

# MSW Student Handbook 2025-2026



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[Masters of Social Work at Washburn University](#)

# WELCOME

On behalf of the Social Work Department at Washburn University, welcome to the Master of Social Work (MSW) Program! We are pleased you have chosen this program for your graduate education. We are committed to providing you with a high-quality learning experience.

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

The MSW Student Handbook, along with our [departmental website](#) and the [University Graduate Catalog](#), will provide you with valuable information and critical policies and procedures to guide your educational experiences. You should familiarize yourself with this handbook and refer 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 here.

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

Jenny Lamb, LSCSW  
MSW Program Director

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

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# MISSION, VISION, & VALUES OF WASHBURN UNIVERSITY

In 2024 Washburn University adopted a new strategic framework with updated [Mission, vision, and Values](#) statements. Students are encouraged to review the full terminology and framework on the university's website.

**Mission:** *Washburn creates educational pathways to success for everyone.*

**Vision:** *A premier community of higher learning focused on life and careers.*

**Values:** *Creating positive IMPACT – Inclusion, Modernization, Partnership, Achievement, Community, Transformation*

## Inclusivity Statement

Washburn is committed to cultivating a warm and welcoming community in which to learn, live and work, facilitating the success of all people and supporting all individuals. The University strives to provide opportunities for its members to reflect upon their own perspectives while examining the perspectives of others, resulting in a campus of respect for all.

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 [Belonging at Washburn](#).

## Notice of Non-Discrimination/Safe Educational Environment

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

# WASHBURN UNIVERSITY SOCIAL WORK GRADUATE PROGRAM

## MSW Program Mission Statement

The mission of the MSW program at Washburn University is to prepare students to provide inclusive, collaborative, empowering, and ethical clinical social work practice with diverse clients and groups utilizing a person-in-environment framework, critical inquiry, and cultural humility. Cultivated through rigorous curricular alignment to the nine core competencies of the Council on Social Work Education and building on the foundation of the profession's purpose and core values of service, social justice, integrity, and respect for human diversity, the program fosters a community of collaboration and reciprocity which embraces an anti-racist and anti-oppressive framework enabling students to develop the competence, knowledge, and skills necessary to advocate for social, racial, economic, and environmental justice within clinical practice through a commitment to human rights in a diverse and dynamic world. Students are trained to use scientific inquiry and new and emerging technologies to understand and address the conditions that contribute to inequality and to work toward the elimination of poverty and oppression in the northeast Kansas region and beyond.

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

1. Demonstrate Ethical and Professional Behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, and Groups
7. Assess Individuals, Families, and Groups
8. Intervene with Individuals, Families, and Groups
9. Evaluate Practice with Individuals, Families, and Groups

## Statement on Anti-racism, Diversity, Equity, and Inclusion

The Washburn University Social Work Department's understanding of and commitment to anti-racism, diversity, equity, and inclusion (ADEI) are founded on and informed by the core values and ethical principles of the National Association of Social Workers Code of Ethics the Educational Policies and Accreditation Standards of the Council on Social Work Education, and the mission, vision, and 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 anti-racism, diversity, equity, and inclusion. As social work educators we embrace our responsibility to integrate anti-racism, 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 anti-racist and inclusive, embrace diversity, and work toward equity in the world and in our work. We strive to create learning environments that are anti-racist, inclusive, equitable, and honor the diverse perspectives and backgrounds of our students. We believe that anti-racism, diversity, equity, and inclusion are vital to the ethical practices and effectiveness of our faculty in teaching, advising, mentoring, and research. We believe that anti-racism, diversity, equity, and inclusion are fundamental to the development of students as ethical and effective practitioners in serving diverse client populations. We believe that anti-racism, diversity, equity, and inclusion are central to engaging and interacting with community partners and stakeholders.

## Conceptualization of ADEI

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

- **Anti-Racism:** Anti-racism in social work education embodies a continuous process of self-reflection and learning to actively challenge oppressive and marginalizing practices and policies. Anti-racist practice requires social workers to not only be aware of injustices and oppressions, but to also intentionally engage in practices that will help challenge inequity and injustice at the micro, mezzo, and macro levels.
- **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.

## ADEI 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 education experiences that provide student experiences working with diverse populations and that mirror the ADEI values and philosophy of the department, supporting field education agencies in their continuous learning around ADEI 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 anti-racism, diversity, equity, and inclusion
- Engaging in ongoing self-assessment and reflective practices to assess ADEI within the social work programs, and responding to the findings

*Adopted unanimously by the Washburn University Department of Social Work faculty on 03-05-2021; updated 03-29-24*

## 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, domestic violence, war and natural disasters, and systemic injustice. 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](#)

[Washburn University Student Health](#)

[Belonging at Washburn \(resources and academic accommodations\)](#)

[Washburn University Campus Advocate](#)

## **APPLICATION & ADMISSIONS POLICIES & PROCEDURES**

### **Admission Criteria**

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

To be considered for admission as a *fully matriculated, degree-seeking* student, applicants must have a bachelor's degree from a college or university accredited by the Higher Learning Commission or other recognized regional accrediting organization. Consistent with the importance ascribed to the liberal arts perspective by the Council on Social Work Education (CSWE) and Washburn University, there should be evidence of adequate preparation to begin graduate study, including satisfactory completion of undergraduate course work in the following areas: the natural sciences, social sciences, English composition, humanities, mathematics, and human cultural diversity. *Students who lack course work in any of these areas may be required to complete undergraduate courses prior to or during their first year of admission to the graduate*

*program.* A minimum overall undergraduate grade point average of 3.0 on a 4-point scale is generally expected for admission. Students with an undergraduate grade point average below 3.0 are encouraged to speak to the MSW program director in advance of their submission of application.

## Criminal Record

Conviction of criminal offense does not necessarily bar an individual from becoming a social worker. Applicants for admission to the Department of Social Work are evaluated based on their overall qualifications and are not asked to disclose a criminal record.

However, applicants should be advised that a criminal conviction could prevent them from being placed in certain field education settings. In addition, it may prevent them from being licensed, certified, or registered to practice social work in some states and jurisdictions.

During the field education interview process with a community agency, admitted students may be asked about their criminal record, including a history of any felony convictions, or be asked to submit to a background check.

## Application Procedures

Applicants are required to create an account and complete an online application. The names and email addresses of three professional references, official undergraduate degree transcript (unofficial transcripts will be allowed if the undergraduate degree is not yet completed), resume, and personal statement must be included when the online application is submitted. The personal statement should include the following in no more than five (5) double-spaced pages:

- What has motivated you to complete the MSW degree and how do you know now is the right time?
- Describe your assets and challenges, how will these assist or hinder your course of study, and how will they assist or hinder your long-term social work career goal?
- After reading the National Association of Social Workers (NASW) Code of Ethics (CoE), discuss its relevance and your ability and willingness to comply to the ethical standards. Spanish NASW Código de Ética

**Note:** The personal statement serves as the applicant's introduction to the Social Work Department at Washburn University and as a writing sample. The personal statement should be free from grammatical and typographical errors.

## Transcripts

All official transcripts from any college or university that has awarded you an undergraduate degree must be submitted to the University prior to enrollment. For transcripts to be considered official, they must be received one of the following ways:

- Hard copy in a sealed envelope from the school, mailed to: Washburn University, Registrar Office 1700 SW College Ave Topeka, KS 66621

- Official electronic copy sent from your school to the Washburn University Office of the Registrar, [registrar@washburn.edu](mailto:registrar@washburn.edu)

If you have not graduated yet, you must submit an unofficial transcript with all grades posted ***through the semester prior to the application deadline***. An official transcript will be required by the university following completion of the undergraduate degree.

## Program Standing

### Advanced Standing Students

Applicants who have earned a bachelor's degree from a CSWE-accredited social work program, CASWE-accredited baccalaureate social work degree (from the Canadian social work accreditor, recognized through an MOU with CSWE and CASWE), or internationally earned ISWDRES-evaluated degree comparable to a baccalaureate social work within the ***past ten academic years*** may apply for advanced standing status in the MSW Program at Washburn University. However, advanced standing is not automatically granted to everyone who applies.

### Regular Standing Students

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

### Non-Degree Seeking Students

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

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

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

### International Students

International students applying to the Washburn MSW program must:

- Already have a university credential that is equivalent to a US bachelor's degree.

- Submit the required international application and other required materials to the Office of International Programs.
- Satisfy the admission requirements described above for the Washburn University MSW program.
- Have transcripts from any non-US institutions evaluated and approved by a recognized evaluation service at the applicant's expense from either Educational Credential Evaluators or from the World Education Services and submitted to the Office of International Programs.
- Provide evidence of having taken the Test of English as a Foreign Language (TOEFL) examination or the International English Language Test (IELTS) within the past two years. Minimum TOEFL scores required for admission to the MSW program are as follows: Listening (25), Reading (23), Speaking (24), Writing (24). Minimum IELTS scores required for admission to the MSW program are as follows: Listening (7.0), Reading (6.5), Writing (6.5), Speaking (7.5). International applicants whose primary language is English or students who have earned a four-year degree from a US college or university are exempt from these requirements.
- International students with an undergraduate degree in social work issued outside of the United States should contact the MSW Program Director. Advanced standing is awarded to graduates holding degrees recognized through CSWE International Social Work Degree Recognition and Evaluation Services or covered under a memorandum of understanding with international social work accreditors.

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

**Note:** International applicants must be approved by the Office of International Programs before their MSW Program application materials are reviewed.

## Application Deadlines

- Fall and summer semester entry terms - **Deadline is January 15** **Note:** only advanced standing students are eligible to start in a summer term
- Spring semester entry term – **Deadline is October 15**

Application deadlines extend to the next Washburn University business day if January 15 or October 15 falls on a weekend or holiday. Only complete applications will be considered. Applicants with partially completed applications at the time of the respective deadline will be invited to change their entry term to the next available semester.

## Application Review

- Applications are reviewed by department faculty members during the spring and fall semesters only.

- Applications received outside of the fall and/or spring semesters will be reviewed upon the start of the next fall or spring semester with determinations sent to the applicant's email 7-10 days after that semester start.

## Admission Decision Types

Application for admission to the MSW Program will result in one of the following decisions:

- **Accepted** – Application satisfactorily meets all criteria, and the student is formally admitted to the MSW Program.
- **Provisional** – Applicants may be granted provisional admission status for the following reasons:
  - Provisional admission pending completion of the undergraduate degree
  - Provisional admission based on a cumulative grade point average that is less than 3.0
    - Students admitted with provisional status due to GPA will retain provisional status until they have completed, at a minimum, 12 credit hours in the MSW Program. **In addition, a student may be limited to part-time and not be permitted to take more than 6.0 credit hours per semester.** Students with provisional status who do NOT achieve at least a B in each course may be dismissed from the program and will not be permitted to take additional classes in the MSW Program at Washburn University.
- **Waitlist** – Applicants are neither offered admission nor denied from the program. Applicants placed on a waiting list will be notified of a final decision by March 15<sup>th</sup> for summer or fall term entry or November 1<sup>st</sup> for spring term entry.
- **Denied** – Application does not meet the requirements for admission. Applicants who have been denied admission are allowed to apply again in the future.

## Notification of Admission Decision

Notifications of admission decisions will be sent via email to the email address provided on the application. Applicants receiving an acceptance of admission notification are asked to confirm or decline the offer of acceptance via the MSW Program Offer Response Form link provided in their notification within five business days.

## Admission and Orientation

### Admission Process

Once an applicant has accepted a program admission offer, they are considered a student at Washburn University. A learner record will be created including a Washburn Identification Number (WIN), Washburn email address, and access to the University's digital learning platform, Desire to Learn (D2L), is provided. Upon confirmation of the above, the student is enrolled in their New Student Orientation course in D2L.

## New Student Orientation

All students admitted to the MSW Program must complete an online New MSW Student Orientation. Newly admitted MSW students who have confirmed acceptance will receive an email with instructions on how to access the orientation. The orientation is intended to introduce students to the MSW program concentrations, curriculum, and faculty. Students are also provided with a brief tutorial reviewing key concepts and tasks completed in D2L, opportunity to familiarize themselves with program guidelines and expectations, the National Association of Social Workers (NASW) Code of Ethics, important social work organizations, academic advising and enrollment, and University level supports/resources available to students. Upon completion of the orientation, the student will submit the MSW New Student Orientation Declaration & Attestation form.

## Academic Advising

Following acceptance to the MSW Program, each student is assigned an academic advisor in the Social Work Department. Advisors assist students with program planning (schedules, selection of social work courses, elective courses, etc.) prior to registration each semester.

Advisors help students select appropriate courses, provide enrollment personal identification numbers (PINs) for each enrollment period, and provide other assistance as needed. Any subsequent changes in enrollment (e.g., adding, dropping, or changing courses) also begin by conferring with one's advisor.

Department faculty members take their advising role seriously and do not give students enrollment PINs without meeting. Advising sessions are expected to happen either in the faculty office or via video conferencing. Students wishing to schedule an advising session may do so at any time during the semester and are encouraged to schedule an appointment in advance. A student who wants to change advisors must submit the request to the Chair of the Social Work Department. There are no guarantees of changing advisors.

## Professional Advising and Student Development

Professional advising is an important component of student development and may occur during academic advising sessions or other special meetings with faculty or events. Professional advising focuses on student preparation for working in the social work field during field education practicum and after graduation. Professional advising might include guidance on goodness of fit with various practice arenas, coaching for career development and readiness, support for career specific questions, information on licensing and preparation for licensure, referrals and networking, etc. In addition to one's academic advisor, the field education director and the staff of [Career Engagement](#) are available for professional development assistance. Also, the Social Work Department provides a licensure preparation workshop annually for students preparing for graduation.

## Financial Assistance

The [Financial Aid Office](#) of Washburn University is located in Morgan Hall, phone 785-670-1151. The Financial Aid Office can be accessed through Washburn University's website.



Students should contact this office for all the general information regarding financial aid. Eligibility for financial aid may be affected by hours enrolled.

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

## THE MSW PROGRAM CURRICULUM

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

### MSW Degree Requirements

The MSW degree at Washburn University is granted upon successful completion of 63 credit hours, or its equivalent, based on a combination of graduate hours and appropriate course waivers. These hours include 51 credit hours (or equivalent) in the classroom and 12 credit hours (1,000 clock hours) in field education. To graduate, students must maintain a 3.0 grade point average on a 4.0-point scale. ***Both full-time and part-time options are available.***

### Advanced Standing Program

The advanced standing program is designed for students who have received a bachelor's degree in social work from a CSWE-accredited program within the past 10 academic years. These students are eligible for up to 30 credit hours of course waivers, which means that most advanced standing students are required to complete 33 hours of coursework to earn the MSW degree. Advanced standing students who qualify for all course waivers may complete the MSW program in three full-time semesters.

Advanced standing students from CSWE-accredited baccalaureate social work programs do not repeat generalist content at the master's level that has been successfully achieved at the baccalaureate level. Course waivers for advanced standing purposes may be granted for *foundation* courses only and are determined on a course-by-course basis. A grade of "B" or better in the undergraduate course considered for waiver is required. In addition, course and/or credit waivers are dependent on the *equivalency* of the course content, as determined by the MSW Program Director during baccalaureate transcript review. Students may be required to provide a course syllabus or other evidence of course content for review by the MSW Program Director or designee to ensure equivalency.

### Regular Standing Program

The regular standing program is for the student who has an undergraduate degree in a discipline



other than social work. *Regular standing* students enrolled full-time may complete the MSW program in as few as 5 semesters. Part-time regular standing students may take up to 4 years to complete the full program. Regular standing students are required to complete the full 63 hours to earn the MSW degree.

A regular standing student who completed some undergraduate coursework in a CSWE-accredited program may be considered for course waivers at the MSW level for equivalent foundation courses. Course waivers may be granted for *foundation* social work courses *only* and are determined on a course-by-course basis. A grade of “B” or better in the undergraduate course considered for waiver is required. In addition, course and/or credit waivers are dependent on the *equivalency* of the course content, as determined by the MSW Program Director during baccalaureate transcript review. Students may be required to provide a course syllabus or other evidence of course content for review by the MSW Program Director or designee to ensure equivalency.

### Four-Year Completion of Program Requirement

All MSW students have *four years* from their date of entry into the program to complete the MSW Program requirements. Any student who cannot comply with this condition and has a legitimate reason for being unable to do so, may petition in writing for an extension to the MSW Program Director for consideration. The petition should state why the extension is being requested and it should include a detailed timetable for completion of the requirements. The student will be notified in writing by the MSW Program Director of the acceptance or rejection of this petition.

### Transfer of MSW Academic Credits

Transfer of credits from another MSW Program is considered on a case-by-case basis. Only courses, including practice courses or field education, taken from a Council on Social Work Education (CSWE) accredited or candidacy Master of Social Work Program will be eligible for transfer. The applicant must have received a grade of B or better in the course(s) considered. In addition, each course must be equivalent in content to an existing social work graduate course for which transfer credit is being considered. Students may be required to provide a course syllabus or other evidence of course content for review by the MSW Program Director or designee to ensure equivalency. In most instances, transfer of credit applies only to first year foundation courses. Washburn University allows no more than 10 graduate hours for transfer credit.

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

### Credit for Life or Work Experiences

In accordance with the Educational Policies and Accreditation Standards of the Council on Social Work Education, the MSW Program does not grant academic credit for life experience or

previous work experience.

## Foundation Curriculum

Foundation curriculum courses are designed to prepare students for beginning generalist practice. These courses are taken prior to and concurrently with the first field education placement. The foundation curriculum includes 24 credit hours of course instruction and 6 credit hours of field education (400 clock hours, approximately 16 clock hours per week) in a community agency. The field education practicum begins in the fall semester and continues through to the end of the subsequent spring semester.

## Clinical Curriculum

Following completion of the foundation level curriculum, all students begin the clinical level curriculum. This sequence consists of 27 credit hours of course instruction, including 4 core courses: Clinical Assessment and Diagnosis (SW 700), Clinical Social Work Practice with Individuals (SW 705), Clinical Social Work Practice with Families (SW 706), and Clinical Social Work Practice with Groups (SW 707). In addition, students complete 9 credit hours of clinical social work practice electives. All students must also complete 6 credit hours of clinical field education (600 clock hours, approximately 20 clock hours per week) in a community agency. Concurrently with the field education placement, students enroll in 6 credit hours of clinical practice seminar. The field education practicum and seminar begin in the fall semester and continue through to the end of the subsequent spring semester.

## MSW Course of Study

Social work courses are typically offered in a block format. During the fall and spring semesters, a typical graduate social work class session meets once per week and runs for 2 hours and 30 minutes. A daylong block consists of three class sessions, running throughout the day and into the evening (i.e., 9:00 – 11:30 a.m., 1:00 – 3:30 p.m., and 5:30 – 8:00 p.m.). During the summer term, courses meet twice weekly. Many Foundation courses and some electives have an online option.

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

Regular standing students must complete all foundation coursework before moving on to take clinical core courses. Exceptions to this rule are occasionally made by the MSW Program Director.

More information about course offerings can be found on the academic advising sheet in Appendix A or on the [program website](#). Course descriptions can be found by browsing [Washburn University's Graduate Course Catalog](#)

## Concentration & Elective Courses

Students must take 3 elective courses (i.e., 9 credit hours) and these courses vary each semester. The faculty periodically reviews the curriculum adding appropriate new electives. The electives chosen for completion may be restricted if a concentration is declared. Students are provided the opportunity to declare a concentration at the conclusion of their New MSW Student Orientation.

### *School Social Work Concentration*

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

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

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

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

### *Healthcare Social Work Concentration*

Within the clinical MSW program, students may choose to receive specialty training in healthcare social work. The concentration consists of three graduate electives (9 hours) plus completion of the two semester field education placement at either the generalist or clinical level in an approved healthcare setting.

***SW 680 Clinical Social Work Practice in Healthcare is required for all students pursuing the concentration in Healthcare*** (3 credit hours). Students electing the Healthcare Concentration will choose two additional electives from the following options:

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

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

### *JD-MSW Dual Degree Program*

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

If pursued separately, the two-degree programs would require 156 credit hours (i.e., 90 hours for Law and 63 hours for Social Work). However, in the JD-MSW Dual Degree Program, certain courses are accepted for credit by both schools.

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

## **Field Education**

Field instruction is an integral part of the curriculum for the Master of Social Work degree, providing an opportunity for students to deepen their knowledge and skills through supervised practice. Please carefully review the [Field Education Manual](#) for more information. Additional information about field education and how to contact the MSW Field Education Director is available on the [website](#).

# **ACADEMIC AND PROFESSIONAL PERFORMANCE POLICIES**

## **Evaluation of Academic Performance**

Instructors equitably and transparently evaluate student academic performance through graded assignments as outlined in the course syllabus and the course D2L. Overall academic progress toward degree completion will be monitored by the MSW Program Director in consultation with course instructors.

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

- Maintain a 3.0 GPA.
- Receive no grades below a C in any graduate social work course.
- Receive a grade of CR (credit) in all field education courses.
- Adhere to the social work profession's Code of Ethics.
- Adhere to the professional conduct requirements outlined in the rules and regulations of the Kansas Social Work Licensing Statute, Article 102-2-7.
- Adhere to Washburn University's Student Conduct and Disciplinary Code and academic impropriety policy as described in the [Washburn University Graduate Catalog](#).
- Demonstrate professional conduct and comportment expectations consistent with

departmental policies as noted in this Handbook.

## Grading Policies

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

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

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

## Academic Probation and Termination for Academic Performance

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

## Incomplete Grade

An incomplete (I) grade will be given only in extraordinary circumstances and at the discretion of the instructor. The incomplete must be negotiated with the course instructor, and the *Incomplete Grade Report Form* completed and signed before the end of the semester. The student must complete course requirements by the date agreed upon with the instructor which must be by the end of two consecutive semesters, excluding the summer semester. If the coursework is not completed within the agreed-upon period or by the end of the two-semester limit (whichever occurs first), the incomplete (I) grade will automatically convert to an "F."

## Withdraw Policy and Procedure

### Academic Course Withdrawal

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

Enrollment form.

## Field Education Withdrawal

Withdrawing from a field education course (SW 691, SW 693, SW 791, SW 792, SW 793, or SW 794) may be considered a termination from the field education placement. Students are encouraged to read about field education termination policies in the Field Education Handbook and consult with the MSW Field Education Director and MSW Program Director prior to initiating a withdrawal from a field education course.

## Temporary or Permanent Withdrawal from the Program

Students planning to withdraw temporarily from the program for one or more semesters should submit a leave of absence request to the MSW Program Director. The student will be asked to stipulate the reasons for the leave of absence and the semester in which the student plans to return.

The decision to grant a leave of absence is at the discretion of the MSW Program Director. Students will be notified of the decision in writing. If the leave of absence is approved, it is the student's responsibility to withdraw from any courses in which they are currently enrolled, communicate with the MSW Field Education Director to establish a plan for completion of the field education placement, and communicate with their advisor to review their academic plan and establish a plan for academic advising.

Students are also responsible for following the continuous enrollment policy of Washburn University, please see below. Students whose absence extends beyond 2 semesters, or one calendar year will be asked to reapply for admission to the graduate program. Exceptions to this policy are at the discretion of the MSW Program Director in consultation with the department chair. Any student who intends to withdraw permanently from the program should inform the MSW Program Director of such intention in writing.

## Continuous Enrollment Requirement

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

# STUDENT EXPECTATIONS AND RESPONSIBILITIES

## Evaluation of Professional Performance

Faculty members including classroom instructors, academic advisors, student organization sponsors, and field instructors have a responsibility to be cognizant of student professional performance within the context of social work related activities, and to communicate with students respectfully and professionally about concerns which are in violation of the expectations set forth in the Professional Conduct and Comportment Expectations below. If the faculty member determines that conversation with the student was insufficient to remedy the concern, has ongoing concerns about patterns of behavior, or deems the infraction to be to a level of violation of the Code of Ethics or the statutes and regulations of the Kansas Behavioral Sciences Regulatory Board, the faculty member will report the concerns to the MSW Program Director and may also report the concerns to the Department Chair and/or other university personnel who may have oversight of such conduct violations.

In the event a concern regarding a student's professional conduct and comportment is brought to the MSW Program Director or the Department Chair, the MSW 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, written notice in the student's file, and/or dismissal from the program (see Dismissal Policy and Procedure).

## 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 MSW 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 Educational Policy and Accreditation Standards](#).



The following university, departmental, and professional standards apply to all students within the social work programs of Washburn University. ***Should it be determined that a student does not meet these standards at any time during the program, the student may be dismissed from the MSW program and ineligible to reapply.*** As part of the orientation to the MSW Program, students are asked to review and attest to these standards. Attestation to, or lack thereof, will not change the expectation of adherence nor the remediation or dismissal process in the event of a violation.

### Washburn University Student Conduct Code

Washburn students are responsible for knowing the information, policies, and procedures outlined in the Washburn University Conduct Code document linked above. Washburn University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. The Washburn Student Government Association (WSGA) will receive notification. Students are encouraged to check online [www.washburn.edu/knowthecode](http://www.washburn.edu/knowthecode) for the updated versions of all policies and procedures.

### Social Work Department MSW Student Handbook

Students are expected to be familiar with and refer to this MSW 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; and Academic Standing and Dismissal Policy. 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.

### Code of Ethics of the National Association of Social Workers (NASW)

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

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 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

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 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.

## **Academic Integrity Policy**

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 unacceptable behavior in detail and explains the actions that may be taken when such behavior occurs. For additional guidelines regarding fair use and protection of copyright, consult [University Copyright Guidelines](#).

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

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

own).

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

## Additional Important Expectations

### Confidentiality

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

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

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

### Desire2Learn (D2L) Training

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

### Attendance and Class Participation

Students should actively participate in in-class and online class activities. Success in any course depends heavily on one's participation and presence in the course. The instructor has both e-mail

and voicemail. The instructor must be notified in advance of any planned or anticipated absence. Even if an absence is unplanned or unanticipated, the student is responsible for notifying the instructor after the fact to explain the reason for the absence. Regardless of the reason for the absence, the student is fully responsible for any homework or lessons that are assigned or covered during the period of the absence. Each assignment must be turned in on time (i.e., on the due date and on or before the time deadline) whether the student participates in class. Students are expected to review and comply with the policies regarding attendance of their instructors.

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

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

## Writing and the APA Style

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

## Official E-Mail Address & Communications

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

## Student Opportunities for Input and Participation in Explicit and Implicit Curriculum

Student input and participation is valued and necessary for ongoing improvement to the MSW program. Student ideas and feedback are welcomed in many ways to inform both the explicit and implicit curriculum. Explicit curriculum refers to the academic curriculum design, course content, and field education curriculum. Implicit curriculum refers to the student learning experience and environment. Both are important to student growth and competency development.

MSW students have multiple opportunities to participate and provide input in the explicit curriculum. Students are encouraged to express individual and collective needs to course

instructors and academic advisors, complete Student Perception Surveys for all courses, give feedback via exit surveys, and participate in Student Governance meetings each semester.

MSW students have multiple opportunities to participate and provide input in the implicit curriculum. Students are encouraged to participate in the implicit curriculum through the following ways: join the Washburn Student Social Work Association; engage in student climate surveys, faculty/student research and exit surveys; participate in Student Governance meetings each semester; and share concerns when they arise with the program director, the department chair, or any faculty member.

All voices are important. Every student is encouraged to carefully consider their role and responsibility in making the program the best it can be. To ensure accessibility and fairness, students will be notified of meetings and opportunities in advance via their Washburn email. Student governance meetings will include an online option to increase accessibility and opportunity for participation.

### Instructor/Course Evaluation

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

The instructor and course will be evaluated at the end of the term by students via the Student Perception Survey 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. The social work faculty expects social work students to complete a course/instructor evaluation for every course taken in the department. Just as students expect to be evaluated for their course work, the instructor has the right to have their performance as a professional educator evaluated by students.

Student feedback should be constructive, objective, honest, even-handed, and offered in the spirit of good faith. Course/instructor evaluations are important sources of information that are used by department and university administrators for tenure and promotion decisions.

### Social Work Department Program Evaluations

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

In being accepted into the MSW Program, 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 experience, exit surveys, focus groups, graduate surveys, and alumni surveys.

## Washburn University 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 also serves as a mechanism for student governance receiving data reports and engaging in opportunity to provide feedback, insights, and ideas regarding the operation of the MSW program. 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 participating in student governance. Membership in this organization is open to all Washburn graduate social work students. The group sets its own agenda and operates under its own charter. Officers are elected by MSW students. A designated social work faculty member acts as advisor for the group. Specific guidelines and procedures are detailed in the association's constitution. Graduate students are also encouraged to begin to identify 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).

## STUDENT RIGHTS AND SERVICES

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

### Harassment & Discrimination

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

### *Washburn University Counseling Services*

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*

Student Health Services offers confidential medical care for students. The services provided include but are not limited to urgent care, primary care for chronic stable conditions, pre-participation physical exams, well-woman exams, sexually transmitted infection treatment, psychiatric/emotional support, immunizations, tuberculosis testing, prescription assistance, health education, and referral to community resources: <http://washburn.edu/current-students/services/health-services/index.html>

### *Student Accessibility and Accommodations*

The [Student Accessibility Services Office \(SASO\)](#) 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. Accommodation examples include in-class note takers, test readers and/or scribes, adaptive computer technology, and audio textbooks. Requests for accommodation should be submitted at least two months before the start of the semester in which accommodation is needed. Students may also make a request as soon as they become aware of the need for accommodation.

### *Military Education Benefits*

Washburn University's [Military-Student Success Center](#) provides a place to study, social opportunities allowing veterans to connect with their peers, and services for military veterans and active military making the transition to student life at Washburn University. The Center provides veteran-specific information and materials relating to resources, education benefits, career opportunities, scholarships, and events. 785- 670-1983

### *Multicultural Student Organizations and Resources*

Resources and institutional and peer supports are provided for LGBTQ+, historically underrepresented students, and undocumented students through the Office of Diversity and Inclusion. To learn more about relevant student organizations, resources available within Washburn University and the broader community, and the Multicultural Intersectional Learning Space, visit <https://www.washburn.edu/belonging/index.html>

### *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 [www.washburn.edu/concealedcarry](http://www.washburn.edu/concealedcarry)



### *Ichabod Shop (University Bookstore)*

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

### *iCard*

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

### *Library Services*

The [University Library](#) is the heart of Washburn University and people are the heart of the library. The Social Work Department Library liaison is available to assist social work students with research, such as developing search terms, resources, and database search strategies, as well as assisting with accessing library resources and Interlibrary Loan requests.

### *Computer Labs*

Computer labs are available to students at several locations across campus. Computer kiosks for checking out laptops can be found in the School of Applied Studies, 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. [Information Technology Services](#) provides support and technology assistance to students online, via phone, or in-person in Bennett Room 104.

### *Campus Police*

The safety of all students, faculty, and staff on campus is the responsibility of the [Washburn University Police Department](#), located in Morgan Hall, Room 156. Washburn University Police Department (WUPD) is a certified law enforcement agency with the same responsibilities and authority as a city police agency or a sheriff's department. Officers, staff and communications specialists are guided in their daily activities by these [core values](#).

### *Career Services and Job Placement Assistance*

Career related services such as deciding on a career path, job search preparation, internships and job postings, and more are available to students through the [Career Engagement](#) office. The Social Work Department also posts notification of job postings on its social media platforms for students and alumni.

## **iAlert Mass Notification System**

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

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

### **Inclement Weather Policy**

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

## **GRADUATION & COMMENCEMENT**

### **Application for Graduation**

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

### **Commencement and Hooding Ceremony**

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

## **TERMINATION FROM THE MSW PROGRAM**

### **Termination Due to Academic or Professional Performance**

The MSW Program Director and Department Chair have the authority to terminate a student from the MSW Program for poor academic performance, unethical behavior, or other reasons that demonstrate unprofessional performance as a student in the program as outlined in this handbook. Before initiating such an action, the Department Chair or MSW Program Director may seek additional information regarding the student's academic standing and/or conduct from department faculty, the student, field education director, and/or relevant others.

If a student is dismissed from the program for academic or professional performance, the MSW Program Director and/or the Department Chair will provide official written notification of the dismissal to the student via the student's Washburn email and via certified letter to the last known



address for the student. Such notification will include reason for termination and notice of the student's right to appeal the dismissal.

If the Department Chair or MSW Program Director determines 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 MSW Program Director may impose an immediate suspension. If such action is taken, the Department Chair or MSW 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 Student Conduct Code, additional procedures may be imposed by university officials as outlined in the [Washburn University Student Conduct Code](#).

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

## DUE PROCESS FOR GRIEVANCE AND APPEALS

Students have the right to submit grievance regarding actions or decisions made by Department of Social Work faculty and staff, and field instructors/agencies. 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 the 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 Conduct and Professional Behavior

A student whose behavior has been deemed to be in violation of the [Washburn University Student Conduct Code](#) and who wishes to appeal decisions or sanctions of the Student Conduct Administrator may file an appeal within 5 days of decision as articulated in the Conduct Code. A student whose behavior has been deemed by the Program Director to be out of compliance with

the department's Professional Conduct and Comportment Expectations articulated above but does not result in termination from the program nor referral to the university Student Conduct Administrator and who desires further review or consideration may request a meeting with the department chair. Such a request should occur within the semester of occurrence.

## Student Program Status Appeals (admission or termination decisions)

Students appealing a decision related to MSW program admission or termination must first meet and argue their case with the MSW Program Director. If satisfaction is not obtained, the student may then approach the Department Chair to argue their case. A student may elect to meet with the Program Director and Department Chair at the same meeting. Following a 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 B for details regarding the policy and procedures. Students can contact the Assistant Dean of the [School of Applied Studies](#) for assistance.

## 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 resolutions. 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. If the student is unable to discuss the issue directly for reasons such as absence or unwillingness of the faculty/staff member, fear of reprisal, unsatisfactory previous attempts of resolution, or undue distress, the student should begin at Step 2 with the MSW Program Director.
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 as described above, the student may then submit their grievance by email to the MSW Program Director within 10 working days. If the student elects to meet with the program director before submitting their concern in writing, it is likely that they will be asked to also submit their concern in writing. The process shall be terminated if notification is not received within 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 MSW Program Director will acknowledge receipt within 10 working days to the student's Washburn University email address. The MSW 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 MSW Program Director in person. If the complaint is regarding a specific faculty/staff person's performance, the MSW 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 MSW Program Director's decision.
3. If the student is dissatisfied with the decision of the MSW 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 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.

## Appendix A - MSW Advising Sheet - Department of Social Work

Student Name		WIN		PIN	
Phone		E-mail:			
Street Address		City, State, Zip Code			
Advisor Name		Date	Click or tap to enter a date.		Advisor Signature
<input type="checkbox"/> RSFT	<input type="checkbox"/> RSPT	<input type="checkbox"/> ASFT	<input type="checkbox"/> ASPT	Non-Matriculating Student	
Concentration Status		<input type="checkbox"/> None <input type="checkbox"/> Healthcare <input type="checkbox"/> School			
Usually Offered on Mondays	<b><u>FOUNDATION COURSES</u></b>				
	Course #	Course Name	Hours	Semester/Year	Grade
	SW 685	Diversity & Justice in Social Work	3		
	SW 606	Person in Environment I: Individuals and Families <i>[Fall Only]</i> – ONLINE OPTION	3	Fall	
	SW 607	Person in Environment II: Groups, Orgs, & Comm <i>[Spring Only]</i> – ONLINE OPTION	3	Spring	
	SW 608	Social Policy and Programs – ONLINE OPTION	3		
	SW 621	Quantitative Social Work Research <i>[Spring Only]</i> – ONLINE OPTION	3	Spring	
	SW 622	Qualitative Social Work Research <i>[Fall Only]</i> – ONLINE OPTION	3	Fall	
	SW 640	Fundamentals of Social Work Practice <i>[Fall Only]</i> (Concurrent with SW690 & 691)	3	Fall	
	SW 690	Generalist Field Education Workshop (Concurrent with SW640 & 691)	0	Fall	
	SW 691	Generalist Field Education I (160 clock hours) (Concurrent with SW640 & SW690)	3	Fall	
	SW 641	Fundamentals of Social Work Practice II <i>[Spring Only]</i>	3	Spring	
	SW 693	Generalist Field Education II (240 clock hours) (Concurrent with SW641)	3	Spring	
		<b>Subtotal</b>	<b>30</b>		
	Usually Offered on Wednesdays	<b><u>CLINICAL CORE COURSES</u></b>			
<b><u>Prerequisites:</u> Completion of all MSW foundation coursework, including Generalist Practicum I &amp; II and Generalist Practice Seminar I</b>					
Course #		Course Name	Hours	Semester/Year	Grade
SW 700		Clinical Assessment and Diagnosis SUMMER ONLINE OPTION	3		
SW 705		Clinical SW Practice w/ Individuals	3		
SW 706		Clinical SW Practice w/ Families	3		
SW 707		Clinical SW Practice w/ Groups	3		
		<b>Subtotal</b>	<b>12</b>		
<b><u>Clinical Field Education and Seminar Sequence</u></b>					
Course #		Course Name	Hours	Semester/Year	Grade
SW 790		Clinical Field Education Workshop	0	Fall	
SW 791		Clinical Field Education I (300 Clock Hours)	3	Fall	
SW 792		Clinical Practice Seminar I	3	Fall	
SW 793		Clinical Field Education II (300 Clock Hours)	3	Spring	
SW 794		Clinical Practice Seminar II	3	Spring	
	<b>Subtotal</b>	<b>12</b>			
<b><u>Clinical Elective Courses</u> (see concentration options below)</b>					
Course #	Course Name	Hours	Semester/Year	Grade	
SW		3			
SW		3			
SW		3			
	<b>Subtotal</b>	<b>9</b>			
<b>GRAND TOTAL</b>		<b>63</b>	<b>CREDIT HOURS</b>		
<b><u>School Social Work Concentration</u></b>					
Course #	Course Name	Hours	Semester/Year	Grade	
SW 781	Clinical Social Work Practice with the Exceptional Child (Fall)	3	Fall		
SW 782	Clinical Social Work Practice in the Educational Environment (Spring)	3	Spring		
SW 783	Clinical Social Work Practice in Schools (Fall –concurrent with Clinical FE)	3	Fall		
<b><u>Healthcare Social Work Concentration</u></b>					
Course #	Course Name	Hours	Semester/Year	Grade	
SW 680	Clinical Social Work Practice in Healthcare (Required), plus two additional	3	Fall		
SW		3			
SW		3			

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

<b>Helpful Links:</b> <a href="#">Academic Calendars</a> ; <a href="#">MSW Student Handbook</a> ; <a href="#">Field Education Handbook</a>		
<b>Advising &amp; Professional Development</b>		
1.   2.   3.		
<b>Scholarship Information</b>		
<b><a href="#">Washburn University Scholarships</a></b>	<b><a href="#">School of Applied Studies (SAS)</a></b>	<b>External Scholarships</b>
The above link provides a full list Scholarships that may be of interest to graduate students: <a href="#">Alumni Association Legacy Scholarship</a> <a href="#">Washburn Women's Alliance Single Parent Scholarship</a> <a href="#">Mr. Ichabod Mascot Scholarship</a>	The above link provides a list of scholarships for each department in the SAS, please see SW options on page 2. <a href="#">Link for the Social Work specific scholarship application</a> (typically opens mid-October)	<a href="#">ScholarshipUniverse</a> - The platform allows <b>current and admitted</b> students to match with scholarships that fit them best See also The Washburn University Scholarship link and scroll to the headings " <b>External Scholarship Opportunities</b> " and/or " <b>search sites</b> "
Information provided here does not indicate scholarship eligibility, students are responsible for thoroughly reading scholarship application materials. If awarded an external scholarship please see the <a href="#">important information at this link</a> .		
<b>Education &amp; Career Goals</b>		
Social workers often work in the following settings: 1. Administration 2. Child Welfare 3. Community Organization/Services 4. Criminal Justice/Corrections 5. Developmental Disabilities 6. Family Services 7. Gerontological Services/Hospice 8. Healthcare 9. Immigration 10. Mental Health 11. Military/Veterans Affairs 12. Public Health 13. Public Policy 14. Research 15. Schools 16. Social Justice/Community Organization 17. Substance Abuse/Addictive Behaviors 18. Other  _____	1.   2.   3.	

## Appendix B – Student Program Status Appeal

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

A student must first attempt to resolve their dispute concerning program status through consultation with the program director or coordinator. The program director or coordinator must be notified in writing by the student of their intention to begin the appeal process. Such notification must be received within 10 working days of the day on which the student receives notification of the decision related to acceptance into a program or termination of status in a program. If satisfaction is not obtained, the student may then appeal this decision to the chair of the department. The Department Chair must be notified in writing by the student of their intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student was notified of the program director or coordinator's decision regarding the student's appeal. The process shall be terminated if notification is not received within the 10 working days. 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). The Associate Dean of the School of Applied Studies must be notified in writing by the student of their intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student was notified of the department chair's decision regarding the student's appeal. The process shall be terminated if notification is not received within the 10 working days. Upon receiving an appeal from the student, the university representative at each level (program director, department chair, or Dean) will reach and communicate a decision to the student as soon as possible, but not more than 30 working days from receipt of the appeal, unless exceptional circumstances occur and are communicated to the student. Meetings may be held remotely if any entity makes such a request.

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. 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 will include four members and represent a minimum of two departments. The associate dean will not be a voting member of this committee.

It is critical that the student understand the following:

- The burden of proof rests with the student who is responsible to present evidence to support the claim.
- The decision of the SPSA is final.
- In this final stage of the appeal process the student must complete the following steps.
- The student submits a letter of appeal to the SPSA. In that letter of the Appeal the student must:
  - Specifically detail what program policy is being challenged
  - State clearly how that policy was applied to the student
  - Articulate all arguments which support the student's appeal

The Department Chair will submit any materials related to her/his recommendation, including if applicable, materials submitted by the Program Director.

The SPSA will schedule a meeting for arguments to be heard by both the student and the program director or chair. 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/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.

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.

A committee vote of more than 50% (e.g. 3 out of 4) is required to support the student's petition.

The chair of the SPSA will notify in writing the student and the Department Chair the decision of the Committee.

The decision of the SPSA will be final and there will be no more appeals.

## Student Program Status Appeal (SPSA) Consent Form

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

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

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

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

<b>Name:</b>			
<b>Address:</b>		<b>City:</b>	
<b>Relationship to The Student:</b>		<b>State:</b>	
		<b>Zip:</b>	
I understand (1) I have the right not to consent to the person being present during the appeal process, and (2) I have a right to revoke this consent at any time.			
<b>Student Name:</b> (Print)			
<b>Student WIN:</b>			
<b>Student Signature:</b>			
<b>Date:</b>			