



Wellstar College of Health
and Human Services

Department of Social Work
and Human Services

MSW Student Handbook



Department of Social Work and Human Services

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Department located on the 3rd Floor of Prillaman Hall

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Section 1 STUDENT HANDBOOK PURPOSE

This handbook provides basic information about the Master of Social Work (MSW) Program at Kennesaw State. The MSW program is accredited by the Council on Social Work Education (CSWE) and is designed to prepare students for professional clinical social work practice in a variety of service agencies. This handbook answers many of the basic questions you may have about the MSW Program. The handbook is a useful and essential resource during your time in the program.

It is important to note that you should have two manuals: **the MSW Student Handbook** and the **MSW Field Practicum Manual**. The MSW Student Handbook addresses academic and campus policies and procedures; while, the MSW Field Practicum Manual addresses policies and procedures pertaining to a student's field practicum. *It is the student's responsibility to become familiar* with both the MSW Student Handbook and the MSW Field Practicum Manual and refer to them when there are questions. Both manuals will ensure that students have access to the information needed to successfully complete the MSW Program.

Section 2 ABOUT US!

2.1 INSTITUTIONAL MISSION OF KENNESAW STATE UNIVERSITY¹

Kennesaw State is a proud public university in the University System of Georgia, located in the densely populated and rapidly developing northwest region of Greater Metropolitan Atlanta. Chartered in 1963, KSU serves as a highly valued resource for this region's educational, economic, social, and cultural advancement. This institution shares with all other units in the University System of Georgia the following characteristics: a supportive campus climate, necessary services, and leadership development opportunities, all to educate the whole person and meet the needs of students, faculty and staff; cultural, ethnic, racial, and gender diversity in the faculty, staff and student body supported by practices and programs that embody the ideals of an open, democratic, and global society; technology to advance educational purposes, including instructional technology, student support services, and distance education; collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

This institution shares with other state universities in the University System of Georgia the following characteristics: a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state; a commitment to teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and university-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort; a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or inter-institutional collaborations; a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence; a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.

¹ Information from <http://www.kennesaw.edu/mission.shtml>

2.2 DEPARTMENT OF SOCIAL WORK AND HUMAN SERVICES **MISSION²**

The Department of Social Work and Human Services houses the both the Bachelor of Science in Human Services and the Master of Social Work degree programs. The following is the department's mission.

Departmental Mission

The mission of the Department of Social Work and Human Services is to prepare individuals to develop, deliver, and administer public, nonprofit, and private social services. Specifically, the undergraduate program in Human Services offers concentrations in case-management and nonprofit administration. The MSW program prepares graduates to become clinical social workers with specializations in children and family services, and mental health services. The mental health services specialization has a sub-specialty in substance abuse. With a thorough grounding in the department's curriculum, graduates from the undergraduate and graduate programs will be able to work in a variety of careers in the public, nonprofit and private sectors. The accomplishment of this mission is based on a common set of assumptions.

- Individuals who serve public and social interests should have a broad-based interdisciplinary social science preparation that gives them the flexibility to utilize their knowledge and skills to deal successfully with social and cultural change and diversity.
- The appreciation and understanding of change and diversity require faculty and students to develop and maintain specific skills and techniques to deal with individuals and groups in general and special populations in particular.
- The learning process involves developing critical thinking skills and the ability to analyze and evaluate information meaningfully, in such a way as to produce, evaluate and choose effective alternative solutions/interventions.
- The learning process includes developing techniques for applying these solutions or interventions at different levels, from the individual, to the group, the organization and the community.
- The learning process includes adherence to the ethics and values of both the Social Work discipline (Refer to the NASW Code of Ethics) and Human Services discipline (Refer to the NOHS Code of Ethics) and are consistent with advancing healthy individuals and communities. Learning and teaching are reciprocal and the relationship between students and faculty is therefore profoundly collaborative. Through their collaboration, students and faculty aspire to establish and act as model citizens who offer a range of service to society.
- In order to advance the Social Work and Human Services professions, faculty members generally pursue applied research.

² Information from the Department of Social Work and Human Services' Department Faculty Council Bylaws

Section 3 MISSION AND GOALS OF THE MSW PROGRAM

3.1 MSW MISSION, GOALS, & OBJECTIVES

Mission¹

The mission of the Master of Social Work Program at Kennesaw State University is to educate graduates to improve the quality of life for individuals, groups, and families in Northwest Georgia and metropolitan Atlanta.

This mission statement evolves from the University's mission, which focuses on a "commitment to outstanding programs of distinctive characteristics that have a magnet effect throughout the region or state." The MSW program's mission also evolves from the mission of the College of Health and Human Services, which is to "provide quality graduates for employment in the broad based fields of health and human service."

The mission and vision of the MSW Program is to provide an outstanding advanced clinical social work program that educates social workers for Northwest Georgia and metropolitan Atlanta. This area is comprised of a diverse community of the very wealthy to very extreme poverty; new immigrant arrivals to include a large number of Latino families; high levels of substance use; a substantial homeless population of which approximately eight out of ten are chronically mentally ill persons.

The MSW Program offers two specializations: Children and Family Services and Mental Health Services. The Mental Health Services specialization offers a sub-specialty in Substance Abuse. The specializations are designed to prepare students to help individuals, families, and groups facing personal and social dilemmas and concrete practical problems with which they are not fully able to cope. The program builds upon a liberal arts perspective and provides students with an understanding of and ability to apply a range of evolving theories that take into account the larger social systems in which they are embedded. The Program promotes critical thinking, self-reflection, and professional values and ethics that assist students in appreciating a bio-psychosocial-spiritual framework for understanding client systems. The MSW Program also supports the profession's historic commitment to serve diverse, oppressed and at-risk members of society.

¹ The Mission Statement for the MSW Program was revised, approved and adopted by the faculty on February 7, 2012.

Goals & Objectives

The goals and objectives of the program are designed to ensure that students will demonstrate:

Goal 1: Demonstrate a well-defined clinical social work identity and the ability to practice advanced clinical social work with individuals, families, and groups.

The clinical MSW program provides students with a distinctive body of knowledge and skills to assess, treat and engage in prevention activities and services addressing the problems and social conditions that interfere with healthy biopsychosocial spiritual functioning of individuals, families and groups. The program emphasizes providing services to vulnerable populations. The vertically and horizontally integrated program curriculum also supports students' development of sound clinical social work identities.

Goal 2: Demonstrate the principles, values and ethics of the social work profession.

The program builds upon a liberal arts education, providing students with exposure to a broader understanding and worldview. Throughout the curriculum, students are taught to address professional values and ethics. In foundation courses, students review the core values of the profession as defined by the NASW Code of Ethics. Students move from the abstract definition of ethics and values to their application to clinical practice during their foundation and advanced years.

Goal 3: Demonstrate knowledge of bio-psycho-social-spiritual, cultural, economic and social dimensions of development and human behavior to inform practice.

The program has embraced and integrated a bio-psycho-social-spiritual perspective into the curriculum. Students are taught to take into account the influence of cultural, economic and social dimensions on human development and behavior. Integral to this process is conducting assessments and interventions that consider cultural, economic and biopsychosocial spiritual factors that inform practice.

Goal 4: Demonstrate the skills and attitudes necessary for critical thinking and reflective practice.

Over the course of the program, students become increasingly able to use critical thinking skills to identify the strengths and limitations of various theories for diverse populations. Students learn to intervene appropriately with clients, based upon this analysis. Students also adapt their clinical knowledge base to the client's lived experiences.

Goal 5: Embrace and apply dimensions of diversity and its value in advancing human rights, and social and economic justice.

As stated in the mission, the program supports the profession's historical commitment to serve diverse, oppressed and at-risk members of society to advance human rights and economic justice. In both the foundation and advanced level courses, special attention is paid to individuals, families and groups who have been historically marginalized and disadvantaged populations.

Goal 6: Demonstrate the ability to recognize various factors and contexts that influence policies and practice that will allow one to advocate on behalf of vulnerable, oppressed and diverse populations.

The stated mission of the MSW program is "to educate graduates to improve the quality of life for individuals, groups, and families in Northwest Georgia and metropolitan Atlanta." MSW graduates will work in a range of agency settings in metropolitan, suburban and urban environments. Students are taught to take into account the various factors and contexts in their work that influence policies and practices impacting their clients. The program emphasizes the professional obligation to modify and/or change policies and practices that negatively impact the clients and systems with which they work.

Goal 7: Demonstrate the use of evidence-based research in one's engagement, assessment interventions and evaluation to inform one's practice.

In the MSW program at KSU, both research methods and practice evaluation courses are taught. These courses help students integrate clinical knowledge and skills with evidence-based intervention,

approaches and strategies. The program curriculum emphasizes the importance of a clinical social worker's ability to synthesize research findings to empirically evaluate practice.

3.2 ACCREDITATION

Since 2005, the Council on Social Work Education (CSWE) has accredited the Master of Social Work program. CSWE sets the guidelines and policies for all accredited Bachelor and Master degree programs.

3.3 THE MSW CURRICULUM

Students who enroll in the full-time two-year program may complete the program in two years. Students who enroll in the part-time program may complete the program in a maximum of four (4) years. The last cohort of the part-time program will be admitted in Fall 2012. There will be no new admissions to the part-time program after Fall 2012. Students in the full and part-time programs must enroll in practicum where they are placed in agencies under the supervision of a social worker that has met the supervisory expectations mandated by the MSW Program. Foundation Internships require a total of 480 completed hours for both full and part-time students. Advanced clinical/concentration internships require a total of 720 completed hours for both full and part-time students. All MSW students are required to take a field practicum seminar in conjunction with their field experience. Seminars are designed to help students integrate theories learned in the classroom with their field experiences.

3.3.1 Professional Foundation: Year 1

The first year of the MSW Program offers core courses that are considered the professional foundation. The professional foundation curriculum is grounded in a generalist perspective that embodies the importance of working across a range of systems including individuals, families, groups, communities and organizations. The generalist perspective maintains a focus on the interaction between systems (person-in-environment perspective) and draws upon theories to include systems theory, ecological theory, empowerment theory, and a strengths perspective. Students learn to carry out a range of social work roles including, but not limited to advocate, mediator, counselor, or educator. The professional foundation year prepares students for Year 2, Advanced Clinical Practice.

3.3.2 Advanced Clinical: Year 2

During Year two, students take courses specific to their area of specialization. Students who specialize in Children and Family Services take courses that focus on providing services to children, age's birth to 16 years of age, and their families. Students in the Mental Health Specialization work with adults who are experiencing psychological or emotional issues. Students who select the Mental Health Specialization can take a sub-specialty in substance abuse that allows them to take courses focused on drug abuse and dependence. During Year 2 of the program, students take two required courses and two elective courses during each semester.

It is the student's responsibility to become thoroughly acquainted with the degree requirements, including course curriculum and field practicum requirements.

3.3.3 THE FIELD PRACTICUM

Field education of the MSW Program at KSU is organized around the belief that structured, supervised graduate level internships are a critical foundation for the education and training of competent clinical social workers. The Department offers concurrent field practicum experiences for students such that first year foundation level students are in field placement two days per week and second year advanced

level students are in field placement three days per week. Field Agencies for students are selected for their ability to provide experiences that will integrate the students' theoretical knowledge with the constantly evolving practice of the profession and for their capacity to prepare and train future social workers for clinical practice in a range of settings.

The program offers two specializations: children and family services and mental health services. The mental health services specialization offers a sub-specialty in substance abuse. The field practicum serves as the arena in which the student tests and applies theory, knowledge, values and skills gained in the four academic areas: Human Behavior and the Social Environment, Policy, Practice, and Research. It is the arena in which students test their commitment to the social work profession and work to consolidate an identity as a professional social worker.

The Director of Field Education, who oversees the day-to-day operations, staffs the Field Education Office. The Director ensures that agencies are selected for student internships that provide learning opportunities that correspond with students' educational needs. Each student's learning is monitored by faculty members who serve as Faculty Field Mentors who are the liaison between the Department, the placement agency and the student. Students' field learning is carefully planned and promoted by an individual supervisor from within the agency setting. Field agencies are located throughout metropolitan Atlanta and the surrounding areas. A few agencies are located in states contiguous to Georgia to accommodate students who live in those areas. First year foundation students are placed in agencies that allow students to practice generic social work practice and skills. Second year advanced level students are placed in agencies that correspond with their area of specialization. Students experience multiple clinical roles through their internships and learn to work within the many environments in which clients live so that they can facilitate counseling, social networking, mediation, brokering, advocacy and the many other roles they provide.

3.4 DEGREE REQUIREMENTS

The MSW program offers the Master of Social Work degree. To complete the program, students must successfully complete 60 credit hours of course and field work.

3.4.1 Full Time MSW Progression Plan – 60 Total Credits

YEAR 1 - FOUNDATION YEAR (30 credits)

Semester 1

SW 7700	Foundations: Diversity, Social Justice and Ethics	03 credits
SW 7701	Social Work Practice I	03 credits
SW 7704	Human Behavior in a Social Environment I	03 credits
SW 7706	Introduction to Social Work Research I	03 credits
SW 7708	Advanced Internship/Integrative Seminar I	03 credits
Total Number of Credit Hours		15 credit hours

Semester 2

SW 7702	Social Welfare Policy and Services	03 credits
SW 7703	Social Work Practice II	03 credits
SW 7705	Human Behavior in a Social Environment II	03 credits
SW 7707	Practice Focused Research Methods	03 credits
SW 7709	Advanced Internship/Integrative Seminar II	03 credits
Total Number of Credit Hours		15 credit hours

YEAR 2 – ADVANCED CLINICAL CONCENTRATION YEAR (30 Credits)

Children and Families (Semester 1)

SW 8702	Advanced Clinical Practice I: Working with Individuals	03 credits
SW 8706	Bio-Psycho-Social Theories of Addiction	03 credits
SW	Advanced Clinical Course	03 credits
SW	Advanced Clinical Course	03 credits
SW 8712	Advanced Internship/Integrative Seminar III	03 credits
Total Number of Credit Hours		15 credit hours

Children and Families (Semester 2)

SW 8708	Advanced Clinical Practice II: Working with Groups	03 credits
SW 8709	Forensic Social Work	03 credits
SW	Advanced Clinical Course	03 credits
SW	Advanced Clinical Course	03 credits
SW 8713	Advanced Internship/Integrative Seminar IV	03 credits
Total Number of Credit Hours		15 credit hours

Or

Mental Health (Community Mental Health and Substance Abuse Focus Areas) (Semester 1)

SW 8702	Advanced Clinical Practice I: Working with Individuals	03 credits
SW 8706	Bio-Psycho-Social Theories of Addiction	03 credits
SW	Advanced Clinical Course	03 credits
SW	Advanced Clinical Course	03 credits
SW 8712	Advanced Internship/Integrative Seminar III	03 credits
Total Number of Credit Hours		15 credit hours

Mental Health (Community Mental Health and Substance Abuse Focus Areas) (Semester 2)

SW 8708	Advanced Clinical Practice III: Working with Groups	03 credits
SW 8709	Forensic Social Work	03 credits
SW	Advanced Clinical Course	03 credits
SW	Advanced Clinical Course	03 credits
SW 8713	Advanced Internship/Integrative Seminar IV	03 credits
Total Number of Credit Hours		15 credit hours

NOTE: Clinical Electives are selected in consultation with faculty mentor. The selection of electives will reflect the training interests of the student.

The following is a current list of available clinical electives:

- SW 8701 - Individual and Group Practice in Addictions
- SW 8705 - Advanced Clinical Practice II: Assessment, Diagnosis, and Service Planning
- SW 8714 - Addiction Policy in the U.S.
- SW 8715 - Children and Youth Mental Health
- SW 8721 - Social Work Practice and the Law
- SW 8725 - Social Work Practice with Domestic Violence
- SW 8729 - Crisis Intervention
- SW 8801 - Seminar on Clinical Practice in Child Welfare
- SW 8803 - Family Therapy
- SW 8810 - Community Mental Health Practice
- SW 8812 - Clinical Practice with Abused and Neglected Children and Their Families: Child Protective Services
- SW 8813 - Family Therapy
- SW 8814 - Seminar in Substance Abuse
- SW 8815 - Prevention Theory in ATOD Abuse
- SW 8816 - Social Work Practice with Addicted Families

3.5 CLINICAL FIELD PRACTICUM

All MSW students are required to complete a clinical field practicum at an agency site approved by the MSW program. First year students in the full time program of study spend two full days in a field practicum setting and second year students in the full time program spend three full days in a field practicum setting. Part time students take a reduced course load and complete field practicum hours during both the summer and winter months.³

More specific details of the program of study and policies for both the full and part time programs can be found in the MSW Field Practicum Manual.

3.6 MENTORING & ADVISING

During each academic year, prior to registration, first and second year students are assigned a Faculty mentor who is a full time faculty member. The faculty mentor assigned to a student serves two functions: (1) academic mentor, and (2) field mentor.

Academic Mentor

As an academic mentor, the faculty member is available to discuss course selection, course related questions or problems that may arise, along with any personal or professional concerns a student may wish to bring to the mentoring process. Faculty academic mentors serve as the first point of contact in the case of academic difficulty and are encouraged to identify mentees who may have academic difficulty early on so that appropriate action and support can be provided. Students are encouraged to discuss issues related to a specific class with the faculty member of record for the class. If a student experiences difficulty in a particular class, the academic mentor may support the student in addressing the particular issue with the faculty member of record. If there are other difficulties, the mentor and the student can discuss and determine solutions/action steps for correction. Generally, the role of the academic mentor is to provide a place for reflection on the process of learning and growth in professional identity, to consider course choices, and provide the kind of support that may help to prevent future problems.

Field Mentor

As a field mentor, the faculty member serves two functions: (1) as liaison between a specific field placement agency and the Department of social Work and Human Services; and (2) to provide advisement to individual students during the concurrent field placement period. This advisement to individual students in the field entails the following:

- Monitoring and assessment of the student's learning in the field;
- Advocating for the student's learning needs within the agency as appropriate;
- Guiding the student in framing educational goals in relation to selecting the agency for the second field placement; and
- Guiding in defining professional interests and choices.

Other responsibilities include:

- Evaluating the quality of supervision each student receives at each site;
- Engaging in problem-solving when there are difficulties;
- Providing support to the field supervisors at each field site as (s)he works with assigned students;

³ As noted, no part-time students will be admitted after Fall 2012.

- Informing the Director of Field Education about new agency policies that may impact the student's learning; and
- Keeping the Director of Field Education apprised of any problems within a specific field agency to which the mentee is assigned.

The second function of the Field Mentor is to provide individual advisement to all students placed at the agency to which (s)he is assigned. In order to fulfill this responsibility, the Field Mentor will, at minimum:

- Make one visit and one additional contact per semester (via phone or e-mail) to the agency supervisor to discuss the student's learning in the field
- Meet every other week with the Faculty mentor and other students in their cohort (Integrative Seminar) (These meetings allow the students to discuss the application of theory to practice and the range of issues experienced during the field placement); and
- Serves as a consultant to the supervisor regarding student's learning styles and any issues that may occur between the supervisor and the student.

During the Field Placement, the Field Mentor is the contact person when field performance difficulties arise. If indicated, the Director of Field Education may be contacted and advised of specific field problems as appropriate. If difficulties are considered serious, then the Field Mentor in collaboration with the site supervisor and the Director of Field Education will devise a plan of action that the student must meet by a designated time period. The Field Mentor and the Director of Field Education monitor this process closely.

Students should also refer to the Field Practicum Manual for additional information concerning policies and procedures.

3.7 ADMISSIONS & ENROLLMENT

Graduates holding a baccalaureate degree from colleges or universities accredited in a manner accepted by Kennesaw State University may apply for admission to the Graduate College and the program of Social Work. Individual colleges may have additional requirements or higher standards than those listed for general admission. Applicants are accepted to one graduate program specifically and must reapply in order to change programs.⁴

Applicants seeking admission to the MSW program must satisfy the following requirements:

1. Completed Application Form
2. Transcripts from all undergraduate and graduate programs attended (All degrees must be from colleges or universities accredited by the appropriate regional accrediting association.)
3. 3.0 or higher cumulative GPA for the last 60 hours accumulated in the earned undergraduate degree

⁴ Information from the Kennesaw State University Graduate Catalog:
<http://catalog.kennesaw.edu/content.php?catoid=11&navoid=484>

4. Autobiographical Statement that addresses:
 - a. The applicant's work and volunteer experiences in social work;
 - b. Life experiences that impacted ones interest in social work;
 - c. Personal qualities useful as a social worker;
 - d. Values useful as a social worker;
 - e. Career goals; and
 - f. How the Master of Social Work program can help the applicant realize his/her goals.
5. GRE Scores-Combined score of 285 or better
6. Three (3) references from faculty member familiar with the applicant's academic work; and/or from a former employer, field supervisor or someone with expertise in social work
7. Completion of Criminal Record Information Form

International Applicants⁵

International applicants are subject to the MSW admissions requirements and the University's requirements including the TOEFL examination, financial statements, and acceptance of baccalaureate degrees (See the KSU Graduate Catalog for more information).

Admissions Process

The student's written application and supportive material serve as the basis for the selection process. The MSW Admissions Committee will review student's completed packet for consideration of acceptance to the Social Work Program. An interview or meeting with members of the program faculty may also be required. Applicants will receive official notification of the decision of the Admissions Panel.

Immunization Requirement⁶

All students are required to satisfy immunization requirements for measles, mumps, and rubella (MMR) before registering for courses. The Board of Regents of the University System of Georgia has instituted this policy in order to minimize potential outbreaks of measles, mumps, and rubella on college campuses. This requirement applies to all admissions classifications (i.e. Freshmen, Transfer, Joint Enrollment, Adult Non-traditional, Graduate, Transient, and Non- degree). Exemption categories are available for circumstances regarding medical conditions or religious convictions. Proof of immunization must be submitted to:

KSU Health Clinic
1000 Chastain Road House #52, Mailstop #5200
Kennesaw, GA 30144-5591
http://www.kennesaw.edu/col_hhs/hc

⁵ Information from the Kennesaw State University Graduate Catalog:
<http://catalog.kennesaw.edu/content.php?catoid=11&navoid=484>

⁶ Information from the Kennesaw State University Graduate Catalog:
<http://catalog.kennesaw.edu/content.php?catoid=11&navoid=484>

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Section 4 ACADEMIC POLICIES AND PROCEDURES

4.1 REQUIREMENTS FOR GOOD STANDING IN THE MSW PROGRAM¹

Academic Performance

- MSW students are expected to maintain a 3.00 GPA.
- Students are expected to attend classes on time and to complete all assignments as specified by each instructor.
- Students are expected to review and follow specific instructions outlined by each professor in each respective class and to be governed by the guidelines listed in each course syllabus.

Professional Behavior

- Students are expected to obtain and analyze data, synthesize information, and reach sound assessment judgments.
- Students are expected to plan and implement effective interventions.
- Students are expected to relate well with clients and client systems, colleagues, agency supervisors, and community systems.
- Students are expected to demonstrate a commitment to and skill in self-evaluation of practice.
- Students are expected to respond to evaluation, testing, and constructive criticism with appropriate modification of behavior

Ethical Conduct

- Students are expected to demonstrate honesty and integrity in all areas of the academic program.
- Students are expected to adhere to ethical professional standards in all interactions with clients, peers, staff, full and part-time faculty, practicum supervisors, field faculty mentors, and all other members of the University community.
- Students are expected to abide by the standards specified in the NASW Code of Ethics.
- Students are expected to abide by the guidelines specified in the University Graduate Catalog, the MSW Student Handbook, and the MSW Field Practicum Manual.

4.2 GRADING SYSTEM

Issuance of grades and formulation of individual attendance policies are the prerogative of the instructor. Faculty must provide feedback to students about their progress prior to the last published day to withdraw without academic penalty. Grades are expected to conform to those listed below. The Faculty Senate and the Office of the Registrar must approve any deviations.

¹ Also See Section 6: Guidelines for Conduct

The following are the final grades included in the determination of the scholastic grade point average:

<u>Grade</u>	<u>Grade Point Average</u>
“A” Excellent	4.0
“B” Good	3.0
“C” Fair	2.0
“D” Poor	1.0
“F” Failing	0.0

4.3 GRADES OF INCOMPLETE

The grade of “I” will be awarded only when the student has done satisfactory work **up to the last two weeks** of the semester, but for nonacademic reasons beyond the student’s control, is unable to meet the full requirements of the course.

The grade of “I” must be removed by the end of the next semester or term. The grade of “I” will not be included in the calculation of the student’s scholastic average at the end of the semester in which the grade of “I” is received. Upon completion of the outstanding requirements within the specified time limit, a final grade of “A,” “B,” “C,” “D,” or “F” will be assigned in the course on the basis of the student’s total performance, and the grade will then be included in the calculation of the student’s cumulative grade point average. If the outstanding work is not completed by the end of the following semester or term, then the “I” will be changed to an “F” and calculated into the student’s cumulative grade point average. An “I” cannot be removed by reenrolling in the course.

4.4 GRADE GRIEVANCE

4.4.1 Grievance Procedures for an Academic Course Grade

Students’ rights to grade appeals are defined in the Graduate School catalog. A key element in the grade appeal procedure is the faculty member’s responsibility to publish a specific grading policy for each of his/her classes. Specifically, the grade appeal procedure states: “Each faculty member must specify his/her grading policy, at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible.”

Kennesaw State University is committed to treating students fairly in the grading process. Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable. Any such appeal must be based on an allegation that the faculty member has violated his/her stated grading policy or that the grade was a result of some unlawful discrimination or retaliation. The student has the burden of proving these allegations. All formal appeals under these procedures will be based only on the written record.

- A. **Informal:** Students are encouraged to discuss concerns and disputes over final course grades with the faculty member, prior to filing a formal grade appeal, in an effort to understand the basis of his/her grade. Faculty are encouraged to be available to students

for such discussion regarding grades so that if possible, grade disputes can be resolved informally. The Office of the University Ombuds can provide assistance to students and faculty with resolving disputes informally in an effort to bring resolution to the matter prior to the initiation of a formal complaint. If the student has evidence for some unlawful discrimination or retaliation, the student may bring his/her concerns directly to the Ombuds Office without first reviewing the matter with the faculty member.

- B. **Formal:** In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise basis for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 20 business days after the first day of classes of the next academic term (fall, spring, summer[or any other term]) after the academic term in which the final grade was awarded to the student. The Chair will invite the faculty member whose grade is appealed to provide a written response to the student's appeal statement. The Department Chair (or the Chair's designee) will review the allegations and conduct any additional fact finding as needed and will provide a decision in writing to the student, within 20 business days of the receipt of the complaint in the Department. The Chair's written decision will specifically address the issues raised by the student. In preparing the written decision, the Chair shall consult with the EEO officer or the Chief Diversity Officer if there is an allegation by the student that unlawful discrimination or retaliation had an impact on the grade that was awarded.
- C. The student may appeal the Department Chair's decision within 20 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the Dean's discretion, the Dean can appoint an advisory panel, consisting of two (2) faculty members from outside the department where the grade was awarded and one (1) student to review the written documentation and make a recommendation to the Dean. The advisory panel may invite the student and the faculty member who awarded the grade to meet with the panel to share each party's position on the grade dispute. The panel will provide a written recommendation to the Dean within ten (10) business days of the receipt of the appeal. The Dean will issue a decision to the student, in writing, within ten (10) business days of the receipt of the report from the advisory panel.
- D. The student may appeal the Dean's decision to the Provost, in writing, within twenty (20) business days of being notified of the Dean's decision. [However, if it is a graduate course, the student will direct this written appeal to the Graduate Dean, and the Graduate Dean will issue a decision to the student, in writing, within twenty (20) business days of receiving the appeal. Within twenty (20) days of that decision, the student may then appeal to the Provost as is described in this section] The Provost, will issue a decision to the student, in writing within twenty (20) business days of receiving the appeal.
- E. The Provost's decision is final, and decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).

4.4.2 Procedures for Field Work and Professional Performance (The Field Work and Professional Performance Committee (FWPPC))

It is expected that students will meet the required competencies and practice behaviors for the first year foundation and advanced second year course work and field internships; follow the policies and procedures of the respective agency in which they are placed for their internship; and adhere to the standards for professional performance and conduct as addressed in the NASW Code of Ethics. The *NASW Code of Ethics* is included in the Appendix of the MSW Field Manual & MSW Student Handbook.

The Field Work and Professional Performance Committee (FWPPC) serves as both a consultation resource and a professional performance review committee. The committee is chaired by the Director of the MSW Program and has representatives from the resident faculty and agency setting (for field related issues). Any party to the fieldwork process or any party questioning a student's deficiencies in field practicum, violation of agency policies and procedures or professional performance as it relates to violation of the NASW Code of Ethics (supervisor, faculty field mentor, faculty member), may request consultation or initiate a request for review by the FWPPC. The MSW program attempts to approach student's field work and professional performance matters in a preemptive fashion, to the extent possible.

An important issue for students during the field practicum is that of confidentiality of case records and recordings. Students are expected to review their work with clients to include tapes, written materials to include supervisory sessions with **their supervisors, faculty field mentors, and appropriate agency personnel during case conferences and staff meetings**. The student cannot discuss or share client records or information with parties outside the agency unless given permission to do so by the agency supervisor with appropriate permission from the client. If students use case materials for written or verbal classroom presentations, to include bio-psychosocial-spiritual assessments, they must inform the agency supervisor and ensure that the materials exclude names or other identifying client information to ensure confidentiality.

Each student must carefully read the NASW Code of Ethics. The Code of Ethics is discussed with students in Field Seminar and in various classes. A student's failure to meet first and second year competencies and practice behaviors, adhere to agency policies and/or follow standards of professional performance and ethical conduct, as defined by the NASW Code of Ethics, will be considered grounds for a remediation plan. If the remediation plan is not appropriately followed by the student, they may receive a failing grade, and be terminated from the program. The aforementioned trajectory of outcomes is determined by the FWPPC, in consultation with the KSU's Department of Student Conduct and Academic Integrity.

Field supervisors are expected to contact Faculty Field Mentors whenever there are deficiencies in field learning, violations of agency policies and/or Professional Performance issues by a student, when the issues first surface so that every effort is made to resolve these deficiencies or issues early on. When deficiencies in field learning, violation of agency policies and/or professional performance issues with a student first surface, the following process is followed:

1. Attempts should be made by the field supervisor in collaboration with the Faculty Field Mentor and the student to resolve any deficiencies in field learning, violations of agency policies and/or professional performance issues when they first arise. Similar effort is made by the faculty member and the Program Director to address professional performance issues in the classroom.
2. Early intervention and development of a written remediation plan by the Faculty Field Mentor, supervisor and student (or the faculty member and the student in professional performance matters) are given high priority and importance (i.e., field/professional performance remediation plan). The plan will delineate the agency violations, and professional performance issues requiring address and the time line within which the issues must be addressed. For example, a field issue with regard to reporting to work each day at the time expected by the agency and/or dressing in a professional manner must show improvement immediately and the time-line will indicate that the student is expected to report to the agency on time each day and to dress in appropriate attire beginning immediately. A time- line for violation of agency policies or professional performance issues, including violations of the NASW Code of Ethics, will be determined by the agency supervisor, Field Mentor and/or faculty member. **The Faculty Field Mentor and the student must sign The Field Performance Remediation Contract** and a signed copy will be provided to the student, Field Supervisor, Faculty Field Mentor, Director of Field Education and the Director of the MSW Program. (The Field Performance Remediation Contract can be found in the Field Placement Manual.) **The faculty member and student will sign the Professional Performance Remediation Contract and provide a copy to the Program Director.**
3. If the deficiencies are not resolved/or plan not implemented in a timely fashion, MSW Program Director—for professional performance-- MSW Director of Field Education—for field performance—should be notified.
4. If deficiencies in field learning, violation of agency policies and/ or professional performance issues in the Field Performance Remediation Contract/ Professional Performance Remediation Plan are met within the identified time line, the student continues his/her internship at the agency and remains a student in the MSW Program.
5. If deficiencies in field learning, violation of agency policies and/or professional performance issues in the Field Performance Remediation Contract are **not** met within the identified time line, the procedures below will be followed:
 - a. The Director of the MSW Program will call a meeting of FWPPC. The meeting will include: The Director serving as Chair, the person filing the charge(s) (Faculty member, Faculty Field Mentor, the Field Supervisor), the Director of Field Education if the matter pertains to the field, or a faculty member selected by the Director of the MSW Program if the issue is filed by a faculty member, and one Faculty Member of the student's choosing.

- b. The Field Supervisor or faculty member and the student must each provide a written statement to the Director of the MSW Program, detailing their perspective of the deficiencies, violations of agency policies, and/or professional performance issues. The Director of the MSW Program, who serves as Chair of the FWPPC must receive this written statement from each party no later than three (3) business days in advance of the scheduled meeting.
- c. The Director of the MSW Program will share the written statements, provided by the Field Supervisor or faculty member and the student, with members of the FWPPC. The Field Supervisor or faculty member will receive a copy of the student's written statement and the student will receive a copy of the Field Supervisor's or faculty member's written statement in advance of the meeting.
- d. At the meeting, the Field Supervisor or faculty member will verbally present his/her concerns regarding the deficiencies in field learning, violations of agency policies and/or professional performance issues to members of the committee.
- e. The student will verbally present his/her concerns regarding the deficiencies in field learning, violations of agency policies, and/or professional performance issues to members of the committee.
- f. Following the verbal presentations by the Field Supervisor or faculty member and the student, they will each be asked to leave the meeting.
- g. The FWPPC will discuss the issues presented and make a decision regarding steps the student must take to continue in the program or a decision to terminate the student.
- h. The Director of the MSW Program will verbally inform the student of the committee's decision immediately following the committee's decision.
- i. The verbal decision will be provided to the student in writing within three (3) business days.
- j. The student may appeal the decision of the FWPPC by following the grievance/appeal process listed in the KSU Graduate Catalog. The Department Chair is the first level of this appeal process. The KSU grievance process is designed to insure that students receive due process.

4.5 ACADEMIC WITHDRAWAL & LEAVE POLICIES

The grade of "W" indicates that the student was permitted to withdraw from the course without penalty with the approval of the program director and registrar within the first 28 working days (including registration days) of the semester. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with approval of the registrar. A course in which the grade of "W" has been assigned will not be included in calculating the student's scholastic average.

The grade of “WF” indicates that the student was permitted to withdraw from a course after the first 28 working days of the semester. The dropping of a course under these circumstances is equivalent to failure and will be included in the calculation of the student’s scholastic average.

Withdrawal from Courses

Students may withdraw from one or more courses any time before the last three weeks of the semester. To completely or partially withdraw from classes at KSU, a student must withdraw online at www.kennesaw.edu, under Owl Express, Registration and Student Records. Students who officially withdraw from courses before mid-semester will receive a “W” in those courses and receive no credit. They will not, however, suffer any academic penalty.

Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a “WF,” which will be counted as an “F” in the calculation of their grade point average. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the University System refund policy.

Leave of Absence (Academic and Field Work)

A leave of absence may be requested in writing by a student who is in good standing, in both his/her academic and field work. Students may petition for a leave not to exceed a total period of three semesters, with the understanding that the MSW program will evaluate the situation on an individual basis. A student extending leave beyond the approved period will be considered to have withdrawn the MSW program, and reinstatement will be subject to the procedures governing withdrawal.

A written request for leave, detailing the reason, must be sent to the director of the MSW program. The director will refer the request to a Faculty Review Committee that includes the MSW director, director of field education, student’s faculty mentor/academic advisor, and one additional faculty member appointed by the MSW program director. Students taking a leave for medical reasons are required to submit a letter from their physician prior to the leave and to provide a release statement upon return that indicated the student can meet the demands of the program.

Grading Policy for Withdrawal for the Program

Students who withdraw from the program must meet the program requirements of the class to which she or he is readmitted. Students not finishing a term and not officially withdrawing will have a grade of “F” assigned to their courses. Before being readmitted, students with grades of incomplete (“I”) are obliged to complete all required academic work, in the specified time determined by the faculty member at the time the “I” was given. If this is not achieved, the MSW program will consider the “I” as a withdraw passing (WP) or withdraw failing (WF).

4.6 READMISSION POLICY

Students, who withdraw from the program prior to completing the degree requirements, may submit a letter to the Director of the MSW Program indicating an interest in reapplying to the program. The letter must be written within a five-year period from the date of withdrawal from the program. The Director of the MSW Program will consult with appropriate faculty and subsequently notify graduate admissions if the student is to be readmitted. The Director of the MSW Program has the final decision.

4.7 TRANSFER OF CREDIT FOR MSW PROGRAM

The faculty is aware that some students may have taken courses from other CSWE accredited MSW programs. To address this, students enrolled in the Master of Social Work program may be given credit for up to 6 semester hours taken at other CSWE-accredited programs. All requests for transfer are made to the Social Work Program Director and will be handled on a case by case basis. The courses requested for transfer must match the courses offered within the foundation curriculum at KSU. In such cases, students will be required to provide a catalog course description of the course(s), and/or a course syllabus. The MSW Program Director will maintain sole responsibility for approval.

Transfer grades are not used in calculating semester, summer term, or cumulative grade-point averages (See, Academic Policies in the Graduate Catalogue).

Section 5 LICENSING, CAREER DEVELOPMENT & GRADUATION

5.1 GEORGIA LICENSING

In the state of Georgia, a social worker can apply for licensure as a Licensed Master's Social Worker (LMSW) and/or a Licensed Clinical Social Worker (LCSW). A copy of the rules Chapter 135, Requirements for Licensure can be found at <http://rules.sos.state.ga.us/docs/135/5/03.pdf> and <http://rules.sos.state.ga.us/docs/135/5/04.pdf>. These documents will assist you in determining the right license for you. You can obtain a copy for a fee by calling or writing to the Composite Board or free of charge by going online to their web site: www.sos.state.ga.us/plb/counselors. Contact information for the Board:

Georgia Professional Licensing Boards □
Composite Board - Social Work □
237 Coliseum Drive □ Macon, Georgia 31217-3858
Phone Number: (478) 207-2440; Fax Number: (478) 207-1676

5.2 CAREER DEVELOPMENT

The Career Services Center at Kennesaw State University aims to educate and assist students in successfully meeting the challenges of the ever-changing work environment for which they are preparing. This mission is accomplished through a centralized and comprehensive career center serving the entire campus and meeting the career needs of all students from entering freshmen through alumni. These are best conceptualized by the following learning outcomes:

- Students will be able to link their personal needs, skills, abilities, interests, values, and goals to their career choice.
- Students will be able to research and think critically about occupations and opportunities in the world of work.
- Students will be able to explain the importance of gaining experience in career fields of interest to enhance employment potential through internships, cooperative education, volunteer work and/or other related opportunities.
- Students will be able to formulate a career plan involving company research, preparing and using a resume, and interview skills development in order to successfully compete in the job search process.

Visit the career services center to get more assistance in finding a career in the area of social work.

5.3 GRADUATION AND ALUMNI ACTIVITY

Kennesaw State University considers you part of the alumni family, even if only part of your college career was spent with us. In fact, our definition of alumni includes anyone who has successfully completed one semester at KSU.

Get involved in the alumni network by logging into KSU Connection, the online community at <http://community.kennesaw.edu>.

Upon receipt of your login, we will activate your profile and you can share additional information with us that will help us keep you informed on KSU news. You'll then have access to all of the resources KSU Connection has to offer, as well as begin receiving other alumni communication, including invitations to events, *KSU Magazine*, updates from KSU President, Dr. Dan Papp, and other information regarding the development of the University.

Additionally, the Career Services Department offers opportunities for Alumni Career Networking. Please visit <http://careerctr.kennesaw.edu/content/alumni-career-network> for more information.

Section 6 GUIDELINES FOR CONDUCT

6.1 ESSENTIAL ABILITIES AND ATTRIBUTES FOR SOCIAL WORK STUDENTS

The MSW program is committed to upholding the ethical standards required of social workers in their relationships with clients, colleagues, co-workers, and members of the public. These standards apply to the MSW field internship, the classroom, and other campus and program related activities. Ethical conduct requires integrity, tolerance, academic honesty, confidentiality, and a respect for privacy. This program adheres to the university's code of conduct and the profession's National Association of Social Workers' (NASW) Code of Ethics. The program does not tolerate violent or abusive behavior, disruption of class, campus, or program-related meetings, activities, and events. The program does not tolerate sexual harassment, racist, sexist, or homophobic comments or academic dishonest. Violations of the program's ethical standards may result in disciplinary action.

6.2 NASW CODE OF ETHICS

Proper professional conduct requires students to behave in a manner consistent with the ethical principles and standards of the social work profession, as formalized in the NASW Code of Ethics. Students enrolled in Kennesaw State University's MSW program are required to demonstrate their suitability for the profession and their commitment to the profession's core values of service, social justice, honesty, and competency. Among other expectations, students must be able to maintain constructive, interpersonal relationships with KSU faculty and staff, field agency representatives, fellow students and etc. Program participants must be able to deal with conflict and disagreement in a respectful and forthright manner; and they, at all times, must be able to act ethically and in conformity with the law, agency, and the University. Students are expected to show respect and courtesy to other members of the campus community.

Students should review and become familiar with the NASW Code of Ethics (See www.naswdc.org/pubs/code/code.asp).

6.3 MSW STUDENT GUIDELINES FOR CONDUCT

Academic Performance

MSW students are expected to:

- Maintain a 3.00 GPA or higher;
- Attend classes on time and to complete all assignments as specified by each instructor; and
- Review and follow specific instructions outlined by each professor in each respective class and to be governed by the guidelines listed in each course syllabus.

Professional Behavior

MSW students are expected to:

- Obtain and analyze data, synthesize information, and reach sound assessment judgments;
- Plan and implement effective interventions;
- Relate well with clients and client systems, colleagues, agency supervisors, and community systems;
- Demonstrate a commitment to and skill in self-evaluation of practice; and
- Respond to evaluation, testing, and constructive criticism with appropriate modification of behavior.

Ethical Conduct

MSW students are expected to:

- Demonstrate honesty and integrity in all areas of the academic program;
- Adhere to ethical professional standards in all interactions with clients, peers, staff, full and part-time faculty, practicum supervisors, field faculty mentors, and all other members of the University community;
- Abide by the standards as specified in the NASW Code of Ethics; and
- Abide by the guidelines as specified in the University Graduate Catalog, the MSW Student Handbook, and the MSW Field Practicum Manual.

6.4 UNIVERSITY STUDENT CODE OF CONDUCT¹

Preamble

It is the purpose of the institution to provide a campus environment, which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. Students of Kennesaw State University are guaranteed all of the due process rights and privileges associated with their matriculation in a higher education institution in the university system of Georgia. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the University's student conduct regulations, just as they assume an individual's responsibility to abide by federal, state and local laws. Violation of statutory laws, or of the University student conduct regulations, or specific departmental rules may lead to disciplinary action(s) by Kennesaw State University.

Students who are accused of a Code of Conduct violation will have an opportunity to be heard before a decision is made about their responsibility for a violation. Nevertheless, when a student fails to appear for a hearing/disciplinary meeting after notice of the hearing has been sent to that student's KSU email address, the

¹ Information from the Kennesaw State University Graduate Catalog
http://catalog.kennesaw.edu/content.php?catoid=11&navoid=489#stud_code_cond

hearing officer or panel may make a decision without that student's input or explanation. The hearing officer or panel will base its decision on all other information and evidence presented, and may find the student responsible if a preponderance of the evidence indicates responsibility for the violation(s). Students who are found responsible for a violation of the KSU student conduct regulations may be subject to sanctions up to and including dismissal from the institution.

University disciplinary proceedings may be instituted against a student charged with a violation of a law, which is also a violation of this Student Code of Conduct without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

By adhering to these policies and regulations students can fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

6.4.1 Academic Honesty

The high quality of education at Kennesaw State University is reflected in the credits and degrees its students earn. The protection of high standards of academic integrity is crucial since the validity and equity of the University's grades and degrees depend upon it. Any student found to have violated any KSU academic honesty regulation after a hearing before a university hearing panel or before a hearing officer shall be suspended for at least one semester, unless the student persuades the deciding body or hearing officer that the circumstances of his or her behavior substantially mitigate the gravity of the violation. These regulations are designed to assist students in (1) developing appropriate attitudes about, and (2) understanding and following the university's standards relating to academic honesty. The regulations protect students by helping them avoid committing infractions that may compromise the completion of their KSU degrees or damage their reputations.

Plagiarism and Cheating: No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior, which a professor prohibits, as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

Unauthorized Access to Official University Materials: No student shall take or attempt to take, steal or in any unauthorized manner otherwise procure, gain access to, alter or destroy any material pertaining to the conduct of a class (including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, University grade records in written or computerized form, etc.).

Misrepresentation, Falsification of University Records or Academic Work: No student shall knowingly provide false information in completing University forms or applications (including admissions forms, scholarship applications, time sheets, use of false or counterfeit transcripts, etc.) or in any work submitted for credit.

Malicious Removal, Retention, or Destruction of Library Materials: No student shall misplace, take, destroy or attempt to misplace, take or destroy any item or part of an item belonging to or in the protection of the University library with the intention of bringing about an undue disadvantage in the classroom work of other Kennesaw State University students.

Malicious/Intentional Misuse of Computer Facilities and/or Services: The malicious or intentional misuse of computer facilities and services is prohibited. Violation of state and federal laws (including copyright violations, unauthorized access to systems, alteration/damage/destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (including account violations, damage, or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) is prohibited.

Student Identification Cards

- Lending, selling, or otherwise transferring a student identification card is prohibited, as is the use of an identification card by anyone other than its original owner.
- No student shall obtain under false pretenses any additional student identification cards.
- A student must present proper credentials to properly identified university faculty and staff upon their request while these persons are in the performance of their duties.

Revisions of Academic Honesty Regulations: Any student, faculty member or administrator can propose any revision of, additions to and deletions from these Academic Honesty Conduct Regulations. Recommendations shall be submitted to the Vice President for Student Success. The Vice President, in consultation with appropriate parties, shall ensure discussion on the proposed change. When all parties have had an opportunity to comment on the proposal, the Vice President shall forward all recommendations to the University Council. The Council, in turn, shall send its recommendations with comments to the Kennesaw State University President and cabinet.

Distribution of Lecture Notes: Selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

6.4.2 Disruptions of Campus Life

It is the purpose of the institution to provide a campus environment, which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

Disruptive behavior includes, but is not limited to the following conduct (See the KSU Student Code of Conduct in the Kennesaw State University Handbook and Planner or the code of conduct on the SCAI Web site for additional categories of unacceptable student conduct): http://www.kennesaw.edu/scai/code_of_conduct.shtml

Advertising, Selling, and Fundraising: No student or group of students acting in a representational capacity for Kennesaw State University shall carry out any form of sales (including bartering) or fundraising events, or advertise sales or fundraising events, without the authorization of the University President or a designated representative of the University President.

Campus Elections: No student shall carry out fraudulent and/or disruptive activity in connection with any election, referendum or poll conducted on the University campus.

Disorderly Assembly: No student shall assemble on the campus for the purpose of creating a riot, or destructive or disorderly diversion, or obstructing or disrupting the normal operation of the University, including any teaching, administrative, disciplinary, or public service activity, or any other activity authorized to take place on the campus.

Disruptive and/or Dangerous Conduct: No student shall act in a manner which can reasonably be expected to disturb the academic pursuits of others or infringe upon the privacy, rights or privileges of others, or the health or safety of him/herself or other persons.

Disruptive Speech: That speech is prohibited which: a) presents an immediate or imminent clear and present danger or b) is disruptive to the academic functioning of the institution.

Fire Safety and False Alarms

- No student shall tamper with fire safety equipment.
- No student shall set or cause to be set any unauthorized fire in or on University property.
- No student shall make, or cause to be made, a false fire alarm or a false notification of the presence of a bomb.
- All occupants of a building must leave the building when the fire alarm sounds or when directed to leave by properly identified University faculty or staff while these persons are in the performance of their duties.

Gambling: Gambling is **strictly prohibited**, but raffles may be held by student organizations. Raffles will be treated as any other fund-raising activity and will be subject to fund-raising guidelines.

Harassment/Bullying/Intimidation: No student shall harass, bully, or intimidate another person in any manner or by any method, including, but not limited to, harassment, bullying, or intimidation done by electronic device, sometimes called “cyber bullying.” Harassment, bullying, or intimidation is the placing of another person in reasonable fear of his or her personal safety through words or actions directed at that person, or a course of conduct that a reasonable person would consider so severe and pervasive as to interfere with the working, learning, or living environment of another.

Hazing: Hazing in any form is prohibited. Hazing is defined as follows: Any action taken, or situation intentionally created, on or off the premises of the University, to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering as a means to gain entry into an organization. These activities include, but are not necessarily restricted to, paddling in any form; creating excessive fatigue; physical or psychological shocks; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and/or any other activities not consistent with the regulations of Kennesaw State University. The express or implied willingness of the victim(s) is not a defense.

Littering and Sanitation

- No student shall dispose of trash and refuse of any kind except in proper trash receptacles.
- Food and drink are prohibited in designated areas of the University.
- No student shall in any way dispose of tobacco products except in receptacles properly designated for them in or on University property.

Physical Attack: Physical attack on or in University property or at functions sponsored by the University or any registered university organization, is at any time prohibited.

Possession of Weapons or Fireworks: Students are prohibited from possessing fireworks, firearms or other weapons on University property or at University sponsored events, except with the specific permission of the Department of Campus Safety and Security, or except as allowed in limited circumstances by Georgia law.

Sexual Harassment: No student shall subject another person to unwelcome sexual overtures or conduct, either verbal or physical (See Student Rights and Responsibilities).

Sexual Misconduct: Sexual misconduct is prohibited. Sexual misconduct includes, but is not limited to:

- Non-consensual sexual contact including, but not limited to, intentional and/or forcible touching or groping. Consent cannot be given when a person is incapacitated.
- Non-consensual sexual intercourse including, but not limited to, anal, oral, or vaginal penetration, however slight. Consent cannot be given when a person is incapacitated.

- Sexually related offenses including, but not limited to, obscene behavior, stalking, and/or exposure.

Smoke Free Environment: Smoking is prohibited on the KSU campus except in areas specifically designated for smoking.

Theft of or Damage to Property: No student shall take, sell or attempt to take or sell, damage or destroy any items belonging to others without proper authorization. Nor shall any student make or attempt to make unauthorized use of the property of any other person or organization. Sale of a textbook or other item that is not one's own will be regarded as prima facie evidence of theft. Items should be turned in to a lost and found area.

Unauthorized Entry or Use of University Facilities: No student shall make or attempt to make unauthorized entry or use of any University building or facility including electronic data processing systems or personal electronic accounts/files. Upon appropriate notice by University officials, authorization for the use of University facilities can be withdrawn or otherwise restricted. The malicious or intentional misuse of computer facilities and services is prohibited. Violations of state and federal laws (including copyright violations, unauthorized access or systems, alteration/damage/destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening of obscene language, etc.) are prohibited.

Note: A faculty member is responsible for maintaining discipline in the classroom setting, to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom, other areas of the campus provide support services that are also important to the total learning process. Sometimes a faculty or staff member may be confronted with a situation where the conduct of a particular student or students is inappropriate in that it impedes the natural and necessary learning process. The faculty or staff member must then determine whether the situation is disruptive but not imminently dangerous, or both disruptive and imminently dangerous to the health and safety of others. If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately, etc.), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation. Such action should be immediately reported to the department chair and to the SCAI Department using the Student Misconduct Incident Report Form:

http://www.kennesaw.edu/scai/docs/general_misconduct_form.doc

If the faculty or staff member feels that there is a significant imminent danger to the health and safety of the student(s), others, or him/herself, the faculty or staff member should immediately contact the University's Public Safety office for assistance. The responding officer at the time of notification shall remove the student from the area

immediately and refer the incident to the vice president for student success, or his/her designated representative, for possible handling under the “interim suspension” policy. Interim suspension measures may be taken against a student when the vice president for student success or his/her designated representative shall determine, based on clear and convincing evidence, that the student has engaged, or threatens to engage, in behavior which (1) is seriously disruptive or significantly impedes the normal activities or academic endeavors of others, (2) poses an immediate, significant threat of physical danger to others, (3) poses an immediate, significant threat of danger to him/herself, and is of such a serious nature that it must be handled more expeditiously than the university student conduct procedures allow.

Interim suspension may include any or all of the following: (1) restriction from participating in any academic course, program, or activity; (2) restriction from participation in any student activity on or off campus; (3) restriction from use of any or all university facilities, including the library, labs, or offices; (4) restriction from entering the campus or any designated portion thereof.

6.4.3 Weapons

Kennesaw State University and Housing regulations prohibit the use or possession of any weapon that can cause bodily harm either to the bearer or another individual. In unclear cases of definition, the context in which a particular object was used will determine whether it is a weapon. Items that can be easily confused as weapons, including but not limited to pellet, BB, paintball, or air guns, are prohibited.

6.4.4 Pets/Animals

The University does not permit students to have pets/animals in or around the residential communities. This includes pets belonging to outside guests; pets/animals may not “visit” at any time. The only exceptions are:

- Fish in a properly maintained aquarium not to exceed 10 gallons; and
- Service animals determined to be necessary for persons with disabilities.

6.4.5 Fire Safety

Tampering with, vandalizing or misusing fire safety equipment is prohibited and constitutes reasons for eviction from the apartments and possible suspension or expulsion from the University. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable such as fuel, etc., may not be stored in a resident’s room or apartment. Items that require an open flame to operate or which produce heat (i.e., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in resident’s rooms. Residents must further agree to abide by the safety regulations as stipulated in the Housing Safety Regulations (located in this handbook).

6.4.6 Use and or Possession of Drugs, Including Alcohol

Use and/or possession of drugs (controlled substances) are prohibited.

Kennesaw State University expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Student activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president, and there are other limited exceptions to this policy within the residence halls by those over the age of 21 (See section 1 of the residential code of conduct).

All student organizations must submit an “Acknowledgment of Alcohol Policy” form to the Student Life Department each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State University that they and the individuals responsible for the group’s social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the “drawing card” for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver’s licenses.

Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.

Any violation of this policy at any organization activity shall be reported to the Student Life Department by the designated monitor(s), generally the faculty or staff advisor, verbally within 24 hours of returning to campus and followed by a written report within three working days. The Student Life Department will send the report to the Student Conduct and Academic Integrity (SCAI) Department for possible disciplinary action. The Kennesaw State University Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Dean of Student Success, who shall then be responsible for referring the matter to SCAI for possible disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of nonacademic University rules and regulations as provided for in the University Student Code of Conduct.

6.5 JURISDICTION OF THE UNIVERSITY CODE OF CONDUCT²

Generally, KSU's jurisdiction and discipline shall be limited to conduct, which occurs on University premises, University housing, and contiguous areas such as streets and sidewalks. Nevertheless, the University reserves the right to extend its jurisdiction and discipline to KSU students whose off-campus conduct violates the University's Student Code of Conduct and adversely affects the KSU community or the pursuit of its objectives.

In addition, the following regulations apply to off-campus activities including outings or field trips for classes of Kennesaw State University, off-campus University athletic events, study abroad programs, co-ops, internships, or any officially sanctioned off-campus activity such as those under the auspices of a Kennesaw State University class, an officially recognized University organization, or a Kennesaw State University group or organization that is seeking official University recognition.

- Students involved in off-campus activities shall not act in a disorderly or disruptive fashion, nor shall they conduct any dangerous activity.
- Students involved in off-campus activities shall not take, damage or destroy or attempt to take, damage or destroy property of another.
- Use and possession of drugs, including alcohol: Use and/or possession of drugs (controlled substances) are prohibited. Alcohol regulations appear in Section V of this code.

6.6 DISCIPLINARY MEASURES³

For students found in violation of any of the aforementioned policies may be subject to the following actions depending on the severity of the action:

Expulsion: permanent severance of one's relationship with the University.

Probated expulsion: further convictions of major offenses, as specified by the University hearing panel or hearing officer, shall result in expulsion.

Suspension: temporary severance of one's relationship with the University.

Probated suspension: notice to the student that further convictions of major offenses, as specified by the University hearing panel or hearing officer, shall result in suspension.

Disciplinary probation: notice to the student that any further major disciplinary violation may result in suspension; this action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand, and restitution.

Restrictions: exclusion from enjoying or participating in social activities or from holding office in University organizations.

² IBID

³ IBID

Reprimand:

- **Oral reprimand:** an oral disapproval issued to the student.
- **Written reprimand:** a written disapproval issued to the student.

Restitution: reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.

Community service: assignment to work a specific number of hours at a community service agency.

Other educational or developmental remedies: imposed by the University hearing panel or any hearing officer.

Retraction of University degree or course credit previously awarded: The University may retract a degree or course credit previously awarded if the University Hearing panel or hearing officer recommends this sanction and both the Provost/VPAA and Registrar accept the recommendation.

Academic Dishonesty

Any accused student found to have violated KSU regulations concerning academic honesty by an SCAI hearing before a University hearing panel or before a hearing officer, shall be suspended for at least one semester unless he or she has convinced the hearing body or hearing officer that there exist substantial mitigating circumstances to his or her offense. The appropriate grade to be assigned in the case of academic dishonesty is the responsibility of the faculty.

Interim Suspension

Interim suspension measures may be employed against a student by the Vice President for Student Success, or his or her designated representative, when he or she shall determine, based on clear and convincing evidence, that the student has engaged, or threatens to engage, in behavior which:

- Is seriously disruptive or significantly impedes the normal activities or academic endeavors of others, or
- Poses an immediate significant threat of physical danger to others, or
- Poses an immediate significant threat of danger to him/herself, and such threat is of such a serious nature that it must be handled more expeditiously than the University student conduct procedures allow.

For interim suspension purposes, the designated representative of the Vice President for Student Success may be the Dean of Student Success, the Director of Student Success Services, or the Director of Residence Life.

Interim suspension may include any or all of the following:

- Restriction from participation in any academic course, program, or activity;
- Restriction from participation in any student activity on or off campus;
- Restriction from use of any or all University facilities; and

- Restriction from entering the campus or any designated portion thereof.

In such instances, the process outlined for interim suspension in the university SCAI Department procedures shall be followed.

6.7 Handling Student Code of Conduct Violations⁴

Kennesaw State University's Student Code of Conduct, SCAI Procedures, suspension policies, and campus police are organized in ways to preserve and protect the health, safety and academic integrity of the campus community, as noted in the following policies and procedures. In general, the University SCAI handles all charges against students, which involve alleged violations of the Kennesaw State University Student Code of Conduct, including allegations of academic misconduct and disruptive behavior. In addition, the KSU police may become involved with incidents of disruptive behavior.

Faculty, staff and/or students who are witnesses to or victims of incidents of alleged violations of the Student Code of Conduct should immediately contact the University Student Conduct and Academic Integrity (SCAI) Department and submit the proper documentation. A university SCAI officer will conduct a preliminary investigation and advise as to the appropriate course of action in each situation. Incidents of misconduct may be subjected to mediation, or negotiation, if appropriate, prior to the formal hearing process.

A person bringing charges against a student for alleged violations of the Code of Conduct is expected to fully cooperate with the SCAI policies and procedures, which includes participation in investigations related to the charges and in the hearing process. If a university panel hearing date is set, both the accuser and the accused student will have the option of obtaining an advisor from the SCAI panel to assist in the preparation and presentation of their case. A detailed description of the hearing process is found at the SCAI misconduct procedures Web site:

http://www.kennesaw.edu/scai/misconduct_procedures.shtml

Compliance:

Shared Responsibility: Persons who knowingly act in concert to violate University regulations may be given joint responsibility for such violation. Students are responsible for their conduct on or in University property or at functions sponsored by the University or any registered University organization.

Failure to Comply: Failure to comply with directions of a University official or law enforcement officer acting in performance of his or her duties and/or failure to identify oneself to such a person when requested to do so is a violation of this Student Code of Conduct.

Failure to Complete Sanctions: Failure to complete all sanctions imposed under this Student Code of Conduct by the stated deadline(s) is a violation and may result in additional conduct charges and/or a hold on registration until the sanctions are completed.

⁴ IBID

6.8 Supplemental Program Specific Recourse⁵

Some degree programs, such as those in social work, education or nursing, have program-level admission and retention standards and review procedures in place beyond the generally applicable institutional admission and retention policies. If disruptive student behavior occurs in the context of fulfilling program requirements in such areas, the faculty or staff member may also have the recourse of filing a complaint with the designated program-level official and proceeding through the due process procedures established for handling such complaints. Individuals should consult the dean of the college and/or published standards as to the applicability of such program-specific recourse to the incident or incidents in question.

Resources

1. Director of the Student Conduct and Academic Integrity (SCAI) Department - (470) 578-3403.
2. Vice President for Student Success - (470) 578-6310.
3. Director of University Police - (470) 578-6206.
4. Dean of Student Success- (470) 578-6310
5. The KSU Student Code of Conduct
6. The University SCAI webpage (which includes all rules, policies and procedures related to the Student Conduct and Academic Integrity) at <http://www.kennesaw.edu/scai/>

⁵ IBID

Section 7 STUDENT RIGHTS AND RESPONSIBILITIES

KENNESAW STATE UNIVERSITY POLICIES¹

7.1 INTERPERSONAL RELATIONS AND NON-DISCRIMINATION POSITION STATEMENTS AND POLICIES

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation in employment or provision of services.

7.2 INTELLECTUAL DIVERSITY AND INTERPERSONAL RELATIONS POSITION STATEMENT

Kennesaw State University is an educational community comprised of individuals from different ethnic, racial and religious groups and of different genders, political beliefs, ages, abilities and sexual orientations. In light of this diversity, Kennesaw State University is resolved to contribute to the development of an integrated, pluralistic society in which individual model and support humaneness and respect for the individual.

Kennesaw State University is committed to a diversity of intellectual viewpoints. We trust in a genuine free marketplace of ideas where faculty and students are encouraged to express their considered opinions openly. We further believe that this intellectual exchange is healthy, democratic, and produces new insights. The exchange of ideas is also a splendid means of encouraging “critical thinking” as long as it is conducted within an atmosphere that respects the dignity of all concerned.

The University is also committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Kennesaw State University is dedicated to creating an environment that cherishes and nourishes this diversity.

7.3 KSU DIVERSITY VISION STATEMENT

It is our vision to create a strong multicultural and diverse educational environment at KSU in order to increase student satisfaction and to promote an understanding and awareness of people from various backgrounds upon graduation. In this way, KSU students will be educated for, and can effectively compete in the global society.

¹ Information in this section is taken verbatim from the *Kennesaw State University Graduate Catalog 2011-2012*.

7.4 AMERICANS WITH DISABILITIES (ADA)

Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Americans with Disabilities Act (ADA), Public Law 101-336, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group in the areas of public accommodations, employment, transportation, state and local government services and telecommunications.

Qualified individuals with disabilities are encouraged to apply for employment opportunities with the University. Individuals with disabilities who require reasonable accommodation to participate in any portion of the application, interview and/or testing process must advise the University's Department of Human Resources in advance. Upon request, applicants must provide documentation confirming a disability and the need for an accommodation. Advance requests for reasonable accommodation(s) should be directed to the Director of Human Resources. The office telephone number is (470) 578-6030 V/TDD. The FAX number is (470) 578-6570. The Web address for employment opportunities is <http://www.kennesaw.edu/hr>

The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at (470) 578-6443; the ADA Compliance Officer for Facilities at (470) 578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at (470) 578-6030.

Policy on Accessibility in Facilities, Programs & Employment

Kennesaw State University is committed to providing accessibility in facilities, programs, and employment to all individuals, regardless of disability. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

As a recipient of federal funds, KSU has maintained compliance with Section 504 of the Rehabilitation Act of 1973 in providing accessibility to programs and services for students with disabilities.

The Americans with Disabilities Act of 1990 (ADA), Public Law 101-336, guarantees equal opportunity for individuals with disabilities in the areas of public accommodations, employment, transportation, state and local government services and telecommunications. The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at (470)578-6443; the ADA Compliance Officer for Facilities at (470) 578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at (470) 578-6030.

Accessibility and Employment

Qualified individuals with disabilities are encouraged to apply for employment opportunities with the University. Individuals with disabilities who require reasonable accommodation to participate in any portion of the application, interview and/or testing process must advise the University's Department of Human Resources in advance. Upon request, applicants must provide documentation confirming a disability and the need for an accommodation. Advance requests for reasonable accommodation(s) should be directed to the Director of Human Resources. The office telephone number is (770) 423-6030 V/TDD. The FAX number is (470) 578-6570. The Web address for employment opportunities is <http://www.kennesaw.edu/hr>

Accessibility of Facilities, Programs, and Services

Students who require accommodation in facilities, services, programs or activities should contact the Assistant Director for Disabled Student Services to arrange an individual assistance plan. Accommodations may include classroom accessibility, modified computer equipment, handicap parking, assistance with note taking, sign language interpreting services, class materials in alternate format, library and laboratory assistance, and other accommodations. Determination of appropriate accommodations to be provided will be based upon documentation of the disability.

Members of the public who require specific accommodations in facilities, services, programs or activities should contact the office sponsoring the service, program or activity at least five days in advance to arrange individual accommodations.

7.5 VISITS BY CHILDREN

The university cannot accommodate children of the faculty, staff, and students on-campus during normal operating hours; i.e., 8:00 a.m. - 10:30 p.m., Monday through Thursday, and 8:00 a.m. - 5:00 p.m., Friday. Children are welcome to attend scheduled events and to make brief visits when accompanied by a parent or other adult.

7.6 ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

Kennesaw State University shall provide academic programs, support services, and social/recreational programs to all eligible individuals, regardless of their disability. In the event that an employee or student is (or becomes) HIV (human immunodeficiency virus) positive, that individual shall retain his/her right to these programs, services and activities. All actions taken by Kennesaw State University will comply with the laws pertaining to public health practices and the rights of individuals to privacy and confidentiality. Instances that arise will be handled individually to provide maximum support to any member of the faculty, the administration, the staff or the student body who is HIV positive.

7.7 SEXUAL HARASSMENT

Kennesaw State University follows the established policy on sexual harassment of the Board of Regents of the University System of Georgia. That policy (802-18 in the Regents' Policy Manual) is as follows: Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect

to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law. Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed, though women are most often victimized. A relationship between a faculty member and a student should be considered one of professional and client in which sexual relationships are inappropriate.

7.7.1 President's Statement on Sexual Harassment

“The mission of Kennesaw State University is to provide a learning environment in which all members of the University community are free to pursue their professional and personal goals. Sexual harassment is not only illegal, but an intolerable interference with the attainment of our mutual goals. Unwelcome sexual advances and conduct seriously damage the learning and work climate, and it is the University’s intention to protect our environment from such abuses. Resolution of complaints of sexually harassing behavior should be attained as informally as possible, but in the absence of that cooperation, we will enforce our policies to the fullest, up to and including dismissal.”

7.8 FREEDOM OF ASSEMBLY AND EXPRESSION

Kennesaw State University recognizes and upholds First Amendment Rights of Freedom of Speech and Assembly. Demonstrations and assemblies can be valid expressions for dissenting opinions provided they do not disrupt academic and administrative functions of the institution. The opinions expressed by organizations, groups or individuals using Kennesaw State University’s facilities do not necessarily reflect the position of Kennesaw State University. Kennesaw State University affirms its commitment to the freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict university ideals and policies or the personal views of university employees and students. The institution expects members of the faculty, staff, and student body to refrain from, and discourage, behaviors that threaten the rights, freedoms and respect every individual deserves.

Administrative procedures and guidelines pertaining to Freedom of Assembly and Expression are detailed in the KSU Student Handbook.

7.9 NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901*

7.10 RIGHTS PERTAINING TO STUDENT RECORDS

Confidentiality Pertaining to Student Records

Education Records at Kennesaw State University are defined as any portion of the educational history of a student that is maintained by the University for the purpose of sharing by other academic officials and is intended to support the academic degree progress of the student. Typical examples are the academic files maintained in a department or university administrative office. These records include: files, documents and materials in multiple mediums (handwritten, tape, disks, microfilm, CD-ROM, etc.) that contain information directly related to the academic educational efforts of the student. Academic records do not include law enforcement unit records, medical records (vis-à-vis doctor patient privilege), alumni records, or human resource records.

Sole Possession Records are defined as records (notes maintained by a faculty member) that are not shared with any other educational office. Notes maintained in a sole possession record are not subject to the guidelines of FERPA. Sole Possession records that are merged with the academic record require full disclosure per FERPA guidelines.

Third Party Disclosures are prohibited by FERPA without the written consent of the student. Any persons other than the student are defined as Third Party, including parents, spouses, and employers. All educational officials are required to secure written permission prior to the release of any academic record information.

Directory Information will be withheld if requested by the student. To withhold directory information, the student must complete the **Release of Directory Information form** and mail the request to the Office of the Registrar, 1000 Chastain Rd, MB #0116, Kennesaw, Georgia, 30144, or hand-deliver the request to the Office of the Registrar located in Kennesaw Hall or fax the request to 470-578-6541.

The items below are designated as “Directory Information” at Kennesaw State University and may be released for any purpose at the discretion of Kennesaw State University:

- Name
- Address
- Telephone Number
- Major
- Advisor
- Dates of Attendance
- Degrees Awarded
- Participation in Recognized Activities and Sports
- Weight and Height of Athletic Participants

Students should consider very carefully the consequences of any decision to withhold “Directory Information.” Choosing the item “Student Confidentiality” will result in the exclusion of all student record information, including student name/address from printed materials. Informing Kennesaw State University not to release “Directory Information” means any future requests for such information from non-institutional persons or organizations will be refused.

Types of Educational Records and Officials Responsible for Their Maintenance

The following are lists of student records and the officials responsible for their maintenance. Access to these records will be made available to students upon individual written requests. Such requests must be addressed to the official responsible for the maintenance of the record.

Director of Admissions

- Application for Admission
- Application Processing Fee
- High School, College, and University Transcripts
- University Entrance Exam SAT or ACT Scores
- General Equivalency Development (GED) Examination Scores
- GRE and GMAT Examination Test Scores
- International Admission Documents, TOEFL

Director of Student Financial Aid

- Loan Processing
- Request Financial Aid Application
- Award Notification

Chair of University Studies

- University Placement Examination Scores (Placement and Exit)
- International Regents' Test

Registrar

- University Level Examination Program Scores
- Grades and Academic Standing Status
- Petition for a Degree
- Regents' Test Results and Tracking
- Georgia and U.S. History and Constitution
- Test Results Registration Information—Enrollment Data
- Veterans' Records
- Rules and Regulations

Director of Student Success Services

- Individual Standardized Tests
- Georgia and U.S. History & Constitution Test Results
- CLEP Tests
- ISAT Tests
- COMPASS Exam

Vice President for Student Success

- Letters of Recommendation

Director of Student Conduct and Academic Integrity

- Discipline Files

Health Clinic

- Health Insurance Brochures

Section 8 TUITION & FINANCIAL ASSISTANCE

8.1 TUITION AND FEES¹

8.1.1 2015-2016 Expenses/Fees

Expenses include in-state tuition, out-of-state tuition, student services fees and other special fees. All fees are due and payable at the time of registration, and registration is not complete until all fees have been paid.

Cash, checks, and money orders drawn on U.S. banks and payable in U.S. dollars are accepted. Electronic checks and credit cards will only be accepted on the web. Payment by credit card will incur an additional convenience fee charged by a third party credit card processor.

The University reserves and intends to exercise the right to withhold copies of transcripts and other student education records and/or to withdraw students who have unpaid or past due fee balances.

Students are required to pay in-state tuition and, when applicable, out-of-state tuition, for enrollment in all courses even if no credit is earned.

Per Board of Regents' policy, at Kennesaw State University all tuition, fees, or other charges are subject to change at the end of any academic term. (BOR Policy 10.2.3)

8.1.2 In-State Tuition

Graduate students enrolled for less than twelve semester hours are considered part-time students for fee schedule purposes and are charged an in-state tuition of \$283.00 for each credit hour of course work. The total in-state tuition for full-time students (those registered for 12 credit hours or more) is \$3,388.00.

8.1.3 Out-of-State Tuition

Graduate students who are not residents of Georgia and who register for 12 or more credit hours are required to pay an out-of-state tuition fee of \$12,233.00 per semester in addition to all other regular fees. Nonresident students registered for fewer than 12 credit hours are required to pay an out-of-state tuition fee of \$1,020.00 per credit hour in addition to all other regular fees.

8.1.4 Mandatory Student Fees

- Athletic Fee: \$221
- Technology Fee: \$55
- Global Fee: \$11
- Activity Fee: \$51
- Health Clinic: \$51

¹ Information from the Kennesaw State University Graduate Catalog.
<http://catalog.kennesaw.edu/content.php?catoid=25&navoid=2109>

- Sports and Recreation Parks: \$75
- Rec Center Fee: \$85
- Wellness Center Fee: \$3
- International Fee: \$300
- Transportation Fee: \$93
- Shuttle Free: \$58

8.1.5 Motor Vehicle Parking Fee

A parking permit fee ranging from \$20.00 to \$83.00 is assessed separately and is optional if you are a student who does not drive to campus and has no need for a parking space. To opt-out of the parking permit fee, bring the hangtag or decal to Card Services. All vehicles used on campus must display a valid KSU parking decal. Vehicles without a valid decal will be ticketed and/or booted.

Each student is issued one parking decal that is not transferable from car to car.

New decals are issued annually to campus residential students. All other parking decals are valid for the duration of your official status with KSU. The Card Center will notify campus via the KSU furnished e-mail when decals are available to new students and employees for in-person pickup. The parking decal is registered to a student who is responsible for any use of this decal until it has been reported lost and/or stolen.

Replacement parking decals are available and are usually subject to fees. One day passes are available as appropriate at the Card Services Center in the Carmichael Student Center, Suite 207.

It is the responsibility of all KSU students to review and abide by Kennesaw State University Parking Policies and Procedures available online at parking.kennesawstateauxiliary.com.

Questions concerning parking regulations should be directed to the Parking and Security Division of Public Safety, located in the Office Annex, Building #14, Room #111 or phone (470) 578-9003. Questions related to your parking decal can be answered by the Card Services Center. Students may report lost/stolen decal information to either office.

8.1.6 Student Health Fees

A mandatory insurance plan is in effect for the following student categories:

- All graduate students receiving a tuition waiver as a result of a GRA, GTA, or GSA assistantship award.
- All undergraduate, graduate, and ESL international students holding F or J visas.
- All undergraduate and graduate students enrolled in programs that require proof of health insurance.
- All graduate students receiving fellowships that fully fund their tuition.

A waiver of the health insurance fee may be applied for directly with the insurer. For insurance plan and waiver information, go to: kennesaw.edu/finance/files_bursar/healthins.pdf. This plan is optional for all other students.

8.1.7 Special Fees and Expenses

- *Diploma Fee:* A diploma fee of \$35.00 is required of all degree candidates and is payable at the time a petition to graduate is presented to the registrar. The fee is nontransferable and nonrefundable. It entitles the student to one diploma.
- *Diploma Replacement Fee:* When a request is received to reorder a diploma (lost in fire, move, etc.), a fee of \$30.00 will be assessed.
- *Fax Fee:* Priority fee for electronic transmission (fax) of unofficial transcripts or certifications forms/letters of \$10.00 per document.
- *Late Payment Fee:* A \$50 late payment fee will be assessed for tuition and fee payments received after the end of late registration and drop/add. This fee may apply at other times as well. For specifics, contact the Bursar's Office.
- *Late Registration Fee:* Students requesting a late registration or drop/add after all official registration periods have ended will pay a late hand-registration fee of \$30.00 per transaction.
- *Penalty Fee for Returned Check:* A penalty fee of \$25 will be assessed for each check returned by the bank.

8.2 WAIVERS AND REFUNDS²

8.2.1 Registration Fee Waiver for Senior Citizens

Pursuant to the provisions of an amendment to the Georgia Constitution, legal residents of Georgia who are 62 years of age or older on the first day of class for a term may have their standard tuition and fees waived (with the exception of supplies, laboratory fees, special course or major fees, premium program fees and online tuition). A driver's license or birth certificate together with the Application for Senior Citizen Waiver must be presented to the Bursar's Office.

Details are available at: kennesaw.edu/finance/bursar/waivers.html.

Individuals 62 and over wishing to enroll in one of Kennesaw State's Executive Programs (the Coles Doctor of Business Administration, the Coles Executive MBA, the Master of Science in Conflict Management, the Master of Science in Applied Computer Science or the Georgia WebMBA) will be required to pay all costs of these programs in excess of standard graduate program tuition and fees.

8.2.2 Withdrawal/Refund of Student Fees

To withdraw from one or more classes, students must withdraw online through Owl Express.

² IBID

Students dropping from classes before the end of late registration and drop/add are entitled to a 100% refund. After that date, students will be granted a percentage refund of tuition and fees only if they withdraw completely from the university. Lab, specialized course/major, and insurance fees are not refundable if withdrawal from course(s) is made after the end of late registration and drop/add.

8.2.3 *KSU Institutional Refund Policy*

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. (BOR 7.3.5.1)

Students enrolled summer term who withdraw from second-session courses on the first day of those classes will receive a 100% refund. After the first day, no refunds will be processed. Students should refer to the Schedule of Credit Courses for specific dates of each refund period. Students who do not formally withdraw, those suspended for disciplinary reasons, and those who leave the university when disciplinary action is pending are not eligible for a refund on any portion of any fee.

A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during any academic semester. (BOR 7.3.5.2) Refunds will be disbursed by the university's internet bank partner. Students may use their KSU Debit Card to select a refund payment method: electronic fund transfer or paper check. Details are available at: ksuone.higheroneaccount.com.

8.2.4 *Military Service Refunds and Re-enrollment*

Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:

- military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled in a USG institution and paid tuition and fees;
- Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) and who receive deployment orders in response to a public health crisis or national emergency after having enrolled in a USG institution and paid tuition and fees;
- active duty military personnel and who receive an emergency reassignment after having enrolled in a USG institution and paid tuition and fees; or
- those who are otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for

exceptional equitable relief. (BOR 7.3.5.3)

Students who are members of the Georgia National Guard or other reserve components of the U.S. Armed Forces who are re-enrolling after having been summoned to active duty in an emergency situation are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.

Military personnel on active duty in the U.S. Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location who later wish to resume their education are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

8.3 DEFINITION OF A LEGAL RESIDENT³

Individuals who enter the institution as out-of-state students but who wish to later qualify as legal residents must fill out a Petition for Georgia Residence Classification form, which can be obtained in the Office of the Registrar, online at kennesaw.edu/enrollmentservices/lawfulpresence.html, or by contacting the Residency Officer for Kennesaw State University at (470) 578-7744. A student's resident status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student. A student is responsible for registering under the proper residency classification. A student classified as out-of-state who believes that he or she is entitled to be reclassified as a legal resident may petition the Residence Committee for a change in status. The petition must be filed no later than 60 days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters.

If there is any question in the mind of the student concerning his/her resident status, application for clarification should be made immediately or not later than two weeks prior to the registration date in order to avoid delay and inconvenience of registration.

Applications should be addressed to Kennesaw State University Attn: Residency Committee, 1000 Chastain Road, Mailbox #9110, Kennesaw, Georgia 30144.

³ Information from the Kennesaw State University Graduate Catalog
<http://catalog.kennesaw.edu/content.php?catoid=25&navoid=2109>

8.4 FINANCIAL ASSISTANCE⁴

Kennesaw State University is committed to ensuring that a post secondary education is accessible to qualified graduate students. In order to accomplish this commitment, the financial aid office subscribes to the following goals to assist students in paying for their educational investment:

- Evaluate the family's financial ability to pay for educational costs
- Distribute limited resources in an equitable manner
- Provide a balance of gift aid and self-help aid

A wide variety of financial aid programs from scholarships, grants, employment, and loans are available to help students with educational costs. Most awards are based on financial need while some are awarded in recognition of merit or achievement.

If you have any questions, feel free to visit our office in Kennesaw Hall, view our website at http://www.kennesaw.edu/financial_aid, contact our automated telephone system at (470) 578-6074, fax at (470) 578-6708, email at finaid@kennesaw.edu, or write to:

Office of Student Financial Aid
Kennesaw State University
1000 Chastain Road, #0119
Kennesaw GA 3014

8.4.1 Need-Based Award Application Procedures

Awards based on need are determined by a process called financial need analysis. The analysis is standardized by the U. S. Department of Education (USDE) using a financial formula called Federal Methodology. The Free Application for Federal Student Aid (FAFSA) is the application that is required to begin this process. The electronic FAFSA is the easiest and quickest way to apply. The processing time for USDE is approximately four days. The electronic FAFSA may be accessed on our website at financialaid.kennesaw.edu or www.fafsa.gov. Prior to completing the electronic FAFSA, students and parents of dependent students should obtain a PIN at www.pin.ed.gov.

When completing the electronic FAFSA for KSU attendance, use the Federal Title IV Code of 001577. KSU will receive your FAFSA information electronically. Students must reapply annually to qualify each academic year.

⁴ IBID

8.5 GRADUATE STUDENT WORK OPPORTUNITIES⁵

8.5.1 Graduate Research & Teaching Assistantships

The MSW Program may award a limited number of Graduate Research Assistantships and/or Graduate Teaching Assistantships. Graduate Research Assistants work closely with faculty on specific projects and, in return, receive a stipend and waiver of tuition. Graduate Teaching Assistants work closely with faculty on a specific course during a given semester and, in return receive a stipend and waiver of tuition. Students interested in the Graduate Research Assistantship program should contact the MSW Program Director for more information.

8.5.2 Federal Work Study Program (FWS)

This program provides part-time jobs for both undergraduate and graduate students who demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA). FWS gives the student an opportunity to earn money to help pay for educational expenses while working on campus or in community service work. Early application with the FAFSA is recommended.

8.5.3 Institutional Employment

There are a limited number of part-time jobs available in each division of the university. The department or college that employs the student provides funds for these jobs. Interested persons should contact the particular division or department of the university or the KSU Career Services Center for information.

⁵ IBID

Section 9 STUDENT SERVICES & CAMPUS RESOURCES

9.1 STUDENT ID (CARD SERVICES)

Every student must obtain a student identification card from Card Services to access university services and resources. You may obtain a KSU ID card at the Card Services Center located in the Carmichael Student Center.

Your KSU# is the University's link to you! It is printed on your ID card. The KSU ID also lists your name, university affiliation and library barcode. In conjunction with your KSU#, your KSU ID card also displays your Net Id. Your Net Id allows you to log-in to computers, [Owl Express](#), your [student email](#), [Georgia View Vista](#), [ADP](#) for employees, and it is an essential tool in various other places around campus.

You must have a valid KSU ID card to check out books from the Library, to enter the wellness center and to obtain a ticket to student-fee sponsored campus events.

Alongside of these essential features, *the ID card also manages your entry into The Commons dining facility, and printing and copying.*

Your ID card is numbered. This number corresponds to what issuance of the ID you are on. Only the most up-to-date issue number will work for any venue on campus. Please keep in mind that once a new ID card is printed, your old ID is invalid. There is a replacement fee for re-issuing an ID card, even if you have found a previously issued ID.

9.2 OWL EXPRESS¹

Owl Express is an eService portal used by the students, faculty, and staff/advisors to access student information. Student information displayed in Owl Express is protected by FERPA and is hosted in a secure environment.

Use of Owl Express

Students use Owl Express to:

- Register for Classes,
- View Grades,
- Request Transcripts,
- Withdraw from Courses,
- Pay Tuition and Fees,
- View Financial Aid Awards,
- View Academic Holds,
- Run Degree Audits,
- View Transfer Credit Evaluations, and
- View Schedule of Classes.

¹ Information from https://web.kennesaw.edu/registrar/share/about_owl_express

Net ID and Password: Students are required to know his/her KSU NetID and password for access to Owl Express.

9.3 TRANSPORTATION AND PARKING²

The Department of Parking and Transportation (DPT) at KSU is a unit within Auxiliary Services and Programs (ASaP) and is responsible for all parking and transportation services and facilities including shuttle services and maintenance of campus streets, four parking decks, 27 surface lots/on-street parking, and 2 off-site parking locations. The decks offer a total of 6,362 spaces, and when combined with the surface lots, more than 10,000 parking spaces are available on the campus. Two off-site shuttle park and ride locations provide and additional 1,000 spaces for commuter students.

Commuter students are eligible to choose one of the two off-site locations as their parking option. These off-site locations offer significant savings to the commuter students who choose these options:

PARKING PERMIT FEES ARE DETERMINED PER SEMESTER

Parking or Shuttle Questions? Call: 470-578-6506

Vehicle Registration

Students must register their vehicle and obtain and display a valid parking permit within five days after the start of the semester to avoid a citation. KSU parking permit hangtags are required to be displayed from the rearview mirror or placed on the dashboard in all vehicles (except motorcycles) at all times while parked on the KSU campus unless parked in a visitor parking area. Parking permits are distributed by the Card Services Center, located on the 2nd floor of the Carmichael Student Center.

9.4 STUDENT BOOKSTORE³

The KSU Bookstore is part of the Division of Auxiliary Services and Programs (ASaP). KSU Bookstore. The Bookstore offers a variety of products including, owl gear (e.g., t-shirts, sweatshirts, hats, outerwear, children's apparel, Greek merchandise); student textbooks (course textbooks and e-books), technology (Apple iPods, iPads, Accessories, Computer Hardware, Electronics, and Software); general books and merchandise (departmental related merchandise, backpacks, bags, gift cards, toiletries, cosmetics, etc.); and items related to graduation. There are two locations: The Main Campus Bookstore and the Satellite Bookstore.

Main Campus Bookstore

1000 Chastain Rd. Building #6
Kennesaw, GA 30144
(470) 578-6261

² Information from <https://web.kennesaw.edu/auxiliaryservices/parking>

³ Information from <http://bookstore.kennesaw.edu/home.aspx>

Regular Hours of Operation

Monday – Thursday 7:30am - 7:00pm
Friday 7:30am - 4:00pm
Saturday 9:00am - 2:00pm
Sunday Closed

**Hours Change During Peak/Rush Time*

Satellite Bookstore: Continuing Education Center

1000 Chastain Rd. KSU Center
Kennesaw, GA 30144
(470) 578-2342

Regular Hours of Operation

Monday – Thursday 4:00pm- 8:00pm
Friday Closed
Saturday 8:30am - 11:30am
Sunday Closed

**Hours Change During Peak/Rush Time*

9.5 THE LIBRARY

The Horace Sturgis Library supports the teaching and research mission of Kennesaw State University. The library is located on the main campus across from the Carmichael Student Center. Resources include the Difazio Children’s Literature Collection, Robert B. Williams Teen Literature Collection, and Government Documents. Services include: Inter-library loan, Off-campus access (to Galileo, Ebscohost, RIA Checkpoint, RefWorks, and other databases); Research Help, Computing, Study Rooms, Course Reserves, and Digital Commons.

9.6 INFORMATION TECHNOLOGY SERVICES (ITS)⁴

Information Technology Services (ITS) provides support to the Kennesaw State University community. Services offered by ITS include installation and maintenance of KSU's network infrastructure, telecommunication services, information security, faculty/staff & student help desks, IT training, email support, identity management, IT purchase approvals, and administration of over 200 servers and 4,300 clients. Please visit <http://its.kennesaw.edu/students/index.html> for a listing of student support services.

9.7 UNIVERSITY OMBUDS OFFICE⁵

The University Ombuds Office offers faculty and staff confidential, informal assistance for resolving university-related concerns, especially those that clients feel are not being adequately addressed through usual procedures. Students also can seek the services of the Ombuds, who typically becomes involved through referrals by the Department of Residence Life or other staff under the Vice President for Student Success and Enrollment Services.

⁴ Information from <http://its.kennesaw.edu/>

⁵ Information from <http://www.kennesaw.edu/ombuds/whatis.shtml>

The Ombuds can listen, answer questions, analyze situations, explain university policies, develop options for next steps, facilitate discussions, and mediate disagreements in a neutral and impartial manner. The Ombuds is not required to report as an “office of notice” of the university and, therefore, can offer confidentiality guarantees not available through most other units on campus. At the request of a visitor, the Ombuds may collaborate with other partners in conflict management to arrange for support services, such as on-campus training or additional off-campus coaching.

Contact the Ombuds at 470-578-6112 or the Associate Ombuds at 470-578-2640 to confidentially discuss concerns or conflicts such as the following:

- Employment problems
- Cross-cultural conflicts
- Faculty-student misunderstanding
- Administrator-faculty or supervisor-employee relations
- Workplace issues
- Unethical behavior
- Fear of retaliation
- Interpersonal communications

More information about the Ombuds Office and tips on handling conflict can be found at our website: <http://www.kennesaw.edu/ombuds/>

9.8 STUDENT SUCCESS SERVICES⁶

Included among the many programs under the umbrella of Student Success Services are Counseling & Psychological Services, Behavioral Response Programs, and the Collegiate Recovery Center. Counselors are licensed mental health professionals and are available to assist students with the following:

- Personal counseling, including coping and social skills
- Improved ability to effectively handle conflict plus other interpersonal problems

For assistance, call 470-578-6600.

Office hours are Monday through Thursday, 8:00a.m. to 7:00 p.m. for appointments with Counselors. However, emergency services are available. Services offered by Counselors are confidential.

9.9 EQUAL EMPLOYMENT OPPORTUNITY OFFICE⁷

The Equal Employment Opportunity Office (EEO) investigates discrimination complaints based on age, race, color, religion, national origin, sex, gender, disability, veteran status, and/or sexual orientation; plans and implements EEO training programs; and ensures compliance with EEO laws and regulations.

The office provides training on all equal employment opportunity education programs in support of university strategic plans for diversity compliance expectations under EEO laws.

⁶ Information from <http://www.kennesaw.edu/studentssuccess/>

⁷Information from <http://www.kennesaw.edu/eoo/>

EEO is an “office of notice” for the university and has authority to make recommendations to the administration regarding all complaints, both formal and informal. The EEO office does not promise confidentiality but discloses information only on a need-to-know basis. The office refers queries from on-campus community members seeking confidential, neutral mediation to the University Ombuds.

Contact the EEO office at 470-578-2904 to discuss and report concerns or conflicts that involve the following matters:

- Discrimination
- Harassment
- Hostile Work Environment
- Sexual Harassment

9.10 KENNESAW STATE UNIVERSITY WEBSITE

www.kennesaw.edu

9.11 STUDENT HEALTH SERVICES⁸

The KSU Health Clinic provides affordable healthcare for faculty and students. The clinic has two locations. One is across the street from the main campus, and is located on Campus Loop Road, and the other is located in the Village Dorms. There are limited parking spaces at the Campus Loop location, so parking in one of nearby campus student parking lots and then walking to the clinic is the preferred option.

The clinic accepts appointments and walk-ins. To schedule an appointment, call 470-578-6644. There is an on-call nurse practitioner available for emergency phone calls after clinic hours. For an on-call nurse, call 470-578-6644, #4. The Health Clinic hours of operation are subject to change during holidays and breaks, but during the Fall/Spring are as follows:

Monday, Tuesday, Thursday, 8 a.m. – 5:30 p.m.

Wednesday, 9 a.m. to 5:30 p.m.

Friday, 8 a.m. – 5:30 p.m. (walk-ins only)

9.12 THE WRITING CENTER⁹

The KSU Writing Center, located in English Building Rm. 242, is a free service available to all members of the university community. Student and faculty writing assistants work one-on-one with writers in any subject and at any stage of the writing process on issues such as topic development, organization, drafting, revision, grammar, punctuation, documentation, and essay test preparation. Appointments are strongly encouraged and can be made via the Center’s website or in person. The Writing Center also includes a computer lab, writing resource library, and study space for student use.

Hours of operation for the academic year are:

Monday-Thursday: 9:00 am – 8:00 pm

Friday: 9:00 am – 12:00 pm

Saturday: Closed

Sunday: 1:00 pm – 5:00 pm

⁸ Information from http://www.kennesaw.edu/col_hhs/hc/

⁹ Information from <http://www.kennesaw.edu/english/WritingCenter/>

9.13 STUDENT RECREATION AND WELLNESS CENTER¹⁰

The Student Recreation & Wellness Center houses the Department of Sports & Recreation and the Center for Health Promotion and Wellness. The facility is approximately 45,000 square feet of space located across from the award-winning Campus Green. The facility includes two floors of dedicated fitness space for strength training and cardiovascular activity; 2-court gymnasium; day lockers; locker rooms; group exercise classes; XP Power Performance Room; Equipment Check-out Desk; and Seminar Room for Wellness Programs as well as Intramural Sports and Nature Bound Programs. For more information, please see: [HTTP://WWW.KENNESAW.EDU/STUDENT_LIFE/INTRAMURALS](http://www.kennesaw.edu/student_life/intramurals)

9.14 CAREER SERVICES CENTER¹¹

The Career Services Center at Kennesaw State University aims to educate and assist students in successfully meeting the challenges of the ever-changing work environment for which they are preparing. This mission is accomplished through a centralized and comprehensive career center serving the entire campus and meeting the career needs of all students from entering freshmen through alumni. These are best conceptualized by the following learning outcomes:

- Students will be able to link their personal needs, skills, abilities, interests, values, and goals to their career choice.
- Students will be able to research and think critically about occupations and opportunities in the world of work.
- Students will be able to explain the importance of gaining experience in career fields of interest to enhance employment potential through internships, cooperative education, volunteer work and/or other related opportunities.
- Students will be able to formulate a career plan involving company research, preparing and using a resume, and interview skills development in order to successfully compete in the job search process.

Visit the career services center to get more assistance in finding a career in the area of social work.

9.15 ADULT LEARNING¹²

The mission of Adult Learner Programs is to support and enhance the educational and developmental experiences of the adult learner. Innovative and quality services, programs, resources and activities are offered in an effort to meet the need for integration of all aspects of the adult learner. Adult Learner Programs also facilitates a sense of belonging and community for the adult learner through the Lifelong Learning Center.

Location: Carmichael Student Center, Second Floor

Fall and Spring Hours:

Monday-Thursday 8:00 a.m. - 7:00 p.m.; Friday 8:30 a.m. - 4:00 p.m.

¹⁰ Information from http://www.kennesaw.edu/student_life/intramurals/index.shtml

¹¹ Information from <https://careerctr.kennesaw.edu/>

¹² Information from http://www.kennesaw.edu/stu_dev/units.shtml

Summer Semester & Break Hours:

Monday - Thursday 8:30 a.m. - 5 p.m.; Friday 8:30 a.m. - 4:00 p.m.

PHONE: 470-578-6701 **FAX:** 470-578-6772

9.16 DISABLED STUDENT SUPPORT SERVICES¹³

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students should visit the office and make an appointment to arrange an individual assistance plan.

Students who wish to participate in an activity or program offered by the university and need accommodations should contact the office sponsoring the program at least five days prior to the program so that arrangements can be made.

Location: Carmichael Student Center, Second Floor – Suite 267

Contact: 470-578-6443, Fax: 470-578-6667, TTY: 470-578-6480

9.17 VETERANS RESOURCE CENTER¹⁴

The Veterans Resource Center, a division of Student Success Services at Kennesaw State University, provides resources for military veterans. The center also supports active and reserve military members, in addition to spouses and dependents. The Veterans Resource Office maintains information for campus veteran related resources, links to local military support services, and contacts for local VA facilities. The faculty and staff are continuously educating themselves on the obstacles pertaining to veteran students returning from combat and transitioning to campus life. The center's goal is to make this adjustment comfortable and for each student to achieve academic success.

Location: 1st Floor, Kennesaw Hall – Room 1304 (inside the First Year Advising Office)

Office Hours

Monday – Thursday 8:00 – 7:00 PM

Friday - 8:00 – 5:00 PM

Phone: (678) 797.2970

Veterans_resources@kennesaw.edu

9.18 CENTER FOR YOUNG ADULT ADDICTION AND RECOVERY¹⁵

The Center for Young Adult Addiction and Recovery (CYAAR) helps students struggling with and recovering from addiction. It also provides education and intervention services for the entire campus at Kennesaw State University. The CYAAR has a goal of creating campus and community collaborations that encourage addiction education, young adult treatment and recovery research. To that end, the CYAAR shares relevant data and data-driven education programs.

The CYAAR's specialization in young adult addiction and recovery-based research includes the Collegiate Recovery Community (CRC), which was established at Kennesaw

¹³ IBID

¹⁴ Information from http://www.kennesaw.edu/studentsuccess/veterans_resources/

¹⁵ Information from <http://www.kennesaw.edu/studentsuccess/crc/>

State University in 2008. In this community, students in recovery find a social model of support to enable them to have a full, mainstream college experience while remaining abstinent from addictive behaviors. Taking the approach that addiction is a disease that can be arrested, the CYAAR draws from the experience, strength and hope of the recovery community and gives back to the greater collegiate community by coordinating and providing substance abuse prevention and education programming.

Office hours are Mon-Fri 8:00am - 5:00pm
Phone: 470-578-2538 Fax: 470-578-2540
E-mail: recovery@kennesaw.edu
All inquiries are confidential

9.19 GRADUATE CATALOG

The Graduate Catalog may be obtained at the Office of the Registrar, located in Kennesaw Hall, Building #1 or online at: <http://www.kennesaw.edu/prospective/u/catalog.shtml>.

9.20 CULINARY SERVICES¹⁶

Culinary Services provides the students, faculty, staff, and guests of Kennesaw State University with numerous meal choices that do not simply meet, but instead exceed, the standards for value, quality, nutrition, variety, cultural differences, food allergies, and convenience. These goals are accomplished through the operation of various retail venues and *The Commons - Student Culinary Center*, KSU's student dining hall.

The following food services are located on campus (please visit www.kennesaw.edu/dining for hours of operation and pricing).

- The Commons: Student Culinary Center
- On the Fly: Take Out food service located outside The Commons
- Delancey New York Deli – Deli located in Carmichael Student Center
- PJ's Coffee of New Orleans – Coffee shop located in Carmichael Student Center
- Chick-Fil-A Express – Fast food take out located in Carmichael Student Center
- Jazzman's Café – Upscale Coffee concept located in the Social Sciences Building
- Einstein Bros. Bagels – Quick food bites located in the Burruss Building

9.21 GLBTIQ STUDENT RETENTION SERVICES¹⁷

The goal of KSU's Gay, Lesbian, Bisexual, Transgender, Intersex, and Questioning (GLBTIQ) Student Retention Services is to provide a safe and supportive space where students of all genders and sexual identities can come to seek support and resources in order to realize their fullest potential and to gain a sense of belonging to the KSU community.

PHONE: 470-578-7557
E-mail: glbtqi@kennesaw.edu

¹⁶ Information from <http://www.kennesaw.edu/dining/>

¹⁷ Information from http://www.kennesaw.edu/stu_dev/units.shtml

9.22 INTERNATIONAL STUDENT RETENTION SERVICES¹⁸

The purpose of International Student Retention Services is to assist you while you are in the United States and attending Kennesaw State University (KSU). These retention efforts involve assisting with and/or making referrals regarding admissions, visa concerns, registration, ESL (English as a Second Language), math, personal, and social issues. KSU has services in place to help with your adjustment to a different culture. The Office of International Student Retention Services cannot take the place of your home, but it strives to make you feel at home while you are here.

Location: Carmichael Student Center, Rooms 257, 258 and 259A & 259B

Phone: Asst. Dir. – 470-578-3313; Administrative Assistant – 470-578-6245

9.23 MULTICULTURAL STUDENT RETENTION SERVICES¹⁹

The mission of Multicultural Student Retention Services (MSRS) is to provide essential advocacy, resources, services, and programming to retain historically underrepresented minority students at Kennesaw State University.

Location: Carmichael Student Center, Room 263.

Phone: 470-578-3546

Cultural Awareness & Resource Center:

Monday – Thursday: 8:30 a.m. to 9:00 p.m.

Friday: 9:00 a.m. to 5:00 p.m. Friday

¹⁸ IBID

¹⁹ IBID

Section 10 STUDENT ENGAGEMENT & CAMPUS INVOLVEMENT

10.1 GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is the primary graduate student organization on campus and exists for the purpose of providing information, support, social events, and networking opportunities for all graduate students.

If you would like to become involved in or have questions about the GSA, please visit their website at www.kennesaw.edu/clubs/gsa.

10.2 SOCIETY OF SOCIAL WORKERS

The Society of Social Workers is the overarching governing structure of the MSW student body organization. Students in the program are active participants in the Society of Social Work Students (SOSW), an organization that provides input that helps to shape the MSW program. As well, the organization plans for a range of social and intellectual events over the course of the academic year. SOSW plans the ceremony for the presentation of graduation hoods.

10.3 PHI ALPHA (OMICRON ZETA CHAPTER)¹

Formed in 1960, Phi Alpha is a national honor society for the social work profession. Its purpose is to promote a closer bond among social work students as well as to promote the humanitarian goals of the profession. Omicron Zeta is KSU's Phi Alpha Chapter and was proudly formed in the Spring of 2008.

To be a member of the Omicron Zeta Chapter of Phi Alpha, students must have a minimum GPA of 3.5 in KSU's graduate social work courses and completed a minimum of 9 credit hours. There is a one-time (lifetime) membership fee.

Students transferring membership from another Phi Alpha Chapter must show proof of membership, which can be a certificate of membership from a former chapter. Transferred membership is free of charge. Membership is also available to all full-time KSU social work faculty members.

10.4 PROFESSIONAL ORGANIZATIONS ***(STUDENT MEMBERSHIPS)***

National Association of Social Workers (NASW):² NASW is “the largest membership organization of professional social workers in the world. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.” Please visit <http://www.socialworkers.org/nasw> for more information.

¹ Information from <http://www.kennesaw.edu/chhs/swhs/PA/index.html>

² Information from <http://www.socialworkers.org/nasw>

When you join the NASW, you automatically become a member of Georgia's local NASW chapter. Georgia's local chapter provides a newsletter, local and state happenings relevant to social work, and information about continuing education classes. For more information about the Georgia Chapter, please visit <http://www.naswga.org>.

10.5 REGISTERED STUDENT ORGANIZATIONS³

KSU offers over 100 registered student organizations. There are a wide variety of honor societies, social fraternities and sororities, special interest groups, religious and political groups from which to choose. Contact the Student Life Center for an updated list of student organizations. Student organization mailboxes and offices are located on the 3rd floor of the Student Center in the Activity Area. The Activity Area also contains a copy machine and a fax machine for use by student organizations. Three courtesy telephones are also available in the Activity Area for use by students.

To be eligible to participate in any campus club or organization, a student must be enrolled in classes and have paid fees. The criteria for eligibility or participation will vary depending upon the nature of the organization. Honor societies, for example, have particular grade and/or class requirements for membership. Fraternities and sororities have particular selective membership requirements. Other clubs and organizations are open to any and all students, regardless of grade point average or class standing.

In order to hold an office in a club or organization, a student must have a minimum cumulative grade point average of 2.0 and must maintain this average while holding office; must be enrolled for a minimum of three-degree credit hours while holding office; and must not be on disciplinary probation. Each club or organization has the right to set higher standards for participation and/or leadership if it so desires.

For more information please visit the Office of Student Life located in the Carmichael Student Center.

10.6 STUDENT PARTICIPATION IN GOVERNANCE

The MSW program provides opportunities for its students to participate in formulating and modifying policies and procedures affecting academic and student affairs. Graduate student representation is sought on a variety of committees such as the MSW Admissions Committee and the Field Practicum Committee.

These committees are comprised of full-time faculty members plus student representatives. Student participation is vitally important for ensuring that the voice of students is heard in departmental policy decisions. Membership is facilitated via the Society of Social Workers Association.

In addition to committee participation, the President of Society of Social Workers attends the first part of faculty meetings and provides student input on various issues students wish to have addressed.

³ Information from [//www.kennesaw.edu/student_life/](http://www.kennesaw.edu/student_life/)

Section 11 PRILLAMAN HALL

Prillaman Hall is KSU's newest 200,000 square foot building and houses the WellStar School of Nursing, the Department of Social Work and Human Services, and the Department of Health, Physical Education and Sport Science. The building offers a distance learning classroom and five conference rooms that also support teleconferencing and portable teleconferencing carts that can convert almost any space to teleconference-capable. Prillaman Hall also has a student advisement center and a total of nine classrooms:

- Two 120-seat classrooms
- Four 90-seat tiered classrooms
- Three 60-seat classrooms

Currently, all MSW classes, along with the Department's offices and computer lab are located in Prillaman Hall.

Classrooms have wireless capability and access to electrical connections for computers. There are four computer laboratories fully equipped with presentation technology.

11.1 MSW STUDENT LOUNGE

MSW graduate students have a designated space located on the 3rd floor of Prillaman Hall for study groups, personal study, and eating. This room is officially named the Graduate Student Lounge.

Amenities include a bulletin board to post student activities or other relevant items, lockers, lounge space, sink, microwave, tables and chairs, and a refrigerator.

Students must have their KSU ID card activated in order to gain access to the space (please see visit Card Services in the Carmichael Student Center).

It is the student's responsibility to keep this space as clean and neat as possible. Please remember to wash dishes and clean out the refrigerator daily.

11.2 MSW GRA/GTA OFFICE

Students selected to serve as a Graduate Research Assistant (GRA) and/or a Graduate Teaching Assistant (GTA) will be granted access to the MSW GRA/GTA Suite. This office contains a computer, cubby and cabinet space for the GRAs and GTAs. GRAs and GTAs should post their work and office hours in a visible place.

Students needing access to this space must have their KSU ID card activated (please visit Card Services in the Carmichael Student Center).

It is the responsibility of all GRAs and GTAs to keep this space as clean and neat as possible. At the end of the day, please turn off computer equipment and lights.

11.3 DEPARTMENT OF SOCIAL WORK & HUMAN SERVICES KITCHEN

The Department of Social Work and Human Services staff and faculty have access to a kitchen facility. This facility **is only for the use** of staff, faculty, and student assistant work staff. All other students, including GRAs, GTAs, and MSW graduate students should use the Graduate Student Lounge.



Section 12 Appendices

12.1 Academic Calendar

12.2 NASW Code of Ethics

12.3 MSW Program Progression Plans

Appendix 12.1: ACADEMIC CALENDARS Fall 2015-Spring 2016

12.1.1

Fall Semester 2015

NOVEMBER 2014	
November 3 (M)	Priority Application Deadline for Freshmen and Transfer Freshmen
JANUARY 2015	
January 15 (Th)	Admissions and Document Deadline for DEHP
March 2015	
March 23 (M) - May 22 (F)	Registration: Current Students (ends 4:30pm on May 22)
MAY 2015	
May 8, 2015 (F)	Application and Document Deadline for New and Transfer Freshmen
JUNE 2015	
June 1 (M) - Early August	New Student Orientation/Registration Sessions
June 19 (F)	Application and Document Deadline for all other Admission Classifications
JULY 2015	
July 1 (W)	Last Day to Petition to Graduate for Fall Semester 2015
July 13 (M) - August 3 (M)	Registration Continued: Current Students (ends 4:30pm on August 3)
AUGUST 2015	
August 3 (M)	Payment Deadline for Current Students *
August 12 (W) -13 (Th)	Final Registration: All students (ends 11:45pm on August 13)
August 14 (F)	Departmental Planning Day – No Registration
August 17 (M)	First Day of Classes: 7-Week Session I, 15-Week Session
August 17 (M) -24 (M)	Drop/Add: All Sessions (ends 11:45pm on August 24)
August 31 (M)	Final Payment Deadline *
SEPTEMBER 2015	
September 5 (Sa) -7 (M)	Labor Day Break - NO CLASSES (Saturday – Monday)
September 9 (W)	Last Day to Withdraw Without Academic Penalty, 7-Week Session I

OCTOBER 2015	
October 5 (M)	Last Day of Class, 7-Week Session I
October 6 (Tu) -7 (W)	Final Exams, 7-Week Session I
October 7 (W)	Last Day to Withdraw Without Academic Penalty: 15-Week Session
October 10 (Sa)	Final Grades Due: 5:00pm, 7-Week Session I
October 13 (Tu)	First Day of Class, 7-Week Session II
NOVEMBER 2015	
November 5 (Th)	Last Day to Withdraw Without Academic Penalty, 7-Week Session II
November 23 (M) -29 (Su)	Fall Break - NO CLASSES (Monday – Sunday)
November 26 (Th) -29 (Su)	University Closed
DECEMBER 2015	
December 7 (M)	Last Day of Classes, 7-Week Session II, 15-Week Session
December 8 (Tu) -14 (M)	Final Exams: 7-Week Session II and 15-Week Session
December 15-17 (Tu-Th)	Graduation: Kennesaw Campus
December 17 (Th)	Final Grades Due: 5:00 pm, 7-Week Session II and 15-Week Session

12.1.2

Summer Semester 2015

MARCH 2015	
March 9 – May 4	Early Registration
APRIL 2015	
April 3	Admissions and Document Deadline for Summer Semester 2015
April 10	Last Day to Petition to Graduate for Summer Semester 2015
MAY 2015	
May 4	Early Registration Payment Deadline
May 7-22	Final Registration
May 11	First Day of Classes: May Session, Six-Week Session I Last Day to Register and Drop/Add for May Session, Six-Week Session I
May 18	Last Day to Withdraw Without Academic Penalty - May Session
May 22	Last Day of Classes and Final Exams - May Session
May 25	Holiday – NO CLASSES

May 26	Departmental Planning Day – No Registration
May 27 – 28	Drop/Add: Four-Week Session I
May 27 – June 2	Drop/Add: Four-Week Session II, Six-Week Sessions II, Eight-Week Session
May 27	First Day of Classes: Four-Week Session I and Eight-Week Session Final Grades Due: 5:00 p.m., May Session
JUNE 2015	
June 1	Last Day to Withdraw Without Academic Penalty: Six-Week Session I
June 8	First Day of classes: Six -Week Session II Final Payment Deadline
June 10	Last Day to Withdraw Without Academic Penalty - Four Week Session I
June 23	Last Day of Classes: Four-Week Session I, Six-Week Session I
June 23	Last Day to Withdraw Without Academic Penalty:Eight-Week Session
June 24-25	Final Exams: Four-Week Session I, Six-Week Session I
June 26	Last Day to Withdraw Without Academic Penalty: Six-Week Session II
June 28	Final Grades Due: 5:00 p.m., Four-Week Session I, Six-Week Session I
June 29	First Day of Classes: Four-Week Session II
JULY 2015	
July 1	Last Day to Petition to Graduate Fall 2015
July 3	Holiday - NO CLASSES
July 10	Last Day to Withdraw Without Academic Penalty: Four-Week Session II
July 16	Last Day of Classes: Six-Week Session II
July 20-21	Final Exams: Six-Week Session II
July 21	Last Day of Classes: Eight-Week Session
July 22-25	Final Exams: Eight-Week Session
July 23	Last Day of Classes: Four-Week Session II
July 27-28	Final Exams: Four-Week Session II
July 29	Graduation
July 31	Final Grades Due: 5:00 p.m., Four-Week Session II, Six-Week Session II, Eight-Week Session

12.1.3

Spring Semester 2015

NOVEMBER 2014	
November 1	Last Day to Petition to Graduate for Spring 2015
November 3 -December 8	Early Registration
November 7	Application and Document Deadline for New and Transfer Freshmen, Undergraduates and Readmission for Spring Semester 2015
DECEMBER 2014	
December 8	Early Registration Payment Deadline (Tentative)
December 22-31	University Closed
JANUARY 2015	
January 1-2	University Closed
January 5-6	Final Registration
January 7-13	Drop/Add: All Sessions
January 7	First Day of Class: 7-Week Session I and 15-Week Session
January 19	HOLIDAY - No classes
January 20	Final Payment Deadline (Tentative)
FEBRUARY 2015	
February 2	Last Day to Withdraw Without Academic Penalty, 7-Week Session I
February 25	Last Day of Class, 7-Week Session I
February 26-27	Final Exams, 7-Week Session I
MARCH 2015	
March 3	Final Grades Due: 5:00 p.m., 7-Week Session I Last Day to Withdraw Without Academic Penalty: 15 Week Session
March 5	First Day of Class, 7 week Session II
March 30	Last Day to Withdraw Without Academic Penalty, 7-Week Session II
APRIL 2015	
April 4-10	Spring Break - NO CLASSES (Saturday - Friday)
April 29	Last Day of Class, 7-Week Session II and 15-Week Session

April 30-May 6	Final Exams: 7-Week Session II, 15-Week Session
MAY 2015	
May 9	Final Grades Due: 5:00 p.m., 7-Week Session II and 15-Week Session
May 13-14	Graduation



Code of Ethics in English ***Code of Ethics*** in Spanish

Code of Ethics
of the National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

The 2008 NASW Delegate Assembly approved the following revisions to the NASW Code of Ethics:

1.05 Cultural Competence and Social Diversity

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

2.01 Respect

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

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

4.02 Discrimination

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

6.04 Social and Political Action

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

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Preamble

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The *NASW Code of Ethics* sets forth these values, principles, and standards to guide social workers' conduct. The *Code* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The *NASW Code of Ethics* serves six purposes:

1. The *Code* identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code's* values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to

resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this *Code*. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

Ethical Principles

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

Value: *Service*

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

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

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

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

Value: *Dignity and Worth of the Person*

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

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients'

capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: *Importance of Human Relationships*

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

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

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

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

Value: *Competence*

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

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

Ethical Standards

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

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

1. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO CLIENTS

1.01 Commitment to Clients

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

1.02 SelfDetermination

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

1.03 Informed Consent

- (a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a thirdparty payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.
- (b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.
- (c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.
- (d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.
- (e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.
- (f) Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

- (a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.
- (b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.
- (c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

1.05 Cultural Competence and Social Diversity

- (a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- (b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.
- (c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

1.06 Conflicts of Interest

- (a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest

extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

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

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

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

1.07 Privacy and Confidentiality

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

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

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

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

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

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

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

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

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

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a

court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

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

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

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

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

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

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

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

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

1.08 Access to Records

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

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

1.09 Sexual Relationships

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

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

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

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship.

Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment

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

1.12 Derogatory Language

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

1.13 Payment for Services

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

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

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

1.14 Clients Who Lack Decision Making Capacity

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

1.15 Interruption of Services

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

1.16 Termination of Services

- (a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.
- (b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.
- (c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.
- (d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.
- (e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.
- (f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

2. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO COLLEAGUES

2.01 Respect

- (a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.
- (c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the wellbeing of clients.

2.02 Confidentiality

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

2.03 Interdisciplinary Collaboration

- (a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the wellbeing of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
- (b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client wellbeing.

2.04 Disputes Involving Colleagues

- (a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.
- (b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

2.05 Consultation

- (a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
- (b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
- (c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Referral for Services

- (a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.
- (b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.
- (c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

2.07 Sexual Relationships

- (a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.
- (b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

2.08 Sexual Harassment

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

2.09 Impairment of Colleagues

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

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

2.10 Incompetence of Colleagues

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

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

2.11 Unethical Conduct of Colleagues

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

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

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

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

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

3. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS

3.01 Supervision and Consultation

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

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

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

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

3.02 Education and Training

- (a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
- (b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.
- (c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.
- (d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

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

3.04 Client Records

- (a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.
- (b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.
- (c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.
- (d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

3.05 Billing

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

3.06 Client Transfer

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

3.07 Administration

- (a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.
- (b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.
- (c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.
- (d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the *NASW Code of Ethics*. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the *Code*.

3.08 Continuing Education and Staff Development

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

3.09 Commitments to Employers

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

3.10 LaborManagement Disputes

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

4. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES AS PROFESSIONALS

4.01 Competence

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

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

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

4.02 Discrimination

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

4.03 Private Conduct

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

4.04 Dishonesty, Fraud, and Deception

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

4.05 Impairment

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

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

4.06 Misrepresentation

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

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

authorized positions of the organizations.

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

4.07 Solicitations

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

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

4.08 Acknowledging Credit

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

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

5. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION

5.01 Integrity of the Profession

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

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.

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

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

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

5.02 Evaluation and Research

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

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

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

- (d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
- (e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' wellbeing, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.
- (f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.
- (g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
- (h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- (i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- (j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- (k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- (l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
- (m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- (n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
- (o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.
- (p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY

6.01 Social Welfare

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

6.02 Public Participation

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

6.03 Public Emergencies

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

6.04 Social and Political Action

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

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

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

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

Appendix 12.3 MSW Program Progression Plans

Full Time MSW Progression Plan – 60 Total Credits

YEAR 1 - FOUNDATION YEAR (30 credits)

Semester 1

SW 7700	Foundations: Diversity, Social Justice and Ethics	03 credits
SW 7701	Social Work Practice I	03 credits
SW 7704	Human Behavior in a Social Environment I	03 credits
SW 7706	Introduction to Social Work Research	03 credits
SW 7708	Advanced Internship/Integrative Seminar I	03 credits
Total Number of Credit Hours		15 credit hours

Semester 2

SW 7702	Social Welfare Policy and Services	03 credits
SW 7703	Social Work Practice II	03 credits
SW 7705	Human Behavior in a Social Environment II	03 credits
SW 7707	Practice Focused Research Methods	03 credits
SW 7709	Advanced Internship/Integrative Seminar II	03 credits
Total Number of Credit Hours		15 credit hours

YEAR 2 – ADVANCED CLINICAL CONCENTRATION YEAR (30 Credits)

Semester 1

SW 8702	Advanced Clinical Practice I: Working with Individuals	03 credits
SW 8820	Social Work Forensics	03 credits
SW 8711	Advanced Clinical Practice II: Working with Groups	03 credits
SW 8706	Addiction Theory and Policy	03 credits
SW 8712	Advanced Internship/Integrative Seminar III	03 credits
Total Number of Credit Hours		15 credit hours

Semester 2

SW	Clinical Elective	03 credits
SW	Clinical Elective	03 credits
SW	Clinical Elective	03 credits
SW	Clinical Elective	03 credits
SW 8713	Advanced Internship/Integrative Seminar IV	03 credits
Total Number of Credit Hours		15 credit hours

NOTE: Clinical Electives are selected in consultation with faculty mentor. The selection of electives will reflect the training interests of the student.

The following is a current list of available clinical electives:

- SW 8701 - Individual and Group Practice in Addictions
- SW 8705 - Clinical Assessment, Diagnosis, and Service Planning
- SW 8725 - Social Work Practice with Domestic Violence
- SW 8729 - Crisis Intervention
- SW 8801 - Seminar on Clinical Practice in Child Welfare
- SW 8810 - Community Mental Health Practice
- SW 8812 - Clinical Practice with Abused and Neglected Children and Their Families:
Child Protective Services
- SW 8813 - Family Therapy
- SW 8814 - Seminar in Substance Abuse
- SW 8715 - Children and Youth Mental Health
- SW 8815 - Prevention Theory and ATOD Abuse
- SW 8816 - Social Work Practice with Addicted Families
- SW 8821 - Perspectives of Child Maltreatment and Child Advocacy
- SW8822 - Professional and System Responses to Child Maltreatment