

Eastern Michigan University

Master of Social Work Student Handbook
2008-2009, 2nd. Edition

**PLEASE NOTE: Current, updated policies,
apply to all MSW students regardless
of year they entered into the MSW Program**

TABLE OF CONTENTS

Mission Statement	3
Curriculum Overview	3
Concentrations	3
Length of Program	4
Coursework	4
Program of Study	5
Request for Transfer Change from Part-time to Full-time Status	6
Independent Study	7
Field Placement	8
Graduate Certificates	9
School Social Worker Approval Process	10
Faculty	12
Contact Information	12
Biology Requirement	12
Transfer of Credit	13
Academic Load	13
Registration	13
Graduate Advising	14
Financial Aid	16
Time limitation	16
Class Attendance	17
Grading System	17
Conditionally Non-degree Student Grade Eligibility	17
Withdrawal	17
.....	17
Incomplete Course Work	18
Grade Grievance	18
Course Repeat	18
Stop-Out Policy	19
Academic Probation	20
Student Conduct and Dismissal Policy	20
American Disabilities Act	26
Academic Dishonesty	26
Graduation	27
Diplomas	28
Transcripts	28
Career Services	28
Harassment Policy	29
.....	29
Alumni Association	29
Licensing	29
NASW Code Ethics	30

Mission of the School of Social Work

The Eastern Michigan University Social Work Program is committed to the empowerment of impoverished, oppressed, vulnerable, and underserved populations; the creation of social welfare policy based on the strengths perspective; the advancement of community problem solving; and leadership in organizations and communities.

Graduates of the program will be committed and able practitioners who can work to alleviate social problems and enhance the competence of individuals, groups, and communities for engaging their environments to improve social functioning and to provide opportunities. The social work program prepares students for culturally competent and gender-sensitive practice.

The MSW Program prepares students for advanced practice serving one of three populations: family and children's services, services for persons with serious mental illness and/or chemical dependency, or services for the aging. The graduate program gives priority to applicants who, through their past experience, have demonstrated commitment to the stated Mission of the school, who have current employment in social service agencies, and who need a part-time program evenings/weekends.

Curriculum Overview

The curriculum of the MSW program at EMU will provide students with a set of skills which can be used at both the practice and leadership level with: individuals, families, groups, communities, organizations, and social policy. These skills will be used to promote social justice for society's most oppressed and defenseless populations, including: families in poverty neglected and abused children, those with severe mental illness and/or chronic chemical dependency, and older persons at risk for institutional care, poverty, and illness. This program is accredited by the Council on Social Work Education (CSWE).

The program offers a generalist practice foundation for students entering without Bachelor of Social Work (BSW) degrees from CSWE-accredited programs. The advanced standing program consists of core required courses, concentration courses, and electives. The core courses consist of 16 credit hours of advanced content, including social justice work with oppressed populations, social policy, research, and field work. Each concentration (family and children's services, mental illness and/or chemical dependency services, and services to the aging) has required Human Behavior in the Social Environment (HBSE), policy, and practice courses and applies an empowerment approach to the field of practice and client populations.

Concentrations

The MSW Program is a field of practice program. This means that at the advanced level, course work and field placement must match the students' concentration. Currently, the following three concentrations are offered include:

Family and Children's Services

This concentration trains students to work in: community prevention program, child and family interventions, protective service, foster care, adoptions, teen pregnancy and parenting programs, youth residential facilities, domestic violence prevention, homeless shelters, and family court settings.

Mental Illness and/or Chemical Dependency Services

This concentration prepares students to work in community mental health services, residential treatment services, psychosocial rehabilitation, substance abuse treatment programs, group homes, consumer run programs and clubhouses, advocacy groups, and family support services.

Services to the Aging

This concentration focuses on serving the needs of older persons in area agencies that deal with aging senior centers, adult day care programs, home-based services, healthcare settings, protective services, Alzheimer's programs, nursing homes, and caregiver support programs.

Length of the Program

The EMU MSW program is designed to be a part-time program. Both advanced standing and full program students may petition to complete their MSW degrees on a full-time basis (See "Following Program of Study Courses" section on Page 6). The Council on Social Work Education (CSWE) mandates that all MSW requirements must be completed within four years of the date of entrance into the program. Exceptions to this requirement may be requested by students who need an extension due to extraordinary, unavoidable extenuating circumstances. Only petitions from students who have a consistent, outstanding academic performance history with no "Incompletes", "withdrawals", "stop-outs", or "fail" grades will be considered for this extension. Under no circumstances students will be allowed more than six years to complete their MSW Program. The length of time required to complete a MSW Degree depends upon the undergraduate preparation of the students as described below:

Advanced Standing

A student may qualify for the advanced standing program if the student: holds a BSW degree from a program accredited by the CSWE, has at least a 2.75 overall grade point average (GPA) from their undergraduate coursework, and has at least a 3.0 GPA for their last 60 undergraduate credits. The advanced standing program is 35 credits of ADVANCED level coursework and can be completed in approximately 2 years if the students enroll in 6 credits per semester with additional hours during the spring and summer.

Full Program

Students with non social work bachelor degrees are eligible for the full program. The full program is 63 credits of both FOUNDATION and ADVANCED level coursework and can be completed in 4 years, providing the student enrolls in 6 credits per semester. The program is designed for part-time matriculation.

Coursework – Sample Program of Study

The Council on Social Work Education mandates that all MSW requirements must be completed within four years of the date of entrance into the program. The Full Program requires 63 graduate credits. Students admitted into the Advanced Standing Program complete the program with 35 credits.

Foundation Level Courses (31 Credits)

SWRK 502 Social Work Profession, Services (3 credits)
SWRK 506 HBSE: Individuals and Families (2 credits)
SWRK 507 HBSE: Groups, Organizations and Communities (2 credits)
SWRK 510 Generalist Practice I (3 credits)
SWRK 520 Generalist Practice II (3 credits)
SWRK 521 Policy Analysis and Change (3 credits)
SWRK 526 People of Color: The Non Deficit Perspective (2 credits)
SWRK 528 Practice with Women (2 credits)
SWRK 530 Social Work Research Methodology (3 credits)
SWRK 588/589 Field Experience I and II (8 credits)

Advanced Level Courses (15 Credits)

SWRK 610 Empowerment: Social Justice and Social Change (2 credits)
SWRK 630 Action Research (3 credits)
SWRK 688/689/690 Field Experience III, IV, and V (10 credits)

Advanced Concentration courses (9 Credits)

(Choose ONE Concentration Only)

Family and Children's Services

SWRK 540 Policies and Issues in Services to Families (3 credits)
SWRK 644/644 1a, Family Centered Practice (3 credits)
SWRK 643 Family and the Social Environment (3 credits)

Mental Illness/Chemical Dependency Services

SWRK 650 Policy Issues in the Health Care setting (3 credits)
SWRK 652 Dynamics and Practice in Mental Health Settings (3 credits)
SWRK 653 Dynamics and Practice in Chemical Dependency (3 credits)

Services to the Aging

SWRK 550 Working with Aging People (3 credits)
SWRK 552 Policy Issues and Older People (3 credits)
GERT 512 Psychosocial Aspects of Aging (3 credits)

Add the following number of elective credits according to your program:

Advanced Standing: 11 elective credits

Full Program: 8 elective credits

Program of Study (POS)

The Program of Study is a school form that lists each class the student will take for completion of the program and the plan for which semester and year each course will be taken. The Program of Study serves two purposes: 1) It acquaints students with the degree requirements they must fulfill and provides students with a plan by which these requirements will be met; 2) It is the instrument used in the "checkout" audit when a student applies for graduation. MSW students

create their Programs of Study at the MSW orientation and must be signed by the student and by an authorized faculty advisor, the MSW Program Coordinator, or the MSW Program Director. Students will be solely responsible for any unauthorized or undocumented changes in their course sequence. Students deciding to change their course of study should meet with their advisor to make an informed decision.

Following Program of Study Courses

All required Foundation courses must be successfully completed in the sequence laid out by the Program of Study before taking any advanced-level MSW required courses. Students should be aware that taking courses out of sequence could extend time spent in the MSW program. It is the responsibility of the students to make sure that they are taking the correct courses at the scheduled time. It is recommended that students deciding to change their course of study make an informed decision by meeting with their advisor and/or MSW Program Coordinator, to get a clear understanding of the consequences of such action.

Request for Transfer Change from Part Time to Full-Time Status

Since our MSW Program is designed to be part time, students wishing to transfer to a full-time basis must follow the process outlined below, with the understanding that permission may be granted only to those students who meet the requirements listed below, and only on a space-available basis.

Students may only enroll full-time in the MSW Program after receiving pre-approval from the MSW Director. The deadline date to apply for this approval:

January 15th for continuing students

May 1st for newly admitted students

In order to obtain this approval, the student must submit a petition with the following:

- 1) Letter to the Director requesting full-time enrollment and reasons why. This letter must also include a statement that the student is available for all field hours during the day.
- 2) Documentation on agency letterhead from student's employer that he/she will either terminate their position or work 20 hours or less when attending school full-time. If student is not employed, he/she must indicate this availability in the letter mentioned in above point 1.
- 3) Current transcript to verify they are in good academic standing with no incompletes or fail grades. Students may either begin or change to full-time enrollment only at specific times in their program; for example, beginning of 1st year foundation courses or 3rd year of the full program which is the beginning of advanced courses for full program students. Advanced standing students must request full time enrollment at the beginning of the program. For purposes of the MSW Program, "full time enrollment" is defined as combining year 1 and 2 or year 3 and 4 of the Full Program, or year 1 and 2 of the advanced standing program.

Independent Study

Typically independent studies are sponsored by full time faculty (See faculty website).

1. Students may contract with a social work faculty to take a one, two, or three credit independent study course. They may enroll in this course at any time during the semester without penalty. The university guidelines suggest that students spend three hours per week on class work for every credit hour.
2. Independent Study is designed for students who wish to study material in more depth than what is covered in existing courses or material not currently covered in existing courses. It may also be used for empirical research or special training projects. It is not to be used to study areas covered or surveyed in existing courses.
3. Independent Study Proposals should incorporate both research and experiential components. Assignments need to include written component with similar workload to a course of the same number of credits (e.g. 1 credit equals 1 major assignment).
4. Before enrolling, a student must develop an independent study proposal, which includes:
 - A detailed description of the work the student is proposing to do;
 - A time line for completing this work with due dates for assignments.
5. The student and the instructor supervising this work will add the grading criteria to the contract.
6. All Independent Study Proposals must be consistent with the mission of the department, particularly as this mission relates to diversity, working with vulnerable populations, and the development of critical thinking. In addition, all Independent Study Proposals must be consistent with the National Association of Social Workers Code of Ethics.
7. Students should prepare three copies of the Independent Study Proposal, one for their supervising professor, one for department files, and one for themselves.
8. Students should obtain and complete the cover sheet for Independent Study Proposals in the Social Work Office, 317 Marshall. They should have the cover sheet signed by the supervising professor and approved by the MSW Program Director.
9. The completed proposal and cover sheet should be brought to the social work secretary who will then issue a section number and give the student permission to register.
10. The graduate school restricts the number of independent study credits to a total of 6 credits within the MSW degree.

Field Placement Requirements

The professional practicum is a major component of graduate education in the MSW program. Social service agencies and the Social Work Department have joined in designing and providing opportunities for students to learn and practice in supervised field placement settings. In the field setting, students have the opportunity to make appropriate connections between practice, their values, and their knowledge base. The field placement experience is intended to assist students in integrating knowledge and skills from all areas of the curriculum. **PLEASE NOTE: The Council of Social Work Education mandates that *students may not substitute work experience for required field placement courses. Students may not make their own field placement arrangements.***

In order for students to be allowed to enter field placement and be allowed to graduate, they must have a minimum cumulative GPA of “B” (3.0) in their program. **In addition**, the MSW Program requires students to have a “B or better in all their required practice courses and a minimum of “C” in any other required social work course.

The field placement consists of 900 hours of supervised field work in a social service setting designated by the Field Placement Director or Coordinator. Students complete 400 hours of field work in the foundation year of the program in an agency setting able to provide opportunities for learning generalist social work practice skills. In the advanced curriculum, students complete 500 hours of field work in an agency which can provide specialized experiences in the students’ area of concentration. Students entering the program with a BSW and granted advanced standing must complete the advanced placement requirement of 500 hours.

Field placement hours are expected to be completed over the course of the entire semester. Specific arrangements regarding field hours are to be negotiated between the Field Instructor and students in the field placement contract and approved by the Faculty Liaison. However, students cannot complete fewer than 12 hours or more than 20 hours per week in field placement. Students are expected to complete their field hours within the agency-based practice setting.

Students must satisfactorily fulfill all their field placement responsibilities and field seminar requirements in order to receive a passing grade of “B” or higher. Failure to attend seminar and/or to be in placement without proper notification and approval from the Field Instructor and Faculty Liaison may be grounds for dismissal from field placement or for a failing grade.

Students should review EMU policies concerning eligibility to receive an “Incomplete” grade. Incomplete grades are not normally awarded in field classes since seminar participation and field work must be performed concurrently. Therefore, in the ***exceptional*** case where an “Incomplete” grade is awarded, students must, concurrently, repeat both their field placement as well as the accompanying field seminar in order to receive a grade.

Students who have had repeated absences in field seminar and/or field placement without a valid reason or without informing and receiving approval from the Field Instructor and Faculty Liaison may be terminated from placement and/or receive a failing grade. Students are to follow the scheduling patterns for full or part-time students which appear on their plans of study.

Graduate Certificates (Dual Enrollment)

Below is a listing of graduate certificate programs that may be of interest to MSW students. Students may elect to apply to a graduate certificate program while working toward their MSW degrees. While some certificate courses may be counted as electives toward the MSW degree, certificate work is above and beyond the Master of Social Work curriculum. Students interested in applying for a graduate certificate program must make provisions to integrate whatever courses they can within their MSW Program of Study as well as be aware that not all certificate courses will be completed at the same time as the MSW program. Therefore, students may need to come back to complete their certificate after graduating from the MSW Program. For further information on applying to a graduate certificate program, please visit:

<http://www.emich.edu/admissions/graduatestudents/index.html>

Community Building

This certificate has a macro focus and is designed to develop competencies for understanding the community as a social system and improving the social bonds and leadership skills among members for the community. Competencies are developed in the areas of (1) community organizing and social action methods, (2) resource development, (3) legal and social environment, (4) research and program evaluation, and (5) networking, application, and external relations. This is a five-course program of 12-15 credit hours with coursework in multiple disciplines. For further information, please visit:

<http://www.emich.edu/nonprofit/certificates.html>

Public Policy Analysis

This certificate is designed to meet the professional needs of state, local and nonprofit employees as well as private citizens with an interest in developing quantitative analytical skills for public policy issues. Students will learn about policy making process, impact, cost benefit and econometric analysis. The curriculum is designed to provide students with a solid foundation of knowledge in public policy analysis as well as offer enough flexibility for students to pursue individual interests. This is a six-course (16-17 credit hours) curriculum. For further information please visit:

<http://www.emich.edu/public/polisci/pubad/certificates.htm>

Nonprofit Management

This certificate has an internal focus and is designed to develop competencies and practical skills for building management capacity of a nonprofit organization in the areas of (1) financial management, accountability, and legal issues; (2) budgeting and resource management; and (3) human resource management. This is a five-course (12-15 credit hours) curriculum with coursework in multiple disciplines. For further information, please visit:

<http://www.emich.edu/nonprofit/certificates.html>

Public Management

This certificate is designed to meet the professional needs of state, local and nonprofit employees with general management responsibilities. The curriculum is designed to provide students with a solid foundation of knowledge in public management as well as offer enough flexibility for students to pursue individual interests. This is a five-course (13-15 credit hours) curriculum. For further information, please visit:

<http://www.emich.edu/public/polisci/pubad/certificates.htm>

Management of Public Healthcare Services

This certificate is designed to meet the professional needs of managers working in the healthcare field including hospitals, public health departments, nursing homes, managed care agencies, insurance agencies, home healthcare systems, and private medical practices. The curriculum is designed to provide students with a solid foundation of knowledge in public healthcare services as well as offer enough flexibility for students to pursue individual interests. This is a five-course (14-15 credit hours) curriculum. For further information, please visit:

<http://www.emich.edu/public/polisci/pubad/certificates.htm>

Gerontology

This certificate emphasizes positive aspects of aging and addresses realities and myths of growing old. The result is an education that enhances the student's ability to work with and care for older people effectively and compassionately. This is an 18 credit hour program with coursework in multiple disciplines. For further information, please visit:

<http://www.emich.edu/gerontology/graduatecert.html>

Dementia

This certificate provides a theoretical framework and practical grounding in working with families and persons with dementia in the home, community-based programs, and 24-hour settings including: assisted living, adult foster home, nursing homes, and hospitals. This certificate is the first of its kind in the United States and is intended for health professionals and students who want to pursue a specialized career in working with persons with dementia. This is an 18 credit hour program. For further information, please visit:

<http://www.emich.edu/alzheimers/certIntro.html>

All students working on a MSW degree in addition to a Certificate (i.e. Gerontology, Alzheimer's), are required by the Office of Admissions to submit a second application and fee to be enrolled in the Certificate Program. The certificate is considered a second diploma award.

School Social Worker Approval Process

The Michigan Department of Education requires certain skills and competencies of a Social Worker before he or she can practice in a public school setting as a School Social Worker. Students in the MSW Program may choose the option to work towards obtaining **temporary approval** as a School Social Worker during the course of the MSW program by taking two or the three of the School Social Work courses as electives by including them in their Program of Study.

Students wishing to engage in this effort must *be aware that the three required School Social Work courses need to be taken in sequence, one course per semester, beginning winter term with the pre-requisite course and ending in summer term.* This means that Advanced Standing, Full-Time students will either extend their graduation until the summer term or they may choose to graduate at the end of the Spring term and then return to take the last School Social Work course. **NO WAIVER OF ANY COURSE IN THIS SEQUENCE, OR EXCEPTIONS TO OUR MSW CURRICULUM WILL BE MADE TO ACCOMMODATE THIS OPTION.**

In order to obtain **temporary approval** to work as a School Social Worker, the applicant must:

1. Complete a MSW degree
2. Complete coursework in the following:
 - SWRK 670 Social Work Services in Schools (Winter Term elective at EMU and pre-requisite for the next two courses).
 - SWRK 671 School-Based Assessment of Children and Youth (Spring Term elective at EMU)
 - SWRK 672 School Social Work with Children with Educational Disabilities (Summer Term elective at EMU)
3. Complete a 500 hour field placement in a setting with children and families and be supervised by a social worker with two years post-MSW practice experience.

When these criteria are met, the social worker requests a **SSW: 310 form** from the EMU MSW program office. In order for the form to be completed, the **Information of Requirements Form for School Social Work** must be completed at the time of request, or on file with the MSW Program office. Documentation must also be received that students have completed all coursework requirements listed above.

Even if the school social work coursework was taken at a different university, it is always the MSW program from where students graduated that provides the **SSW: 310 form**. Most school systems will not interview applicants for a school social work position unless they can provide the **SSW: 310**, documenting that they have met all of the above criteria.

At the time that students begin a position as a School Social Worker, it is their responsibility to contact the EMU, MSW program office to request that the SSW 310 form be sent directly to them during their first year of employment. This process provides students with temporary approval for their first year of employment. After one school year as a School Social Worker, it is the responsibility of students and their employer to contact the state to obtain **permanent approval**.

Students who do not obtain a school social work position within five years of completing the coursework requirements will be required to take a “refresher” course to renew their letter of eligibility.

Faculty

Faculty members are the heart of any academic program. The faculty of the School of Social Work has wide-ranging interests and abilities and is dedicated to the profession of social work. Faculty members are interested in you as individuals and hope that you will get to know them as individuals as well. Brief faculty educational and professional biographies may be found on the School of Social Work website at:

http://www.emich.edu/sw/SWD_Old/professors/profs.htm

Contact Information

School of Social Work Main Office: 734.487.0393, 317 Marshall

MSW Office: 734.487.6892, 206A Marshall

Field Office: 734.487.4484, 206A Marshall

The Graduate School: 734.487.0048, 202 Boone Hall

Marjorie Ziefert, School of Social Work Director

Phone: 734.487.5823 x 324

Email: mziefert@emich.edu

Office: 321 Marshall

Elvia Krajewski-Jaime, MSW Program Director

Phone: 734.487.5383

Email: ekrajewsk@emich.edu

Office: 206A Marshall

Laura F. Davis, Director of Field Placement

Phone: 734.487.4479

Email: ldavis1@emich.edu

Office: 360 Marshall

Claudette Braxton, MSW Program/Field Coordinator

Phone: 734.487.4484

Email: claudette.braxton@emich.edu

Office: 206A Marshall

National Graduate Student Crisis Line: 1.877.GRADHLP. Phone counseling for graduate students experiencing problems for which immediate help is needed.

Biology Requirement

Any student who was conditionally admitted into the MSW program because of needing to fulfill the biology requirement must do so in order to obtain full degree status. To fulfill this requirement, the student needs to view a video series of 18 different tapes on a range of biology topics and complete the worksheets corresponding to each tape. Each videotape is approximately thirty minutes long. The video series is located at Halle Library and can be checked out for onsite viewing. Students can request video tapes at the Circulation Desk.

Once a student has completed the biology requirement, he/she needs to return the biology packet to the MSW Office. Students are advised to make a copy of the packet for their records. The Program Coordinator will submit a Change of Status request to the Admissions Office in order for students to officially obtain full admission status. Students should contact the MSW Office with any questions regarding their admission status.

Transfer of Credit

Many MSW students have taken courses from other universities. To be eligible for transfer to this program, graduate courses must meet the following requirements:

1. Course(s) must not have been taken more than six years prior to the student's graduation date
2. Course(s) must have been completed with a grade of at least B
3. Course(s) must be from an accredited social work program
4. Course(s) must be approved by EMU's MSW office or advisor as relevant to the MSW program
5. Student must be in good standing at their previous university

Request for Transfer of Credit forms can be obtained from the Graduate School office, among the forms next to the MSW mailboxes, or online at: <http://www.emich.edu/registrar/grtrcred.htm>

NOTE: *Social work credit is not given for life or work experience.*

It is sometimes possible to petition the Graduate School to have coursework over six years old still be accepted. Please see the MSW office for further assistance.

Academic Load

Six hours of graduate credit a semester is the usual part-time load. The part-time load for spring and summer sessions is three hours. Students enrolled full-time in the MSW program (e.g., over six credits in a semester) must receive prior approval from the MSW Program Director. Since financial aid may require a certain number of credits each semester, students need to make sure they are aware of these requirements.

Registration

Graduate students must register online for main campus and off-campus classes using their "my.emich" accounts. Registration will be blocked if students have past due accounts with the University. Instructions for registration are provided in the class schedule book published each semester or can be found online at: <http://www.emich.edu/students/onlineregistration.html>

Students should be aware that the MSW program has a fixed sequencing of courses, and that all courses are offered only one time per year. This means that courses should be taken in the order in which they appear on their program of study. Students are not allowed to take courses out of sequence due to pre-requisite requirements. Any unauthorized or undocumented changes in the

course sequence and/or confusion in the Program of Study may result in administration problems and interfere with graduation process.

Certain upper division 400-level undergraduate courses are identified in the Graduate Catalog as available for graduate credit. Authorization for graduate credit must be obtained before enrolling in such courses. The form must be approved by the instructor and the student’s advisor and then returned to the Graduate School for signature. The deadline for obtaining this authorization is the last day of the second week of class. The Graduate/Senior Request to Enroll in 400/500 Level Courses form can be obtained from the Graduate School office or online at:

<http://www.emich.edu/registrar/gradenfm.htm>

Tuition is assessed for all credit hours for which a student is registered. Undergraduate tuition is assessed for all 100-400-level courses. Graduate tuition is assessed for all 500-900-level courses. Tuition rates per credit hour are subject to review at each June Board of Regents meeting and may increase. The most current information regarding tuition and fees can be found online at:

<http://www.emich.edu/controller/sbs/tutfee.htm>

Billing

Students can access their billing information online from their my.emich accounts via e-bill. E-bill is a 24x7 service offered to students and their families for viewing bills, making payments, setting up payment plans, and managing student accounts. To access the e-bill login webpage, please visit the website below and have your University ID and PIN numbers available:

https://ebill.emich.edu/C20704_tsa/web/login.jsp

Graduate Advising

MSW students are assigned an academic advisor when they begin the program. The advisor assists in the exploration of degree requirements, approval of program changes, and becomes involved in the graduation checkout process. In an effort to support the advising process for the MSW Program, the MSW Office is prepared to provide consultation for any complicated situations, offer “back-up” advising if a student is having difficulty contacting their advisor, and assist with Graduate School forms, such as petitions, transfer of credit from other universities, and other items. In an effort to clarify these tasks, please note the following table:

Faculty Advisors	MSW Office/ MSW Director
Offer individual advising regarding career goals and questions, progress in the program, identifying any potential barriers to graduation, etc.	Provides approval and completes forms to transfer credits from another university and to waive any foundation courses based on prior BSW
Provide support and problem-solving with advisees regarding academic difficulties or concerns about the	Provides approval for petitions to the EMU MSW Program requesting to enroll full-time or to re-enter the

program	program after stopping-out
Provide support regarding a personal crisis if interfering with school; problem-solve if necessary regarding current options related to managing course and school responsibilities	Assists with petitions to waive EMU Graduate School policies regarding length of time to complete the program, # of special topic number courses, etc.
	Review student's Program of Study (POS) at the time of advisee's application for graduation and provide a signature and date on it (Records Office expects Application for Graduation forms to be submitted with a POS reviewed and signed within 30 days of the application)
	Provides "back-up" advising when faculty advisor is on sabbatical, difficult to contact, or student has an urgent issue that needs attention.
Discuss with student any major program-related decisions (e.g., changing concentrations, stopping out of school, changes in POS, taking electives at other Departments/Universities, changing to full-time or part-time enrollment, etc.	Makes decisions on changing conditional admission to full admission once all criteria are met.
Refer student to ACCESS services if medical condition or disability potentially requires accommodation.	Assists with forms needed to change concentrations, re-enter the program after an interruption of enrollment, major revision of POS, etc.
	Alerts faculty advisor if any advisee is on academic probation, experiencing difficulties in the program, etc.
	Signs off on graduate audit forms, and resolves any outstanding issues blocking graduation.
	Processes paperwork for state approval for School Social Work
	Provides information regarding state social work licensing and process paperwork to verify student status in the program
	Orients students and faculty to MSW and Graduate School policies, procedures, curriculum, etc.
	Maintains contact with students who have stopped out of the program
	Provides information about campus resources, job postings, and events through the on-line listserve and the MSW bulletin board

If students are having any difficulties in the Program, need to "stop out" for any reason, or need some extra support, please contact the MSW Office as soon as possible. This office is available to support students in being successful in the program, and reaching their final goal of graduation.

Students are encouraged to let the MSW Office know any ways in which it can make students' time in the program more fruitful and rewarding!

Financial Aid

Various types of financial aid are available to graduate students including: assistantships, fellowships, scholarships, work study jobs, and loans. Further information about these programs can be found online through the Office of Financial Aid at:

<http://www.emich.edu/finaid/>

and online through the Graduate School at:

http://www.gsr.emich.edu/_pages_grad/gradstudents/gradstudents_subdir/financialaid/financialaid_subdir/g_finan_asst_opt.html

Need-Based Aid

To apply for need-based aid, graduate students must file the Free Application for Federal Student Aid (FAFSA). Based on information reported on the FAFSA, the federal government calculates the Expected Family Contribution (a number that represents the student's ability to pay for college). The Expected Family Contribution is subtracted from EMU's cost of education. Need is the difference between the student's ability to pay and the cost of education.

The FAFSA should be filed in January of each year, prior to fall enrollment. Graduate students who are admitted to a graduate degree program will be notified of their eligibility for financial aid once EMU receives their application results from the FAFSA processor. Need-based aid is automatically awarded for fall and winter semesters.

Students who need financial aid for spring and summer sessions must file an additional application (available in the Office of Financial Aid or its website) beginning February 15 of each year. For further information or to apply for federal and state need-based aid, please visit FAFSA online at:

<http://www.fafsa.ed.gov/>

Time Limitation

The Council on Social Work Education (CSWE) mandates that all MSW requirements must be completed within four years of the date of entrance into the program. Students under extraordinary, unavoidable extenuating circumstances may file a written petition to the MSW Program Director for an extension to this requirement. Only petitions from students who have a consistent, outstanding academic performance history with no "Incompletes", "withdrawals", "stop-outs", or "fail" grades will be considered for this extension. Under no circumstances students will be allowed more than six years to complete their MSW Program. Students who wish to temporarily stop-out during their program must notify the MSW Office in writing. Stop-Out time counts towards the four year limit. Therefore, if the stop-out should result in the students needing more than four years to complete their degree, a request for a waiver of the CSWE time limit needs to be submitted to the MSW Program Director (See "Stop-out" policy).

Class Attendance

Students are expected to attend all of their classes and adhere to instructors' course outline guidelines. Course instructors will explain their attendance policies early in the term. Excessive absences can lead to lowered or failing grades and are brought to the attention of the student and the faculty advisor by the course instructor. Students who find it necessary to be absent from classes in order to observe major religious holidays may arrange with their instructors to make up missed work, including examinations. If satisfactory arrangements cannot be made with the instructor, students may appeal to the Director of the School of Social Work.

Grading System

Students must have adequate grades to maintain their academic standing in the department. Letter grades are awarded from “A” through “E,” with a “C” as the lowest grade considered to be a passing grade in the MSW program. However, required practice courses require a “B” or better in order to be approved for a field placement and to use the practice course for graduation requirements. Therefore, students who attain grades lower than the above requirements, must repeat the courses, in sequence, prior to entering or continuing Field Placement or prior to graduating from the program. *It is expected that students will maintain a minimum cumulative GPA of “B” (3.0) during their entire program.* Graduate level courses cannot be taken on a pass/fail basis.

Conditional Non-Degree Student Grade Requirements:

Conditional Non-Degree status is awarded only to Full Program-Part Time applicants. Upon receiving notification, students admitted under this status should meet with the MSW Program Coordinator to work on their Program of Study. Students must demonstrate that they can handle graduate course work by earning a “B” in all of their courses and by maintaining a 3.0 G.P.A. within the first two semesters of their approved plan of study with no withdrawals, incompletes, or stop-outs with or without notice. Students who fail to fulfill these requirements will not be considered for full admission into the MSW Program.

Withdrawal

Graduate students are expected to follow University policy and procedures for withdrawal, both from individual classes and from the University. *Nonattendance and/or nonpayment of tuition do not constitute withdrawal or absolve a student of academic or financial responsibility.*

Students considering withdrawal should consult with their instructor(s) and should not stop attending class before receiving official notification that their withdrawal has been approved. If a student stops attending class without officially withdrawing and does not take the final examination, University policy requires that the instructor assign a grade of E for the course. Students who believe they have received an unearned E grade and who wish to appeal must do so during the following semester; no later appeals will be heard.

Policies governing the refund of tuition and fees are to be found in the Tuition and Fees section of the graduate catalog. The class schedule book should be consulted for the calendar regulating withdrawals.

Withdrawal from All Classes: Students may withdraw from all classes (withdraw from the University) before the first day of exams and receive a grade of W for all courses. This transaction is handled by the Office of Records and Registration. Such withdrawal may necessitate the updating of a student’s admission status, and students in their first semester must notify their academic department and the Office of Admissions before re-enrolling.

For University policy regarding incomplete (“I”) grades or withdrawing from a class, please refer to pages 18-19 of the Graduate Catalog, or the online Graduate Catalog, at: <http://www.emich.edu/public/catalogs/2005-2007/grad/20051gfront.pdf>

Incomplete Course Work

An “I” grade may be awarded when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of B or better. The instructor will provide the student and the department head with a rationale for the “I” grade and will specify the work required to remove the incomplete.

Unless an extension is granted, an “I” grade must be removed within 12 months. The 12-month limit may be extended only under unusual circumstances upon the written recommendation of the instructor and with the approval of the Graduate School. The initiative for conversion of an “I” to a letter grade rests with the student. No extensions will be granted after three years, after which time the “I” becomes a permanent part of the student’s academic record. Permanent “I” grades may be removed by repeating the course under the policy on repeating courses.

Grade Grievance

The University grade grievance procedure provides students with the opportunity to formally appeal final grades they believe have been awarded unfairly and/or capriciously. For University policy regarding grade grievances please refer to pages 256-257 of the Graduate Catalog, or the online Graduate Catalog, at: <http://www.emich.edu/public/catalogs/2005-2007/grad/20051gfront.pdf>

Course Repeat

The policy on repeating courses permits students who receive grades of “B-, C+, C, C-, and E” to repeat a course if they so desire. Graduate courses may only be repeated once. Students must receive a “B” or better in all required social work practice courses and no less than a “C” in any other social work course, before going into more advanced course work, before going into field placement, and in order to be eligible for graduation from the MSW Program.

A course should be repeated if it is out of date (more than ten years old and cannot be validated) in order to reestablish its usefulness on a degree program, provided the course is required on a degree program.

Stop-out Policy

The School of Social Work will consider all requests for stop-out (temporary withdrawal from the program) for students in good standing. Stop-out forms are available in the Social Work Office. If a student is considering stopping out, they should meet with their advisor.

Students deciding to “stop-out” of the program for a period of time should notify the MSW Office in writing about:

- 1) Their plan and reason for stopping out
- 2) Tentative plan for resuming the program
- 3) Contact information
- 4) If stopping out in the middle of a semester, student must follow the university policies related to withdrawing and contact both their current instructors and the MSW Office.

Requests for stop-out that would require an extension in the four year time limit of matriculation will be considered only in cases where medical and/or family crises prevent the student from following the recommended course of study. All requests for stop out requiring extension of the four year program will be reviewed and approved on a case by case basis by the MSW office. Please note that, under no circumstances students will be allowed more than six years to complete their MSW Program.

Students are responsible for notifying their advisor and completing necessary forms. Please note that if students stop out from the program for a length of time, they risk the possibility that their prior classes will become too old to apply towards their graduation.

Returning to the Program

Students returning to the program after a period of stopping out must complete the University's "Change of Enrollment Form." In addition, students must submit a written petition to the MSW Program Director requesting to be re-admitted to the Program. This petition must be attached to the University's "Change of Enrollment Form." Student must include in this petition:

- a) reasons for returning
- b) professional activities an/or employment since stopping out
- c) plan for completing the program
- d) description of supports or changes that will justify the student now managing this academic workload to complete the program
- e) any accommodations that may be needed to complete the program

If re-admission is approved, students must make an appointment with the MSW staff to complete a new Program of Study.

Please note: Re-entering students must apply for re-admission by April 15 for Fall enrollment and September 1 for Winter enrollment. If a re-entering student is scheduled for a field class in the immediate semester of return, application to the field program must be made by May 1 for Fall enrollment or September 15 for Winter enrollment.

Academic Probation

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate hours at EMU before being subject to academic probation. Students are notified in writing each semester of their status, and enrollment is only permitted on a semester-by-semester basis until the probation is removed. Probationary students who do not return to

good standing by the end of the next two enrollment periods (spring and summer sessions equal one enrollment period) are dismissed from the University and are so notified in writing.

Students whose cumulative honor points are 15 or more below those required for a **B** in all completed graduate-level courses are subject to dismissal at any time. For instance, a student with 20 completed graduate hours must have 60 honor points to maintain a **B**; if the student has less than 45 honor points, the student is subject to dismissal.

Student Conduct & Dismissal Policy: RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF GRADUATE SOCIAL WORK STUDENTS

The University and the School of Social Work expect conduct of all students which is consistent with the law and all relevant University policies and rules, including the University Student Code of Conduct and the National Association of Social Workers (NASW) Code of Ethics.

A. Non-Academic Behaviors Resulting in University Disciplinary Action

Any conduct by a social work student that is a violation of the University Student Code of Conduct will be referred to the Student Judicial Services office for campus disciplinary action, in addition to any actions taken by the School of Social Work. The Conduct Code outlines the kinds of student behaviors that will result in disciplinary action, including possible dismissal from the University. Conduct violations by a student off-campus in university related activities (e.g. field placement, international field placement and course work) will be handled the same as if the violation had occurred on-campus.

B. 1. Academic Behaviors Resulting in Action by the School of Social Work

The EMU School of Social Work will consider performance or behavior of students that provide relevant information as to their likely performance as social workers as an academic student progress matter. Certain behaviors or performance will be considered as grounds for academic discipline, in accordance with the procedures outlined in this document, when the student's behavior or performance raises concerns about the student's ability to perform satisfactorily in the practice of social work.

Academic disciplinary action may be initiated when a student exhibits the following behavior in one discrete episode that is a violation of law or of the NASW Code of Ethics or standards for the practice of social work OR when a student exhibits a pattern of recurring behavior which may include, but is not limited to the following:

- Performance or behaviors that demonstrate poor interpersonal skills and an inability to effectively communicate with others, often evidenced by repeated complaints from the field supervisor, other students, or Social Work faculty

- Unethical, threatening or unprofessional conduct
- Behaviors that place clients at risk during field placement, including current substance abuse; exploitation of clients; emotional, physical or verbal abuse; vindictive action toward clients; or stealing from clients
- Behavioral displays of mental or emotional difficulties that represent a risk to others
- Consistent inability or unwillingness to carry out academic or field placement responsibilities
- Frequent excuse making when tasks, assignments, tests, and appointments are not completed in a timely manner or require rescheduling
- Consistent non-attendance in classes, at field placement and other required Program functions
- Lack of insight into negative consequences of own behavior and frequent blame of others or external factors for failures and difficulties in the academic or field placement environment
- Inability to tolerate different points of view, constructive feedback or supervision
- Dishonest academic practices, including but not limited to, plagiarism, cheating, fabrication, aiding and abetting deception or dishonesty, and the falsification of records or official documents
- Verbal or physical aggression toward others

B. 2. Procedures for Handling Academic Behavior Issues

a. Any concern about a particular student's academic behavior or performance should be brought to the attention of the MSW Director. The MSW Director will then consult with the student's Advisor. The MSW Director will then set up a meeting with the student, the student's Advisor, and the person raising the concern about the student's behavior or performance. The purpose of this meeting is not to be interpreted as disciplinary, but rather as an effort to assist the student in finding ways to improve the performance. Based on the MSW Director's and Advisor's evaluation of the issues, they may (1) decide that the student issues do not rise to the level of an "Academic Review;" (2) set up a plan for remediation of the problem(s) with the student's input; (3) may decide that a formal Academic Review is necessary; and/or (4) attempt to counsel the student out of the program.

The student will be advised of the services of the University's Ombuds Office and the option to involve that Office in this initial discussion.

b. COMPOSITION OF THE REVIEW COMMITTEE - If the MSW Director and the Advisor determine that a formal Academic Review of the student's behavior or performance is necessary, the MSW Director will convene the Review Committee, consisting of the MSW Program Director, the faculty Advisor, one additional social work faculty representative, and two representatives from the Social Work student organizations. The faculty representative, plus one other faculty to serve as an alternate, will be elected by the faculty on an annual basis. The two social work student representatives, plus one other student representative to serve as an

alternate, will be selected by the social work student organizations on an annual basis. The review committee, by majority vote, will elect one member to serve as chair of the committee. This Review Committee may be the same one that is responsible for hearing SSW grade grievances.

A review committee member must have no prior involvement in the case, must be impartial and able to render a just and fair decision. A member not able to do so should disqualify him/herself from the review. In addition, the student undergoing review may challenge any member of the Review Committee on grounds of prejudice or impartiality and request the removal of that particular member from the review meeting. If this occurs, the review committee shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should be removed from that particular case. If the vote is to remove the member, the review will continue with a committee of the remaining four members.

c. **NOTICE TO STUDENT** - The MSW Director will notify the student, in writing, at least one week before the review date, that there will be a formal Academic Review by the Review Committee. The notice will be sent to the student's last known address registered with the University and will set forth the following:

1. the date, time and place of the review meeting
2. the allegations against the student, stated with specificity and detailed particulars
3. the student's rights during the review meeting
4. the possible evidence to be presented and witnesses likely to be called during the review

d. **REVIEW MEETING** - During the review, the individual who raised concerns about the student's behavior or performance will summarize the concerns to the committee. The student and/or his/her Advisor will have the right, within reason, to question anyone presenting information to the committee during the review. In addition, the student will have the opportunity to speak on his/her behalf, bring witnesses to testify at the review, and present any written or other type of evidence to be considered by the Review Committee.

e. After the review meeting, the committee will determine whether or not the allegations have been substantiated by "clear and convincing" evidence. If the committee determines that the evidence is lacking, the case will be dismissed. If the evidence is sufficient, the committee will make a recommendation about the student, which can include, but is not limited to: (1) requiring that a course be satisfactorily repeated; (2) suspending a student for a specified or unspecified length of time with or without stipulated conditions for re-admission to the Social Work program; or (3) permanently dismissing the student from the program. The MSW Program Director will notify the student, in writing, of the decision within five calendar days of the review.

f. **RIGHT TO APPEAL** - Within ten days of the date that the committee's notification is sent to the student, the student may appeal, in writing, to the Dean of Health and Human Services. The Dean may accept, reject or modify the decision of the committee. The Dean's decision is final.

C. 1. Graduate Scholastic Performance Resulting in SSW Action

a. Grade Point Requirements:

Once admitted into the Social Work program, Graduate School policy requires that a student must maintain a 3.0 GPA. If the GPA falls below 3.0, the student must meet with either his/her Advisor or the MSW Director to develop a plan to raise the GPA to the required 3.0 minimum. Any additional supports or resources needed to assist the student in raising his/her GPA will be identified and recommended, and the MSW Office will offer ongoing consultation and support to the student during the “School academic probation” period of the next two semesters. The student will then have up to two additional semesters (Spring/Summer count as one semester) to raise the GPA to the 3.0 minimum. Not raising the GPA by the end of two semesters will result in dismissal from the MSW program. In addition, MSW Program policy requires that students have a minimum GPA of 3.0, no incompletes, a “B” or better in all practice courses, and a minimum “C” grade in all required Social Work course, in order to be admitted to field placement and to be allowed to graduate. Thus, the student’s progress in the Program and graduation, may be delayed until the GPA and social work course grades meet the required minimum.

b. Individual Course Grade Requirements:

An MSW student must achieve a minimum letter grade of “C” in all required social work courses in order to remain in and graduate from the program. A student who receives a grade below a “C” in any social work course will be allowed to repeat any given course one time only, according to Graduate School policy. A student may repeat no more than two different School Work required courses in which he/she achieves less than a “C” grade. **A student who receives less than a “B” grade in their practice courses cannot progress to field placement or to more advanced course work until the course in which less than a “B” grade was received is successfully repeated.**

A student who receives a grade below a “C” in a second required social work course will be placed on “School Academic Probation” and will be dismissed from the social work program if the student receives a grade in a third required social work course below a “C”. A student who receives a grade below a “C” in a required social work course he/she is repeating will also be dismissed from the program.

A student receiving an “E” grade in any graduate level course (i.e., required social work course or an elective course) will result in “School Academic Probation”, following a meeting with the student’s Advisor and/or the MSW Director to decide upon a plan for improvement and to identify any needed supports. A second grade of “E” in any graduate level course may result in dismissal from the program.

A student who is currently on **school academic probation** will not be granted approvals for: a) extensions beyond the one year limit for prior incompletes, b) full-time enrollment status, c) an

extension to complete the program beyond the Graduate School's required time of completion, and/or d) waivers for any SSW Graduate School policies.

A student who was accepted as **conditional non-degree** status, needs to meet immediately upon Conditional acceptance with the MSW Program Coordinator to work on a tentative Program of Study. Subsequently, the first year of the program students will have two semesters to demonstrate that they can handle graduate course work by earning a minimum grade of "B" or better (no withdrawals, incompletes, or stop-outs with or without notice) in order to be considered for full admission. Students who fall below the minimum 3.0 G.P.A. and/or receive a grade lower than a B in any of the courses within the first year of course work will be denied admission into the MSW Program.

Without exception, students who are not able to complete the program within 6 years of active enrollment including Stop-Out time, will be dismissed from the MSW Program once reaching the point of not being able to complete all requirements within this time limit.

A record of more than two incompletes not finished within the one year deadline may result in dismissal from the Program, unless there are extenuating circumstances. It is the students' responsibility to create a plan for completion of this work with their advisor if they are facing this situation.

NOTE: In cases where a student's deficient grade in a course reflects extenuating circumstances that should have resulted in a withdrawal from the course, the School or Ombuds Office will assist him/her in retroactively withdrawing.

c. Field Placement Requirements

In order to complete the MSW degree, students must have attained a "B" or better in all practice and field classes at the foundation and advanced levels. Students who do not achieve a "B" in either semester of field placement will be required to repeat the field placement, which they may do only once. A student receiving an "E" in field placement may be immediately dismissed from the program without the option of repeating the field placement. A student who does not achieve a "B" when repeating a semester of field placement will be dismissed from the program.

C. 2. Procedures for Handling Scholastic Performance Issues

A student will be notified in writing by the MSW Program Director of his/her academic status as it pertains to "School academic probation" or "dismissal". A student who is placed on School academic probation must set up a meeting with his/her advisor to develop a remediation plan that is submitted to the MSW Program Director and placed in the student's file.

A student who is dismissed from the program because of a scholastic performance deficiency may request that the SSW Director review the dismissal. The student must submit the request, in

writing, to the SSW Director within 10 calendar days of being notified of the dismissal. The SSW Director will schedule a meeting with the student, the student's Advisor and the MSW Program Director as soon as possible. The SSW Director will notify the student, in writing, within two weeks of the review meeting whether the dismissal is being upheld. The SSW Director's decision is final.

D. Grading Policies

Grades and expectations of students in social work courses will be determined by the individual instructor of each course and outlined in the course syllabus.

As per University Policy, a student may pursue a grade grievance for any final grade that he/she believes was assigned capriciously or unfairly. Basis for a grievance does not include disagreement with assignments or with grading policies provided in the syllabus by the course instructor.

Students should review the University's student conduct and grade grievance procedures.

Links to Student Conduct Code <http://dsa.emich.edu/sjs/discproces.html> and University Grade Grievance Procedure: <http://www.emich.edu/public/aa/acadprog/pdfs/grade griev.PDF>

Once approved by all necessary university procedures, these MSW dismissal policies will not be retroactively applied to any current student who has had continuous enrollment and is actively engaged in completing the Program.

In situations where the SSW policy differs from the EMU Graduate School policy, the SSW policy supersedes the Graduate School policy.

Behavior that is illegal, does not adhere to the NASW Code of Ethics (see page 30), or reflects other forms of inappropriate professional behavior will be grounds for dismissal from the MSW program. This could include, but is not limited to sexual or racial harassment or harassment concerning sexual orientation, threatening behavior, plagiarism, theft, and sexual misconduct with clients. This is inclusive of all behavior related to the status of students in the School of Social Welfare, interactions with clients, agency staff, faculty, and students.

American Disability Act

Eastern Michigan University complies with American Disability Act provisions through its Access Services Office (ASO). The ASO provides academic accommodations for students in both classroom and testing situations and serves as a resource for faculty and staff regarding accommodations. Students with disabilities must register with EMU's Access Services Office, and provide class instructor(s) with official disability documentation prior to or at the beginning of the course. Students are encouraged to take an active role as their own advocate and to make use of the services available to them on campus. For additional information contact:

Access Services Office
203 King Hall
(734) 487-2470
TDD # is the same
Web site: www.emich.edu/public/students/disab.html

Academic Dishonesty

Academic dishonesty occurs when someone takes credit for work produced by another and includes, but is not limited to:

- Representing any work of another person, including materials from professional literature, as one's own product and achievement. This includes but is not limited to:
 - Quoting from another work without indicating the fact by quotation marks or indentation and acknowledging the source
 - Paraphrasing without proper acknowledgment of the source
 - Using the work of another student
- Giving or receiving unauthorized aid in any assignment or examination
- Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor
- Representing interactions of clients in written case materials that did not in fact happen or presenting untrue statements in such materials
- Fabricating data that are claimed to be real

Academic dishonesty is a serious ethical violation. The student who violates these provisions may receive a failing grade and may be grounds for dismissal. (See Dismissal Policy section of this manual). Academic dishonesty and the appearance of dishonesty are avoided if proper bibliographic citations are included whenever the work of another is used. According to Rudolph & Backstone (1990), proper bibliographic citations include the following four elements:

1. Name of author or authors, correctly spelled and in the form that appears on the work
2. Edition number for books and volume/issue number, if available, for periodicals
3. Complete publication year for books and complete publication date and year for periodicals
4. Inclusive page number of articles and specific page numbers for cited portions of articles

Graduation

Applying for Graduation

It is the student's responsibility to see that all the requirements for graduation have been met. To be eligible for graduation, students must remain in good academic standing in their Program of Study, have a "B or better in all their required practice courses, have a minimum of "C" in any other required social work courses, and maintain a 3.0 cumulative GPA in all graduate-level courses taken at EMU and in their Program of Study.

Candidates for graduation must submit applications on or before the deadline for each semester. Deadlines are generally within the first two weeks of the semester (earlier in the spring and summer sessions). Failure to apply for graduation will result in a delay in graduation date (receipt of the degree). The Graduation Application for Graduate Students form can be obtained from:

- The front of any class schedule book
- The Office of Records and Registration, 303 Pierce Hall
- Online at <http://www.emich.edu/registrar/grgradap.htm>

A non-refundable fee of \$90 (this fee cost may change, therefore, please check current fee) is due with the application and both must be submitted to the Cashier's Office, 201 Pierce Hall. Students who file for graduation but fail to complete their degree requirements in a timely manner must notify the Office of Records and Registration in writing and submit a new graduate application for a subsequent semester (no additional fee is required).

Graduation Ceremonies

Once students have applied to graduate, the Office of Records and Registration will send them information about commencement tickets, event logistics, and details for ordering cap and gown. EMU holds commencement ceremonies in December and April of each school year. If students are finishing their work during the spring or summer terms, their name will appear in the December commencement program and they may return to participate in the event. If students want to participate in the April graduation, they must notify the Office of Records and Registration which will send commencement information to students as long as they have six or fewer credit hours to complete on their Program of Study. The student's name will not be in the program, but students can walk across the stage and celebrate with family and friends.

Diplomas

The diploma will be mailed to students approximately eight to nine weeks after graduation to their diploma mailing address on record with the University. The diploma will be printed off-site on parchment style paper with raised ink, measuring 11.14 inches. The student's legal name (as it appears on their application for graduation), degree name, and honors earned (if applicable) will appear on their diploma. Unclaimed original diplomas are maintained at the Registrar's Office, 303 Pierce Hall. For more information, contact the Office of the Registrar at 734.487.4111 or by e-mail at:

records@emich.edu

Ordering an Additional Diploma

Students may order a duplicate copy of their diploma or request a replacement diploma as a result of a name change. To do this, they must fill out the Request for Replacement Diploma form and return it to the Cashier's Office, 201 Pierce Hall with the appropriate fee (\$35 for graduate diplomas). Students will allow eight to nine weeks for delivery. The form can be obtained at:

<http://www.emich.edu/registrar/forms/requestforreplacementdiploma.pdf>

Transcripts

Students can request an official transcript in person, by mail, or online. Transcripts are \$5.00 per copy. They are processed in the order in which they are received. Allow five business days from when the request is received in the transcript department, for the request to be processed and the transcripts to be mailed. Transcripts can be sent overnight once processing is complete via the United States Postal Service for an additional cost of \$14.40 per address. No transcripts are mailed on days that the University is closed, please plan accordingly. **Requests will not be honored for anyone with past due financial obligations to the University.** To access more specific instructions and obtain the Transcript Request form, please visit:

<http://www.emich.edu/registrar/trans.htm>

Career Services

EMU Career Services Center (CSC), 311 King Hall, provides a variety of services to enrolled students and alumni to assist with planning careers, developing job search skills, and securing employment upon graduation. You are encouraged to visit the CSC throughout your college stay to take advantage of its numerous service and programs. For further information, please visit:

<http://www.career.emich.edu/>

Alumni Association

When students graduate, they automatically become members of the EMU Alumni Association. Students will have to activate their membership to receive all of the benefits and their membership card. The EMU Alumni Association is not a dues-paying organization. To activate membership, students must complete the EMU Alumni Association Membership form at:

http://www.emich.edu/alumni/association/mem_form.html

Policy on Harassment

Eastern Michigan University has a policy on equal employment opportunity and non discrimination. In addition, the School of Social Work adheres to the Code of Ethics which can be found at the end of this handbook. Sexual harassment, as in the case of harassment based: on age, race, color, religion, national origin, sexual orientation, or disability, is regarded as a violation of the EMU policy on harassment as well as the NASW Code of Ethics. All students and

employees are expected to deal fairly and honestly with one another to ensure a work and educational environment that is free from intimidation and harassment.

The complete EMU policy on sexual harassment is found at the following link.
<http://www.emich.edu/hr/sexualharassmentpolicy.pdf>

Should students have any unanswered questions regarding situations involving harassment, they may contact the Director of the School of Social Work at 734-487-0393.

Michigan Licensing

As of July 1, 2005, social workers in Michigan are required to be licensed. For more information regarding the licensing process, please visit:

http://www.michigan.gov/mdch/0,1607,7-132-27417_27554---,00.html

NASW Code of Ethics

The National Association of Social Workers Code of Ethics provides the core values and imperatives of the profession. It gives guidance to the design of our curriculum and to the field work that confirms a social worker's place as a professional. Therefore, we have placed the Code here as a resource and a reminder of our task and our principles. The Code was taken from:

<http://www.socialworkers.org/pubs/code/default.asp>

Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social worker should aspire.

Value: Service

Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: Social Justice

Ethical Principle: Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: Dignity and Worth of the Person

Ethical Principle: Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: Importance of Human Relationships

Ethical Principle: Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: Competence

Ethical Principle: Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

1. Social Workers' Ethical Responsibilities to Clients

1.01 Commitment to Clients

Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others).

1.02 Self-Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

1.03 Informed Consent

(a) Social workers should provide service to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interest by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse services.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide service in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

1.05 Cultural Competence and Social Diversity

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.

(c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

1.06 Conflicts of Interest

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interest to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there are a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social worker should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving service or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

1.07 Privacy and Confidentiality

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

(d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients' circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participant will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

(h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

(i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

(k) Social worker should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.

(m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work license.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

1.08 Access to Records

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in the clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social worker – not their clients, their clients' relatives, or other individuals with whom the client maintain a personal relationship – assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers – not their clients – who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients).

Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

1.12 Derogatory Language

Social workers should not use derogatory language in their written or verbal communication to or about clients. Social workers should use accurate and respectful language in all communication to and about clients.

1.13 Payment for Services

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in the social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

1.14 Clients Who Lack Decision-Making Capacity

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

1.16 Termination of Services

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b). Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

2. Social Workers' Ethical Responsibilities to Colleagues

2.01 Respect

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communication with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2.02 Confidentiality

Social workers should respect confidential information shared by colleagues in the course of the professional relationship and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exception related to it.

2.03 Interdisciplinary Collaboration

(a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

2.04 Disputes Involving Colleagues

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social worker's own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

2.05 Consultation

(a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interest of clients.

(b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.

(c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Referral for Services

(a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe

that they are not being effective or making reasonable progress with clients and that additional service is required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to the professionals should disclose, with clients' consent, all pertinent information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

2.07 Sexual Relationships

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

2.08 Sexual Harassment

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2.09 Impairment of Colleagues

(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Incompetence of Colleagues

(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.11 Unethical Conduct of Colleagues

(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

(b) Social workers should be knowledgeable about established policies and procedure for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social workers who believe that a colleague had acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

(d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees.

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

3. Social Workers' Ethical Responsibilities in Practice Settings

3.01 Supervision and Consultation

(a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.

(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.

(d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

3.02 Education and Training

(a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.

(b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

3.04 Client Records

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

3.05 Billing

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

3.06 Client Transfer

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

3.07 Administration

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

3.08 Continuing Education

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for which they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

3.09 Commitments to Employers

- (a) Social workers generally should adhere to commitments made to employers and employing organizations.
- (b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.
- (c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.
- (d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.
- (e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.
- (f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.
- (g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

3.10 Labor-Management Disputes

- (a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
- (b) The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

4. Social Workers' Ethical Responsibilities as Professionals

4.01 Competence

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

4.02 Discrimination

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

4.03 Private Conduct

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

4.04 Dishonesty, Fraud, and Deception

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

4.05 Impairment

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

4.06 Misrepresentation

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

4.07 Solicitations

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

(b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

4.08 Acknowledging Credit

(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

(b) Social workers should honestly acknowledge the work of and the contributions made by others.

5. Social Workers' Ethical Responsibilities to the Social Work Profession

5.01 Integrity of the Profession

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession

through appropriate study and research, active discussion, and responsible criticism of the profession.

(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research

(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.

(b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.

(d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless

rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

(h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.

(l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

(m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

(o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. Social Workers' Ethical Responsibilities to the Broader Society

6.01 Social Welfare

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should

promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

6.02 Public Participation

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

6.03 Public Emergencies

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

6.04 Social and Political Action

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

National NASW website: <http://www.socialworkers.org/default.asp>

NASW Michigan chapter: <http://www.nasw-michigan.org/index.htm>

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