



SCHOOL OF APPLIED STUDIES
Social Work

BSW STUDENT HANDBOOK

2021 - 2022



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WELCOME

Welcome, Pre-BSW and BSW students--we are pleased that you have chosen this program for your undergraduate education and are committed to providing you with a high-quality learning experience.

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

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

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

Beth O'Neill, Ph.D., LMSW
(She/Her)
BSW Program Director

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

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Mission of Washburn University

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

(Approved by Washburn University Board of Regents, 2013)

Inclusivity Statement

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

(Approved by Washburn University General Faculty, 2018)

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

Notice of Non-Discrimination/Safe Educational Environment

The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, (785) 670-1509, eodirector@washburn.edu

WASHBURN UNIVERSITY BSW SOCIAL WORK PROGRAM

Social Work Department Mission

The mission of the Department of Social Work at Washburn University is to prepare students for the competent and ethical practice of social work via systematic attention to the core multidimensional competencies established by The Council on Social Work Education. Through teaching, service, and research, the department is dedicated to enhancing the psychosocial functioning of social work clients and to improving the functioning of social systems, with particular attention to the needs of Topeka and the surrounding region.

Statement on Diversity, Equity, and Inclusion

The Washburn University Social Work Department's understanding of and commitment to diversity, equity, and inclusion (DEI) are founded on and informed by the core values and ethical principles of the [National Association of Social Workers](#), the [Educational Policies and Accreditation Standards of the Council on Social Work Education](#), and the [mission, vision, and core values of Washburn University](#).

Guiding Principles

The profession of social work is rooted in causes of social justice. Social workers strive to meet individual and collective human needs within social contexts and to promote social change and empowerment of those who are vulnerable, oppressed, or living in poverty.

Social work education must teach about the profession's history, core values and ethical principles, challenge students to examine personal values and biases, and embolden students and faculty to practice in ways that promote diversity, equity, and inclusion. As social work educators we embrace our responsibility to integrate diversity, equity, and inclusion principles as a critical component in developing a curriculum in which students will gain the knowledge and skills necessary to demonstrate ethical and professional behavior as they learn to engage, assess, intervene, and evaluate their work with individuals, families, groups, organizations, and communities, with diverse populations across practice settings.

Approaches of cultural humility and reflective practice inform our efforts to consistently learn new ways to be inclusive, embrace diversity, and work toward equity in the world and in our work. We strive to create learning environments that are inclusive, equitable, and honor the diverse perspectives and backgrounds of our students. We believe that diversity, equity, and inclusion are vital to the ethical practices and effectiveness of our faculty in teaching, advising, mentoring, and research. We believe that diversity, equity, and inclusion are fundamental to the development of students as ethical and effective practitioners in serving diverse client populations. We believe that diversity, equity, and inclusion are central to engaging and interacting with community partners and stakeholders.

Conceptualization of DEI

The following descriptions of the concepts of diversity, equity, and inclusion are offered as an evolving understanding of ever-expanding constructs.

- **Diversity:** Aligned with the philosophy of Washburn University, we consider diversity to include culture, socio-economic status, race, ethnicity, nationality, place of origin, language, ability, gender identity, gender expression, sexual orientation, religious and non-

religious identity, political and social ideology, family background, veteran status, and age, as well as the intersections of these identities. We acknowledge the importance of creating environments that take into account and respect all elements of human experience, and strive for empathic action at all times.

- **Equity:** We consider equity to be the creation of access and opportunity for the advancement of all members of the Social Work Department and the broader community. This includes identifying and eliminating any barriers to fair treatment, as well as supporting full participation of individuals in the classroom, field education, and all other aspects of the department.
- **Inclusion:** Inclusion, a core value of Washburn University, is articulated as cultivating an inclusive learning, living, and working community, facilitating the success of all people, and supporting all individuals. We consider inclusion to mean the active and intentional engagement with the diverse identities and perspectives of our students, faculty and staff. We believe that each of us has a right to mutual respect and acceptance without bias and strive to create an environment where all members feel valued, represented, respected, and heard.

DEI Commitments of the Social Work Department

The Social Work Department is committed to:

- Creating and facilitating learning environments that recognize and embrace the uniqueness and commonalities of all members and their contributions, that are welcoming and promote inclusivity of students and faculty, and that encourage challenging dialogue on difficult topics through respectful and reflective means.
- Prioritizing inclusive pedagogy and curriculum which amplifies voices of justice for those who have been marginalized and which challenges systems that perpetuate oppression
- Seeking out field experiences that provide students experiences working with diverse populations and that mirror the DEI values and philosophy of the department, supporting field agencies in their continuous learning around DEI issues, and ensuring students are safe and that their diverse identities and experiences are respected.
- Participating, sponsoring, and creating activities in the university and larger community to promote diversity, equity, and inclusion
- Engaging in ongoing self-assessment and reflective practices to assess DEI within the social work programs, and responding to the findings

Trauma-Informed Social Work Practice and Education

The prevalence of trauma exposure is widespread and its lasting impact is experienced throughout the life course and across populations that social workers serve. The Social Work Department believes that effective social work practice with people who have experienced trauma emphasizes empowerment and collaboration, and building relationships that place trust and safety at the forefront. Our department strives to prepare students for competent trauma-informed practice with individuals, families, groups, organizations, and communities, that is informed by [SAMHSA](#) and [CSWE](#).

Courses in the social work department emphasize building knowledge and skills that enhance a person's ability to: 1) begin and end professional relationships in ways that are sensitive to trauma; 2) assess for trauma symptoms and experiences and ways trauma can affect a person's development and wellbeing; 3)

implement effective trauma-responsive interventions; 4) advocate for policies that promote the needs of people who have experienced trauma; and 5) complete research and evaluation activities that are trauma-informed.

The Social Work Department strives to maintain an environment that is trauma sensitive and recognizes that our students may have experienced trauma previously and/or may experience trauma during their social work education. Likewise, given the nature of social work practice, it is common for social work courses to include content related to traumatic experiences, including, but not limited to, abuse, neglect, sexual assault, community violence, and domestic violence. As a result, students may experience symptoms of secondary traumatic stress or recurrence of past trauma reactions. The social work profession emphasizes the importance of self-care, and the Social Work Department encourages students to utilize resources available on campus and in the community when needed. Furthermore, students are encouraged to practice appropriate self-disclosure regarding personal experiences, and are reminded that confidentiality during these discussions cannot be assured.

Washburn University Counseling Services: <https://washburn.edu/student-life/services/counseling/index.html>

Washburn University Student Health: <https://washburn.edu/student-life/services/health-services/index.html>

Washburn University Office of Diversity and Inclusion (resources and academic accommodations): <https://washburn.edu/diversity/index.html>

Washburn University Campus Advocate: <https://washburn.edu/student-life/services/counseling/campus-advocate.html>

BSW Mission

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

BSW Program Goals

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

BSW Student Learning Outcomes

Upon graduation, BSW students are expected to have developed nine core competencies ([CSWE, 2015](#)):

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

MINOR IN SOCIAL WORK

The Social Work Minor requires completion of 15 credit hours, 9 hours of which are core courses and 6 hours of which are Social Work Special Topics courses. Coursework in the minor is taken for a letter grade and students must earn a minimum grade of C. The minor will expose students to core social work competencies. It emphasizes synthesis and application of social work theories, policies, and research in the development of comprehensive solutions to major social problems.

Required Courses for the Social Work Minor:

1. Core Courses:
 - SW 100 Introduction to Social Work and Social Welfare (3)
 - SW 250 Generalist Social Work Perspectives (3)
 - Three (3) credit hours from one of the following courses:
 - SW 325 Micro Human Behavior and the Social Environment (3)
 - SW 326 Macro Human Behavior and the Social Environment (3)
 - SW 350 Social Policy and Programs (3)
2. Special Topic Courses:
 - Six (6) credit hours from Social Work Special Topics

BSW PROGRAM INFORMATION

The BSW Program is designed to prepare social work students for professional generalist practice. This involves the application of an eclectic knowledge base, professional values, and a wide range of skills to target systems of any size, for change within the context of four primary processes. First, generalist practice involves working effectively within an organizational structure and doing so under supervision. Second, it requires the assumption of a wide range of roles. Third, generalist practice involves the application of critical thinking skills to the planned change process. Fourth, it emphasizes client empowerment. In this regard, social workers utilize their knowledge and skills to assist individuals, families, groups, communities and organizations to improve their social functioning, obtain the resources needed to accomplish identified goals, or effect social change to eliminate social and economic injustice. The framework for accomplishing these goals is centered in competent assessments of the person-in-the-environment, and the subsequent skillful selection of multilevel interventions, in keeping with social work

values and ethical practice.

Careers in social work occur in a variety of settings, such as public/state social services, hospitals, schools, mental health agencies, courts, nursing homes, crisis centers, and children and family service agencies. Career options include direct practice with clients, administration, social planning, and legislative advocacy.

The BSW program is typically completed in four years by full-time students. Some students complete the program in shorter or longer periods of time. Two lower division courses, SW 100 Introduction to Social Work and Social Welfare and SW 250 Generalist Social Work Perspectives, are recommended for the freshmen or sophomore year. Foundation theory and skills courses may then be completed in the sophomore and junior years. The culmination of the BSW program is the Field Education Practicum. Two consecutive practicum/seminar courses are required and constitute this culminating educational experience (SW 354 & SW 355). Students develop social work practice skills in a community agency under the direct supervision of a licensed social worker. Field Education placement is arranged by the Field Education Office; more information about Field Education can be found on the Social Work Department webpage and in the Field Education Handbook.

Licensure Eligibility

All graduates of the BSW program are eligible to pursue licensure at the baccalaureate level (LBSW) in the State of Kansas and in other states that require social work licensing or registration at the baccalaureate level. This licensure is necessary for the practice of social work, and satisfactory completion of a CSWE-accredited social work program is necessary to be eligible for the LBSW (requirements vary from state to state).

Program Accreditation

Washburn University's BSW program is fully accredited by the Council on Social Work Education (CSWE). Students are also encouraged to review the Educational Policy and Accreditation Standards for social work degree programs as set forth by the CSWE. The full text of the CSWE Policies is available at <http://www.cswe.org>.

Declaring Social Work as a Major

It is the policy of the Washburn University Department of Social Work to assure equal educational opportunities to qualified individuals without regard to age, class, color, culture, disability, ethnicity, family structure, marital status, national origin, political perspective, race, religion, sex, sexual orientation, gender, gender identity, and/or expression. A student may opt to declare a major in social work, declare additional majors, and/or subsequently change majors at any time.

Most often, the declaration of major is submitted when a student recognizes a significant interest in the profession of social work and seeks academic advising in the Department of Social Work. Upon declaration, the student will be identified as a "Pre-BSW" major. The student is then provided with an academic advisor from among the social work faculty to assist the student in the selection of courses and develop a curriculum plan. A student with a declared major in a field other than social work, or an undeclared undergraduate student, is allowed to enroll in all undergraduate social work department courses with the exception(s) of the practice sequence (SW 352 and SW 353) and the field education practicum courses (SW 354 and SW 355). These courses are only open to declared social work majors. In order to proceed into field education, students must achieve "[formal admission](#)" to the BSW Program.

Social Work Transfer Policy

Students transferring to Washburn University from a different university or community college, and students changing majors within Washburn University, can immediately declare a major in social work and are identified with Pre-BSW status. The BSW director or assigned social work faculty advisor will work with students to create individualized degree plans and provide them with an estimate of anticipated completion of all BSW and university graduation requirements. Under certain circumstances, it may be possible for transfer/change of major students to obtain a BSW degree with an additional 2 or 2 ½ years of full-time coursework (see Appendix C). Considerations for condensing a student's program by waiving pre-requisite requirements for certain classes include but are not limited to: a review of all transcripts, accumulation of approximately 60 hours of college credit, cumulative GPA from all college/university coursework, and input from the BSW Director and/or the Department Chair. Students working to complete a condensed social work course of study should apply for Formal Admission to the BSW program in the fall semester after transferring/changing major and must meet all requirements at the time of application. More information regarding BSW Formal Admission can be found below. Students who are ineligible for a condensed social work program will develop an appropriate degree plan with their social work faculty advisor to determine the best timeline for successful completion of the BSW degree.

BSW ADMISSIONS

BSW Program Admission Policy Statement

“Declaring a major” in Social Work (Pre-BSW) is not the same as “Formal Admission” to the BSW Program. Pre-BSW Majors may apply for Formal Admission to the BSW Program by October 1st in the year prior to the beginning of the Field Education placement. The application form is accessed via the department's website and must be submitted electronically.

Requirements for Formal Admission to the BSW Program

All students applying for formal admission to the BSW program should meet all of the following basic requirements:

1. Current enrollment as a student in good standing at Washburn University as defined in the current [*Washburn University Undergraduate Catalog*](#).
2. Approved Declaration of Major (Pre-BSW) in Social Work (verified using the university's SCT Banner System).
3. Completion of a minimum of 36 hours of General Education course credits.
4. An overall (cumulative) grade point average of at least 2.5.
5. Successful completion of (or current enrollment in) SW 100, SW 250, SW 325, and SW 352 at the time of application.
6. Submission of the BSW Formal Admission online application by the due date.

7. If requested by the department, completion of an admissions interview with the BSW Program Director, the Social Work Department chair, or a social work faculty designee.
8. If the Admissions Committee has any concerns about an application, references may be required upon written request of the BSW Program Director.

Students not meeting these published admission requirements are encouraged to contact the BSW Program Director for more information. At the discretion of the department, on rare occasions a student may be formally admitted into the BSW program with a GPA below 2.5, following consideration of their academic history.

Process for Application for Formal Admission to the BSW Program

This process consists of two parts: the online BSW Formal Admission Survey, and the online Application for Formal Admission to the BSW Program. Both are due by October 1st. For more information, visit washburn.edu/bsw and see below:

1. **BSW Formal Admission Survey.** This series of five questions asks applicants about their academic standing, declaration of major, general education credit completion, successful completion or concurrent enrollment in the requisite courses listed above (#5), and their cumulative GPA. If applicants do not answer “yes” to all five questions, they will be directed to their faculty advisor or to the BSW Director. If applicants do answer “yes” to all five questions, they will be directed automatically to the BSW Admissions Application.
2. **BSW Admissions Application.** This online form will require applicants to provide the following information:
 - Demographic information
 - Cumulative GPA
 - A 2-page reflective essay explaining why applicant wants to be a social worker, how the [NASW Code of Ethics](#) aligns with their personal/professional values, and how one of the [BSW Core Competencies and Practice Behaviors](#) influences their professional practice.
 - An electronic signature attesting to having read the BSW Student Handbook and the NASW Code of Ethics.

If applicants are granted Formal Admission to the BSW program, they will receive a link to the Field Education Intake forms. Once these online forms are submitted, the student will be interviewed and eventually placed at an agency to observe social work professionals working in the field and practice what they learned in the classroom. For more information about the Field Education Placement process please refer to the Social Work Department website and the Field Education Handbook.

Reapplication for Formal Admission to the BSW Program Following Revocation

Students who have had their formal admission to the BSW program revoked can reapply for formal admission no sooner than one calendar year from the date of dismissal and by the October 1st deadline. Students who choose to reapply must meet the minimum requirements for formal admission as detailed in the BSW Formal Admission Application. In addition, documentation regarding the factors that led to revocation will be considered upon review of the application. Any student reapplying for formal admission must include information in the personal narrative statement that discusses the issues that contributed to the revocation (professional, academic, behavioral), describes how those issues have been resolved, and

plans for how the student intends to succeed in the future. While your application will be given careful consideration, reapplication to the BSW Program does not guarantee readmission.

Financial Assistance

The Financial Aid Office of Washburn University is located in Morgan Hall, (785) 670-1151. Find more resources online at the [Financial Aid Office webpage](#). Students should contact this office for all general information regarding financial aid. Eligibility for financial aid may be affected by hours enrolled.

Students who have declared a major in social work are eligible to apply for a scholarship from the School of Applied Studies. Applications are due February 15 of each year. For more information, see: <https://www.washburn.edu/academics/college-schools/applied-studies/working-files/scholarship-application.pdf>

A limited number of stipends are available through some of the organizations that serve as field practicum settings. For information about stipends, contact the BSW Field Education Director in the Department of Social Work at 785-670-1616.

Washburn Transformational Experience

The Washburn Transformational Experience (WTE) Community Service is a requirement of the BSW degree program. It is seamlessly integrated into the SW 354 and SW 355 BSW Field/Seminar courses. Students will be guided in meeting the requirements. In addition, students have the option of pursuing additional WTE experiences in Leadership, Scholarly/Creative Activity, or International Education. Students should consult with their faculty advisor regarding other WTE avenues.

BSW Department Honors

The Department of Social Work recognizes students who demonstrate excellence in their academic work with a designation of BSW honors. An honors designation is included in the commencement program and on the student's academic transcript. BSW students who are eligible for honors must meet all of the following minimum requirements:

1. Overall cumulative GPA of 3.2
2. Social work GPA of 3.5
3. Grade of "A" on a designated SW 354 BSW Seminar assignment, as determined by the Social Work Department and specified on the BSW Honors Application
4. Favorable recommendation of department

Students should apply for honors during the calendar year in which they intend to graduate. Students must meet the posted minimum GPA requirements both at the time of application and upon completion of all undergraduate coursework.

To apply for BSW honors, students should complete the BSW Honors Application electronically and provide the requested demographic and academic information. The application will be open annually from January 1 through February 15. No applications for honors will be considered after February 15. Students will be notified of a provisional decision regarding honors in late April based on the academic information available at that time, and this information will be used for the designation of honors in the commencement program. The final designation of honors that will be reflected on the student's academic transcript will be decided following the posting of the student's final semester grades.

Criminal Record

As part of the application process for Field Education Placement, each BSW Program applicant is asked if they have a criminal record, including a history of any felony convictions. Conviction of a criminal offense does not necessarily bar an individual from becoming a social worker. Applicants for Field Education in the BSW Program are evaluated based on their overall qualifications. However, applicants should be advised that a criminal conviction could prevent them from being placed in some practicum agency settings. Some agencies also check for any misdemeanor conviction history. In addition, a record of criminal convictions may prevent an applicant from being licensed, certified, or registered to practice social work in some states and jurisdictions. Students are also asked if they have ever been dismissed from an academic program. If the answer is affirmative, the student is required to provide additional information so that the application can be evaluated in light of all the facts.

BSW DEGREE REQUIREMENTS

Requirements for graduation with a BSW from Washburn University include general education and other requirements common across the University. The social work major consists of 51 hours of social work courses, including 12 hours of Special Topic courses. Credit is not granted for previous life experience. In addition, the following “correlated” courses are required: Anthropology 112 (Cultural Anthropology), Sociology 101 (American Social Problems), 3 hours of Psychology, and 3 hours in Biology, (which must include a significant component in human biology). A grade of “C” or better is necessary for all courses in the Social Work major, all required correlate courses, and other courses as specified in the University Catalog. No course requiring at least a “C” may be taken on a Pass/Fail basis. Also, approximately 24 hours of university-wide elective courses must be completed to reach the 120-credit minimum for the BSW degree. The ultimate responsibility for complying with all degree requirements rests with the student. Students are expected to review their current degree audit and academic plan before each consultation with their academic advisor.

Bachelor of Social Work (BSW) Degree Requirements

Bachelor of Social Work degree requirements include the following:

SW 100 Introduction to Social Work and Social Welfare	3 hours
SW 250 Generalist Social Work Perspectives	3 hours
SW 325 Micro Human Behavior and Social Environment	3 hours
SW 326 Macro Human Behavior and Social Environment	3 hours
SW 350 Social Policy and Programs	3 hours
SW 352 Micro Social Work Practice	3 hours
SW 353 Macro Social Work Practice	3 hours
SW 425 Pre-BSW Practicum Workshop	0 hours
SW 354 BSW Seminar and Field Practicum I	6 hours
SW 355 BSW Seminar and Field Practicum II	6 hours
SW 362 Generalist Quantitative Social Work Research	3 hours
SW 363 Generalist Qualitative Social Work Research	3 hours
SW Special Topics Courses (4 Classes)	<u>12 hours</u>
	51 hours total

Students must successfully complete SW 100 Introduction to Social Work and Social Welfare, SW 250 Generalist Social Work Perspectives, SW 352 and 353 Micro and Macro Social Work Practice, SW 325 and 326 Micro and Macro Human Behavior and Social Environment, and SW 425 Pre-BSW Practicum Workshop prior to beginning SW 354 Seminar and Field Practicum I. Students may complete SW 350 (Social Policy and Programs), SW 362 and 363 Generalist Quantitative and Generalist Qualitative Social Work Research, and Social Work Special Topic Courses concurrent with the Field Education Placement, or prior to it.

Healthcare Social Work Concentration

Within the BSW program, students may choose to receive specialty training in healthcare social work. The concentration consists of three undergraduate Social Work Special Topics Courses (9 hours) plus a Field Education placement in an approved healthcare setting. The three undergraduate Special Topic Courses will be counted towards the 12-credit hour requirement for the social work degree. Students selecting the healthcare concentration should notify their advisor of their intentions in order to ensure appropriate academic advising to meet the requirements. Students are required to take SW 356 Social Work Practice in Healthcare (3 hours). Students must also choose two courses from the following: SW 357 Inclusive and Competent Social Work Practice in Healthcare (3 hours), SW 358 Family Decisions in Healthcare (3 hours), SW 359 Human Sexuality and Social Work Practice (3 hours), or SW 360 Geriatric Social Work Practice (3 hours).

BASIC AND GENERAL EDUCATION REQUIREMENTS

Basic Requirements

EN 101 Freshman Composition, EN 300 Advanced Composition, MA 112 or 116 Essential Mathematics or College Algebra (or higher), and WU 101 (The Washburn Experience), for all students entering Washburn directly from high school.

General Education/Humanities (12 hours)

English, Philosophy, Religion, Music, Art, Theater, Communications, Mass Media, Foreign Language, Women and Gender Studies. At least 3 of these 12 credit hours must be in one of the "Fine Arts" – Art, Music, or Theater.

General Education/Natural Sciences (9 hours)

Biology, Chemistry, Physics, Astronomy, Math, Computer Science, Geology. For the Social Work major, students must complete at least one course in the field of Biology, containing at least some human biology content (e.g., not a course in botany).

General Education/Social Sciences (12 hours)

Anthropology, Economics, History, Political Science, Psychology, Sociology. For the Social Work major, students must complete AN 112 (Cultural Anthropology) and SO 101 (American Social Problems) and one course in Psychology.

University Electives

In addition to the Basic Requirements, the General Education requirements, and the 51 hours in the Social Work major, approximately 24-27 hours of elective courses must be completed to reach the 120-hour minimum required for the baccalaureate degree.

Online and Web-Assisted Courses

D2L, which stands for “Desire2Learn,” is the online and web-assisted learning management system at Washburn University. All social work students are expected to participate in a D2L student orientation offered by the online education staff of Information Technology Services (ITS) at Washburn University **before** the start of their first semester in the Social Work Department at Washburn or within two weeks of the start date of their first semester at Washburn in the Social Work Department. The D2L Student Orientation can be accessed online by logging into MyWashburn and clicking on the “My Courses” tab.

The department’s primary aim is to offer quality courses, regardless of format or method of delivery. Several core social work courses allow for students to choose between a seated or online format, and the department strives to offer Special Topics Courses in each format as well. Students are encouraged to discuss delivery methods offered for individual courses with their social work academic advisor.

It should be noted that all social work faculty members utilize D2L to offer some course content online. For example, in a typical web-assisted class the instructor may post the course syllabus online along with class notes, handouts, PowerPoint or narrated presentations, and reading materials. A number of faculty members also use the within-course e-mail, bulletin board (i.e., messaging, quiz/test, and discussion board components of D2L as well.

Sequence of Coursework

The BSW curriculum is sequential to a significant degree, as is the case with most “professionally-oriented” degree programs. Hence, BSW students usually complete their undergraduate coursework in the order shown below. Students should take SW 100 – Introduction to Social Work and Social Welfare **and** SW 250 – Generalist Perspectives in Social Work at the very beginning of their Social Work courses. Subsequently, students majoring in Social Work should complete the courses listed in **Appendices B and C**.

REGISTRATION AND ACADEMIC ADVISING

Registration/Enrollment

Early enrollment for the Spring and Summer semesters generally takes place in October. Early enrollment for the Fall semester generally takes place in March. Course registration is available through MyWashburn or Navigate.

Students are responsible for reviewing their course needs and then scheduling a meeting with their academic advisor prior to each enrollment period. Students should register early in the enrollment period in order to increase the chances of obtaining the courses and course sections they need.

Academic Advising and Student Development

In conjunction with the BSW Director’s approval of a student’s Declaration of Major, every new student is assigned an academic advisor in the Social Work Department. Advisors assist students with program planning (schedules, selection of social work courses, elective courses, etc.) prior to registration each

semester.

The Social Work Department faculty embraces an adult learner model of advising, with advisory conferences usually scheduled as requested by the student. However, students must meet with their advisors prior to enrollment. The University notifies students and faculty advisors of the dates during which registration is to occur, and students contact their advisors to arrange mutually convenient times to confer. Advisors help students select appropriate courses, assign enrollment personal identification numbers (PINs) for each enrollment period, and provide other assistance as needed. Any subsequent changes in enrollment (e.g., adding, dropping, or changing courses) also begin by conferring with one's advisor. Department faculty members take their advising role seriously and do not give students enrollment PINs without meeting face-to-face first.

If, at some point during their period of study, a student wants to change advisors, they must submit the request *in writing* to the Chair of the Social Work Department. There are no guarantees of changing advisors.

Academic Advising Guidelines for Social Work Students

The guidelines provided here are intended to facilitate a smooth, relatively stress-free advising experience. Students are strongly encouraged to adhere to the following guidelines in order to prepare for each advising period:

1. Prior to advanced registration, contact the academic advisor and schedule a face-to-face advising appointment.
2. Plan the academic schedule for the upcoming semester, prior to the advising appointment.
3. Review the degree audit available through MyWashburn, including GPA, course completion, and personal information such as addresses, phone numbers, and personal email addresses prior to the advising appointment.
4. Review the proposed schedule with the academic advisor. Students might discuss any relevant personal and/or academic guidance needed, as well as personal and professional goals during advising sessions.

GRADUATION

Application for Graduation

Students planning to graduate must complete an [Application for Degree](#) early in the semester in which they plan to graduate. The Application for Degree form can also be accessed via your MyWashburn Account: MyWashburn → Student Academics → Registration Information → Graduation and Beyond → Apply to Graduate.

Commencement

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

STUDENT RIGHTS, RESPONSIBILITIES, AND SERVICES

The Rights and Responsibilities of students attending Washburn University, including BSW students, are detailed in the *University Undergraduate Catalog*. Familiarity with these rights and responsibilities is strongly encouraged.

Harassment & Discrimination

The University is required by federal laws to address complaints of discrimination and harassment. Faculty are considered responsible employees and as responsible employees, are required to report an incident of discrimination, sexual harassment, or sexual violence to the Equal Opportunity Director (EOD). A faculty member is only required to report the name of the complainant, but may report more information at their discretion. A class assignment **WILL NOT** trigger an investigation or a report to the EOD. Students and employees may file complaints with the Equal Opportunity Director/Title IX Coordinator.

<http://www.washburn.edu/statements-disclosures/equal-opportunity/how-to-file-a-complaint.html> or with Washburn University Police at (785) 670-1509.

Confidential Resources on Campus

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

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

University Diversity and Inclusion

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

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

Concealed Carry Policy

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

Center for Student Success and Retention

As a Washburn student, you may have trouble with issues such as studying, personal problems, time

management, choice of major, classes, or employment. [The Center for Student Success and Retention](#) is available to help students either directly through academic advising, mentoring, career counseling, testing, and developing learning strategies, or by identifying the appropriate University resource. If you feel you need to discuss an issue confidentially and free of charge, contact The Center for Student Success and Retention in Mabee Library, Room 201, 785-670-1942, advising@washburn.edu.

Washburn Student Social Work Association

The primary purpose of the Washburn Student Social Work Association (WSSWA) is to encourage responsible student participation in the policy and decision-making processes of social work education and to promote student cooperation and welfare. WSSWA is also responsible for the selection of student representatives on various Department of Social Work committees and decision-making bodies. WSSWA seeks to provide its members with activities designed to inform them of the many opportunities in the field of social work, to enhance the students' personal and professional lives, to provide opportunities for association with social work professionals and community providers, and to participate actively in community service. Members commit themselves to the organization by attendance at meetings, involvement in activities, and participation on BSW Program committees. Membership in this organization is open to all Washburn undergraduate social work students. The group sets its own agenda and operates under its own constitution. Each spring semester, WSSWA officers are nominated and elected by fellow BSW students. A designated social work faculty member acts as advisor for the group. Specific guidelines and procedures are detailed in the association's constitution.

Undergraduate students are also encouraged to begin to identify themselves with the profession of social work by pursuing membership in one of a number of social work associations, including the National Association of Social Workers (NASW). Membership forms for this organization are available at the [NASW website](#).

Find more information about WSSWA and the MSW student association, online on our [Student Organizations web page](#).

Academic Integrity and Honesty

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

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

- **Cheating.** Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student's test paper, or talking with another student during an exam) in any work submitted for evaluation for academic credit including exams, quizzes, papers and/or other assignments.

Other examples of cheating include submitting identical or highly similar papers or other assignments for credit in more than one course without prior permission from the course instructors, or submitting the same/similar work when retaking a course.

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

Professional Conduct and Comportment Expectations

Social workers are held to a high standard of ethical and professional responsibility due to the nature of their professional duties and interactions with clients and communities. Social work students, in preparation for professional practice, are expected to adhere to the same level of ethical conduct and professionalism within the classroom, online educational environment, community, field education setting, and other university and department-sponsored activities. As prospective social workers, students are expected to represent the department and the university in a professional manner and adhere to the ethics and standards of the profession regardless of where the conduct may occur.

The BSW program at Washburn University adheres to the broader social work community's ethical standards as reflected in the [National Association of Social Workers \(NASW\) Code of Ethics](#) and the statutes and regulations of the [Kansas Behavioral Sciences Regulatory Board](#). The program has structured its explicit and implicit curriculum to meet the Council on Social Work Education (CSWE) [Educational and Policy Accreditation Standards](#).

The following university, departmental, and professional standards apply to all students within the BSW program at Washburn University. Should it be determined that a formally-admitted student does not meet these standards at any time during the program, the student may have their formal admission to the BSW program revoked. Students who have not been formally admitted to the BSW program, but who have declared a major in social work, are expected to adhere to these expectations and failure to do so may affect their program progress.

As part of the formal admission application to the BSW Program, students are asked to review and agree to these standards. Agreement to, or lack thereof, will not change the expectation of adherence nor the remediation or revocation of formal admission process in the event of a violation.

- [Washburn University Student Conduct Code](#)
At Washburn University, student members of the community are expected to uphold and abide by certain standards of conduct within a set of core values that include integrity, excellence, inclusion, accountability, respect, collaboration, and innovation. This expectation forms the basis of the Student Conduct Code. University core values, behavioral expectations, and possible sanctions are outlined within the document. In addition to sanctions from the university, behavior or actions not consistent with the Student Conduct Code may result in possible remediation or dismissal from the program.
- Social Work Department BSW Student Handbook,
Students are expected to be familiar with and refer to the BSW Student Handbook when questions arise. Sections particularly relevant to this policy include, but are not limited to: Diversity, Equity, and Inclusion Statement; Academic Integrity Policy; Revocation of Formal Admission Policy; and Academic Dismissal Procedures. Behavior or actions that are not consistent with departmental policies will result in review by the department and possible remediation or dismissal from the program.
- Social Work Department Field Education Handbook
Students are expected to be familiar with and refer to the Field Education Handbook when questions arise around field education. Sections particularly relevant to this policy include, but are not limited to: Student Roles and Responsibilities, and Monitoring and Evaluation of Field Education. Behavior or actions that are not consistent with field education policies, procedures, and expectations will result in review by the department and possible remediation or dismissal from the program.
- National Association of Social Worker's Code of Ethics
The Social Work profession is rooted in a set of core values including service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. Earning in a degree in Social Work signifies the student has exemplified and committed to the professional standards for behavior set forth in the NASW Code of Ethics. These standards encompass the mission, values, and ethical principles that help guide practice with clients, colleagues, and larger community, and allow the general public to hold social workers accountable. Behavior or actions that are not consistent with the NASW Code of Ethics will result in review by the department and possible remediation or dismissal from the program
- Kansas Behavioral Sciences Regulatory Board (BSRB) statutes and regulations, particularly, but not limited to, the [Unprofessional Conduct Regulation 102-2-7](#)
The Behavioral Sciences Regulatory Board is responsible for the licensure and oversight of social workers in the state of Kansas. Conduct by social work students which would warrant investigation or sanction by the BSRB of a licensed social worker will result in review by the department and possible remediation or dismissal from the program.
- [NASW, ASWB, CSWE, & CSWA Standards for Technology in Social Work Practice](#)
Use of technology is essential to much of contemporary social work practice. Students are

expected to use technology professionally and ethically while in the program. This includes, but is not limited to, email, social media, teleconferencing, texting/messaging, blogging, electronic record keeping, researching, and service delivery to clients. Concerns regarding a student's use of technology will be reviewed by the department and may result in remediation or dismissal from the program.

In the event a concern regarding a student's professional conduct and comportment is brought to the BSW Program Director or the Department Chair, the BSW Program Director, in consultation with the Chair, will gather information to determine if further action is warranted. Further action may include, but is not limited to, referral to the University for violation of the Student Code of Conduct, conversation with the student and other involved parties to counsel student on expectations and ensure commitment to comportment, denial of formal admission to the BSW Program, and/or revocation of formal admission from the program.

Confidentiality

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

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

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

Desire2Learn Training

All social work students are expected to have participated in the online Desire2Learn (D2L) student orientation offered by the online education staff of Information Technology Services (ITS) before the start of the student's first semester.

Attendance and Class Participation

Students should actively participate in seated and online classes. Instructors must be notified in advance of any planned or anticipated absence. Even if an absence is unplanned or unanticipated, students are responsible for notifying their instructors after the fact to discuss the absence. Students are fully responsible for any material covered during the absence. Assignments must be turned in on time regardless of absences. Each instructor will specify additional requirements for attendance in the class syllabus.

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

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

Communications and Official E-Mail Address

The student's Washburn University e-mail address serves as the official address used by the University, the Social Work Department, and by instructors for relaying important messages regarding financial, academic, and course-specific information. Additionally, the student's Washburn University email is used for all communications sent via D2L.

To activate your MyWashburn e-mail account, visit <http://my.washburn.edu> and select "Retrieve Account Information." MyWashburn is the campus Internet portal providing announcements to students, notification of events, web-based e-mail, access to web-based courses, and other tools. For questions about MyWashburn, contact Information Technology Services (ITS) at (785) 670-3000 or support@washburn.edu.

If students prefer to use an alternate e-mail address to receive official University notices, access the MyWashburn e-mail account, choose the "Options" tab, and select "Settings", scroll to the bottom of the screen, click enable forwarding and enter the e-mail address you would like your Washburn e-mails forwarded to in the "mail forwarding" area. Click "Add" and then click on "Save Changes." This will complete the process of forwarding your Washburn e-mail.

Writing and the APA Style

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

Inclement Weather Policy

If the University closes due to bad weather, announcements will be made in news media (e.g., television, Internet) and Washburn University's iAlert system. For students who are hearing impaired and have TTY/TDD equipment, the number is (785) 670-1025.

Ichabod Shop (University Bookstore)

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

iCard

Each social work student is required to procure an iCard, which is an all-purpose card that can be used for identification, purchasing meals, vending, for door access and events. The iCard can be obtained at the Ichabod Service Center, located on the main level in the northeast corner of the Memorial Union. Call (785) 670-1188 or visit www.washburn.edu/student-life/icard/

Library Services

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

Computer Labs

A computer lab is available to social work students in Room 211 Benton Hall. There are also computer labs in Mabee Library, Henderson Hall, Morgan Hall, and Bennett Hall. Computer kiosks for checking e-mail can be found on the second floor of Benton Hall, the lower level of the Memorial Union, and other locations on campus. Wireless access points are situated throughout the campus so students can access the university network using their own computers or handheld devices.

No Smoking Policy

Smoking is not permitted in any part of Benton Hall or any other university buildings. Any use of tobacco products is allowed ONLY in designated smoking areas.

Instructor Availability

All faculty maintain office hours. Students wanting to meet with an instructor should call or e-mail their instructor to set up an appointment.

Instructor/Course Evaluation

Instructors will frequently ask for feedback regarding their courses. Students are encouraged to communicate with their instructors regarding content, readings, and assignments. Students are also encouraged to alert their instructor promptly if any difficulties arise with accessing course materials.

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

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

Social Work Department Program Evaluations

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

and identifying information is always stripped away from any aggregate data that is reported.

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

Campus Police

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

Job Placement Assistance

Job placement assistance is available through [Career Services](#) in Morgan Hall, Room 105. The telephone number is (785) 670-1450. As employers send job announcements to the Social Work Department, staff will send an e-mail to all BSW and/or MSW students informing them of the job opening.

ACADEMIC STANDING AND DISMISSAL POLICIES

Grading Policies

Grades within the BSW program, including field education, consist of A (excellent performance), B (satisfactory performance), C (below standards), D (significantly below standards) and F (failure).

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

Courses for which grades of Ds and Fs are recorded can be retaken without departmental approval; courses for which a grade of C, or pass, or higher are recorded will require departmental approval prior to registration. For more information see "Repetition of Courses" in the [WU Undergraduate Catalog](#).

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

Should a student demonstrate behavior inconsistent with the professional practice of social work, every reasonable attempt will be made to assist the student to bring their 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 BSW program, students must:

1. Maintain a 2.5 GPA.
2. Receive no grades below a C in any undergraduate social work course.
3. Adhere to the social work profession's Code of Ethics.
4. Adhere to the professional conduct requirements outlined in the rules and regulations of the Kansas Social Work Licensing Statute, Article 102-2-7.
5. Adhere to Washburn University's Student Conduct and Disciplinary Code and academic impropriety policy as described in the *Washburn University Undergraduate Catalog*.
6. Demonstrate professional conduct and comportment consistent with the expectations detailed in the BSW Student Handbook.

Academic Probation

BSW students should refer to the Academic Probation, Suspension, and Reinstatement policy contained in the [Washburn University Undergraduate Catalog](#). A student who is on academic probation will not be allowed to graduate.

Incomplete Grade

All assignments must be completed to pass a class. In accordance with the *Student Handbook*, an incomplete (I) grade will be given only in extraordinary circumstances and at the discretion of the instructor. The incomplete must be negotiated and the *Incomplete Grade Report Form* completed and signed before the end of the semester. The student must complete course requirements before the end of the subsequent semester. If the coursework is not completed within the agreed-upon period, the incomplete (I) grade will automatically convert to an "F."

Course Withdrawal

During fall and spring semesters, students may withdraw from full semester courses through the second week of class with no recorded grade. For information about withdrawal dates and policies after the second week of class, and for short-term or summer courses, students should check the registration information guide for the appropriate semester: <https://www.washburn.edu/academics/course-schedule/index.html>.

Withdrawal from the Program

Students planning to withdraw temporarily from the BSW program for one or more semesters should send written notification to the BSW Program Director requesting a leave of absence. This notification should stipulate the reasons for the request and the semester in which the student plans to return. Students who intend to withdraw permanently from the BSW program should send written notification to the BSW Program Director with an explanation of the rationale for withdrawal. Any student who has been formally admitted to the BSW Program and withdraws for more than two consecutive semesters for any reason, without receiving approval for a leave of absence from the BSW Program Director, must reapply for formal admission to the program no sooner than one calendar year from the time of withdrawal (see [Reapplication for Formal Admission to the BSW Program Following Dismissal](#) for detailed policy).

Revocation of Formal Admission to the BSW Program

As noted above under "BSW Admissions," undergraduate social work students who are approved for Formal Admission to the BSW Program are expected to demonstrate appropriate professional conduct and

comportment and successfully complete the BSW field practicum and seminar sequence of courses. A student's failure to meet these expectations for academic or conduct/comportment reasons, including the failure to meet the performance standards of the field placement agency, may result in revocation of the previously granted formal admission to the BSW program by the BSW Program Director and the Department Chair. Such a revocation may result in the dismissal of the student from the BSW Program. The student's right to appeal the revocation of their Formal Admission to the BSW Program is governed by the process described in the Washburn University School of Applied Studies Policy Book, and is summarized below in the Grievance and Appeals Policies section. Please contact the Associate Dean of the School of Applied Studies if you have any questions about this process.

Academic Dismissal Procedures

The BSW Program Director and Department Chair have the authority to dismiss a student from the Social Work Department. Before initiating such an action, the Department Chair or BSW Program Director may seek to obtain additional information regarding the student's academic standing and conduct from department faculty, the student, field education director, and/or relevant others.

If the Department Chair or BSW Director determine that there is sufficient reason to question a student's fitness to continue in the program, then they shall advise the student of the perceived deficiencies and notify the student of the opportunity to be heard on the proposed action. A copy of the action taken shall be given to the student and a copy will be given to the Dean of the School of Applied Studies. At the time of notice, the student shall be informed of their right to follow the Grievance and Appeal Procedures as set forth in the *Washburn University Undergraduate Catalog*.

If the Department Chair or BSW Program Director determine that the student's presence in the classroom or practicum setting constitutes an immediate threat to the student and/or others, the Department Chair or BSW Program Director may impose an immediate suspension. If such action is taken, the Department Chair or BSW Program Director shall immediately notify the student, the Dean of the School of Applied Studies, the Vice President of Academic Affairs, the student's advisor, and any other parties (e.g., campus police, classroom or practicum instructors) involved in the situation.

For noncompliance with the University's Student Conduct and Disciplinary Code, additional procedures may be imposed as outlined in the *Washburn University Undergraduate Catalog*.

GRIEVANCE AND APPEALS POLICIES

A student has the right to submit a grievance regarding actions or decisions made by Department of Social Work faculty and staff, and field instructors/agencies. A grievance is brought forward when an individual believes that they have been subjected to unfair, inequitable, or discriminatory treatment or they have been subjected to an unfair, inequitable, or misinterpreted application of a policy or regulation. Please note, to protect students' rights to confidentiality, including through the [Family Education Rights and Privacy Act](#), only individual students may submit a grievance; no group grievances will be accepted. While a student's right to privacy will be respected, the Department cannot assure confidentiality. Details of an expressed grievance will be shared with Department and University faculty and staff who have a need to know, or are required to be notified due to established University policies. Policies and procedures for different grievance reasons are provided below.

Grade Appeals

A student that is dissatisfied with a course grade should speak with the course instructor first. Such consultation normally takes place immediately following award of the grade, and must occur no later than the fourth week of the next regular academic semester following the award of the grade. A student who is dissatisfied with the result of the instructor consultation, and desires to formally appeal a grade, should follow the university Grade Appeal Procedure outlined in the [Washburn University Grade Appeal Procedure](#).

Student Program Status Appeals

Students appealing a decision related to BSW program admission or termination must first meet and argue their case with the BSW Program Director. If satisfaction is not obtained, the student may then approach the Department Chair to argue their case. Following meeting with the Department Chair, if the student is still not satisfied with the outcome, they may appeal to the Student Program Status Appeals Committee (SPSA). See Appendix D for details regarding the policy and procedures.

Grievances Regarding Other Students

A student has the right to express grievances regarding other students' behavior that does not follow the Washburn University [Student Code of Conduct](#), and will be handled according to the policies and procedures outlined within it. The Student Code of Conduct applies to occurrences on campus, at Washburn University sponsored events, and in some situations, off-campus. The Code of Conduct may also be applied to behavior conducted online, via email, or another electronic medium. Students are encouraged to report violations to the Student Code of Conduct as soon as possible, but there is no time limit for reports.

Students wishing to file a charge against a student for violations of the Student Conduct Code, should do so in writing and direct it to the Associate Vice President for Student Life. These grievances are then handled according to the policies and procedures outlined in the [Student Code of Conduct](#).

Grievances Regarding Field Instructor/Agency

A student who is dissatisfied with an action made by their Field Instructor or another person at the field placement agency, should first address the concern with the Field Instructor, as soon as possible. In the event this step is not sufficient, the student should notify the respective Field Education Director in writing as soon as possible for assistance in finding resolution. Additional information regarding field education policies and procedures is found in the [Field Education Handbook](#).

Instances of Discrimination/Harassment

The University is required by federal laws to address complaints of discrimination and harassment. Students who believe that they have been discriminated against on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation/gender identity, have the right to [file a complaint](#) with the Washburn University Equal Opportunity Director/Title IX Coordinator.

Other Grievances

Grievances about any other action or decision involving Department of Social Work faculty and staff should be made according to the following procedure, and should be made as soon as possible after an issue occurs to promote timely resolution of the matter.

1. The student first discusses the issue with the faculty or staff member directly involved in the issue and attempts to reach resolution. This discussion should be held as soon as possible after an issue occurs, but no longer than 10 working days following the academic semester during which the issue occurred. It is expected that faculty/staff members respond to a student's grievance within five working days following a written or verbal request.
2. If the student is dissatisfied with the result of their conversation with the faculty/staff, or the student is unable to discuss the issue with the individual because of their refusal or absence, the student may then submit their grievance by email to the BSW Program Director within 10 working days. The process shall be terminated if notification is not received within the 10 working days. The email notification should clearly describe the issue and all relevant details, as well as steps already taken to attempt to resolve it. After receiving the written grievance, the BSW Program Director will acknowledge receipt within 10 working days to the student's Washburn University email address. The BSW Program Director reserves the right to collect additional information needed to mediate the issue from faculty/staff and the student, and the student may be required to meet with the BSW Program Director in person. If the complaint is regarding a specific faculty/staff person's performance, the BSW Program Director reserves the right to refer the issue directly to the Department Chair. The student will be notified in writing to the Washburn University email address regarding the BSW Program Director's decision.
3. If the student is dissatisfied with the decision of the BSW Program Director, the student may then submit their grievance by email to the Department Chair within 10 working days. The process shall be terminated if notification is not received within the 10 working days. The email notification should again clearly describe the issue and all relevant details, as well as steps already taken to attempt to resolve it. After receiving the written grievance, the Department Chair will acknowledge receipt within 10 working days to the student's Washburn University email address. The Department Chair reserves the right to collect additional information needed to mediate the issue from faculty/staff and the student, and the student may be required to meet with the Department Chair in person. The decision made by the Department Chair, in consultation with the Associate Dean of the School of Applied Studies, is final and will be provided in writing to the student's Washburn University email address.

COURSE OFFERINGS

SW 100 Introduction to Social Work and Social Welfare (3)

The purpose of the course is to introduce interested students to the basic mission, values and ethics, knowledge base, methods, and services of the social work profession. An overview of the United States' historical response to human needs and the current status of public social welfare policy will be explored. *No prerequisites.*

SW 250 Generalist Social Work Perspectives (3)

This course presents an overview of Generalist Social Work Perspectives. The emphasis of this course will be on introducing students to the integration of biological, psychological and social contexts in order to prepare them for upper-level course work in social work theories and practice. *No prerequisites.*

SW 325 Micro Human Behavior and the Social Environment (3)

The purpose of this course is to develop knowledge about human behavioral interactions, using a person-in-environment perspective. Bio-psycho-social aspects of individual, family and group development and interactions will be emphasized. This course will provide the foundation for developing direct social work practice skills. *Prerequisites: SW 100 and SW 250.*

SW 326 Macro Human Behavior and the Social Environment (3)

The purpose of this course is to develop knowledge about human interactions relevant to large groups, organizations, communities, cultures, societies, and other, larger systems. The emphasis will be to build upon the person-in-environment perspective, and to expand this model to encompass the effects of larger systems on individual functioning. This course will provide the foundation for developing social work macro-level practice skills. *Prerequisite: SW 100 and SW 250.*

SW 350 Social Policy and Programs (3)

The major purpose of this course is to develop the conceptual knowledge of policy formulation, and the content, values, and process elements necessary for conducting social policy analysis. *Prerequisite: SW 100 and 250.*

SW 352 Micro Social Work Practice (3)

The major purpose of this course is to prepare social work students for their field practicum work. The emphasis is on the development of working knowledge of the generalist practice model, interactional theories, and methods of facilitating change. In addition, there will be an emphasis placed on developing skills for providing social work services. For social work majors only. *Prerequisites: SW 100 and 250.*

SW 353 Macro Social Work Practice (3)

This second practice course will emphasize more advanced theoretical material, and the application of the generalist practice model to more complex systems. Skill development will be emphasized for assessment of client systems, and delivery of social work services. Audiovisual and other experiential techniques will be utilized. For social work majors only. *Prerequisites: SW 100 and 250.*

SW 425 Pre-BSW Practicum Workshop (0)

In this mandatory one-day workshop, BSW students will be oriented to the field practicum, expectations regarding professional comportment, duties/responsibilities in completing tasks, required practicum program paperwork, and other aspects of the practicum experience. Concurrent enrollment in SW 354 – Seminar and Field Practicum is required. *Prerequisites: SW 100, 250, 325, 326, 352, 353, and a 2.5 overall grade point average; admission to the BSW program; and a field-director-approved placement in a Field Practicum.*

SW 354 BSW Seminar and Field Practicum I (6)

This course integrates the Field Practicum component and the Practice Seminar. Students will spend 16 hours per week in their field placements, with direct supervision by a licensed professional social worker. Opportunities for engaging in generalist social work practice at micro, mezzo and macro levels will be provided. In addition, students will attend a three-hour seminar each week. The seminar will emphasize the integration of their field experiences with the generalist practice model, and theories of change. Students must make application for the field in their junior year by the posted deadlines. Concurrent enrollment in SW 425 – Pre-BSW Practicum Workshop is required. *Prerequisites: Declaration of Social Work Major on file; SW 100, 250, 325, 326, 352, and 353, and a 2.5 overall grade point average.*

SW 355 BSW Seminar and Field Practicum II (6)

This is the second semester of the field experience and field seminar required for social work majors.

Prerequisites: SW 100, 250, 325, 326, 352, 353, and 354.

SW 356 Social Work Practice in Healthcare (3)

This course introduces students to generalist social work practice in healthcare settings, including the technological, social, political, ethical, and financial factors impacting patient care. This course emphasizes the relevant theories and models for healthcare practice at the micro, mezzo, and macro levels.

SW 357 Inclusive and Competent Social Work Practice in Healthcare (3)

The purpose of this course is to prepare social workers for generalist healthcare practice with clients in diverse backgrounds. The emphasis is on inclusive and culturally competent social work practice, to include the development of cultural awareness, humility, and knowledge about health and healthcare, as well as issues that can affect inclusive access, such as language and literacy, physical and cognitive ability, gender and sexuality, and macro, policy, and legal factors.

SW 358 Family Decisions in Healthcare (3)

The purpose of this course is to provide overall theoretical information about how families function and communicate during the process of health and long-term care decision-making. This course will provide overall generalist social work application skills and addresses interdisciplinary communication skills critical for working in a variety of healthcare settings.

SW 359 Human Sexuality and Social Work Practice (3)

The major purpose of this course is to prepare social work students to explore the physiological, psychological, and socio-cultural variables associated with sexual identity, sexual orientation, sexual behavior, as well as to introduce a variety of theories explaining sexual behavior, development of sexual norms, and gender fluidity. Students will develop an understanding and appreciation of all aspects of human sexual behavior.

SW 360 Geriatric Social Work Practice (3)

The purpose of this course is to provide students with an overview of gerontological social work in generalist practice with an emphasis on the principles of practice, the application of research, and the formulation of policies as they relate to older adults. The course will define the role of the social worker from a gerontological perspective, and will introduce considerations for special populations that are most vulnerable: ageing people of color, the disabled, and gay and lesbian aged.

SW 361 Independent Study (1-3)

Social Work majors may pursue an independent research project approved by the BSW Program Director in consultation with the Department Chair. For social work majors only.

SW 362 Generalist Quantitative Research (3)

Introduces students to the basic principles of generalist quantitative social work research, including ethics, problem formulation, and quantitative research designs and methodologies. Emphasis is placed on becoming a responsible consumer of quantitative research as well as exploring quantitative evaluation of programs and outcomes of practice. *Prerequisites:* SW 100 and SW 250.

SW 363 Generalist Qualitative Research (3)

Introduces students to the basic principles of generalist qualitative social work research, including ethics, problem formulation, and qualitative research designs and methodologies. Emphasis is placed on becoming a responsible consumer of qualitative research as well as exploring qualitative evaluation of programs and outcomes of practice. *Prerequisite: SW 100 and SW 250.*

SW 390 Contemporary Issues in Social Work (3)

A series of courses is designed to supplement the core curriculum. Each of these Special Topic courses will focus on a contemporary issue and will emphasize the integration of core social work values and ethics, the generalist practice model, and theories of human interactions and change. Some examples of courses taught under this course number include Child Welfare, Marginalized Populations, and Case Management.

For information regarding the Department of Social Work Faculty, including credentials and contact information, please visit the department's [faculty and staff web page](#).

APPENDIX A – ADVISING SHEET FOR SOCIAL WORK DEPARTMENT

BSW Advising Sheet – Department of Social Work

Student Name		WIN	PIN		
Phone			E-Mail		
Street Address			City, State, Zip		
Advisor Name		Date	Advisor Signature		
Washburn Transformational Experience Requirement					
<input type="checkbox"/>	Service	<input type="checkbox"/>	Study Abroad	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Leadership	<input type="checkbox"/>	
<input type="checkbox"/>				Scholarly/Creative Activity	
Core University Requirements (Must receive a grade of C or better).					
x	Course #	Course Name	Hours	Semester/Year	Grade
	EN 101	First Year Writing	3		
	EN 300	Advanced Composition	3		
	MA 112 or 116 or higher	Essential Mathematics or College Algebra	3		
	WU 101	Washburn Experience	3		
Gen Ed - Humanities (English, Philosophy, Religion, Music, Art, Theatre, Communications, Mass Media, Foreign Language (not 101 level), Women and Gender Studies) 12 hours, 3 hours of which must be in fine arts (music, art, theatre) and a maximum of 6 hours in any one area.					
x	Course #	Course Name	Hours	Semester/Year	Grade
	MU/AR/TH		3		
Gen Ed - Natural Sciences (Biology, Chemistry, Physics, Astronomy, Math, Computer Science, Geology) 9 hours with a maximum of 6 hours in any one area and at least two areas in addition to math. Social Work: a minimum of 3 hours in biology. Students are strongly encouraged to take a course with human biology content (e.g., BI 100 [with Gen Ed emphasis], BI 202, BI 203), The student must earn a grade of C or better.					
x	Course #	Course Name	Hours	Semester/Year	Grade
	BI		3		
Gen Ed - Social Sciences (Anthropology, Economics, History, Political Science, Geography, Psychology, Sociology) (Also KN 248) 12 hours with a maximum of 6 hours in any one area. Social Work: a minimum of 3 hours in psychology, SO 101 – American Social Problems, and AN 112 – Cultural Anthropology all with a grade of C or better.					
x	Course #	Course Name	Hours	Semester/Year	Grade
	AN 112	Cultural Anthropology	3		
	SO 101	American Social Problems	3		
	PY	Psychology	3		
Non-Program Electives. Sufficient to reach the 120-hour minimum for all baccalaureate degrees. Typically, this will range from 24-27 credit hours.					
x	Course #	Course Name	Hours	Semester/Year	Grade

Social Work (51 Hours – Must receive a grade of C or better in all social work courses).

x	Course #	Course Name	Hours	Semester/Year	Grade
	SW 100	Introduction to Social Work and Social Welfare (fall/spring/summer)	3		
	SW 250	Generalist Social Work Perspectives (fall/spring)	3		
	SW 325	Micro Human Behavior and the Social Environment CRN# 30527 Online	3		
	SW 326	Macro Human Behavior and the Social Environment (spring only)	3		
	SW 350	Social Policy and Programs (spring only)	3		
	SW 352	Micro Social Work Practice (fall only)- CRN# 30580 Thurs 5:30pm	3		
		Apply for Formal Admission (2.5 GPA Required) – Deadline October 1			
		Complete Field Education Intake Form – Deadline November 1			
	SW 353	Macro Social Work Practice (spring only)- JUNIOR YEAR ONLY	3		
	SW 425	Pre-BSW Practicum Workshop (fall only)	0		
	SW 354	BSW Seminar and Field Practicum I (fall only) – SENIOR YEAR ONLY	6		
	SW 355	BSW Seminar and Field Practicum II (spring only) – SENIOR YEAR ONLY	6		
		BSW Honors Application (see BSW Handbook for details)- Deadline February 15			
	SW 362	Generalist Quantitative Research (fall only)	3		
	SW 363	Generalist Qualitative Research (spring only)	3		
		SW SPECIAL TOPICS (includes SW 356, SW357, SW 358, SW 359, SW 360 & SW 390)			
	SW	Social Work Special Topic 1 CRN# 31052 Marg Populations Online	3		
	SW	Social Work Special Topic 2 (fall/spring/summer)	3		
	SW	Social Work Special Topic 3 (fall/spring/summer)	3		
	SW	Social Work Special Topic 4 (fall/spring/summer)	3		
		Subtotal	51		
		Grand Total			

Notice: The student is responsible for reviewing University and degree requirements in the catalog year of their admission.

Healthcare Social Work Concentration

Course #	Course Name	Hours	Semester/Year	Grade
SW 356	Social Work Practice in Healthcare (Required) plus 2 electives*	3		
SW		3		
SW		3		

*SW 357; SW 358; SW 359 or SW 360

Current Student Professional Goals

Review GPA with Student

Post-Graduation Education & Career Goals

Field of Practice Interest:

1. Administration
2. Child Welfare
3. Community Organization/Services
4. Criminal Justice/Corrections
5. Developmental Disabilities
6. Family Services
7. Gerontological Services/Hospice
8. Healthcare
9. Immigration

10. Mental Health
11. Military/Veterans Affairs
12. Public Health
13. Public Policy
14. Research
15. Schools
16. Social Justice/Community Organization
17. Substance Abuse/Addictive Behaviors
18. Other

- 1.
- 2.
- 3.

APPENDIX B – SAMPLE 4-YEAR SCHEDULE FOR BSW DEGREE

Freshman			
Fall Semester		Spring Semester	
WU 101 – Washburn Experience	3	MA 112 – Contemporary College Math OR	3
EN 101 – First Year Writing	3	MA 116 - College Algebra	3
Humanities General Education	3	AR/MU/TH General Education	
Natural Science General Education (Biology)	3	Soc. Sci. General Education (Psychology or Sociology)	3
SW 100 – Intro to Social Work and Social Welfare	3	Natural Science General Education	3
		SW 250 – General Social Work Perspectives	3
Total		Total	
15		15	
Sophomore			
Fall Semester		Spring Semester	
Natural Science General Education	3	Soc. Sci. General Education	3
Soc. Sci. General Education (Psychology or Sociology)	3	Humanities General Education	3
Humanities General Education	3	SW 326 – Macro HBSE	3
AN 112 – Cultural Anthropology	3	Social Work Special Topics Course	3
SW 325 – Micro HBSE	3	Non-Program Upper/Lower Division Elective	3
Total		Total	
15		15	
Junior			
Fall Semester		Spring Semester	
EN 300 – Advanced College Writing	3	SW 350 – Social Work Policy and Programs	3
SW 352 - Micro Social Work Practice	3	SW 353 – Macro Social Work Practice	3
Non-Program Upper/Lower Division Elective	3	Non-Program Upper/Lower Division Elective	3
Non-Program Upper/Lower Division Elective Non-Program Upper/Lower Division Elective	3	Non-Program Upper/Lower Division Elective	3
	3	Social Work Special Topics Course	3
Total		Total	
15		15	
Senior			
Fall Semester		Spring Semester	
SW 425 – Pre-BSW Practicum Workshop	0	SW 355 – BSW Seminar and Field Practicum II	6
SW 354 – BSW Seminar and Field Practicum	6	Social Work Special Topics Course	3
Social Work Special Topics Course	3	SW 363 – Generalist Qualitative Research	3
SW 362 – Generalist Quantitative Research	3	Non-Program Upper/Lower Division Elective	3
Non-Program Upper/Lower Division Elective	3		
Total		Total	
15		15	

APPENDIX C- SAMPLE 2 TO 2 ½ YEAR SCHEDULE FOR BSW DEGREE

For Spring Start (2 ½ years):

		Spring Semester	
		SW 100-Intro to Social Work and Social Welfare	3
		SW 250-Generalist Social Work Perspectives	3
		SW 326-Macro Human Behavior	3
		SW Correlate Courses (BIO100/202/203, AN112, SOC101, PSY100)	3
			15
Fall Semester		Spring Semester	
EN 300 – Advanced College Writing	3	SW 353 – Macro Social Work Practice	3
SW 325- Micro Human Behavior	3	SW 350 – Social Work Policy and Programs	3
SW 352-Micro Social Work Practice	3	SW Special Topics Course	3
SW Special Topics Course	3	SW Correlate Courses (BIO100/202/203, AN112, SOC101, PSY100)	3
SW Correlate Courses (BIO100/202/203, AN112, SOC101, PSY100)	3	Remaining general education requirements/electives	3
(APPLY FOR FORMAL ADMISSION)			
TOTAL	15	TOTAL	15
Fall Semester		Spring Semester	
SW 425 – Pre-BSW Practicum Workshop	0	SW 355 – BSW Seminar and Field Practicum	6
SW 354 – BSW Seminar and Field Practicum	6	SW 363 – Generalist Qualitative Research	3
SW 362 – Generalist Quantitative Research	3	SW Special Topics Course	3
SW Special Topics Course	3	Remaining general education requirements/electives	3
Remaining general education requirements/electives	3		
TOTAL	15		15

For Fall Start (2 years)

		Spring Semester	
SW 100-Intro to Social Work and Social Welfare	3	SW 326-Macro Human Behavior	3
SW 250-Generalist Social Work Perspectives	3	SW 350 – Social Work Policy and Programs	3
SW 325-Macro Human Behavior	3	SW 353 – Macro Social Work Practice	3
SW 352 – Macro Social Work Practice	3	SW Special Topics Course	3
EN 300 – Advanced College Writing	3	SW Correlate Courses (BIO100/202/203, AN112, SOC101, PSY100)	3
(APPLY FOR FORMAL ADMISSION)			
	15		15
Fall Semester		Spring Semester	
SW 425 – Pre-BSW Practicum Workshop	0	SW 355 – BSW Seminar and Field Practicum	6
SW 354 – BSW Seminar and Field Practicum I	6	II	3
SW 362 – Generalist Quantitative Research	3	SW 363 – Generalist Qualitative Research	3
SW Special Topics Course	3	SW Special Topics Course	3
SW Correlate Courses (BIO100/202/203, AN112, SOC101, PSY100)		SW Special Topics Course	
TOTAL	15		15

APPENDIX D - STUDENT PROGRAM STATUS APPEALS POLICY AND CONSENT FORM

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

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

It is critical that the student understand the following:

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

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

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

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

Student Program Status Appeal (SPSA) Consent Form

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

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

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

For additional information, visit Washburn's FERPA Information page at <http://www.washburn.edu/statements-disclosures/ferpa/> or

The U.S. Department of Education's website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

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

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

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

Student Name: _____ (Print) WIN: _____

Student Signature: _____ Date: _____