

Eastern Michigan University School of Social Work

Graduate Program
Student Policy Manual
11th Edition
2018-2019

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

MSW PROGRAM CURRICULUM

Fall Semester	YR. 1-FOUNDATION*	
SWRK 501	Social Policies and The Social Work Profession (first weekend)	1 credit
SWRK 505	Generalist Social Work Practice with Individuals	2 credits
SWRK 506	Human Behavior in the Social Environment: Individuals and Families	2 credits
Winter Semester		
SWRK 503	Ethics and The Social Work Profession (first weekend)	1 credit
SWRK 515	Generalist Social Work Practice with Families	2 credits
SWRK 533	Social Work Evaluation and Research: Qualitative and Quantitative Methods	4 credits
Summer Semester		
SWRK 525	Social Work Practice with Women and Girls (HBSE/Practice)	2 credits
SWRK 535	Social Work Practice with People of Color: A Strengths Perspective (HBSE/Practice)	2 credits
Fall Semester	YR 2 – FOUNDATION*	
SWRK 507	Human Behavior in Social Environment: Groups, Organizations, & Communities	2 credits
SWRK 545	Generalist Social Work Practice with Groups	2 credits
Winter Semester		
SWRK 565	Generalist Social Work Practice with Communities	2 credits
SWRK 595	Generalist Field Experience I	4 credits
Summer Semester		
SWRK 571	Social Work Policy Analysis and Change	2 credits
SWRK 596	Generalist Field Experience II	4 credits
Fall Semester	YR. 3- ADVANCED*	
SWRK 610	Empowerment: Social Justice and Social Change (practice course) (ADVANCED PROGRAM BEGINS: 1 st COURSE FOR ADVANCED STANDING)	2 credits
SWRK 623 SWRK 643 SWRK 653	<i>Concentration-Specific HBSE**</i> SWAG: Applied Psychosocial Aspects of Aging SWFS: Families in the Social Environment SWMH: Dynamics and Practice: Chemical Dependency Services	3 credits
Winter Semester		
SWRK 620 SWRK 640 SWRK 650	<i>Concentration-Specific Policy**</i> SWAG: Policy Issues and Older People SWFS: Policies and Issues in Services to Families SWMH: Policy Issues in the Health Care Setting	3 credits
SWRK 624 SWRK 644 SWRK 652	<i>Concentration-Specific Practice**</i> SWAG: Working with Aging People SWFS: Family-Centered Practice SWMH: Dynamics and Practice: Mental Illness Services	3 credits
Summer Semester		
SWK 633	Research Methods for Agency Based Practice	3 credits
SWRK XXX	Electives	
Fall Semester	YR 4 – ADVANCED*	
SWRK 695	Advanced Field Practice I	4 credits
Winter semester		
SWRK 696	Advance Field Practice II	4 credits
Summer semester		
SWRK XXX	Electives (if needed)	

SWFS-Family and Children Services; SWMH-Mental Illness and Chemical Dependency; SWAG-Services to the Aging

NOTES

Full Program (63 CR); Advanced Standing Program (35 CR)

Full Program requires 9 elective credits; Advanced Standing requires 13 elective credits

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Welcome to Eastern Michigan University's School of Social Work Master's Program! We desire to support your educational growth and development as you prepare to enter the field as a master level professional and leader. Please know that we are committed to your education. We are here to support you!

Faculty

Faculty members are the heart of any academic program. The faculty members of the School of Social Work have wide-ranging interests and abilities and are dedicated to the profession of social work. Brief faculty educational and professional biographies can be found on the School of Social Work website at: <https://www.emich.edu/chhs/sw/faculty/index.php>.

Contact Information

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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.

Admissions Master of Social Work

The Eastern Michigan University Master of Social Work program is designed for the working adult, interested in advancing their knowledge and social work skills in working with oppressed and disenfranchised individuals. The program is designed for part-time students and offers only evening and Saturday courses.

Admissions Requirements

Full Program

A baccalaureate degree from an accredited college or university must be completed prior to matriculation. Candidates may apply while their degree is in progress, but degree completion demonstrated by an official transcript is necessary prior to beginning coursework in the MSW Program.

Advanced Standing

A Bachelor of Social Work degree from a CSWE-accredited college or university must be completed prior to matriculation. Candidates may apply while their degree is in progress, but degree completion demonstrated by an official transcript is necessary prior to matriculation into the MSW Program.

Grade Point Average

Full Program

A minimum GPA of 2.75 is required at the time of application. This GPA can be attained with a cumulative undergraduate or a completed graduate degree. A cumulative undergraduate GPA includes all college courses taken prior to receiving a bachelor degree.

Advanced Standing

A minimum GPA of 2.75 is required at the time of application. This GPA is attained with a cumulative undergraduate degree. A cumulative undergraduate GPA includes all college courses taken prior to receiving a bachelor degree. In addition, a 3.0 in the last sixty credits of the bachelor degree is required.

Conditional Status

At the discretion of the MSW Program and the Graduate School, an applicant may be admitted as a conditional student. Conditional status is afforded to students accepted into the program needing to meet a particular condition to maintain enrollment. The two conditions are listed below.

Full Program Conditional:

In select cases, some applicants will be admitted on a conditional basis to the Full Program if they do not have the minimum overall GPA of 2.75. A limited number of exceptional applicants who have been working in the social work field for a substantial amount of time may be considered for conditional admission, full program.

Advanced Standing Conditional:

Outstanding applicants with a demonstrated commitment to the profession and a conferred BSW who have an overall undergraduate GPA of less than 2.75 with the last 60 credit hours with a GPA of less than 3.0, will be considered for acceptance to the MSW Program. Once accepted, this Conditional status will be removed after the student completes four courses identified through an Individualized Plan of Study. These courses will be selected to address challenges as indicated in the applicant's undergraduate transcript. The student will complete these four courses the first year of their program and will not move to Advanced Curriculum until the Individual Plan of Student requirements are met. Once accepted into the Advanced Curriculum, the student will be required to complete all Advanced Standing requirements including the 13 credits of electives.

Graduate Record Examinations (GRE)

The GRE is not required for admission.

Personal Statement

Applicants complete a personal statement that speaks to their readiness for graduate studies and connection to our mission.

Recommendation Letters

Three professional recommendation letters are required. Strong letters would be from professionals who could speak to the applicant's academic strengths, professionalism and/or readiness for master level social work.

Experience

Professional experience in the human services field, both paid and unpaid, is weighed in the decision-making process. This includes paid work experience, volunteer experience and internships.

Admissions Process

1. All applications to the MSW Program, in the College of Health and Human Services, are submitted through the EMU Graduate School. Begin your application process at: <https://www.emich.edu/chhs/sw/graduates/apply.php>.
2. Once a complete application Graduate application, all transcripts, personal statement, employment/volunteer form and three recommendations (submitted online by your

recommenders) are received, the School of Social Work verifies, processes, and reviews the application.

3. Overall GPA is verified and calculated.
4. Last 60 credits GPA is calculated.
5. Work and volunteer experience is verified and calculated.
6. Each application is sent out for two reviews. Reviewers from the School of Social Work read the application and issue points using a formal rubric which includes the applicant's connection to the EMU School of Social Work mission, evaluation of personal and professional characteristics, and academic ability.
 - a. If the point spread between the two reviews is more than ten points, the application is sent out for a third review.
7. Once the reviews are completed, the application is sent to the Admissions committee for a decision. The committee reviews the rubrics, GPA and work history to arrive at their decision.
8. **Students being considered for a GPA conditional admissions will also be interviewed by the admissions team prior to arriving at a decision.
9. Applicants are notified by mail; decisions are not open for appeal.

Notification of Decision

All applicants are notified of a decision by written, mailed letters from the School of Social Work. No decisions are given by email or phone call. Any condition and steps for removing the condition are articulated.

Transfer Applicants

If an applicant is currently in another EMU graduate program and interested in an MSW, the student must complete the formal application process as outlined above to be considered for the MSW Program. If accepted, some courses may transfer as electives dependent on the date of the course and relevance to the social work curriculum. Discretion for transfer credits lies with the MSW Program Director.

If an applicant has been accepted into and attended another MSW program, the applicant must complete the formal application process as outlined above to be considered for the EMU MSW Program. In addition, the applicant must submit a letter from their current/previous MSW Program stating that they left the program in "good standing." Only students in "good standing" will be considered for the EMU MSW Program.

Criminal History

The application for admission to Eastern Michigan University requires disclosure of criminal and disciplinary history. The School of Social Work does not specifically require background checks for applicants into the School of Social Work. Applicants with a history of criminal conviction(s) may apply and be considered for acceptance into the School of Social Work. It is recommended that an applicant with a legal/criminal history contact the Master of Social Work Program Director to discuss potential barriers to becoming a fully licensed MSW. Due to the nature of certain crimes, the program will advise the applicant to contact the State of Michigan Licensing Board to determine whether the history of legal/criminal behavior will preclude him/her from becoming licensed. Additionally, the MSW Program Director will inquire of the Placement Field Office whether the nature of the offense may automatically prevent the student from being placed in an agency to complete his/her field placement. The applicant will be informed of known limitations in placing him/her for their field placement; each agency, however, establishes their own protocols related to criminal checks, drug testing, etc. and have the right to require students to meet these expectations for placement.

Students with a criminal history are often concerned with disclosure of a criminal history and the impact it might have on their success. While the school neither solicits information nor discriminates against students with a criminal past, many field placements have laws or policies that govern the hiring of/or use of interns with specific criminal histories. Any student with a history of criminal activity is encouraged to contact the field office to ensure placement options consistent with their concentration. Further, they are encouraged to contact the Michigan Department of Licensing and Regulatory Affairs at https://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27554---,00.html to ensure licensure upon completion of their degree.

Appeal of Decision of Acceptance/Denial into the EMU MSW Program

There is no appeal process. Decisions are final. If applicants are interested in re-applying for a future year, they are encouraged to do so by reapplying to the Master of Social Work program and updating their application materials.

Curriculum

Overview

The curriculum of the MSW Program at EMU provides students with the skills needed to be successful leaders and practitioners, with emphasis on working with individuals, families, groups, communities, organizations, and social policy. These skills will be used to promote social justice for society's most oppressed and vulnerable 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) and offers a "Full Program" consisting of a generalist practice foundation for students entering without Bachelor of Social Work (BSW) degrees from CSWE-accredited programs. The "Advanced Standing Program," for students entering with Bachelor of Social Work (BSW) degrees from CSWE-accredited programs, consists of core required/concentration courses, and electives. The core courses include 16 credit hours of advanced content, including social justice work with oppressed populations, social policy, research, and field work. Each concentration (services for the aging, family and children's services, and mental illness and chemical dependency services) 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. At the advanced level, course work and field placement must match the students' concentration. Currently, the following three concentrations offered are:

Family and Children's Services: This concentration prepares students to work in: community prevention programs, child and family agencies, protective service, foster care, adoptions, juvenile outreach, youth residential facilities, domestic violence prevention, homeless shelters, and family court settings, to name a few.

Mental Illness and/or Chemical Dependency Services: This concentration prepares students to work in a variety of community mental health settings, residential treatment agencies, psychosocial rehabilitation, substance abuse treatment programs, group homes, consumer-run programs and clubhouses, advocacy groups, and family support services.

Services for the Aging: This concentration focuses on serving the needs of older persons in area agencies that work 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 length of time required to complete a MSW Degree depends upon undergraduate preparation:

Part-time Program: The EMU MSW Program is designed to be a part-time program. The CSWE mandates that the MSW degree must be completed in a timely manner. ***MSW requirements must be completed within six years of the date of entrance into the program*** (See Program and Course Requirements: Time Limitation).

Full Program Students: The program is designed to accommodate the needs of part-time students. Students who do not have social work bachelor degrees are eligible for the full program. Further, BSW students accepted into the program as a conditional non-degree student will also complete the full program. The full program is 63 credits of both FOUNDATION and ADVANCED level coursework and can be completed in 3 years and 8 months, provided the student enrolls in 6-8 credits per semester.

Advanced Standing Students: Students may qualify for the advanced standing program if they: (1) hold a BSW degree from a program accredited by the CSWE; (2) have at least a 2.75 overall grade point average (GPA) from their undergraduate coursework; and/or, (3) have 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 1 year and 8 months if students enroll in 6-8 credits per semester.

Plan of Study (POS)

All students must have a “Plan of Study” (POS). This POS is a required document, a contract between you and the School of Social Work that lists each course students must take sequentially for completion of the program. Further, it clearly outlines which semester and year each course must be taken. The POS serves two purposes: 1) It acquaints students with the degree requirements they must fulfill and provides them with a plan by which these requirements will be met, and 2) It is the instrument used in the “checkout” audit when students apply for graduation. MSW students create their POS at the required MSW new student orientation. This form is completed prior to the beginning of their studies, and must be signed by both the students and by an authorized faculty advisor, the MSW Student Services 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 POS should meet with the MSW Student Services Coordinator/MSW Program Director to make an informed decision.

Students should be aware that the MSW Program has a ***fixed sequencing*** of courses and that all core courses are offered only one time per year. This means that courses should be taken in the order in which they appear on the POS. Students are not allowed to take courses out of sequence. Any unauthorized or undocumented changes in the course sequence and/or confusion in the POS may result in administration problems, delays in completing the program, and interference with the graduation process.

It is the responsibility of the students to register for the correct courses in the sequence and scheduled semester identified in the POS. If a student decides to: (1) stop out, (2) withdraw from courses, (3) receive an “Incomplete” or a grade below requirements, or (4) change their course of study for any reason, it is recommended that the student make an informed decision by first meeting with the MSW Student Services Coordinator and/or MSW Program Director.

Coursework

The Council on Social Work Education mandates that all MSW requirements 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 (32 credit hours)

SWRK 501 Social Policy and the Social Work Profession (1 credit)
SWRK 506 HBSE: Individuals and Families (2 credits)
SWRK 505 Generalist Social Work Practice with Individuals (2 credits)
SWRK 503 Ethics and the Social Work Profession (1 credit)
SWRK 515 Generalist Social Work Practice with Families (2 credits)
SWRK 533 Social Work Evaluation and Research: Qualitative and Quantitative Methods (4 credits)
SWRK 525 Social Work Practice with Women and Girls (2 credits)
SWRK 535 Social Work Practice with People of Color: A Strengths Perspective (2 credits)
SWRK 507 HBSE: Groups, Organizations and Communities (2 credits)
SWRK 545 Generalist Social Work Practice with Groups (2 credits)
SWRK 565 Generalist Social Work Practice with Communities (2 credits)
SWRK 595/596 Generalist Field Experience I and II (8 credits)
SWRK 571 Social Work Policy Analysis and Change (2 credits)

For students without a BSW: all foundation courses must be completed prior to taking advanced level courses.

Advanced Level Courses (13 Credits)

SWRK 610 Empowerment: Social Justice and Social Change (2 credits)
SWRK 633 Research Methods for Agency Based Practice (3 credits)
SWRK 695/696 Advanced Field Experience I and II (8 credits)

Advanced Concentration courses (9 Credits) - (Choose ONE Concentration Only)

Services to the Aging

SWRK 620 Policy Issues and Older People (3 credits)
SWRK 623/GERT 512 Psychosocial Aspects of Aging (3 credits)
SWRK 624 Working with Aging People (3 credits)

Family and Children's Services

SWRK 640 Policies and Issues in Services to Families (3 credits)
SWRK 643 Families in the Social Environment (3 credits)
SWRK 644 Family Centered Practice (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 Services (3 credits)

Elective credits according to your program:

Full Program: 9 elective credits. **Advanced Standing:** 13 elective credits.

Independent Study

Independent studies are sponsored by full-time faculty and lecturers. Students may contract with a full-time social work faculty/lecturer to take a one, two, or three credit independent study course. While

students may enroll in an independent study at any time during the semester and there is no financial penalty for doing so, it is the policy of the School of Social Work that proposals must be approved by the end of the first month of each semester. Any exceptions must be approved by the MSW Program Director.

The Independent Study is designed for students who wish to study material in more depth than what is covered in existing courses or material that is not currently covered in existing courses. Students are required to design their own study proposals. They may obtain advice and assistance from faculty members. The study may also be used for empirical research or special training projects. *It is not to be used to study areas surveyed in existing courses.* Since each project is, in effect, a course for which credit is requested, ample time and thought should be given to the design of the Plan of Study.

The Independent Study Proposal will provide the following information:

1. A detailed description of the work the student is proposing to accomplish.
2. The learning objectives of the project and the necessary steps for achieving these objectives prior to the end of the semester in order to permit time for evaluation.
3. A timeline indicating when various steps of the project will be accomplished and when final assignments/products are due.
4. Supplemental materials such as bibliography, an activities schedule, or mock tables will be appended, if appropriate.
5. If the project involves the use of agency facilities, documentation providing agency approval will be included in the proposal.

NOTE: The scope of the Independent Study is commensurate with the amount of credit sought. A regular course entails fifteen hours of class attendance for each hour of credit plus homework such as assigned readings, examinations, and additionally required work such as term papers or field projects. The graduate school restricts the number of independent study credits to a total of 6 credits within the MSW degree.

Steps needed for Independent Study Approval:

1. Prepare three copies of the Independent Study Proposal, one for the supervising instructor, one for department files, and one for the student.
2. Obtain and complete the cover sheet for Independent Study Proposals in the Social Work Office, 317 Marshall. The cover sheet must be signed by the supervising instructor and approved by the MSW Program Director.
3. Bring the completed proposal and cover sheet to the social work secretary, who will then issue a section number and give the student permission to register.

Field Placement

The professional practicum is a critical component of graduate education in the MSW Program. Social service agencies and the School of Social Work 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, ethics, 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 cannot substitute work experience for required field placement courses.*** See MSW Field Manual for a more complete explanation of Field Placement policies.

To enter and remain in field placement, students must maintain a minimum cumulative GPA of “B” (3.0) in their program. The MSW Program requires students to have a “B” or better in all required practice courses and a minimum of “C” in any other course work. Please note that all elective and other courses are included in this requirement.

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 student's area of concentration. Students entering the program with a BSW and who have been granted advanced standing must complete the advanced placement requirement of 500 hours.

Field placement hours are to be completed over the course of the Fall, Winter, and Summer semesters. Specific arrangements regarding field hours are to be negotiated between the Field Instructor and students in the field placement contract, and must be approved by the Faculty Liaison. However, students cannot complete fewer than 12 hours or more than 20 hours per week in field placement without previous arrangement with the field director and course instructor.

To receive a passing grade of "B" or higher, students must satisfactorily fulfill all requirements and responsibilities in both the field placement and the field seminar. Failure to attend the seminar and/or to be in placement without proper notification and approval from the Field Instructor and Faculty Liaison will be grounds for dismissal from field placement and/or for a failing grade.

Students should review EMU policies concerning eligibility to receive an "Incomplete" grade. However, "Incomplete" grades are not normally awarded in field courses since seminar participation and field work must be performed concurrently. In the **exceptional** case where an "Incomplete" grade is awarded, students must repeat both their field placement as well as the accompanying field seminar in order to receive a grade. **Note: Field hours accumulated in the Field Experience course where the "Incomplete" grade was received, will not be counted or rolled over when the course is repeated.**

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. Please review "Student Performance and/or Conduct Dismissal Policy" for actions taken when serious concerns about student performance arise during the course of their field placement and seminar.

Immunizations

Students are not required to have or show proof of immunizations to be accepted to or matriculate through the Master of Social Work Program. However, many field placements do require verification of immunizations. If an intern is required by the field placement to show verification or receive additional vaccinations, they must comply to receive the identified placement. This arrangement occurs directly with the student and the field placement site. The School of Social Work and field office do not facilitate this process. The Snow Health Center does provide immunizations for students and is a resource if needed.

School Social Worker Non-certificate Approval Process: The Michigan Department of Education requires certain skills and competencies of Social Workers before they 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 by taking the three School Social Work courses as electives. Further, they **MUST** complete a field placement in a child and family agency.

School Social Work students take **three required School Social Work courses in sequence, one course per semester, beginning winter term with the pre-requisite course and ending in summer term.** 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 (3 credits). Winter Term elective at EMU and prerequisite for the next two courses
 - SWRK 671 School-Based Assessment of Children and Youth (2 credits). Summer Term elective at EMU
 - SWRK 672 School Social Work with Children with Educational Disabilities (2 credits). 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 graduate** requests a **SSW 310 form** from the EMU MSW Program office. The **Information of Requirements Form for School Social Work** must be completed at the time of request. Documentation must also be received that the student has completed all coursework requirements. If the school social work coursework was taken at a different university, it is the MSW program from where the student graduated that provides the SSW 310 form.

When a graduate begins a position as a School Social Worker, **it is the graduate's responsibility** to contact the MSW Program Office to secure the SSW 310 form. 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 the student and the employer to contact the state to obtain **permanent approval**. Failure to do so could have a negative impact on the graduate's ability to become a fully approved School Social Worker. The entity that grants permanent approval to work as a School Social Worker is the Michigan Department of Education, and **not** Eastern Michigan University.

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 Plan of Study. **There may be scheduling conflicts with these certificates. It is the student's responsibility to conform to their MSW Plan of Study.** Students may need to return to school to complete their certificate after graduating from the MSW Program.

All students working on a MSW degree in addition to a Certificate (i.e. Gerontology, Dementia), 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.

Community Building: This unique certificate program is designed to develop the competencies of community leaders, professionals and staff of nonprofit organizations in leadership, resource development and program evaluation; in understanding the community as a complex system; in understanding their organizations' potential for civic action; and in understanding how to improve the capacity of their community organizations to meet their missions and strengthen the community. The program also has an external focus: to develop competencies for understanding the community as a social system and improving the social bonds and leadership skills among members of the community. This is a 12-13 credit hour program.

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 care settings. Major themes of this program center on ongoing assessment of the person and his/her environment and

the development of supportive interventions to increase the well-being of the person with dementia. 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 a 12-13 credit hour program.

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.

Nonprofit Management: This certificate is designed to develop competencies and practical skills for working professionals in public and nonprofit organizations, building management capacity of a nonprofit organization in the areas of (1) financial management, accountability, and legal and ethical issues; (2) fundraising, budgeting, and resource management; and (3) human resource management. This is a 14-15 credit hour program with coursework in multiple disciplines.

Women’s and Gender Studies: This graduate certificate provides interdisciplinary and transnational academic study of gender as a social and cultural construct and its intersections with other dimensions of power such as sexuality, race, class, ability, and age. This is a 12 credit hour program.

Graduate Advising

All matriculation and Plans of Study advising occurs with either the MSW Student Services Coordinator or the MSW Program Director. Further, to support the advising process, the MSW Office provides consultation for any complicated situations and assists with Graduate School forms such as petitions, transfer of credit from other universities, etc. If a student is having any difficulty in the Program, needs to withdraw, “stop out” or change the POS for any reason, it is important to contact the MSW Office as soon as possible. Further, students may be assigned a faculty advisor at New Student Orientation to serve as mentor and support.

Faculty Advisors	MSW Program Office/MSW Program 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 during Academic Reviews or Grade Grievances.	Orients students and faculty to MSW and Graduate School policies, procedures, curriculum, etc.
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.
Offer support for, or guidance in the development of independent studies.	Makes decisions on changing conditional admission to full admission once all criteria are met.
	Review student’s Plan 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).

	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 forms needed to change concentration, re-enter the program after an interruption of enrollment, major revision of POS, etc.
	Discusses 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).
	Signs off on graduate audit forms, and resolves any outstanding issues blocking graduation.
	Provides information regarding state social work licensing and processes paperwork to verify student status in the program.
	Processes paperwork for state approval for School Social Work.
	Provides approval for full-time enrollment or to re-enter the program after stopping-out.
	Maintains contact with students who have stopped out of the program.
	Provides information about campus resources, job postings, and events through the online listserv and the MSW bulletin board
	Performs all Academic Reviews.

Academic Review: Students needing representation for an Academic Review shall: 1. Review the specific policy in the MSW Student Handbook; 2. Request attendance by their advisor. In the event that the advisor cannot attend, the student can select an alternate faculty member or the MSW Faculty Grievance Representative.

Grade Grievance: Students needing advising for a Grade Grievance shall: 1. Review the University Policy on Grade Grievance process and procedures; 2. Access to an adviser may occur however the grievance procedure allows the student to choose from an adviser within the faculty, outside of the School of Social Work, the Ombuds Office, etc. Students should consult university policy directly for guidelines.

Listserv

The MSW Program hosts two listservs. One listserv [ssw_announce] provides general announcements and is an opportunity to receive information on special events, job postings, etc.

The Advising Listserv [MSW_advising] is a required listserv as it provides a direct communication link from the MSW office to MSW students. Registration or course offerings, graduation updates, etc. are offered through this listserv. Please recognize this listserv [MSW_advising] as an extension of program advising and read all disseminations sent via this listserv.

Registration

Graduate students must register online for all courses using their [my.emich.edu](https://www.emich.edu) accounts. Registration will be blocked if students have past due accounts with the University. Instructions for registration are provided at: <https://www.emich.edu/registrar/registration/index.php>.

Courses MUST BE taken in the order in which they appear on their Plan 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 Plan of Study is not acceptable. If students register for classes not within their Plan of Study, they may be required to drop the course and may be subject to non-refundable charges/tuition. Further, moving out of sequence may interfere with the graduation process and may result in administrative problems. If you need to alter your Plan of Study see the Student Services Coordinator or of the MSW Program Director.**

Certain University-wide 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**

Tuition is assessed for all credit hours for which a student is registered. 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 <https://www.emich.edu/finaid/>.

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 a "B" or better
3. Course(s) must be from an accredited social work program
4. Course(s) must be approved by EMU's MSW office as relevant to the MSW Program
5. Student must be in good standing at their previous university
6. Students cannot receive course credit for life experience or previous work experience.

All transfer of course credits is solely at the discretion of the MSW Program Director and MSW Student Services Coordinator. Request for Transfer of Credit forms can be obtained from the Graduate School office or online at: https://www.emich.edu/graduate/policies/trans_credit.php.

Academic Load

Four-six hours of graduate credit per semester completes part-time status. 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 are responsible for ensuring compliance with their requirements. Please contact Financial Aid for specifications and requirements for aid.

Course Registration

Courses are offered weeknights and Saturdays. Some courses are offered in "non-traditional" formats including hybrid, all day/weekend, or every other week formats. Some course may be offered back-to-back; however, students should not anticipate this format in each semester of their program.

Overrides and Waitlists

Students are encouraged to register at the opening of registration to secure their best schedule. All classes are capped to ensure small class size and best learning. Overrides are not routinely given. Students are encouraged to select the “waitlist” option for desired courses while still registering for an alternative section when their first choice is not available. It is common for additional sections to be offered or for students to drop/add courses through the registration period to meet their needs. In the event that a student is on the waitlist and a space in the course they are “wait-listed” for becomes available, they will be contacted by the School of Social Work.

Auditing Courses

Core courses cannot be audited. Electives may be audited provided the student submits a Request to Audit a Course form by the university deadline.

Check <https://www.emich.edu/registrar/calendars/> for dates.

Program and Course Requirements

Time Limitation

The Council on Social Work Education mandates that all MSW requirements must be completed in a timely manner. This program requires the completion of course work within four years from the date of entrance into the program. Students experiencing extraordinary, unavoidable, extenuating circumstances may file a written petition to the MSW Program Director for an extension to this requirement. However, only petitions from students who have a consistent outstanding academic performance history will be considered for this extension. **Under no circumstances will students be allowed more than six years to complete their MSW Plan of Study.** Students who wish to temporarily stop-out during their program must notify the MSW Office in writing. This request must be submitted to the MSW Program Director (See “Stop-out” policy).

Course Schedules

Students must complete their courses in accordance with their Plan of Study. Any alterations must be approved by the program office. Students must recognize that courses will be offered during the evenings, Saturdays and some weekends. It is anticipated that students will be on campus two times per week to complete course requirements. Back-to-back classes may be periodically offered at different points in the program, but should not be expected. Off-site classes are also offered periodically, but are not a feature of this program.

Class Attendance

Students are expected to attend all of their classes and adhere to instructors’ course outline. Course instructors will explain their attendance policies early in the term. Excessive absences will lead to lowered or failing grades. 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.

Grades

Each instructor establishes his/her grading criteria. It is critical for students to know that in order to remain in the Master’s program; they must meet both graduate school and School of Social Work requirements.

- Letter grades are awarded from “A” through “F,” with a “C” as the lowest passing grade in the MSW Program.

- Students are expected to maintain a minimum cumulative GPA of “B” (3.0) during their entire MSW Program. Students not maintaining a GPA of 3.0 are placed on probation. Students remaining on probation for more than two consecutive semesters will be dismissed from the School of Social Work.
- Students must achieve a “B” or better in all practice courses in order to be approved for field placement and to use the practice courses to meet graduation requirements.
- Students receiving grades lower than a “C” in **any course meeting their credit requirement** for graduation, or lower than a “B” in a social work practice course, must repeat each course ***in the required sequence*** prior to entering (or continuing) Field Placement and in order to graduate from the program. Graduate level courses cannot be taken on a pass/fail basis.

Course Repeat

Eastern Michigan University Graduate School’s policy on repeating courses permits students who receive grades of “B-, C+, C, C-, and F,” to repeat a course if they so desire. Courses in the MSW curriculum may only be repeated once, and students may repeat no more than two different Social Work courses in which they achieve less than a “C” grade. Students receiving less than “C” in a repeated required social work course or in a third required social work course will be dismissed from the program.

A course should be repeated if it is out of date (more than six years old and cannot be validated).

Incomplete Course Work

An incomplete grade of “I” may be awarded at the discretion of the instructor 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, will specify the work required to remove the Incomplete “I” grade, and will specify the time by which the work must be completed. The required amount of work has not been completed due to illness, necessary absence or other satisfactory reasons. A student should never be awarded an incomplete for poor work or willful non-attendance of class. Departmental offices will maintain information about the work that the student must complete in order to remove an incomplete and receive a grade for the class. An incomplete must be replaced by a grade within one calendar year from the end of the semester or session in which the grade was given. The initiative for removal of an incomplete rests with the student. If not converted by the end of the one-year period, the incomplete will remain as a permanent part of the student's record. **Incomplete grades received in graduate-level thesis or independent study-type courses are not governed by these regulations.** The time for replacement of an incomplete grade may be extended with written approval. Graduate students must have the recommendation of the instructor, department head and approval of the Graduate Dean. The incomplete grade policies can be found at: https://www.emich.edu/graduate/policies/inc_course.php.

Conditional Non-Degree Student Grade Requirements

Conditional Non-Degree status is awarded only to Full Program-Part Time applicants. This is regarded as a probationary period and allows a student the opportunity to demonstrate his/her ability to be successful in the program.

Students must demonstrate that they can maintain graduate course work by **earning a “B” or above in all** of their courses **in addition to** maintaining a **3.0 G.P.A.** within the first and second semester of their approved Plan of Study with no withdrawals, incompletes, or stop-outs (with or without notice). Conditional students who receive an incomplete grade, withdraw from class, stop out (with or without notice), 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 or second semester of course work, will not be awarded full admission into the MSW

Program. Students who meet the requirement will automatically be removed from conditional status. The Program Office will file the necessary paperwork with the Graduate School on the student's behalf.

Withdrawal

Graduate students are expected to follow University policy and procedures for withdrawal, both from individual classes and from the University. Nonattendance or nonpayment of tuition *does* 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/or does not take the final examination, University policy requires that the instructor assign a grade of "F" for the course. Students who believe they have received an unearned "F" 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 withdrawal, please refer to: <https://www.emich.edu/registrar/registration/dropwithdrawl.php>.

NOTE: Students who withdraw from one or more courses must meet with the MSW Student Services Coordinator to revise their Plan of Study.

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. Good standing means students who have a minimum "B" and/ or 3.0 grade point average. Stop-out forms are available in the Social Work Office.

Students requesting to "stop-out" of the program must notify the MSW Office in writing. Notification includes:

- 1) Their plan and reason for stopping out
- 2) Tentative plan for resuming the program
- 3) Contact information

Note: If stopping out in the middle of a semester, students must follow university policies related to withdrawing and contact both their current instructors and the MSW Office.

Requests for stop-out that would require an extension of the four year time limit of matriculation will be considered. 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. Therefore, if the stop-out will result in the students needing more than four years to complete their degree, students must request a waiver of the CSWE time limit. ***Please note that graduate school policy does not allow, under any circumstances, more than six years to complete the MSW Program.***

Returning to the Program: Students wishing to return 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," and include the following information:

- a) Readiness to return
- b) Plan for completing the program
- c) Description of supports or changes that will allow for successful matriculation
- d) Accommodations that may be needed to complete the program. Please note that special accommodations will need to be arranged through the Office of Disability Services.

Students who stop attending classes longer than one semester without having completed the official "Stop-Out" request will be dropped from the MSW Program. Students in this situation, who wish to return to the MSW Program, must submit a written petition to the MSW Program Director requesting to be re-admitted into the Program. This petition must be attached to the University's "Change of Enrollment Form." Student must include in this petition points "a-e" listed above.

Under no circumstances are "stopped out" students allowed to register for Social Work graduate courses without first meeting with the MSW Program Director or the MSW Student Services Coordinator. Readmitted students must meet with the MSW Student Services Coordinator to establish a new Plan of Study prior to registering for classes.

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 about their status each semester by the Graduate School. Once on probation, enrollment is permitted only on a semester-by-semester basis until the probation is removed. The Graduate School allows students to remain on probation for up to three enrollment periods (three semesters) before returning to good standing. However, **the MSW Program requires students to achieve a 3.0 in two concurrent enrollment periods (two semesters)**. Probationary students who do not return to good standing in the MSW Program by the end of the second enrollment period will be dismissed from the MSW Program and will be so notified in writing.

Conditional Students: BSW with Low GPA

Students accepted with a BSW and a low GPA are placed under a Conditional Status. The student has one academic year to remove the status. Under this condition, the graduate student will demonstrate competency in the completion of four courses that were identified in conjunction with the MSW Program Director as being four courses needing remediation. The student must receive a B or better in all four courses for the condition to be removed. If the student cannot meet this condition, they will be dismissed from the program.

Student Performance and/or Conduct Dismissal Policy
RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF GRADUATE
SOCIAL WORK STUDENTS

In situations where the School of Social Work policy differs from the EMU Graduate School policy, the School of Social Work policy supersedes the Graduate School policy.

The University and the School of Social Work expect performance and 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. Any single violation to the Code of Ethics can lead to dismissal from the School of Social Work.

Definitions

Non-Academic Behaviors Resulting in University Disciplinary Action

In addition to any actions taken by the School of Social Work, any conduct by a social work student that reflects an alleged violation of the University Student Code of Conduct will be referred to the Office of Wellness and Community Responsibility for processing. The Office of Wellness and Community Responsibility's Code of Conduct outlines expectations of EMU students and behaviors that could result in disciplinary action through this office. Any disciplinary action taken by the Office of Wellness and Community Responsibility is separate from any action taken by the School of Social Work. The Conduct Code outlines the kinds of student behaviors that will result in disciplinary action, which may include dismissal from the University. Conduct violations by a student off campus in University related activities (e.g. online activities, field placement, international field placement and course work) will be handled the same as if the violation had occurred on campus.

Academic Behaviors and/or Performance Resulting in Action by the School of Social Work

The EMU School of Social Work believes that student performance and/or behavior provides relevant information regarding that student's likely performance and success as a social worker, and, therefore, considers such performance or behavior as an academic student progress matter. Certain behaviors or performance will be considered 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 profession of social work.

Academic disciplinary action may be initiated when a student exhibits the following behavior and/or performance 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 and/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
- Performance and/or 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
- Performance and/or 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 or threatening behavior
- Sexual or racial harassment or harassment concerning sexual orientation or gender identity.
- Demonstrated inability to work effectively and collaboratively with peers and/or other professionals

This is inclusive of all behavior related to the status of students in the School of Social Work, interactions with clients, agency staff, faculty, and students.

Procedures for Handling Academic Behavior and/or Performance Issues

Academic Review: Students needing representation for an Academic Review shall: 1. Review the specific policy in the MSW Student Handbook; 2. Request attendance by a faculty person of their choosing to serve as their adviser. In the event that the faculty chosen by the student is unable to support the process, the student may request the **MSW Faculty Grievance Representative as their adviser.**

Academic Review Process

All concerns should first be discussed between the student and faculty member with the goal of reaching an understanding and/or resolution.

Any concern about a particular student's academic behavior and/or performance is brought to the attention of the MSW Program Director. The MSW Program Director will consult with the faculty member on the presenting concern(s). After consulting, the student will either be granted a Preliminary Review or a Full Academic Review.

STEP 1: Preliminary Review

The MSW Program Director will notify the student and schedule a formal meeting with the student, the student's Advisor of choice, and the person raising the concern about the student's behavior and/or performance. It must be noted that a substitute will be assigned by the Director of the School of Social Work when the person(s) raising the concern(s) about the student's behavior and/or performance is/are unable to attend this meeting. The purpose of this meeting is an effort to assist the student in receiving due process.

Process of Meeting:

The MSW Program Director will facilitate this meeting. During this meeting, the person(s) bringing forth the concern will present the concern and any supporting documentation/evidence. The student will also present their perspective of the concern and any documentation/evidence. All parties will have the opportunity to ask clarifying questions.

Outcome:

At the completion of the meeting, the MSW Program Director and Advisor will review the concern and other pertinent information about the student's performance throughout their course of study and arrive

at a decision. They may (1) decide that the concern does not rise to the level of an “Academic Review” requiring any further action; (2) set up a plan for remediation of the problem(s) with the student’s input; (3) decide that a formal Academic Review is necessary; and/or, (4) Counsel the student out of the program.

A student who does not agree with the recommendation given can request a Full Academic Review within 10 days of the Preliminary Review decision. The request must be received in writing or by email.

In the event that the student fails to attend this scheduled formal meeting, those attending may go forward with the suggestion to perform a full “Academic Program Review” and will inform the student, in writing, of this decision.

STEP 2: Full Academic Review:

A Full Academic Review is warranted in the following circumstances: 1) a student rejects the recommendation made from the Preliminary Review; 2) It is deemed the next step by the MSW Program Director and Advisor at the completion of the Preliminary Review; and, 3) The seriousness of the concerns and initial evidence indicates that the First Step of Preliminary Review is not appropriate.

Notice to Student:

The MSW Program 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 via email and 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

Composition of Review Committee:

The MSW Program Director will convene the Review Committee, consisting of the MSW Program Director, the faculty Advisor, one additional social work faculty representative plus a faculty alternate, and two representatives plus an alternate from the Social Work student body. The review committee, by majority vote, will elect one member to serve as chair of the committee. A review committee member must have no prior involvement in the case (with the exception of the MSW Program Director and Advisor), 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 to 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 members.

Process of Meeting:

During the review, the individual/s (or substitute) who raised concerns about the student’s behavior or performance will summarize the concerns. The student and/or his/her Advocate 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. Once this process is completed, the student, his/her advocates, and the individual(s) and/or their representatives who raised the concerns about the student’s behavior or performance will be dismissed.

Outcome:

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 with no opportunity to return to the program.

The MSW Program Director will notify the student, in writing, of the decision within five calendar days of the review by email and mail.

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 Director of the School of Social Work. The Director may accept, reject or modify the decision of the committee. The Director’s decision is final.

Office of the Ombuds

It is recommended that students secure the support of the Office of the Ombuds if they:

- Feel their concerns are not being heard.
- Believe their rights have been violated or they have not been given due process.
- Need help to resolve or mediate a dispute.
- Feel they have been treated unfairly or insensitively.

It is the student’s decision to use the services of the Ombuds and arrangements are made by the student. For more information about the Ombuds and their services, please call 734.487.0074 or visit: <https://www.emich.edu/ombuds/>.

Graduate Scholastic Performance

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 will immediately be placed on probation. The student must meet with either his/her Advisor or the MSW Program 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 is available for ongoing consultation and support to the student during the “School academic probation” period for the next two semesters. The student will then have up to two additional enrollment periods (Spring/Summer equals one enrollment period) to raise the GPA to the 3.0 minimum. Not raising the GPA by the end of two enrollment periods 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** courses used to meet the requirements of the degree. These courses include Social Work courses and electives. The student’s progress in the Program and graduation can be delayed until the GPA and social work course grades meet the required minimum.

Individual Course Grade Requirements: MSW students must achieve a minimum letter grade of “B” in all practice courses, and a minimum “C” grade in **all** courses used to meet the requirements of the degree. According to Graduate School policy, students who receive a grade below a “C” in any social work course will be allowed to repeat any given course one time only. In total, students may repeat no more than two different School Work required courses due to receiving less than a “C” or a “B” grade in the case of

practice courses. Students who receive 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, in sequence, as dictated by the Plan of Study.

Students who receive a grade below a “C” in a required social work course they are repeating may be dismissed from the program. Similarly, students who receive a grade below a “C” in a second required social work course will be placed on “Academic Probation” and will be dismissed from the social work program if they receive a grade in a third required social work course below a “C.”

Students receiving an “F” 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 their Advisor and/or the MSW Program Director to decide upon a plan for improvement and to identify any needed supports. A second grade of “F” in any graduate level course may result in dismissal from the program.

Students who are currently on **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 four-year time of completion, and/or d) waivers for any SSW Graduate School policies.

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 student may request the support of the School or Ombuds’ Office for a retroactive withdrawal.

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 any semester of field placement will be required to repeat both, the field seminar and the field placement, which they may do only once. A student receiving an “F” in field placement and or the field seminar may be immediately dismissed from the program without the option of repeating the field placement or the field seminar. A student who does not achieve a “B” when repeating a semester of field placement and/or the field seminar will be dismissed from the program.

When students are experiencing difficulties or concerns in a Field Placement, and before the Field Office may consider replacement for a student, the following procedures must be followed:

1. Faculty Liaison meets individually with the student and helps problem solve
2. Faculty Liaison visits agency and meets with the Field Supervisor and the student to engage in problem-solving and to establish appropriate monitoring

When problems cannot be resolved with the above steps, one and/or more of the following solutions will take place:

- a) Faculty Liaison completes “Field Placement Review Request Form” and forwards to the Field Director

- b) Field Director discusses situation with Faculty Liaison and/or Field Coordinator and/or Field Agency personnel
- c) Field Director decides if changes are needed in current placement, if student needs new placement, or if student cannot be replaced by Field Office
- d) Student may be terminated from field placement for violations of the NASW Code of Ethics
- e) Students needing new field placement should not expect to take/roll over field hours accumulated in one agency to another agency
- f) Students not being replaced in field placement may receive an “F” in the particular field experience course
- g) Students may be referred for an Academic Review

Procedures for Handling Scholastic Performance Issues

Students will be notified in writing by the MSW Program Director of their academic status as it pertains to “School academic probation” or “dismissal.” Students placed on School academic probation must set up a meeting with the MSW Student Services Coordinator to develop a remediation plan that is submitted to the MSW Program Director and placed in the student’s file.

Students dismissed from the program because of a scholastic performance deficiency may request that the MSW Program Director review the dismissal. Students must submit the request, in writing, to the MSW Program Director within 10 calendar days of being notified of the dismissal. The MSW Program Director will schedule a meeting with the student and the student’s Advisor as soon as possible. The MSW Program Director will notify the student, in writing, within two weeks of the review meeting whether the dismissal is being upheld. The MSW Program Director’s decision is final.

Grade Grievance Policy and Procedure

Grade Grievance: 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. University Policy provides that 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. Grade grievances are not coordinated through the MSW Program Office.

Students should review Policies Affecting You at EMU, University policies regarding student conduct and grade grievances, accessible in the online Graduate Catalog at: <https://catalog.emich.edu/index.php>.

Part-time / Full-time Attendance

The EMU MSW Program is designed to be a part-time program. The Council on Social Work Education mandates that the MSW degree must be completed in a timely manner. MSW requirements must be completed within six years of the date of entrance into the program (See Program and Course Requirements: Time Limitation).

All students accepted into the MSW Program are accepted as part-time students. Although students may petition to attend full time, permission may be granted only to those students who meet all the requirements and only on a space-available basis (see Request to Transfer from Part Time to Full Time Status below). Both advanced standing and full program students may apply to complete their MSW degrees on a full-time basis.

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

Because the MSW Program is designed to be part-time, students wishing to attend on a full-time basis must follow the process outlined below. The deadline date to apply for this approval:

February 1st for continuing students
May 1st for newly admitted students

In order to obtain approval, students must submit a petition/application with the following:

1. Letter to the MSW Program Director requesting full-time enrollment and outlining the reasons for this request. This letter must also include a statement that the student is available to do 16 hours of field placement during weekdays.
2. Documentation on agency letterhead from the student's employer indicating that the student will either terminate their position or work 20 hours or less when attending school full-time. If the student is not employed, they must indicate their availability as mentioned above in point 1.
3. Current transcript to verify student is in good academic standing with no withdrawals, incompletes, or failing grades.
4. Interview with MSW Admissions Coordinator or MSW Program Director.

Full program students may only begin full-time enrollment at the following specific times: 1) beginning of 1st year (foundation) courses; or, 2) beginning of 3rd year (advanced) courses. Advanced standing students must request full-time enrollment prior to the beginning of the program. For purposes of the MSW Program, "full-time enrollment" is defined as combining year one and two or year three and four of the full program, or year one and two of the advanced standing program.

Full-time students who fail, withdraw, or receive an incomplete grade on any course, will be immediately returned to part-time status without exception. In addition, students whose grade point average (GPA) falls below the required "B" will be placed on probation by EMU's Graduate School as well as the School of Social Work (See Program and Course Requirements: Academic Probation).

Student Organizations

Social Welfare Action Alliance (SWAA)

SWAA is a student organization dedicated to improving the quality of life for all through active campus and community service. The alliance provides members additional experience that will be an asset to their professional careers. This organization includes MSW students as well as BSW students.

Association of Black Social Workers (ABSW)

The School of Social Work hosts a student chapter of the Association of Black Social Workers (ABSW) which is committed to enhancing the quality of life and empowering people of African ancestry through advocacy human services delivery, and research. Student members and supporters participate in leadership development and community service activities.

Aging Studies Program Student Organization (APSO)

APSO is a group of students and professionals who strive to show interest and concern to older adults through advocacy, volunteerism, and activism, and seek opportunities to enhance knowledge, skills, and abilities to promote well-being to those they serve.

Unmasked: Fight Human Trafficking

Unmasked is EMU's student-lead human trafficking awareness organization.

Alumni Association

When students graduate, students should apply to become members of the EMU Alumni Association. It is not a dues-paying organization. The primary focus of the Association is to network for professional development.

Graduation

Applying for Graduation

It is each student's responsibility to ensure that all the requirements for graduation have been met. To be eligible for graduation, each student must:

- Remain in good academic standing in his/her Plan of Study,
- Have a "B" or better in all their required practice courses,
- Have a minimum of "C" in any other social work courses used to meet credit requirements,
- Maintain a 3.0 cumulative GPA in all graduate-level courses taken at EMU and in their Plan of Study,
- Complete all the coursework required for graduation

Candidates for a degree and/or certificate must submit a formal application for graduation in the final semester in which you will complete all requirements before a degree/certificate can be awarded. Applications are accepted online via my.emich.edu Student Services. If you are applying for more than one degree and/or certificate, you must complete an application for each. The application fee of \$100 for each degree and/or certificate will be applied to your student account.

Information on graduation is available at: <https://www.emich.edu/registrar/graduation/>.

Students should expect to receive their degree verification letter within three to four weeks after the close of the semester in which their degree is conferred. If students need verification (for work or job search purposes) that they have completed all of their MSW requirements before they actually receive their transcript and degree in the mail, the MSW Office, upon request, will issue a letter that confirms that the student has completed all requirements for the degree.

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, which may be purchased at the EMU Bookstore, located in the Student Center. EMU holds commencement ceremonies in December and April of each school year. If students are finishing their work during the summer term, their diploma will be dated August however since there is not an August commencement, their name will appear in the December commencement program and they may return to participate in the graduation ceremonial 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 Plan 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 the student's diploma mailing address on record with the University approximately eight to nine weeks after their degree is conferred. 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 email 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 (Please check current fee for graduate diplomas). Students should allow eight to nine weeks for delivery. The form can be obtained at: <https://www.emich.edu/registrar/forms/index.php>.

Transcripts

Students can request an official transcript in person, by mail, or online. Please check current fee. Requests 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 per address (please check current fee for this service). No transcripts are mailed on days that the University is closed, so 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: <https://www.emich.edu/registrar/transcripts/>.

American with Disabilities Act

Eastern Michigan University complies with Americans with Disabilities Act provisions through its Disability Resource Center (DRC). The DRC 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 DRC, 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:

DRC Office

734.487.1849

<https://www.emich.edu/drc/>

Academic Dishonesty/Plagiarism: Definition and Guidelines

Academic dishonesty/plagiarism 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.
- Quoting from another work without indicating the fact by quotation marks or indention 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/plagiarism is a serious ethical violation. Students who violate these provisions may receive a failing grade and the violation may be grounds for dismissal (see Dismissal Policy section of this

manual). Academic dishonesty/plagiarism and the appearance of dishonesty/plagiarism are avoided if proper bibliographic citations are included whenever the work of another is used.

Financial and Need-based Aid

Various types of financial aid are available to graduate students. Information about these programs can be found online through the Office of Financial Aid at: <https://www.emich.edu/finaid/>.

To apply for need-based aid, graduate students must file the Free Application for Federal Student Aid (FAFSA). 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 from the financial aid office. Need-based aid is automatically awarded for fall and winter semesters.

Students who need financial aid for the summer semester 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: <https://fafsa.ed.gov/>.

Please **contact the financial aid office** for all your financial aid questions.

Billing

Students can access their billing information online from their my.emich.edu 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 available at: https://ebill.emich.edu/C20704_tsa/web/login.jsp.

Career Services

The University Advising & Career Development Center 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 UACDC throughout your college stay to take advantage of its numerous services and programs. For further information, please visit: <https://www.emich.edu/uacdc/index.php>.

Harassment Policy

Should students have questions regarding situations involving harassment, they may contact the Director of the School of Social Work at 734.487.0393.

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 interact respectfully 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: <https://www.emich.edu/policies/policy.php?id=181>.

Michigan Licensing

You must have a LLBSW (limited licensed bachelor of Social Work) or LLMSW (limited license Master of Social Work) to practice social work in the State of Michigan.

- You can obtain licensing applications at the following website:
https://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27554---,00.html
 - Download, print and thoroughly **READ** all the information provided on this website.
 - Complete all steps as outlined in the application.
 - Pay the \$41.60 application fee.

You are strongly encouraged to start the application packet prior to graduation. The State Board cannot process your application until they have received the necessary paperwork. It usually takes 6-8 weeks for your application to be processed.

The application process requires your final official transcripts of your MSW to be directly from EMU. If you request your transcripts prior to graduation please check the *Hold Until Degree is Posted on Record* box of the Transcript Request Form. The link to transcript request at Eastern is available at:
<https://www.emich.edu/registrar/transcripts/>.

The Application for a MSW License must be completed and sent to the State of Michigan along with the applicable fees. Please do not send any documents to the School of Social Work.

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:
<https://www.socialworkers.org/about/ethics>.

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 services 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' interests by seeking permission from an appropriate third party, informing clients consistent with their 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 service.

(e) Social workers should discuss with clients the social workers' policies concerning the use of technology in the provision of professional services.

(f) Social workers who use technology to provide social work services should obtain informed consent from the individuals using these services during the initial screening or interview and prior to initiating

services. Social workers should assess clients' capacity to provide informed consent and, when using technology to communicate, verify the identity and location of clients.

(g) Social workers who use technology to provide social work services should assess the clients' suitability and capacity for electronic and remote services. Social workers should consider the clients' intellectual, emotional, and physical ability to use technology to receive services and ability to understand the potential benefits, risks, and limitations of such services. If clients do not wish to use services provided through technology, social workers should help them identify alternate methods of service.

(h) Social workers should obtain clients' informed consent before making audio or video recordings of clients or permitting observation of service provision by a third party.

(i) Social workers should obtain client consent before conducting an electronic search on the client. Exceptions may arise when the search is for purposes of protecting the client or others from serious, foreseeable, and imminent harm, or for other compelling professional reasons.

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 services 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.

(d) Social workers who use technology in the provision of social work services should ensure that they have the necessary knowledge and skills to provide such services in a competent manner. This includes an understanding of the special communication challenges when using technology and the ability to implement strategies to address these challenges.

(e) Social workers who use technology in providing social work services should comply with the laws governing technology and social work practice in the jurisdiction in which they are regulated and located and, as applicable, in the jurisdiction in which the client is located.

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, gender

identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

(d) Social workers who provide electronic social work services should be aware of cultural and socioeconomic differences among clients and how they may use electronic technology. Social workers should assess cultural, environmental, economic, mental or physical ability, linguistic, and other issues that may affect the delivery or use of these services.

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' interests 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 is 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 workers 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 services 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.

(e) Social workers should avoid communication with clients using technology (such as social networking sites, online chat, email, text messages, telephone, and video) for personal or non-work-related purposes.

(f) Social workers should be aware that posting personal information on professional Web sites or other media might cause boundary confusion, inappropriate dual relationships, or harm to clients.

(g) Social workers should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, and other forms of technology. Social workers should be aware that involvement in electronic communication with groups based on race, ethnicity, language, sexual orientation, gender identity or expression, mental or physical ability, religion, immigration status, and other personal affiliations may affect their ability to work effectively with particular clients.

(h) Social workers should avoid accepting requests from or engaging in personal relationships with clients on social networking sites or other electronic media to prevent boundary confusion, inappropriate dual relationships, or harm to clients.

1.07 Privacy and Confidentiality

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from or about clients except for compelling professional reasons. 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 others. 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) If social workers plan to disclose confidential information, they should (when feasible and to the extent possible) inform clients about the disclosure and the potential consequences prior to disclosing the information. 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. This agreement should include consideration of whether confidential information may be exchanged in person or electronically, among clients or with others outside of formal counseling sessions. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants 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, electronically or in person, 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 workers 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 reasonable steps to protect the confidentiality of electronic communications, including information provided to clients or third parties. Social workers should use applicable safeguards (such as encryption, firewalls, and passwords) when using electronic communications such as email, online posts, online chat sessions, mobile communication, and text messages.

(n) Social workers should develop and disclose policies and procedures for notifying clients of any breach of confidential information in a timely manner.

(o) In the event of unauthorized access to client records or information, including any unauthorized access to the social worker's electronic communication or storage systems, social workers should inform clients of such disclosures, consistent with applicable laws and professional standards.

(p) Social workers should develop and inform clients about their policies, consistent with prevailing social work ethical standards, on the use of electronic technology, including Internet-based search engines, to gather information about clients.

(q) Social workers should avoid searching or gathering client information electronically unless there are compelling professional reasons, and when appropriate, with the client's informed consent.

(r) Social workers should avoid posting any identifying or confidential information about clients on professional Web sites or other forms of social media.

(s) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with applicable laws governing records and social work licensure.

(t) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(u) 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.

(v) 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.

(w) 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 client. 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 clients' files.

(b) Social workers should develop and inform clients about their policies, consistent with prevailing social work ethical standards, on the use of technology to provide clients with access to their records.

(c) 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, inappropriate sexual communications through the use of technology or in person, 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 workers—not their clients, their clients' relatives, or other individuals with whom the client maintains 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, written, electronic, or physical contact of a sexual nature.

1.12 Derogatory Language

Social workers should not use derogatory language in their written, verbal, or electronic communications to or about clients. Social workers should use accurate and respectful language in all communications 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 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, disruptions in electronic communication, relocation, illness, mental or physical ability, or death.

1.16 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 other services are 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 other 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.

1.17 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 verbal, written, and electronic communications 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, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

(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 their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions 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 workers' 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 interests 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 Sexual Relationships

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact (including verbal, written, electronic, or physical 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.

2.07 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, written, electronic, or physical contact of a sexual nature.

2.08 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.

2.09 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.

2.10 Unethical Conduct of Colleagues

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

(b) Social workers should be knowledgeable about established policies and procedures 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 has 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, the NASW National Ethics Committee, 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 (whether in-person or remotely) 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, including dual relationships that may arise while using social networking sites or other electronic media.

(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, including dual relationships that may arise while using social networking sites or other electronic media. 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 electronic and paper 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 relevant laws, agency policies, and 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 whom 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, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

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 these 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 using electronic technology to facilitate evaluation or research, social workers should ensure that participants provide informed consent for the use of such technology. Social workers should assess whether participants are able to use the technology and, when appropriate, offer reasonable alternatives to participate in the evaluation or research.

(g) 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.

(h) 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.

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

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

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

(l) 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.

(m) 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.

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

(o) 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.

(p) 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.

(q) 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 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, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

NASW National website: <https://www.socialworkers.org/>

NASW Michigan Chapter: <http://www.nasw-michigan.org/>