



PLEASE READ THE FOLLOWING ATTESTATIONS. YOUR SIGNATURE ON THE FINAL PAGE INDICATES THAT YOU HAVE READ AND UNDERSTAND ALL THE ITEMS AND AGREE TO ALL STIPULATIONS CONTAINED THEREIN.

ITEM I - ACADEMIC INTEGRITY AND HONESTY

Washburn University is a community of learning whose effectiveness requires an environment of mutual trust and integrity expected at any institution. As members of this community, students, faculty, and staff members share the responsibility of maintaining this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty are listed here, it can be said, in general, that submitting any work for academic credit that is not one's own is dishonest. This not only violates the mutual trust between faculty and students but also undermines the validity of the University's evaluation of students and takes unfair advantage of fellow students. Further, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a Washburn University faculty member or administrator.

Examples of academic dishonesty include, but are not limited to:

- Copying from another student.
- Copying from a book or class notes during a closed-book exam (unless one has explicit permission from the instructor).
- Submitting materials authorized by or editorially revised by another person, but represented as the student's own work.
- Copying a passage or text directly from a published source without appropriately citing or recognizing the source.
- Taking a test or doing an assignment or other academic work for another student.
- Tampering with another student's work.
- Securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor.
- Colluding with another student or students to engage in an act of academic dishonesty.

Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions. The dean, department chairperson, or designee will use standards and procedures of the school and/or department in which the course is offered to investigate alleged violations. The dean or department chairperson will impose the sanctions. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the university.

Students should read Washburn University's Academic Impropriety Policy, which describes academically unethical behavior in detail. For a complete copy of this policy, contact the office of the Vice President for Academic Affairs, Morgan 270, or access this document on-line: www.washburn.edu/admin/fac-handbook/FHSEC7.htm#VIII.

ITEM II - COPYRIGHT

Washburn University's copyright Web site <http://www.washburn.edu/copyright> provides guidelines to assist students in protecting their own work, as well as tips on how to avoid copyright infringement. Select the "Students" portion of the site for concise dos and don'ts.

ITEM III - CONFIDENTIALITY

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

Any student enrolled in the BSW or MSW Program who reveals the contents of a client/agency record other than in the classroom (properly disguised to protect the confidentiality and anonymity of the client) or as authorized by the agency to which he or she is or has been assigned shall be subject to immediate dismissal from the agency and from the BSW or MSW Program.

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

ITEM IV - STUDENT HANDBOOK

All social work students are expected to read, to be familiar with, and to abide by the academic, nonacademic, and clinical policies set forth by the Social Work Department. The [MSW Student Handbook](#) can be accessed at the Social Work Department's website at:

http://www.washburn.edu/sas/social-work/Graphic_files/MSW%20Student%20Handbook,%202006-2007.pdf.

ITEM V - NASW CODE OF ETHICS

All social work students are expected to read, fully understand, and abide by the Code of Ethics of the National Association of Social Workers (NASW) in his or her public and private life. The NASW code of ethics can be found on the Internet at: <http://www.socialworkers.org/pubs/code/code.asp>.

ITEM VI - AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) PUBLICATION STYLE MANUAL

All social work students are expected to read, comprehend, and learn to correctly apply the writing guidelines as detailed in the *Publication Manual of the American Psychological Association, 5th Edition* (APA, 2001). All student papers and other written works must be formatted in accordance with the most current APA style conventions.

ITEM VII - E-MAIL

All students admitted to Washburn University are assigned a My Washburn e-mail username and password. The University will consider this to be the student's official e-mail address for notification regarding important information. The student's My Washburn e-mail address will also be used by instructors to provide students with specific course information. To activate My Washburn, each student must visit <http://my.washburn.edu> and select "**Retrieve Account Information.**" My Washburn is the campus portal providing announcements to students, notification of events, Web-based email, and a forum for virtual groups. Web-based course registration is available for all students via My Washburn. For questions about My Washburn, students should send e-mail to support@washburn.edu or call (785) 670-3000.

Each student must come to class with a fully functional My Washburn email address. Students who wish to retain a non-Washburn email account can forward their My Washburn email to their other account (e.g., AOL, Netscape, Hotmail, Yahoo!). Students are expected to check their email daily to avoid missing important class announcements and other communications.

ITEM VIII - COURTESY EXPECTATIONS

Students must treat their classroom (including online) obligations as they should treat any serious professional engagement. This includes:

- Preparing thoroughly for each session in accordance with the instructor's request.
- Arriving before the class starts and remaining in class until the end of each session.
- Participating fully and constructively in all course and course-related activities and discussions.
- Displaying appropriate courtesy to all involved in the class sessions and helping create a supportive teaching-learning environment for everyone. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to, cultural, religious, sexual, and other individual differences in the Washburn community.
- Adhering to deadlines and timetables established by the instructor.
- Providing constructive and courteous feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.
- Students should turn off all electronic devices during class periods (cell phones, beepers, etc.).

ITEM IX - WEBCT TRAINING

All social work students are expected to participate in a WebCT student orientation offered by the online education staff (i.e., the web techs) of Information Systems and Services (ISS) at Washburn University **before** the start of his or her first semester in the Social Work Department at Washburn or within two weeks of the start date of his or her first semester at Washburn in the Social Work Department.

ITEM X – GRADING POLICIES

Grades within the MSW program consist of A (excellent performance), B (satisfactory performance), C (below standards), D (significantly below standards) and F (failure). All courses are graded on this scale except for the Field Practica, which are graded on a Credit (CR) or No Credit (NC) basis.

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

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

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

Should a student demonstrate behavior that is inconsistent with the professional practice of social work, then every reasonable attempt will be made to assist the student to bring his/her behavior in line with the NASW Code of Ethics. Students who do not meet these behavioral expectations will fail the course or courses where the unprofessional behavior has been observed.

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

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

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

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

I (THE UNDERSIGNED) HAVE READ AND UNDERSTAND ALL THE ITEMS LISTED ABOVE AND AGREE TO ALL STIPULATIONS CONTAINED THEREIN. I ACKNOWLEDGE THAT FAILURE TO COMPLY WITH THESE EXPECTATIONS MAY RESULT IN SUSPENSION IN AND/OR DISMISSAL FROM MY ACADEMIC PROGRAM AT WASHBURN UNIVERSITY.

Printed Name _____

WIN _____

Student Signature _____

Date _____

**RETAIN PAGES 1 THROUGH 4 FOR YOUR RECORDS AND RETURN
PAGE 5 OF THE "MSW PROGRAM ATTESTATIONS" DOCUMENT TO THE
DEPARTMENT OF SOCIAL WORK**

BENTON HALL, ROOM 405

**WASHBURN UNIVERSITY SCHOOL OF APPLIED STUDIES
DEPARTMENT OF SOCIAL WORK**

**1700 SW COLLEGE AVENUE
TOPEKA, KANSAS 66621**

PH: (785) 670-1616

FAX: (785) 670-1027

Website: <http://www.washburn.edu/sas/social-work>