information.**

Review your schedule with your academic advisor. The advisor will be interested in how you are doing academically and personally. If you need career advice, guidance in choosing between potential courses or other forms of information, let your academic advisor know.

FIELD EDUCATION

Field instruction is an integral part of the curriculum for the Master of Social Work degree, providing an opportunity for students to deepen their knowledge and skills through supervised practice. Please carefully review the Field Education Manual for more information. The MSW Field Education Director is available to assist students.

STUDENT RIGHTS AND SERVICES

The Rights and Responsibilities of students attending Washburn University, including MSW students, are detailed in the [University Graduate Catalog](#). Familiarity with these rights and responsibilities is strongly encouraged.

Harassment & Discrimination

The University is required by federal laws to address complaints of discrimination and harassment. Faculty are considered responsible employees and as responsible employees, are required to report an incident of discrimination, sexual harassment, or sexual violence to the Equal Opportunity Director (EOD). A faculty member is only required to report the name of the complainant, but may report more information at their discretion. A class assignment **WILL NOT** trigger an investigation or a report to the EOD. Students and employees may file complaints with the Equal Opportunity Director/Title IX Coordinator, Dr. Pam Foster. <http://www.washburn.edu/statements-disclosures/equal-opportunity/how-to-file-a-complaint.html> or with Washburn University Police at (785) 670-1509.

Confidential Resources

On campus:

University Counseling Services offers free, confidential counseling to students on any topic, including experiences with sexual assault or relationship violence: <http://washburn.edu/current-students/services/counseling/index.html>

Student Health Services offers confidential urgent care: <http://washburn.edu/current-students/services/health-services/index.html>

University Diversity and Inclusion

Student Accommodations, Military Education Benefit Certifications, LGBTQIAPP+ Resources, Multicultural and Non-Traditional Student Resources

Diversity and Inclusion staff assist students by arranging academic and physical accommodations for students with disabilities. Students with disabilities must register with the office each semester and provide appropriate documentation to be eligible for accommodations. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, and audio textbooks. Requests for accommodations should be submitted at least two months before the start of the semester in which accommodations are needed. Students may also make a request as soon as they become aware of the need for accommodations. The Diversity and Inclusion Office also helps Military-Connected students, including spouses and dependents, in applying for VA educational assistance programs and submitting enrollment certifications for VA education benefits. The office provides detailed information on the Montgomery GI Bill, Post-9/11 GI Bill, and other military educational assistance programs in place at Washburn. Staff in the Diversity and Inclusion Office may be contacted at 785.670.1622 or via email at diversity@washburn.edu.

Concealed Carry Policy

Washburn University has regulations and procedures in place to address concealed carry of weapons on campus. Those regulations and procedures can be located at <http://www.washburn.edu/concealedcarry>

Withdrawal Policy

During fall and spring semesters, students may go online and withdraw from full semester, individual courses through the second week of class with no recorded grade. From the third through the eleventh week a “W” is recorded for any dropped course. After the eleventh week, there are NO withdrawals, and a grade will be assigned for the course. These deadlines will be different for short-term, out-of-sequence, or summer courses. To view the deadline dates for your courses visit the “Last Day” Deadlines web page at: <https://www2-prod.washburn.edu/self-service/coursedates.php> Depending on the timing of the request to withdraw from a course, students may be eligible for a full or partial refund. Information regarding tuition refunds is available at <http://www.washburn.edu/current-students/business-office/tuition-refunds.html> Depending on the timing of the request to withdraw from a course, students may be responsible for repaying all or a portion of their financial aid. **Students who do not attend their courses and fail to officially withdraw themselves will receive a grade of “F” and may also be required to repay all or a portion of their financial aid based on their non-attendance.** For further information, contact the Financial Aid Office at (785) 670-1151 or e-mail financialaid@washburn.edu.

Procedure for Complete Withdrawal from the University (all courses for a given term)

Students planning to withdraw from all registered courses for a given term must contact the MSW Program Director. Program approval is required by the University for complete withdrawal. The date of contact may be considered the official withdrawal date. *Students are not able to withdraw themselves from the last course on their schedule via online self-service without program approval.* <http://www.washburn.edu/registrar/withdrawals-individual-course-and-complete-term.html>.

Attendance/Administrative Withdrawal

Students are expected to regularly attend all classes in which they enroll. Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question. The inclusion of this information in the course syllabus is considered due notice.

Official E-Mail Address

Your Washburn University e-mail address will be the official address used by the University to relay important messages regarding academic and financial information and the University will consider this your official notification for important information. It is used for notification to complete some course evaluation surveys and may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address in the Outlook Web App by following the steps found at:

<http://www.washburn.edu/its/training/files/office365/ForwardEmailOutlookWeb.pdf>

iAlert Mass Notification System

The [iAlert](#) system is Washburn University's primary means of communication during a campus emergency or special situation. iAlert technology enables Washburn to send voice, e-mail and text messages to students, faculty, staff and other contacts such as parents and spouses, to telephone numbers you choose. An e-mail will be automatically sent to your

Washburn e-mail account. For more information or to register for iAlert phone services, visit <http://www.washburn.edu/current-students/services/ialert/for-students.html> .

Inclement Weather Policy

If the University closes due to bad weather, announcements will be made via the iAlert system as well as in news media (e.g., radio, television, Internet). Students may call the university switchboard at 785-670-1010 for information. For students who are hearing impaired and have TTY/TDD equipment, the number is 785-670-1025.

Ichabod Shop (University Bookstore)

The [Ichabod Shop](#) is located in the Memorial Union, lower level. All course textbooks may be purchased or—in some cases, rented—at the Ichabod Shop. Ichabod Shop hours vary by time of year with extended hours in effect at the beginning of each semester. For specific information call 785-670-1049.

iCard

Each Washburn student is required to procure an iCard, which is an all-purpose card that can be used for identification, purchasing meals, vending, for door access and events. The iCard can be obtained at the [Ichabod Service Center](#) located on the main level in the northeast corner of the Memorial Union, 785-670-1188.

Library Services

Washburn University has three libraries. [Mabee Library](#) is the main library, and is located in the center of the campus. Students also have full access to the Law Library in the Law School, and the Curriculum Resources Center in Carnegie Hall.

Computer Labs

A computer lab is available to social work students in Room 212 Benton Hall. There are also computer labs in Mabee Library, Henderson Hall, Morgan Hall, and Bennett Hall. Computer kiosks for checking e-mail can be found on the second floor of Benton Hall, the lower level of the Memorial Union, and other locations on campus. Wireless access points are situated throughout the campus so students can access the university network using their own computers or handheld devices.

Campus Police

The safety of all students, faculty, and staff on campus is the responsibility of the Washburn University Police Department, which is located in Morgan Hall, Room 156. Uniformed officers regularly patrol the grounds and the interior of all university building between 7 a.m. and 9 p.m. They respond quickly to emergency calls for help. The telephone number for the campus police is 785-670-1153.

Career Services and Job Placement Assistance

Job placement assistance is available through [Career Services](#) in Morgan Hall. The telephone number is 785-670-1299. As employers send job announcements to the Social Work Department, the administrative support staff forwards these announcements to Career Services for posting on the job website. In addition, the staff will post the announcements on the

Social Work Career Opportunities bulletin board by the department office, and may also send a targeted announcement to all enrolled social work majors informing them of the job opening.

On-Campus Resources:

- **Center for Student Success: Mabee Library, Room 201**, (785) 670-1942, <http://www.washburn.edu/success>
- **Student Health Services: Morgan Hall Room 140**, (785) 670-1470, <http://www.washburn.edu/health>
- **Counseling Services: Kuehne Hall, Room 200**, (785) 670-3100, <http://www.washburn.edu/counseling>
- **Student Life Office: Morgan Hall Room 240**, (785) 670-2100, <http://www.washburn.edu/studentlife>
- **Student One Stop (S.O.S.): Morgan Hall Welcome Center**, (785) 670-2162, sos@washburn.edu, www.washburn.edu/sos
- **University Diversity and Inclusion - Disability Accommodations, Military Education Benefits, LGBTQIAPP+ Resources, Multicultural Programs: Morgan Hall Room 105**, (785) 670-1629, <http://www.washburn.edu/diversity/multicultural/index.html>
- **Military Student Success Center: Mabee Library, Room 206A**, (785) 670-1983, <http://www.washburn.edu/militarystudents>
- **Student Success Week (Week before Finals):** <http://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/success-week-policy.pdf>

STUDENT EXPECTATIONS AND RESPONSIBILITIES

Academic Integrity

Integrity and ethical behavior are core values of the social work profession and the Washburn Department of Social Work. As a community of learners, students and faculty share responsibility for academic honesty and integrity. Students are expected to do their own academic work, actively participate in and provide equitable contributions to group assignments. All students are expected to conduct themselves appropriately and ethically in their academic work. [Washburn University's Academic Impropriety Policy](#) describes academically unethical behavior in detail and explains the actions that may be taken when such behavior occurs. For additional guidelines regarding fair use and protection of copyright, consult [University Copyright Guidelines](#).

The Washburn University Department of Social Work prohibits the following dishonest and unethical behaviors, regardless of intent. Evidence of violations of academic integrity may result in failure and/or immediate dismissal from the program.

- **Cheating.** Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student's test paper, or talking with another student during an exam) in any work submitted for evaluation for academic credit including exams, quizzes, papers and/or other assignments. Other examples of cheating include submitting identical or highly similar papers or other assignments for credit in more than one course without prior permission from the course instructors, or submitting the same/similar work when retaking a course.
- **Fabrication.** Fabrication includes unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper), altering, forging, or falsifying any academic record or other University document.

- **Facilitating academic dishonesty.** This is helping or attempting to assist another to commit an act of academic dishonesty in violation of this Code (for example, allowing another to copy from one's test or allowing others to use or represent one's work as their own).
- **Obtaining an Unfair Advantage.** This includes, but is not limited to, the following: stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; intentionally obstructing or interfering with another student's academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- **Plagiarism.** Plagiarism involves representing someone else's work (including their words and/or ideas) as one's own or providing materials for such a representation. Examples of plagiarism include submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and/or cited, and submitting work written for the student by a third party including unpaid and paid writing services.

Comportment

Students must approach their classroom and field education obligations as they would any serious professional engagement. This includes:

- Preparing thoroughly for each session in accordance with the instructor's request
- Participating fully and constructively in all online activities and discussions
- Displaying appropriate courtesy to all involved in the class activities and interactions. Specifically, courteous behavior entails communicating in a manner that respects, and is sensitive to, cultural, religious, sexual, and other individual differences in the Washburn community
- Adhering to deadlines and timetables established by the instructor
- Providing constructive and courteous feedback to the instructor regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.

Confidentiality

Students in the MSW Program work with the records of actual clients in human service agencies. It is imperative that confidentiality of the clients and clients' records be maintained for legal and ethical reasons.

No student shall reveal the contents of any client communication and/or client/agency record--other than in the classroom (properly disguised to protect the confidentiality and anonymity of the client) or as authorized by the agency to which he or she is or has been assigned. Any student who breaches client confidentiality in any manner shall be subject to immediate dismissal from the agency and from the MSW Program.

Furthermore, there are times when a student may self-disclose very personal, sensitive information about herself or himself in a teaching-learning setting. When this happens, all students are expected to keep this information in strict confidence and avoid communicating among themselves or to others about this information without written consent from the student who initially disclosed the information.

National Association of Social Workers (NASW) Code of Ethics

All social work students are expected to read, fully understand, and abide by the Code of Ethics of the National Association of Social Workers (NASW) in their public and private life. The NASW Code of Ethics can be found at:

<http://www.socialworkers.org>.

Desire2Learn (D2L) Training

All social work students are expected to have participated in the online Desire2Learn (D2L) Student Orientation offered by the online education staff of Information Technology Services (ITS) before the start of the first semester. Access to D2L and the Student Orientation is available on the MyCourses tab on MyWashburn. Please contact Online Education Support at online-ed-support@washburn.edu or 785-670-2381 if you are experiencing any difficulties when accessing Desire2Learn.

Attendance and Class Participation

Students should actively participate in in-class and online class activities. Success in the course depends heavily on one's participation and presence in this course. The instructor has both e-mail and voice-mail. The instructor must be notified in advance of any planned or anticipated absence. Even if an absence is unplanned or unanticipated, the student is responsible for notifying the instructor after the fact to explain the reason for the absence. Regardless of the reason for the absence, the student is fully responsible for any homework or lessons that are assigned or covered during the period of the absence. Each assignment must be turned in on time (i.e., on the due date and on or before the time deadline) whether or not the student participates in class. Students are expected to review and comply with the policies regarding attendance of their instructors.

Students should notify the instructor if religious observances conflict with class or due dates for class assignments so appropriate arrangements can be made.

Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question.

Writing and the APA Style

All social work students are expected to read, comprehend, and learn to correctly apply the writing guidelines as detailed in the *Publication Manual of the American Psychological Association, 7th Edition* (APA, 2019). All student papers and other written works must be formatted in accordance with the most current APA style conventions. Any student who needs assistance with her or his writing is encouraged to seek help from tutors and other resource people available through Washburn's Writing Center.

Communications and Official E-Mail Address

MyWashburn is the campus Internet portal providing announcements to students, notification of events, web-based e-mail, access to online courses, and other tools. Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information, and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information.

To activate your MyWashburn e-mail account, visit <http://my.washburn.edu> and select "Activate Account/Retrieve Account Information" located under the Secure Access Login box, upper left of screen. Follow the instructions, enter your account information, and click on Submit Request. For questions about MyWashburn, contact Information Technology Services (ITS) at (785) 670-3000 or support@washburn.edu

Instructor/Course Evaluation

The instructor will ask the class for feedback regarding the course frequently. Students are encouraged to let the instructor know how the course is going. If a student has trouble with the content, readings, assignments, or the web-based course tools, the student must inform the instructor immediately.

The social work faculty expects social work students to complete a course/instructor evaluation for every course taken in the department. Just as students expect to be evaluated for their course work, the instructor has the right to have their performance as a professional educator be evaluated by students. Student feedback should be constructive, objective, honest, even-handed, and offered in the spirit of good faith. Course/instructor evaluations are important sources of information that are used by department and university administrators for tenure and promotion decisions.

The instructor and course will be evaluated at the end of the term by students using a standard evaluation instrument. Each evaluation will cover the quality and relevance of course material and the quality of instruction. The intent is to seek information that will help to improve both the quality of the course and instructional competence. In completing these evaluations, each student should be mindful of the extent to which the course objectives have been met.

Social Work Department Program Evaluations

The Social Work Department and its programs (e.g., the MSW Program) are subject to review by the School of Applied Studies, the university administration (including the Washburn Board of Regents), and the Council on Social Work Education (CSWE). For many years, the department has been proactive in gathering program evaluation data from various sources including students. This information is always treated with great respect and held in confidence. No individual student information is included in any report and identifying information is always stripped away from any aggregate data that is reported.

In being accepted as a student in the MSW Program, it should be understood that students are expected to cooperate with data collection efforts in the department intended to improve teaching, the curriculum, and other aspects of the Department of Social Work and its operations. When queried, students should respond in good faith by providing the information requested in a professionally responsible and timely manner. Examples of data collection activities in the department include academic advising surveys, student evaluations of their field education experiences, exit surveys, focus groups, graduate surveys, and alumni surveys.

Washburn University Graduate Social Work Association

The primary purpose of the Washburn University Graduate Social Work Association (WUGSWA) is to encourage responsible student participation in the policy and decision making processes of social work education and to promote student cooperation and welfare. WUGSWA is also responsible for the selection of student representatives on various Department of Social Work committees and decision-making bodies. WUGSWA seeks to provide its members with activities designed to inform them of the many opportunities in the field of social work, to enhance the students' personal and professional lives, to provide opportunities for association with social work professionals and community providers, and to participate actively in community service. Members commit themselves to the organization by attendance at meetings,

involvement in activities, and participation on MSW Program committees. Membership in this organization is open to all Washburn graduate social work students.

The group sets its own agenda and operates under its own constitution. Officers are elected by MSW students. A designated social work faculty member acts as advisor for the group. Specific guidelines and procedures are detailed in the association's constitution.

Graduate students are also encouraged to begin to identify themselves with the profession of social work by pursuing membership in one of a number of social work associations, including the National Association of Social Workers (NASW).

ACADEMIC STANDING AND DISMISSAL POLICIES

Academic Standing

To remain in good standing within the MSW program, students must:

1. Maintain a 3.0 GPA.
2. Receive no grades below a C in any graduate social work course.
3. Receive a grade of CR (credit) in all field education courses.
4. Adhere to the social work profession's Code of Ethics.
5. Adhere to the professional conduct requirements outlined in the rules and regulations of the Kansas Social Work Licensing Statute, Article 102-2-7.
6. Adhere to Washburn University's Student Conduct and Disciplinary Code and academic impropriety policy as described in the *Washburn University Graduate Catalog*.
7. Maintain social and/or occupational functioning that allows for effective participation in the academic and field education requirements of the program. Social functioning refers to the student's ability to cope with the demands generated by his or her interaction with the environment. Occupational functioning refers to the student's ability to cope with workplace and occupational demands and expectations.

Dismissal Policy and Procedure

In the event a student fails to maintain good academic standing within the MSW Program (see above), the MSW Program Director and Department Chair have the authority to dismiss a student from the Social Work Department. Before initiating such an action, the Department Chair or MSW Program Director may seek to obtain additional information regarding the student's academic standing and conduct from department faculty, the student, field education director, and/or relevant others.

In the event that a student is dismissed from the program, the MSW Program Director and the Department Chair will provide official written notification of the dismissal to the student via the student's Washburn email and via certified letter to the last known address for the student. Such notification will include notice of the student's right to appeal the dismissal.

A student who has been officially dismissed from the MSW Program will not be eligible for readmission to the MSW program.

Grading Policies

Grades within the MSW program consist of A (excellent performance), B (satisfactory performance), C (below standards),

and F (failure). All courses are graded on this scale except for the Field Education, which is graded on a Credit (CR) or No Credit (NC) basis.

Social work faculty will notify the MSW Program Director and the Department Chair when a grade of C, I (incomplete), or F (or comparable failing or non-credit grade) has been earned by a student. If necessary, the MSW Program Director will notify the student in writing regarding his or her academic situation.

A student is not required to repeat a course in which a grade of C is earned; however, the student may retake such a course to improve the grade point average. Students who receive a failing grade (e.g., F, NC) in *any graduate social work course* **may be academically dismissed** from the program.

Academic Probation

Any MSW student whose cumulative grade point average falls below 3.0 will be placed on academic probation. The MSW Program Director will notify the student of his or her probationary status (a) in person, (b) in writing, or (c) both. During the following two-semester period, the student must raise his or her cumulative grade point average to 3.0 or higher. When a student is successful, the MSW Program Director will notify the student in writing that he or she is no longer on academic probation. A student who fails to raise his or her cumulative grade point average to 3.0 or higher within two semesters will be dismissed from the graduate social work program. The MSW Program Director may grant an MSW student academic probation only one time. Any student, whose cumulative grade point average falls below 3.0 a second time, after he or she is released from academic probation for a first violation, will be dismissed from the graduate social work program.

Incomplete Grade

An incomplete (I) grade will be given only in extraordinary circumstances and at the discretion of the instructor. The incomplete must be negotiated and the *Incomplete Grade Report Form* completed and signed before the end of the semester. The student must complete course requirements by the date agreed upon with the instructor and no later than the end of the subsequent semester. If the coursework is not completed within the agreed-upon period, the incomplete (I) grade will automatically convert to an "F."

Course Withdrawal

A student may withdraw from an academic course any semester with a grade of W up to and including the date of the last day to withdraw as specified in the Washburn University *Academic Advising Calendar* by completing and submitting a Change of Enrollment form.

Withdrawal from a field education course any time after the beginning of the semester requires the prior approval of the Field Education Director. The Field education Director shall consult with the student's field education liaison, Field Coordinator, and Field Instructor before deciding whether to approve a request to withdraw.

The Field Education Director may grant such approval only in cases where there are serious extenuating circumstances.

If an agency requests a student to withdraw from a field education placement because of the quality of the student's performance in the field education, a grade of F will be assigned for that field education course, subject to the review and approval of the Field Education Director.

Temporary or Permanent Withdrawal from the Program

Students planning to withdraw temporarily from the program for one or more semesters should send a letter requesting a leave of absence to the MSW Program Director. This letter should stipulate the reasons for the request and the semester in which the student plans to return. Any student who intends to withdraw permanently from the program should also send a letter to the MSW Program Director informing him/her of such intentions. The decision to grant a leave of absence is at the discretion of the MSW Program Director. Students will be notified of the decision in writing. Students whose absence extends beyond 2 semesters or one calendar year will be asked to reapply for admission to the graduate program. Exceptions to this policy are at the discretion of the MSW Program Director in consultation with the admissions committee.

Continuous Enrollment Requirement

Effective Fall 2016, students pursuing a graduate degree who have completed all degree requirements, and have enrolled in but not completed a capstone, field education, or thesis, will be required to maintain continuous enrollment at Washburn University until graduation (unless a leave has been approved). Continuous enrollment means that candidates must be enrolled in at least one credit hour until degree requirements are met. If all other course work has been completed, students will be required to enroll in a one-credit-hour class SW 777 each semester until the program is completed. Credit hours completed through the SW 777 will not count toward the credit hours required for graduation and will be recorded as a credit on the transcript. This requirement also applies to the summer term for students whose degrees are being awarded at the end of the summer term. Interruption of continuous registration due to a failure to follow this requirement will result in a need for readmission to the program.

Ethical Standards of Behavior and Comportment (See Student Expectations and Responsibilities)

Social Work Department faculty members expect students to exhibit professional behavior in the classroom (including online classes) and in the field education setting at all times. Such behavior must reflect the ethics of the social work profession. Expectations of professional behavior and comportment are integrated into the academic performance standards of every course offered by the Social Work Department.

Should a student demonstrate behavior that is inconsistent with the professional practice of social work, then every reasonable attempt will be made to assist the student to bring the behavior in line with the NASW Code of Ethics. Students who do not meet these behavioral expectations will incur one of the following consequences as determined by the Program Director or Department Chair in consultation with course instructors and/or the academic advisor:

- Fail the course or courses where the unprofessional behavior occurred.
- Removal from field education placement.
- Remediation plan to continue in the program.
- Dismissal from the program.

Impairment in social functioning and/or occupational functioning may be exhibited by a single discrete episode that clearly violates the University's Student Conduct and Disciplinary Code, the University Academic Impropriety Policy, the NASW Code of Ethics, state regulations defining professional misconduct, **or** by a pattern of recurring behavior, which may include, but is not limited to the following:

- Inability or unwillingness to carry out school- and/or field education-related duties and responsibilities.
- Disruption of academic- or field education-related settings.

- Psychotic behavior.
- Inability or unwillingness to maintain harmonious school-related and/or field education-related relationships.
- Intoxication and/or impairment at the university or field education-related setting due to use and/or abuse of one or more psychoactive substances.
- Behavior that presents a clear and present danger to self and/or others, including verbal and/or physical aggression towards self and/or others.
- Lacking flexibility toward human diversity (e.g., age, class, color, culture, physical or mental ability, ethnicity, family structure, marital status, national origin, political perspective, race, religion, sex, sexual orientation, gender, gender roles, gender identity, and/or expression or any other aspect of human difference) or other overt acts of discrimination.

Application for Graduation

Students planning to graduate must complete an Application for Degree early in the semester in which they plan to graduate. The University will post notices regarding the availability of the application and its due date.

Commencement and Hooding Ceremony

Students who complete their degree requirements in May are encouraged to participate in the May commencement and hooding ceremony. Students who will complete their degree requirements in August may participate in the May commencement and hooding ceremonies. However, in order to be eligible to participate in the May ceremony, August graduates must have 9 or fewer hours to complete in the summer semester and must register for those courses during the early enrollment period for summer. Students who complete their studies in December may participate in the December commencement ceremony or may return to campus to participate in the commencement and hooding ceremony in May following their graduation.

GRIEVANCE AND APPEALS POLICY

Grade Appeal Procedures

Students dissatisfied with a grade should speak with the course instructor first. Any student desiring to appeal a grade should follow the university Grade Appeal Procedure outlined in the [Washburn University Graduate Catalog](#).

Appeal of Academic Status or Dismissal

If a student wishes to appeal a decision by the Department Chair to dismiss that student from the MSW Program, such an appeal must comply with the process described on pages 19 and 20 of the Washburn University School of Applied Studies Policy Book. We restate here the details of that process. Please contact the Associate Dean of the School of Applied Studies if you have any questions about this process.

Student Program Status Appeals Policy

Students appealing a decision related to acceptance into a program or termination of status in a program should follow the steps outlined below.

The student must have met and argued their case with the program director or coordinator. If satisfaction is not obtained, the student may then approach the Department Chair to argue their case. Following meeting with the Department Chair, if the student is still not satisfied with the outcome, they may appeal to the Student Program Status Appeals Committee (SPSA).

It is critical that the student understand the following:

1. The burden of proof rests with the student who is responsible to present evidence to support the claim.
2. The decision of the SPSA is final.

In this final stage of the appeal process the student must complete the following steps.

1. The student submits a letter of appeal to the SPSA. In that letter of the Appeal the student must:
 - a. Specifically detail what program policy is being challenged
 - b. State clearly how that policy was applied to the student
 - c. Articulate all arguments which support the student's appeal
2. The Department Chair will submit any materials related to her/his recommendation, including if applicable, materials submitted by the MSW Program Director.
3. The SPSA will schedule meeting(s) for arguments to be heard by the student and the MSW Program Director or Department Chair. Typically, these meetings will be held separately.
4. The student will be allowed to make a presentation to the committee; however, only arguments stated in the appeal letter will be heard. The MSW Program Director/Department Chair will be allotted an equal amount of time to present. The amount of time allotted is at the discretion of the committee as long as both parties have equal time allowed. No one other than these individuals will be allowed to make a presentation at the hearing.
5. The student is allowed to bring a person with them for support. If the student decides to bring another person with them to the hearing, then the student must sign a consent form in compliance with FERPA and the privacy of student records (Appendix E). The support person in attendance with the student may not address the committee though the student may ask for their advice during the hearing.
6. A committee vote of more than 50% (e.g. 3 out of 4) is required to support the student's petition.
7. The chair of the SPSA will notify in writing the student and the Department Chair the decision of the Committee.
8. Student Program Status Appeals Committee (SPSA) Composition

The SPSA committee will be composed of faculty from the SAS with the associate dean presiding as chair of the committee. Members of the committee will be appointed by the Dean of the SAS. The Dean will seek to appoint members who do not have a conflict of interest with the petitioner; however, all appointments are final and cannot be challenged. The committee members will number no less than four and representative of a minimum of two departments.

Student Program Status Appeal (SPSA) Consent Form

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Persons other than University officials, as defined by the University under FERPA, are considered third parties under FERPA to which disclosure of education records is not permitted without consent of the student.

Students may choose to complete and submit this form to allow a third party to be present when information from the student's education records are discussed or reviewed. Please note that while this form authorizes Washburn University to share private student information with a designated third party, it does not obligate Washburn University to do so.

Protected records under FERPA include information directly related to a student that is maintained by the institution. This includes, but is not limited to, grade information, disciplinary documentation, and billing and financial aid data. The Student Program Status Appeal (SPSA) process allows the student making the appeal to have a third-party support person present during their presentation to the SPSA committee.

For additional information, visit Washburn's FERPA Information page at <https://washburn.edu/statements-disclosures/ferpa/> or the U.S. Department of Education's website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Please enter the name and address of the person who will attend the meeting and may have access to your private student information.

Name: _____
Address: _____
City, State, Zip: _____
Relationship to Student: _____

I understand (1) I have the right not to consent to the person being present during the appeal process, (2) I have a right to revoke this consent at any time.

Student Signature: _____ Date: _____

If the Department Chair determines that the student's presence in the classroom or field education setting constitutes an immediate threat to the student and/or others, the Department Chair may impose an immediate suspension. If such action is taken, the Department Chair shall immediately notify the student, the Dean of the School of Applied Studies, the Vice President of Academic Affairs, the student's advisor, and any other parties (e.g., campus police, classroom or field education instructors) involved in the situation). For noncompliance with the University's Student Conduct and Disciplinary Code, additional procedures may be imposed as outlined in the *Washburn University Graduate Catalog*.

APPENDIX A – MSW ADVISING SHEET

See pages 29 and 30.

MSW Advising Sheet - Department of Social Work

Student Name					WIN			PIN			
Phone								E-mail			
Street Address					City, State, Zip Code						
Advisor Name					Date				Advisor Signature		
	RSFT		RSPT		ASFT		ASPT				Non-Matriculating Student

<u>FOUNDATION COURSES</u>											
Course #	Course Name						Hours	Semester/Year	Grade		
SW 606	Micro HBSE [Fall Only] – ONLINE OPTION						3	Fall			
SW 607	Macro HBSE [Spring Only] – ONLINE OPTION						3	Spring			
SW 608	Social Policy and Programs – ONLINE OPTION						3	Spring			
SW 621	Quantitative Social Work Research [Spring Only] – ONLINE OPTION						3	waived			
SW 622	Qualitative Social Work Research [Fall Only] – ONLINE OPTION						3	Fall			
SW 640	Fundamentals of Social Work Practice [Fall Only]						3	Fall			
SW 685	Dimensions of Professional Social Work [Spring and Summer]						3				
SW 690	Pre-Generalist Practicum Workshop [Spring Only]						0	Spring			
SW 691	Generalist Practicum I [Spring Only]						3	Spring			
SW 692	Generalist Practice Seminar I [Spring Only]						3	Spring			
SW 693	Generalist Practicum II [SUMMER ONLY]						3	Summer			
SW 694	Generalist Practice Seminar II [SUMMER ONLY]						3	Summer			
						Subtotal	33				
<u>CLINICAL CORE COURSES</u>											
<u>Prerequisites: Completion of all MSW foundation coursework, including Generalist Practicum I & II and Generalist Practice Seminar I & II</u>											
Course #	Course Name						Hours	Semester/Year	Grade		
SW 700	Clinical Assessment and Diagnosis [1 section Fall & SUMMER (2 X WEEK)] – SUMMER ONLINE OPTION						3				
SW 705	Clinical SW Practice w/ Individuals [2 sections in Fall and 1 section in Spring]						3				
SW 706	Clinical SW Practice w/ Families [1 section in Fall and 2 sections in Spring]						3				
SW 707	Clinical SW Practice w/ Groups [1 section Fall, Spring, & SUMMER (2 X WEEK)]						3				
						Subtotal	12				
<u>Clinical Elective Courses</u>											
Course #	Course Name						Hours	Semester/Year	Grade		
SW 780							3				
SW							3				
SW							3				
						Subtotal	9				
<u>Clinical Practicum and Seminar Sequence</u>											
Course #	Course Name						Hours	Semester/Year	Grade		
SW 790	Pre-Clinical Practicum Workshop						0				
SW 791	Clinical Practicum I (360 Clock Hours)						3				
SW 792	Clinical Practice Seminar I						3				
SW 793	Clinical Practicum II (360 Clock Hours)						3				
SW 794	Clinical Practice Seminar II						3				
						Subtotal	12				
GRAND TOTAL							66	CREDIT HOURS			
<u>School Social Work Concentration</u>											
Course #	Course Name						Hours	Semester/Year	Grade		
SW 781	Clinical Social Work Practice with the Exceptional Child						3				
SW 782	Clinical Social Work Practice in the Educational Environment (Spring)						3				
SW 783	Clinical Social Work Practice in Schools (Fall –concurrent with Clinical Practicum)						3				
<u>Healthcare Social Work Concentration</u>											
Course #	Course Name						Hours	Semester/Year	Grade		
SW 680	Clinical Social Work Practice in Healthcare (Required) plus 2 electives*						3				
SW							3				
SW							3				

*SW 681; SW 682; SW 683; SW 784; SW 787

Current Student Professional Goals	
1. 2. 3.	
Post-Graduation Education & Career Goals	
Social workers often work in the following settings: 1. Administration 2. Child Welfare 3. Community Organization/Services 4. Criminal Justice/Corrections 5. Developmental Disabilities 6. Family Services 7. Gerontological Services/Hospice 8. Healthcare 9. Immigration 10. Mental Health 11. Military/Veterans Affairs 12. Public Health 13. Public Policy 14. Research 15. Schools 16. Social Justice/Community Organization 17. Substance Abuse/Addictive Behaviors 18. Other _____	1. 2. 3.

Revised: 8-3-2020

APPENDIX B – CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)

<https://www.socialworkers.org/about/ethics/code-of-ethics>

APPENDIX C – NASW PRACTICE STANDARDS & GUIDELINES

<https://www.socialworkers.org/practice/practice-standards-guidelines>

APPENDIX D – CSWE EDUCATIONAL POLICY AND ACCREDITATION STANDARDS

https://cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx