

Boston University

Master of Social Work
Academic Policies & Procedures

2020-2021

Updated 9/1/20

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I. STUDENT RIGHTS AND RESPONSIBILITIES

BOSTON UNIVERSITY CODE OF STUDENT RESPONSIBILITIES

All students enrolled at Boston University are expected to comply with the full [Code of Student Responsibilities](#).

As stated in Article II: "The legitimate expectation of all students is that the University will provide an environment in which they may study, learn, work, and live without unwarranted interference from others."

The Appendix to the Code enumerates *specific violations of student responsibilities* for which all students will be held accountable. This is not an exhaustive list:

- A. Conduct in subversion of academic standards, such as cheating on examinations; plagiarism in the preparation of written work or assignments; misrepresentation or falsification of data; theft of examinations; alteration, theft, or destruction of the academic work of other students; alteration, theft, or destruction of academic records, library materials, laboratory materials, or other University equipment or property related to instructional matters or research.
- B. The making of false statements, theft, destruction, alteration, or unauthorized possession or use of materials related to University documents including forging, transferring, altering, or otherwise misusing any student fee card, identification card, or other document or record.
- C. Obstruction or disruption of classes, research projects, or other activities or programs of the University or obstruction of access to University property, equipment, or keys.
- D. Unauthorized presence in University premises, facilities, or University property; unauthorized use or possession of University property, equipment, or keys.
- E. Conduct in violation of University rules, regulations, and standards as established for the University, the Schools, Colleges, and programs of the University, University facilities, and the residence halls.
- F. Physical or verbal abuse or assault or the threat of assault of another person.
- G. Sexual abuse or harassment of others.* [cases involving sexual misconduct, as defined in the *Sexual Misconduct/Title IX Policy*, will be adjudicated using the *Procedures for the Resolution of Sexual Misconduct Complaints Against Students* ("Student Sexual Misconduct Procedures")].

- H. Hazing.
- I. Theft, vandalism, damage, destruction, or defacement of University property or the property of others.
- J. Behavior that endangers the safety of oneself or others, including but not limited to possession and/or use of firearms, fireworks, dangerous weapons, or hazardous chemicals except where expressly permitted under conditions approved by the University; illegal, unsafe, or improper use of a motor vehicle, motorcycle, motorized bicycle, or bicycle.
- K. Possession, use, sale, or transfer of drugs or narcotics without medical authorization.
- L. False reporting of an emergency, including false reporting of bombs, fires, or other emergencies on University property or premises.
- M. Failure to identify oneself upon the request of an appropriate University official or security officer or failure to leave University premises upon such request. Identification may be required as a condition of entering or remaining upon University premises or for the security of the University community.
- N. Making excessive noise by any means, including but not limited to the use of sound reproduction equipment.
- O. Failure to notify the University with change of address or failure to have current address on file with the University.
- P. Conduct in violation of public law occurring within the University or occurring outside the University when that conduct affects the interests of the University or the standards of the University community.
- Q. Violation of University policy and rules and/or the laws of the Commonwealth of Massachusetts regarding possession or consumption of alcoholic beverages.

BEHAVIORAL STANDARDS FOR SOCIAL WORK STUDENTS

Becoming a social worker involves acquiring knowledge and skills as well as demonstrating attitudes and values that are congruent with professional standards. Attention to these standards will be paid by faculty responsible for evaluating students' classroom performance, by field instructors, faculty advisors and other agency personnel responsible for evaluating field performance, and by administrators and others with whom the students interact within the School of Social Work community.

Social work students are expected to adhere to the following standards in the classroom, field, and within the larger Boston University School of Social Work community:

- A. Behavior: in interactions with faculty, administrators, staff, agency personnel, clients/consumers, and other students, act in accordance with the mission of the Boston University School of Social Work, and the goals and standards of social work as outlined here, in the [NASW Code of Ethics](#) (e.g., commitment to social and economic justice, client self-determination, integrity, human dignity and human diversity), and the Boston University [Code of Student Responsibilities](#).
- B. Self-awareness: openness to new ideas, differing opinions and feedback from others and integration of these into professional and student roles and performance; an understanding of the effect of one's statements and behaviors on others; the ability to modulate one's behavior to promote a productive professional environment and appropriate relationships; a willingness to examine one's beliefs, values and assumptions and change one's behavior to ensure ethical professional practice
- C. Academic: critical evaluation and application of knowledge and research findings to professional performance; classroom participation that promotes academic freedom, complies with respectful classroom behavior, complies with instructor's directives; and allows for course instruction and participation of all students
- D. Interpersonal: interpersonal skills needed to relate effectively to students, faculty, school personnel, agency staff, clients and other professionals; these include compassion, empathy, integrity, respect and consideration, reliability and responsibility for one's own behavior
- E. Self-care: the ability to engage in appropriate self-care, and seek resources and/or treatment for medical and personal problems that interfere with academic and professional performance
- F. Appropriate use of existing channels of communication: (e.g., faculty advisor, classroom instructors, Department Chairs, Boston University School of Social Work administrators, field instructors) and procedures for addressing problems and concerns at the School of Social Work as outlined in BUSSW policies and procedures.

Failure to act in accordance with these standards may result in suspension or termination from Boston University School of Social Work. In addition to any sanction imposed by the University's Dean of Students, a student who has been found guilty by the University's Dean of Students for a violation of the [University Code of Student Responsibilities](#) is subject to suspension or termination by the Boston University School of Social Work Dean, following the procedures of the Boston University School of Social Work Status Review. If in the judgment of the Boston University School of Social Work Dean, interim steps are appropriate, pending the determination of a matter by Status Review, the Dean may impose such interim conditions, which may include an interim suspension from courses and/or field placement.

BOSTON UNIVERSITY SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICIES

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex-based discrimination in federally funded education programs and activities. Sex-based discrimination includes sexual harassment and sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The law covers sex-based discrimination against students, faculty, and staff.

To view the policies, go to the following link: [Title IX & BU Policies](#)

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Boston University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or the conduct implicitly, a term or condition of employment or status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
- has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment.

Examples of Conduct Which May Constitute Sexual Harassment

It is not possible to list all circumstances that might constitute sexual harassment. It encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of an individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The *Massachusetts Commission Against Discrimination* lists the following as examples of conduct that may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

As a university, Boston University, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classroom laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

BUSSW Sexual Harassment Procedure

Should any student have a question, wish to discuss an issue, or wish to file a complaint for concerns regarding interactions in the classroom or in the BUSSW environment, students may contact the University's Equal Opportunity Officer, at (617) 353-9286.

Please refer to the [Sexual Harassment Complaint Procedure](#) for a description of the investigation process.

Students who have concerns or complaints about sexual harassment with the University's Equal Opportunity Title IX Officer at (617) 353-9286. You may also contact the Deputy Title IX Officer at SSW: Cate Solomon (617) 353-5607 csolomon@bu.edu.

BUSSW Student Compliance Requirements

All students at Boston University, with some exceptions, are required to complete Sexual Misconduct Prevention and AlcoholEdu trainings. Information on the trainings is available at [BU Student Health Services Wellness & Prevention](#). Check the Personal tab in the [Student Link](#) to see your compliance status. **You must complete the assigned trainings during your first semester at BU or you will be prevented from registration activity until the trainings are complete.**

II. THE STRENGTH-BASED RESOLUTION PROCESS

PROBLEM SOLVING (An Informal Process)

As students in a professional graduate school, it is expected that students will attempt to solve conflicts and challenges in accordance with professional behavior. When conflicts arise in the classroom, in the field, or in the SSW community, students are advised to speak directly with the parties involved (their course instructor, their field instructor, fellow students and/or their advisor) as one would in a professional setting.

Students are encouraged to consult with their advisor for guidance, the director of their program, and/or other SSW administrators who can serve as resources or provide guidance in this process.

Students and their advisors are encouraged to meet with program administrators (Off-Campus/Hybrid Directors, the Online Program Assistant Director, On Campus Director of Student Services & Academic Planning and Field Education Administrators) when there is a need to modify the student's program plan, or if there is a need for a referral to appropriate resources. Administrators may know of additional resources and supports to help students and are well versed in program planning options.

THE STRENGTHS-BASED RESOLUTION PROCESS (A Formal Process)

The Strengths-Based Resolution Process (SBRP) is a formalized problem solving and mediation process utilized when violations of the BU Code of Conduct have not occurred, but when a concern regarding a student's educational experience has not been resolved directly by the parties involved. A SBRP meeting can be initiated by a faculty member, an advisor, or any other member of the School faculty or administration.

Areas of concern may include:

- Academic, for example: low grades or multiple incomplete grades, difficulties with assignments or communication with instructors, chronic lateness or class absences.
- Field related, for example: difficulty demonstrating professional skills, completing documentation or recordings, relating with clients or staff, carrying out professional roles and responsibilities, communicating professionally with field instructors and colleagues and/or agencies not being able to fulfill their commitment to the student.
- Behavioral, for example: lack of understanding of the effect statements or behaviors on others, inability to accept constructive feedback from others, inability to be self-reflective.
- Personal, for example: an unexpected illness or loss of a family member, medical and/or mental health issues, financial issues, etc.
- Or, a combination of academic, field, behavioral and/or personal concerns.

The goal of the Strengths-Based Resolution Process meeting is to make recommendations for resolution of the highlighted area(s) and document the agreement on the direction to be taken.

The following outlines the steps of the SBRP:

- 1) When a concern arises in the classroom and/or field, the advisor should be informed.
- 2) The advisor informs the student of the reported concern and informs the student that the advisor will gather information from instructors, both field and academic, to elaborate on the strengths and concerns they perceive.
- 3) Using this information, the advisor and responsible administrator determine if a Resolution meeting is needed. If so, a notice of the Resolution meeting and a Strength-Based Statement are sent to all participants.
- 4) A Resolution Statement is written by the advisor and reviewed by the administrator who chairs the meeting. The Strengths-Based Statement summarizes the concern as presented by the involved parties including an overview of the student's academic and field history at School.

The Strength-Based Resolution meeting is convened by the appropriate BUSSW administrator. In addition to the student, attendees at the meeting may include:

- the advisor
- the field instructor (if directly involved in the concern)

- classroom instructors (if directly involved in the concern)
- faculty and administrators considered to have elucidating information about the problem under discussion or about the student in general.

Students may invite an observer/support person (often another student) to accompany them to the Strengths-Based Resolution meeting. This person's role is to support the student during and after the meeting and/or to observe the Resolution process; this person does not actively participate in the meeting. The administrator chairing the meeting will review this person's role when introducing those present at the meeting. Prior to the meeting, the student should inform the administrator that a support person will be present.

In general, the goals of the meeting are to:

- Develop a clear understanding of the concern(s) and the contributing factors
- Identify strategies and steps to resolve the situation
- Establish goals to be reached
- Identify who is responsible for each step
- Establish dates by which goals are to be met or issue(s) are to be reconsidered

In most cases, the group agrees on the direction to be taken. If there is not agreement, consultation may be sought with the Associate Dean for Academic Affairs.

The advisor will write a summary of the meeting identifying the meeting goals and steps to be taken. Only those individuals who have responsibility for implementing or monitoring the resolution of the concerns will receive a copy of the summary. An electronic copy of all Strengths-Based Resolution documents will be kept in a confidential electronic folder to be expunged when the student graduates. Advisors and involved administrators may keep copies of notes and meeting material in their own separate Resolution electronic file to be expunged when the student is no longer their advisee or has graduated.

In situations where the goals and a plan have been established but progress toward identified goals has not been made, or new issues emerge, another SBRP meeting may be convened, or a request to the Dean may be made for a Status Review. At any time, if a concern is deemed to be related to the student's status at the School, a request for Status Review will be made.

III. BU POLICY REGARDING ACADEMIC MISCONDUCT

Students should review the [Boston University Academic Code of Conduct](#). The Code is designed to assist in the development of a supportive, productive, and just learning environment. It is both a description of the University's ethical expectations of students as well as a guarantee of students' rights and responsibilities as members of a learning community. The Code provides clarity related to policy and procedure regarding academic conduct and allows faculty to conduct fair and accurate evaluation of student performance.

PHILOSOPHY AND IMPORTANCE OF ACADEMIC INTEGRITY

The work of the academy focuses on extending the bounds of current knowledge *in graduate scholarship and professional training*. The community of scholarship includes undergraduate students, graduate students, postdoctoral scholars and faculty undertaking original research, sharing ideas, and fostering intellectual interchange. A graduate student's training in a specific discipline begins by learning about the work of the preeminent scholars in their field. Early on, the student works with supervising faculty to dig deeply into a particular aspect of a subject, something that hasn't been extensively explored but may build upon the works of others. Ultimately, the production of a thesis, dissertation, capstone or other creative scholarly artifact relies upon the originality, honesty, and veracity of the student.

The International Center for Academic Integrity defines academic integrity "as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals to action." Academic integrity is a core underpinning of the scholarly community. Programs like the University's Responsible Conduct of Research underscore the "central importance of truth, integrity, and transparency in research and scholarship; highlight the value and necessity of open and honest communication with colleagues and mentors; point out our responsibilities to the larger research community and public; and emphasize how important it is to be proactive to ensure that our research environments are characterized by fairness, clarity, and respect." When an institution maintains scrupulous standards of integrity and honesty in scholarship, the degrees it awards are meaningful and representative of reality.

Students in professional programs that involve the care of patients or clients or the education of PK-12 students are also expected to maintain high standards of personal and professional integrity. Students must treat patients, clients, and students with respect and dignity, and with the understanding that the health and welfare of these patients, clients, and students is paramount.

In addition to meeting the standards of Boston University, students are expected to meet the standards for conduct and professional behavior set forth by their professional training site(s).

ACADEMIC INTEGRITY VIOLATIONS

At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. At Boston University, graduate students are governed by the presumption that their academic work is held to the highest standard of research and scholarship.

- A. Unprofessional treatment of patients and clients** including, but not limited to: Treating patients/clients without authorization or supervision by faculty; treating patients/clients in unauthorized clinical settings; accepting personal monetary payment from patients/clients for services; waiving patient payment responsibilities without authorization, or otherwise acting in disregard of patient-related contracting and financial policies; failing to comply with policies and procedures related to patient/client care; failing to maintain accepted protocols regarding infection control and OSHA standards; treating a patient/client while under the influence of alcohol or drugs; refusal to properly treat any patient/client for reasons of gender, race, color, religion, national origin, financial status, or disability; patient/client abandonment; violating patient/client rights to confidentiality or improperly disclosing confidential patient information; falsifying patient/client records in any manner, e.g., by changing previous entries, making false entries, or by forging signatures, with or without intent to defraud, injure or deceive; failure to maintain demonstrable and timely progression towards achievement of clinical competencies.

Students must treat patients, clients, and PK-12 students with respect and professionalism. Students must treat patients, clients, or students according to their professional code of ethics and current standards of practice and must comply with all requirements set forth in the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA). Working with patients, clients, or PK-12 students without authorization; refusing to work with any patient, client, or student because of their race, gender, sexual orientation, color, religion, national origin, financial status, or disability; or otherwise acting in disregard of patient, client, and student well-being and privacy are violations of the Academic Conduct Code.

- B. Falsification of data or results; data acquisition and management.** The National Institutes of Health Central Resource for Grants and Funding Information site defines research misconduct as “fabrication [or] falsification... in proposing, performing, or reviewing research, or in reporting research results.” Fabrication involves creating data or results and falsification involves intentional manipulation, modification, omission or misrepresentation of research processes, data or results.

C. Unethical Collaboration. Collaboration is an essential component of much scholarly activity. It is a centerpiece of much graduate level research, especially in the laboratory sciences; and group projects, study teams, and collaborative problem-solving, when allowed or encouraged by an instructor in graduate courses, can contribute to knowledge and cultivate practical skills for daily living. At the same time, appropriate assignment of credit for work done in collaborative contexts is crucial. Especially in research environments, but also in classroom settings, it is important that participants in collaborations of various sorts have clear agreement on the assignment of individual credit. In research contexts, it may be helpful to have this agreement in writing, and it will likely be important for students to discuss credit assignment with their faculty advisors. It is important that collaborators clearly acknowledge all those whom they have collaborated in submitted course assignments or research. Unethical collaboration misrepresents joint work as one's own.

D. Plagiarism; responsible authorship and allocation of credit.

Scholarship demands proper recognition of the reliance on the prior scholarship of others and truthful representation of original research and data. To misappropriate the ideas of another or to misrepresent the contributions of colleagues means that one risks all one has worked for, compromises one's integrity, and loses the future one had hoped to create for oneself in graduate school.

Plagiarism also includes, but is not limited to, activities such as:

- Copying or substantially restating the work of another person or persons on any examination, assigned paper, or any other oral or written work without citing the appropriate source, including books, journal articles, magazines or newspaper stories, published or unpublished papers or reports or web site sources
- Using work done by another student without permission, or without acknowledging his or her contributions in the introduction, endnotes, references, or the like
- Copying material word for word without using quotation marks or without citing the real source of that material
- Translating a source directly from another language into English and using it as though the content originated with the student
- Hiring a ghostwriter or purchasing a paper and submitting it as one's own original work
- Presenting collaborative work as one's own without acknowledging others' contributions, whether in a course where the work will be graded individually, or in another forum (e.g., professional conference) where only one person's work will be credited.

Other Forms of Academic Misconduct:

- E. Cheating on an examination or assignment.** Any attempt by students to alter their performance on an examination in violation of the stated or commonly understood ground rules.
- F. Theft of an examination.** Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- G. Unauthorized communication during examinations.** Any unauthorized communication may be considered automatic evidence of cheating.
- H. Knowingly allowing another student to represent your work as their own.** This includes actions such as: providing a copy of your work to another student, and/or providing (including selling) class materials to third parties that sell or otherwise share such materials--including, but not limited to, homework, exams and exam solutions, submitted papers, or projects. Students with material in an ePortfolio should consider adding a Creative Commons License to their work to remind readers that the work may not be shared without properly attributing it to the creator as the author.
- I. Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records or documents,** including but not limited to transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.
- J. Misrepresentation of identity** in any interaction with a member of the Boston University community or on any academic work.
- K. Theft or destruction of examinations or papers** after submission.
- L. Submitting substantially the same work in more than one course** without the consent of instructors.
- M. Altering or destroying another student's work or records,** altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.

- N. Violation of the rules governing teamwork.** Unless the instructor of a course otherwise specifically provides instructions to the contrary, the following rules apply to teamwork:
1. No team member shall intentionally infringe upon the learning of another team member in the course of any team project or other teamwork.
 2. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities.
 3. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- O. Failure to sit in a specifically assigned seat during examinations.**
- P. Unauthorized downloading, uploading, sharing, and/or duplicating course materials** including, but not limited to, assignments, exams, quizzes, slides, videos, and any other material created and/or provided by the instructor without the instructor's express permission. This includes, but is not limited to, downloading/uploading/viewing/sharing/selling copyrighted material found on commercial notes-sharing websites such as Course Hero and GitHub.
- Q. Conduct in a professional field assignment** that violates the policies and regulations of the host school or agency.
- R. Conduct in violation of public law** occurring outside the University that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.
- S. Attempting improperly to influence** the award of any credit, grade, or honor.
- T. Intentionally making false statements** to the Status Review Committee or intentionally presenting false information to the Committee.
- U. Failure to comply** with the sanctions imposed under the authority of this code.

Ethical academic conduct is a critical component of such an academic environment, giving faculty the freedom to extend their role as educators to include serving as mentors and colleagues as well as instructors. For administrative staff, the Code gives them the ability to deal more effectively with students, and to work on a student's behalf both within the University and outside it. **All incoming students are required to complete an online Academic Honesty Tutorial and sign an Academic Honesty Statement included in the BUSSW Program Requirements Attestation prior to beginning classes.** Information will be sent to students prior to orientation.

IV. PROCEDURES FOR SUSPECTED VIOLATIONS OF THE CODE OF CONDUCT

The Associate Dean for Academic Affairs (ADAA) is responsible for administering the procedures set forth in this Code.

The Designated Academic Integrity Representative(s)

The BUSSW will designate one (1) or more faculty or staff persons (depending on year) as a Designated Academic Integrity Representative (DAIR). The DAIR shall not be a member of the BUSSW's Academic Conduct Committee, hereafter referred to as the Status Review Committee (SRC). The role of the DAIR is to ensure fairness and to act as a resource for faculty and/or students. By way of example only, a DAIR might clarify the process for a student, or advise a faculty member on what material they need to bring to a hearing. **The DAIR does not represent any party, nor is the DAIR an arbitrator or mediator between faculty/staff and student.** The DAIR and the faculty member(s) involved in a case of alleged misconduct shall discuss the student's privacy rights in terms of FERPA and GDPR (if applicable) and seek counsel from Office of General Counsel and the University Registrar as necessary. Students may opt to restrict release of their data as governed under these regulations.

When an alleged infraction occurs in a School/College other than the one in which the student is enrolled, the initial determination of misconduct will be made by the Academic Conduct Committee of the school/college where the alleged infraction occurred. Assessment of any penalty will come from the student's school/college of enrollment based upon the recommendation of the Dean and Committee from the school/college where the infraction took place.

Faculty or Staff who have reason to believe that a student has violated this Code

1. Meet with the student and inform the student of the suspected violation and document the student's response. The faculty member or student may request that a DAIR be present.
2. The Faculty will report suspected violations of the Code to the Associate Dean for Academic Affairs using the "Instructor Report of Student Academic Misconduct." This form will be accompanied by a statement indicating the supporting evidence upon which the faculty member has relied as well as the faculty/staff's documentation of the student's response to the charges.
3. The Associate Dean for Academic Affairs will ascertain whether the student has previously signed an "Agreement for Resolution" or has any prior record of academic misconduct in any College or School in the University and will notify the faculty member and student of the resources of the DAIR.

Cases of Undisputed Academic Misconduct by First-Time Offenders

1. If the student has admitted to the academic misconduct and has never signed an Agreement for Resolution or been found guilty of an academic conduct violation at Boston University, the faculty member may request authorization from the Associate Dean for Academic Affairs to sanction the student by means of a grading penalty up to and including a failing grade in the course. The faculty member will propose a grading penalty to the Associate Dean for Academic Affairs.
2. The Associate Dean for Academic Affairs, at their discretion, and taking into account the nature of the infraction, may grant written permission to the faculty member to enter into an agreement with the student for a grading penalty in lieu of proceedings before the Status Review Committee.
3. If such permission is received, the faculty member will inform the student of the option to agree to a grading penalty. If the student chooses this option, the agreement between the faculty member and student must be formalized by both the student and faculty member meeting and signing the University's Agreement for Resolution Form. Before signing the Agreement for Resolution Form, the student must be advised that by signing the form they are taking responsibility for an act of academic misconduct and that they may have to report this fact on graduate school applications, applications to the Bar, or in other such circumstances. Students and/or faculty can request that a DAIR be present to advise and/or serve as a resource for faculty and students during the signing of the Agreement for Resolution Form.
4. An accused student is not compelled to sign such an agreement and may choose to exercise the right to have their case heard by the Status Review Committee.

Cases of Disputed Academic Misconduct, Repeat Offenders, or Serious Offenses

If the student disputes the charge of Academic Misconduct, or if the Associate Dean for Academic Affairs denies permission for a grading penalty because the student is a repeat offender as evidenced by an existing signed Agreement for Resolution Form or prior record of academic misconduct in any school or college in the University, or because of the serious nature of the offense, the Associate Dean for Academic Affairs shall then refer the charges and supporting evidence to the Status Review Committee, which shall then proceed with a hearing (Process of Status Review Committee is below).

Reporting and Documenting Procedures

All evidence should be carefully documented using the guidelines set forth below:

1. The person originating the charges shall present them in writing, accompanied by suitable evidence, to the BUSSW Office of the Dean. That person shall make themselves available to the Associate Dean for Academic Affairs for pre-hearing conferences if necessary and shall appear at or be available for the student academic conduct hearing whenever possible. However, the Chair of the Status Review Committee shall have the discretion to excuse the complainant's attendance if the absence will not prejudice the student.
2. Witnesses to the alleged infraction of the Student Academic Conduct Code may be requested to file a report on the incident and shall make themselves available for prehearing conferences and student academic conduct hearings.
3. The following are the guidelines for obtaining evidence of violations of the Student Academic Conduct Code in connection with:
 - a. **Conduct During Examinations.** If an irregularity occurs during an examination, the person who originally notes the irregularity should attempt to have their observations corroborated by others who are also in the room (e.g., proctors). The person(s) making the report shall provide specific information such as the time of the observation, type or irregularity observed, number of times it took place, exactly which sections of the examination were affected by the infraction, the name of each individual participating in the irregularity, and the extent of participation by each individual.
 - b. **Papers, Reports, and Examinations.** If the misconduct is inferred from the appearance and/or content of a paper, examination, or other assignment where the professor or proctor has had no chance to observe the actual process, specific reference should be made to each section of the paper, examination, or other assignment that gives evidence of misconduct. Where possible, copies of pertinent sections or answers and copies of any other pertinent material (original sources from which section or sections were allegedly plagiarized, and so on) should be submitted with the report to the Dean.
 - c. **Other types of academic misconduct.** Reports should be prepared using the same rules of careful observation and accurate documentation as outlined above.

V. STATUS REVIEW

A Status Review will be initiated if (1) cases of disputed academic misconduct, repeat offenders, or serious offense occur (as outlined above) or (2) if a student receives an "F" in a required BUSSW course, if it appears that a student is or will be unable to meet the 3.0 GPA requirements in order to graduate, if a student's behavior in the classroom, field placement or in the School's overall community environment appears in serious violation of the BUSSW Behavioral Standards for Social Work Students or the Boston University Code of Student Responsibility.

In addition, a Status Review may be requested after problem(s) have been identified in the advising process, and after the Strengths-based Resolution process has been exhausted and/or if adequate progress has not been made in resolving the problem(s). Deliberations involving a wider range of people, information, and ideas are then necessary, and the question of the student's ability to remain in school and function satisfactorily should be considered and answered. At this point, the Status Review process shall be initiated.

Students referred to Status Review cannot continue in the program until a Status Review meeting has been convened and a decision reached by the Committee. Upon written request of the student to the Associate Dean for Academic Affairs, permission may be granted for the student to continue in current classes or internship pending a decision by the Status Review Committee, subject to such conditions as the Associate Dean may impose.

STATUS REVIEW COMMITTEE

The BUSSW Dean will institute proceedings before the committee by forwarding the case to the Chair of the Status Review Committee. The SRC shall consist of faculty and staff members appointed by the Dean, one of whom shall serve as Chair, and three (3) students: two 2nd year graduate students appointed by the Associate Dean for Academic Affairs and one PhD student appointed by the Director of the PhD Program. The quorum for hearings shall be five (5) voting members of the committee, at least three of whom shall be faculty members. The committee has jurisdiction over: (a) every alleged act of academic misconduct on the part of any student enrolled in a course taught in BUSSW, whether that student is enrolled in BUSSW or some other academic unit at the University or any other college or university; and (b) any act of academic misconduct not related to a course by any student enrolled in BUSSW. The committee will also have jurisdiction over every alleged act of misconduct pertaining to course credits earned in the BUSSW by any person. This shall include any person who has received an MSW or PhD degree from the BUSSW.

STATUS REVIEW PROCEDURES

- A. **When students are called before Academic Conduct Committees of another School/College in the University**, the ADAA of SSW shall inform the designated Dean of the School/College of enrollment of the nature of the charge and the time of the hearing. Whenever possible, a representative from the School/College of enrollment should be present at the hearing and deliberations.

B. If the BUSSW Dean refers the case to the Status Review Committee, the Dean's office shall inform the student and the Status Review Committee Chair by email at least twelve days prior to the hearing. The SR Chair shall send an email (read receipt/delivery notification enabled) to the student's official university email account. It shall include the following:

1. The charges and copies of all documents that will be used as evidence in the hearing.
2. The date, time, and location of the hearing.
3. The fact that the student may request to reschedule the hearing, within a limited time period, for a valid reason.
4. The fact that the student may be accompanied by an advisor of their choice. At the discretion of the committee chair, the advisor may be allowed to make a brief statement on behalf of the student. The advisor may not otherwise participate directly in the hearing.
5. The fact that the student may also bring witnesses to provide additional information related to the alleged offense. The chair may limit or exclude the matters presented by any individual to the extent that such information is repetitive or is not pertinent to the guilt or innocence of the student.
6. The fact that the student shall have the right to examine the person bringing the charges, and at the discretion of the chair and in a manner to be prescribed by the chair, to examine all witnesses.
7. The fact that the student may, but is not required, to submit a written statement and/or other documents for review by the Status Review Committee, provided that any such written statement is prepared by the student (and not by their advisor), and provided that any statement or documents that the student wishes the SRC to review are received by the Dean's Office at least seven (7) days prior to the scheduled date of the hearing. The SRC reserves the right not to accept or review any materials that are submitted after this deadline.

C. Waiver of Twelve-Day Notice. A student may waive the twelve-day (12) notice requirement. The Status Review Committee may hold an expedited hearing when the Chair and student both believe that doing so is in the interest of fairness.

D. Hearings.

1. Members of the Status Review Committee may be excused if the case might involve a conflict of interest (e.g., kinship, teacher-student relationship, etc.).

2. The Dean may appoint pro tempore members to replace regular faculty members who are unable to attend, or who have been excused.
3. When students are called before Academic Conduct Committees of another School/College in the University, a representative from the home School/College student shall be invited to attend but will not vote.
4. No student shall be found guilty except on the vote of a majority of the voting members present at a hearing.
5. The quorum for hearings shall be five voting members of the committee, at least three of whom shall be faculty members. Once the meeting is called to order, the departure of one or more committee members shall not defeat the quorum and the meeting may continue to conclusion. If committee members do depart before deliberations occur, final decisions about the case should be suspended until the departing member(s) has/have had a chance to review the sound recording of the hearing and express their judgment. In no case shall a decision be suspended for more than 7 days after the hearing.
6. The chair shall be counted as a voting member but shall cast their vote only in order to break a tie vote.
7. A hearing shall proceed in the absence of the accused student only if:
 - a. The student waives the right to be present or
 - b. The committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence.
8. The hearing shall be recorded by sound recording. The recordings are to be preserved for one year. Any participant in the hearing may obtain a copy of the recording or the transcript of the hearing (if one is made, though the University is under no obligation to produce a transcript) at actual cost. Deliberations are private and are not recorded.
9. The Chair in their discretion shall administer the hearing to promote fairness. Subject to that discretion, the hearing shall include:
 - a. Presentation of charges by the committee chair.
 - b. Presentation and examination of material evidence and witnesses by the committee and by the accused student(s) but excluding material relevant to sanctions to be imposed. In appropriate circumstances, the chair may take steps to protect a witness through actions such as sequestering, withholding a witness's identity, or taking testimony prior to a hearing.

- c. Statement by the accused student(s) and examination of the student(s) by the committee.
 - d. Additional examination of witnesses if required.
 - e. After excusing the accused student, and advisor, and witnesses, deliberation of the committee, which shall not be recorded.
 - f. Formulation of the judgment and assessment of any appropriate penalty by a majority vote of the members present providing there is a quorum.
10. The chair shall make the necessary determination of the scope of the inquiry with a view to according full and fair exploration of relevant material. It is in the discretion of the chair whether to accept additional documents prepared by any of the witnesses and first offered at the time of the hearing.
11. Because the hearing is not a court hearing, the committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible.
12. The hearing shall not be public, and information gained at the hearing shall be treated as privileged information by all participants. This does not bar the disclosure of the findings and recommendations of the committee to those authorized to receive such information. Inasmuch as this provision is for the protection of accused students, it does not bar them from disclosing information pertaining solely to themselves, if they wish to do so, provided, however that in proceedings involving multiple students, no student should disclose information learned about any other accused student to any persons not participating in the hearing.
13. At the request of the accused student, the chair of the Status Review Committee may, at their discretion, elect to admit parents or legal guardians. See C. iv.
14. The hearing shall be conducted with proper decorum. The hearing may be recessed by the chair if (a.) additional evidence or witnesses are needed or (b.) it is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes.
15. The School may, from time to time, make public the facts and decisions of cases that come before the committee. However, such reports shall not reveal the name of any student, professor, or course involved in a case that has been heard by the committee.

F. Recommendation

1. Cases involving students enrolled in SSW:

The committee shall write up its recommendation including a statement of the charges, evidence, judgment, and recommended penalty, which shall be transmitted to the Associate Dean for Academic Affairs within seven (7) days after the hearing at which the judgment was made. With regard to the judgment, the Associate Dean for Academic Affairs shall review the evidence supporting the committee's findings. If necessary, the Associate Dean for Academic Affairs may refer the matter back to the committee for further consideration and/or elaboration or may request the transcript or recording of the hearing and/or copies of the evidence. However, the judgment of the committee shall not be replaced by a judgment more damaging to the student unless new evidence has been considered upon a rehearing. Similarly, with regard to the recommended penalty the Associate Dean for Academic Affairs shall not impose more severe penalties than those recommended by the committee.

2. Cases involving students enrolled in another School/College.

If the accused student is not enrolled in the School/College where the infraction occurred, the designated Dean of the school/college conducting the hearing shall transmit the committee's judgment and recommended penalty to the Associate Dean for Academic Affairs in the BUSSW within 7 days. With regard to the judgment and recommended penalty, the Associate Dean for Academic Affairs shall review the evidence supporting the committee's findings. If necessary, the Associate Dean for Academic Affairs may refer the matter back to the committee for further consideration and/or elaboration or may request the transcript or recording of the hearing and/or copies of the evidence. However, the judgment of the committee shall not be replaced by a judgment more damaging to the student unless new evidence has been considered upon a rehearing. With regard to the recommended penalty, the Associate Dean for Academic Affairs is not bound by the committee's recommendation, but shall make an independent determination of the appropriateness of the recommended penalty and may impose a penalty that is greater or lesser than that recommended by the committee.

G. Within 14 days of the date of the Committee's final recommendation, the Associate Dean for Academic Affairs shall send an email (read receipt/delivery notification enabled) to the student's official university email account notifying the student of the judgment and penalty imposed.

H. Penalties

1. Students Who Sign Approved Agreement for Resolution Forms

Students who sign Agreement for Resolution Forms shall receive the grading penalty noted on the form. Students will also receive a letter of reprimand from the Associate Dean for Academic Affairs. The form and the letter of reprimand will be retained in the student's internal record in the school or college but shall not be recorded on the student's transcript. It may, however, be considered when reviewing the student's eligibility for University programs and when imposing sanctions for future offenses.

2. Students Whose Cases are Referred to the Status Review Committee

Students who are not allowed the option of a grading penalty or who elect to have their cases heard by the Status Review Committee may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion only through action of the SRC. If applicable, a faculty member may assign a grade of “I” in a course while a matter is pending before the SRC. In a case in which the SRC has found a violation of the Code, the ultimate grade assigned by the faculty member may also reflect the faculty member’s determination of how seriously overall course goals and expectations of the academic discipline are compromised by work involved in an incident of academic misconduct, and how that work should in consequence contribute to the final course grade.

3. **Students who believe that a faculty member has penalized them for alleged acts of academic misconduct without having followed the procedures** set forth in this Code should make their concerns known as soon as possible to the Associate Dean for Academic Affairs.
4. **If the accused is found by the Status Review Committee** to have committed academic misconduct, the SRC may recommend any reasonably appropriate penalty. The penalty may be one or more of those listed below; however, because it is impossible to anticipate all variables of misconduct, the SRC has broad power to fashion a sanction that is fair to the student, suitable to the offense, and effective as a future deterrent. The SRC may recommend such other appropriate sanction as it sees fit.
 - a. **No penalty for minor violations that do not warrant sanction.**
 - b. **Reprimand**
 - 1) For violations of a minor nature or mitigated by extenuating circumstances.
 - 2) A copy of the reprimand shall be placed in the student’s internal record but shall not be recorded on the student’s transcript. Past reprimands may be considered in imposing sanctions for future offenses.
 - 3) Reprimands place no restriction on the student’s participation in academic or nonacademic School/College or all-University activities.
 - c. **Disciplinary Probation**
 - 1) For violations deemed serious enough to warrant some abridgement of the student’s rights and privileges.
 - 2) Given for a specified period of time.
 - 3) Prohibits the student from being an officer in any recognized all-University or School/College student organization, and from participating in intercollegiate activities during the specified probation period.

d. Suspension

- 1) For violations deemed serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion.
- 2) Given for a period of one to three semesters.
- 3) Recorded on the student's transcript; the student's transcript shall carry the statement "withdrawn."
- 4) The student must apply to the Dean of their School/College for readmission, making a satisfactory statement concerning their interim activities and their intended future conduct.
- 5) No academic coursework may be undertaken for Boston University credit, nor may any Boston University degree be conferred, during the period of suspension.

e. Expulsion

- 1) For extremely serious academic misconduct.
- 2) Recorded on the student's transcript.
- 3) Expulsion is permanent.

f. Other sanctions

- 1) Successful completion of one of the Educational Resource Center's periodic academic integrity workshops. The record of successful completion shall be maintained for purposes of documenting a first offense.
- 2) Removal from a Professional Program. For violations involving conduct that is considered serious enough to withdraw the student from a program leading to a professional endorsement from the University. Such conduct may take place within a professional field assignment as well as the University. Removal from a professional program does not, in itself, bar the student from graduation.
- 3) Revocation of the degree. For serious misconduct, including but not limited to misconduct that occurred while the student was enrolled at the University but was discovered after graduation, conduct involving fraudulent use of University transcripts or degree certificates after graduation, or similar serious misconduct.

I. Dissemination of Information

1. Notice of suspension or expulsion is sent to the parent or guardian of a student who has consented to the release of such information to their parents or guardians.
2. Dissemination of information is governed by the Family Educational Rights and Privacy Act of 1974 and GDPR (if applicable).

3. Any sanction resulting in a separation from the University, i.e. suspension, expulsion, and/or revocation of admission or degree, will be recorded on the student's transcript. See <http://www.bu.edu/reg/academics/ferpa/> for more information.
4. Any record created pursuant to this Code may be disclosed with or without a waiver if required by law.
5. Efforts will be made to ensure that students receive a copy of the Academic Conduct Code at their first registration at the University. The URL to the code will be provided centrally through the University Bulletin and located on the Academic Integrity website.

J. Record Retention

1. Academic integrity records will be retained by the school or college of enrollment for seven years after the student graduates or otherwise leaves the University.
2. Records relating to suspension, expulsion, or revocation of a degree shall be retained by the University indefinitely.

K. Appeals.

1. All decisions may be appealed to the Dean of the school/college in which the student is enrolled. Such appeals must be filed within fourteen (14) days of receipt of the final decision and penalty.
2. A student who is appealing is entitled to receive a copy of all materials considered by the committee, a copy of the tape recording of the hearing, and a copy of the committee's report.
3. When a student is enrolled in a school/college other than the school/college where the case was heard and is appealing both the judgment and penalty, the Dean of the student's school/college shall request that the Dean of the school/college where the case was heard render a decision on the appeal of the judgment. Thereafter, the Dean of the student's school/college of enrollment will render a decision on the appeal of the penalty.
4. Standard on Appeal: The decision of the designated Dean should be upheld unless it appears on appeal that the decision was unreasonable and unfair. The Dean will notify the student of the decision. The letter shall also inform the student of the procedure for appeal to the University Provost.
5. Within fourteen (14) days of the receipt of the Dean's final response to appeals within the school/college, a student may appeal the judgment or the penalty to the University Provost. Appeals are to be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both.

6. The Provost shall review the documentation, and when deemed necessary, may refer the appeal back to the original committee for clarification and comments.
7. A rehearing will be ordered only if new evidence is presented or a procedural error is identified. The procedure at a rehearing is the same.
8. After the hearing, a recommendation to the Provost is to be made, as described in section E. I. (“Recommendation”), above.
9. Before making a decision, the Provost may conduct their own investigation if they feel it is warranted.
10. The decision of the Provost is final.

VI. PROCEDURES NON-ACADEMIC VIOLATIONS OF THE CODE OF CONDUCT

The BUSSW will follow the same procedures for suspected violations of non-academic violations of the Code of Conduct. As indicated in section V, a Status Review will be initiated if a student receives an "F" in a required BUSSW course, if it appears that a student is or will be unable to meet the 3.0 GPA requirements in order to graduate, if a student's behavior in the classroom, field placement or in the School's overall community environment appears in serious violation of the BUSSW Behavioral Standards for Social Work Students or the Boston University Code of Student Responsibility.

VII. RESPONSIBILITIES OF INSTRUCTORS AND STUDENTS

It is the **instructor's responsibility** to:

- Present a course description and outline
- Provide a statement of course objectives and relationship of course material to social work competencies and the overall social work curriculum
- Describe the learning experiences designed to achieve stated course objectives and competencies, including assignments
- Present expectations for performance including attendance, class participation, and written assignments (including documentation and confidentiality)
- Grade students, after articulating grading standards
- Clarify policy on late papers and grades of Incomplete

- In the event an instructor cancels a class, she/he should make arrangements for a substitute teacher, rescheduling of the class or other means of covering missed course content. Rescheduling should be negotiated with the students. Off-Campus and Hybrid Program classes must be made up on the designated weekends according to the Off-Campus and Hybrid Program calendar.

It is the **student's responsibility** to:

- Abide by the BU and BUSSW's academic and behavioral standards and policies
- Complete coursework assignments and readings on dates due
- Submit written assignments which are grammatically correct, spelled properly and in APA editorial style
- Contribute to the activities of the course
- Participate in a meaningful way
- Attend all class sessions and inform the instructor in advance of any absences. (Failure to attend class sessions may have a negative effect on the student's course grade.)

WRITTEN ASSIGNMENTS: STYLE AND REFERENCES

Papers written for graduate courses are expected to include references to relevant literature. The School expects reference use to comport with the standards set out in the *Publication Manual of the American Psychological Association 7th Edition* which is available at the Mugar Library reference desk and online at [APA Writing Resources Guidelines for Citations](#). Students may consult with the School's [Writing Tutor](#) or further support and help with writing and references.

PROTECTING CLIENT CONFIDENTIALITY

Students are expected to protect client and agency confidentiality in all academic oral and written presentations and communications by altering or disguising client and agency names, locales, and potentially revealing demographics. For example, if a client is one of only two recipients nationwide of an experimental cardiac device making the news, the student will disguise the client by simply describing her as a local resident undergoing high-risk surgery. A mental health agency might be disguised as "Central Counseling," or "Neighborhood Health." To provide additional professional protection and respect to all clients, clients should not be discussed informally in public areas such as lounges, corridors, elevators, dining halls, restrooms, or in friendly conversation.

USE OF ELECTRONICS AND SOCIAL MEDIA

Computers may be used to support the learning activities in the classroom, with permission of your instructor. These include such activities as taking notes and accessing course readings under discussion. However, non-academic use of laptops and other devices are distracting and seriously disrupt the learning process for everyone. Neither computers nor other electronic devices are to be used in the classroom for non-academic reasons. This includes emailing, texting, social networking, and use of the Internet. The use of cell phones during class time is prohibited. Please turn off cell phones and refrain from taking calls or texts unless you are “on-call” and have cleared this with the instructor prior to class. Under such circumstances, please put your phone on vibrate, sit close to a door, and step out of the room to take the call or text.

Social Media

Social media outlets—such as Facebook, Twitter, and blogs—as well as email offer new and exciting ways to connect with a global community. Whether using these digital communication tools in your personal life, during field placements, or on behalf of our School community, it is important to remember that all Boston University School of Social Work students are expected to adhere to social work values, ethics and engage in professional conduct as outlined in the NASW Code of Ethics when using social media. While access to information can result in tremendous advantages, social workers must become proficient in the responsible use of media.

Clinical Social Work: It is social workers’ professional responsibility to attempt to maintain appropriate clinical boundaries online as much as possible to protect both their privacy and the privacy of their clients. Despite these concerns, social media has a broad range of utility in social work practice such as the use of online content for psychoeducation with clients and families.

Macro Social Work: Social media has many practical applications in macro social work to help social workers with education, advocacy, organizing, outreach, fundraising, evaluation, and others. Social workers still need to be careful about how they may be “branding” their agency or project to the online community.

We’ve outlined some useful tips to keep in mind:

Employing an Ethical & Professional Lens

Protect Yourself

- Remember, there is no privacy on the Internet. Be thoughtful about what you say, post, and share.
- Know your web persona. Does a Google search of your name reflect a positive professional image—one that you would want your professors, current or future employers, or clients to see?

- Routinely assess your privacy settings on sites like Facebook if you would like to keep certain things private.
- If you identify yourself as a BUSSW student or reveal other professional information on your personal social media sites, please keep in mind that your online behavior reflects on the School and/or the organization as well.

Protect Your Communities, Clients & Colleagues

- Be mindful of appropriate boundaries between clients and/or colleagues when connecting via the Internet.
- Your field placement likely has a policy on social media use (which may differ for clinical/macro students)—stay informed and follow the guidelines set forth by your placement. If you have a question, seek consultation with a supervisor or field advisor. If there is no policy in place, help create it.

E-Communications

- When emailing with professor or colleagues, use complete sentences, a professional tone (i.e., “Dear Professor or Dr.” when appropriate), correct grammar/punctuation, and always sign your name.
- Choose usernames, email addresses, and profile pictures carefully, particularly if you plan to communicate professionally with them. These choices send important messages about who you are and what you value.

Social media Tips were adapted from the University of Michigan “Guide for Social Networkers.” Additional Information available at BUSSW’s Netiquette.

COLLABORATIVELY DEVELOPED PROJECTS AND MATERIALS

In classes in which collaborative group projects are required or encouraged, students may discuss course materials and resources together. However, any work product for which a student is to be graded individually must be completed individually. Any exception to this policy must be pre-approved in writing by the instructor, and a specific permission statement jointly signed and retained by both instructor and student.

The submission of the same paper in two different courses is only permitted when the instructors of both courses have reviewed in advance and approved in writing a student’s proposal for such a submission. The requirements for such a submission may be more rigorous in order to meet differing requirements of the instructors and courses involved.

RELIGIOUS HOLIDAYS

The School, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for cancelled classes to be rescheduled.

VIII. COURSE RELATED POLICIES

EVALUATION PROCESS

At the end of each course, students are asked to complete an anonymous course evaluation. One purpose of the evaluation is to provide information for the instructor to use in improving the course. It may also be used by academic administrators as one measure in determining faculty appointments, raises, promotions and tenure. Students are prompted to complete an electronic course evaluation form during the last week of the course. The instructor should not be present in the classroom when students complete the course evaluation forms. For purposes of feedback, periodic informal evaluations may also be requested by the instructor.

COURSE OVERLOAD POLICY

Full-time students wishing to take more than 18 credits in a semester must have a GPA of 3.50 or better, complete the [Course Overload Approval Form](#), and obtain permission from the Associate Dean for Academic Affairs or their designee. Students may be responsible for paying for additional credits.

WAIVER EXAMS

First-year and Advanced Standing students who enter the MSW program with a research background are eligible to take a proficiency examination to waive the Research I (SSW SR 743) three-credit course requirement. All first-year students who successfully pass the research proficiency examination are required to substitute a three-credit advanced elective as part of their MSW plan of study. Advanced Standing students who pass the Research I waiver examination (as part of their advanced standing research requirement) are not required to take substitute credits. Students can review the social work waiver exam requirements [HERE](#) and may request additional information about the proficiency examinations from the Research Department at rsch@bu.edu.

Incoming students with exceptional abilities may inquire about other course waiver examinations or procedures (Clinical Practice, Macro Practice, Human Behavior in Social Environment, and Social Welfare Policy) by contacting the respective academic department within the School. *Students who pass a waiver exam must take the equivalent number of advanced electives in the same department.*

For incoming students, waiver examinations must be completed prior to entering the program. The waiver examination policy does not apply to the advanced curriculum.

DIRECTED/INDEPENDENT STUDY

A Directed Study or Independent Study is a course of guided learning in which a faculty member provides an opportunity for learning, jointly structured by the faculty member and student, and the student acquires knowledge and skills by studying and working relatively autonomously. Such a course is often more challenging than a standard course because the student meets alone with the faculty member and is responsible for reporting on activities and demonstrating that learning is taking place.

There is wide variation in Directed Studies in terms of the type of work, the amount of reading, the number of assignments, and the number of meetings with the faculty member. However, at least one assignment is required so the student can show mastery of the material. This should be a substantive product and can take whatever form the faculty and student agree upon. Students who want to do a Directed Study should work with the sponsoring instructor to develop a contract outlining the agreed upon components of the directed study and give to the SSW Registrar. Download the [Directed Study Agreement Form here](#).

AUDIOTAPING OF CLASSES

A Massachusetts statute, MGL c.272 section 99, prohibits the taping of any oral communication without notice to all parties involved. Therefore, it is important that any taping of classroom proceedings (e.g., for the benefit of absent students or as a study aid to all students) occur only with effective prior notice to all.

Class lectures in the in-person courses at BUSSW are not routinely audiotaped, but occasionally a student or faculty member may wish to do so. In the event that a specific class session is to be taped (e.g., for a student who will be absent for that session), the faculty member should notify students at the beginning of the class that the session will be taped. If a course will be audiotaped throughout the semester (e.g., as an academic accommodation for a student with a documented disability or for other educational purposes) the faculty member will inform students (in the course syllabus or in a written communication) that the class lectures will be taped and the student and faculty member will sign the [SSW Audiotape Permission Form](#) available on the Registration and Student Accounting page for Current MSW Students and the resource page for Faculty and Staff.

Please note that all Online Live Classroom sessions are recorded, archived, and made available to students in the particular section.

IX. GRADING POLICIES

A letter grading system is used for all courses.

Field Education is an exception as it is graded on a Pass/Fail basis. The Field Education grade is assigned by the advisor in consultation with the field instructor(s). Field Education is multi semester experience and students must complete the required semesters in the field in order to receive a grade for the field education course. No credit will be given for a single semester of Field Education. Additionally, there are a number of not-for-credit seminars that are graded on a Pass/Fail basis.

<u>Grade</u>	<u>Honor Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.0
C	2.0
C-	1.7
D	1.0
F	0.0
P	Not Applicable
I	Not Applicable
J	Not Applicable
AU	Not Applicable
W	Not Applicable

A student must receive a grade of "C" or better in Research I (SR 743) in order to register for Research II (SR 744).

MINIMUM GRADE REQUIREMENTS

Students must have a minimum 3.0 GPA to graduate. Student GPAs are monitored on an ongoing basis by the Associate Dean.

Additionally, students must have a 3.0 in their chosen major method (clinical practice or macro practice).

A Strengths-Based Resolution meeting will be held if it appears there will be difficulty in meeting grade requirements, for example, if a student receives less than a B- in two courses in their major. A Strengths-Based Resolution meeting will be used to understand the issue and develop a recommended course of action. If the issue(s) continues, and the student is at risk of not meeting these standards for graduation, a Status Review meeting will be convened to determine if the student can remain in the program.

A student receiving an “F” grade in any required course will be referred to the Status Review Committee.

On the BU [Student Link](#), under *Academics*, students may:

- Check their grades.
- Obtain printed copies of grades (Students are responsible for checking their grade reports for accuracy and for contacting the [SSW Registrar](#), Room 114, if there are discrepancies).
- Compute their grade point average (GPA). The letter grades “J” and “P” are not computed in the GPA. “I” grades are not computed until the course is complete and the “I” grade is changed.

CONTESTING GRADES

If a student has questions or concerns about a grade (assignment grade or final course grade), the instructor should explain/clarify the basis for the grade assigned, including assignment outline, rubrics, etc. If a student asks to rewrite an assignment in hopes of improving the grade, it is up to the instructor to decide whether or not to allow this option and what the process should be. The instructor may want to consult with another faculty member who is familiar with the course and/or assignment.

If the student contesting a grade is in their last semester at SSW, the instructor should check with the Registrar about timing of a possible grade change with respect to graduation.

If a student’s grade concerns are not resolved with the instructor, the student can appeal the grade to the Department Chairperson who will meet independently with student and the instructor to obtain information about the course assignment and grading criteria and then decide whether or not to allow a grade appeal. The Department Chairperson may recommend that the student’s assignment (s) be reviewed and graded independently by another faculty member.

Based on the external reader's assessment, the Department Chairperson may recommend to the course instructor that the student's grade be changed.

INCOMPLETE GRADES (EXCLUDING FIELD EDUCATION)

An incomplete grade ("I") is used when the student has received permission, in writing, from the instructor, prior to the submission of grades, having offered acceptable reasons for incomplete work. The instructor and student must sign the [Incomplete Agreement](#) indicating the nature of the work and the date by which all course requirements must be completed.

Alternatively, the instructor may indicate the nature of the work and date required in writing to the student in lieu of the signed statement. Instructors should copy the SSW Registrar at swreg@bu.edu on the email message to the student.

In the event that coursework remains incomplete on the assigned date, a grade will be assigned by the instructor.

Incomplete grades must be resolved within one year, at which time the grade will be converted to "F".

On the Incomplete Agreement Form there is an option for a "retake" the course to resolve the incomplete. If an instructor is willing to provide this option, the student can take the course only once. This alternative is generally used in circumstances when a student was unable to attend most of the course for compelling personal reasons. If an instructor indicates a retake, the student should consult with the Director of their program about how to implement this option.

Courses which are prerequisites for advanced courses must have the Incomplete grade resolved within one week of the start of the advanced course.

GRADUATION ELIGIBILITY

Students must have at least a "B" average (3.0) in order to graduate. All Incomplete grades must be completed by at least one month prior to the scheduled graduation date in order for a student to be eligible for graduation. Additionally, student account problems must be resolved in order for a student to receive the degree.

Students may graduate in January, May, or September depending on their program. The University and the BUSSW graduation ceremonies are held in May. January and September graduates are invited to participate in the May ceremony in the year in which they graduate.

X. REGISTRATION PROCEDURES

REGISTRATION PROCEDURES FOR ALL SSW CAMPUSES

Registration information and other accompanying documents will be provided to students and will be available online. Students register for classes through the Boston University Student Link.

PAYMENTS

Payment of the tuition bill, through the [Student Link](#) under Money Matters, constitutes official registration and enrollment for the semester. Students are responsible for settling their accounts as quickly as possible.

The University may administratively withdraw students who have not settled their accounts within five weeks of the beginning of each semester. If a student is administratively withdrawn, the advisor and all instructors will be notified. The student may not be allowed to continue in classes or to register for the next semester.

ENROLLING IN COURSES AT THE OTHER SSW CAMPUSES/PROGRAMS

Students who wish to take courses on another campus (CRC, OCP, Worcester Hybrid or OLP) may do so provided there is space and they have received proper approval. Interested students should contact the administrator of the program of interest to receive permission and expedite the processes. Please note that there are differential tuition rates based on the campus/program.

GRADES

Students may view their grades through the [BU Student Link](#) under Academics. Printed copies of grades may be obtained by request through the Student Link or in person at the [Office of the University Registrar](#). Students are responsible for checking their grade reports for accuracy and for contacting the [SSW Registrar](#) if there are discrepancies.

TRANSFER CREDITS

Petitions for transfer credits for individual graduate social work or other graduate courses are to be submitted upon acceptance to the School. Up to nine credits may be received for courses taken at another accredited graduate school of social work. Up to six credits may be received for courses taken in another accredited graduate program other than social work. Credits that have been applied to a prior degree cannot be transferred. In all cases, a course grade of B or higher must have been received and the course must have been taken within the past five years to be eligible for consideration for transfer credit.

A [Request to Transfer Credit form](#) for each course you are petitioning for and for which you've earned a grade of B or better. All courses must have been completed within five years of your anticipated enrollment. For all transfer inquiries contact the [Manager of Admissions](#).

Transfer courses taken at non-Consortium schools will be listed at the bottom of the transcript after the class is approved and recorded. Tuition for non-Consortium transfer courses is paid at the selected University or College where the course was taken.

CHANGES IN PERSONAL INFORMATION

In order to keep BUSSW records accurate, please update the [Student Link](#) with changes in address or telephone number. Name changes require completing a Name Change form which you can request from the SSW Registrar (swreg@bu.edu) and once completed should be returned to the main University's Registrar's Office. Updates may be completed at any time during the academic year.

STUDENT FILES

BUSSW students may examine their School files. Students wishing to view their file should make their request to the Associate Dean of Academic Affairs (acadssw@bu.edu). The file must be examined in the presence of the Associate Dean or the Associate Dean's designee.

CHARLES RIVER PROGRAM REGISTRATION PROCEDURES

Course Adds, Drops and Section Changes

Before the University start day, students may make changes using the BU [Student Link](#). After the University start day, students may add or change sections of classes (including classes that are full or closed with permission of the Chair) by submitting the permission to the SSW Registrar swreg@bu.edu.

If a course is full, the student should wait and see if others drop so they can add themselves to the course via the BU [Student Link](#). If the student has a compelling reason, they may contact the Department Chair (not the instructor) to override the enrollment numbers. The Chair can then provide their permission so the SSW Registrar to add the student to the class. "Adds" can only take place during the first two weeks of the semester.

A course may be "dropped" by using the BU [Student Link](#) before the last day to drop a course with a "W" (the grade indicating withdrawal).

Full-time versus Part-time Status

A student's status may change if the total number of registered credits changes in a given semester. Students are considered to be part-time if they are taking below 12 credits per semester.

To change status from full-time to part-time or vice versa a student must meet with and obtain permission from the SSW Director of Student Services & Academic Planning. Part-time students will receive a tuition refund for a dropped course as long as they are still enrolled in other class(es).

Students who plan to drop ALL courses in a semester must meet with the SSW Director of Student Services & Academic Planning to complete the Withdrawal/Leave of Absence Form. There is a tuition refund schedule for each semester based on the date of withdrawal.

Graduation Review

During the month of October, Charles River students scheduled to graduate the subsequent January, May, or September will be required to attend a graduation review at which a check sheet must be completed and returned to the SSW Registrar. Students will be considered potential graduates only after they have met with the SSW Registrar or Director of Student Services & Academic Planning to review and approve the graduation review check sheet. Other information that students provide to the University pertaining to graduation (name for diploma, etc.) is completed through the Student Link under Academics.

Auditing Courses

An auditor is a student who attends a class to acquire knowledge, but who does not earn credits or a grade. Audited courses do not count toward completing degree requirements. An auditor may not change his or her status after the fifth week of classes. Auditors must attend classes regularly, complete assigned reading, and participate in discussions but they are excused from handing in paper assignments. Auditors are admitted to a course on a space-available basis and in accordance with the rules of the School of Social Work. Auditors are subject to the full tuition and fees for the course. An auditor must fill out the audit class section of an [Add/Drop/Audit Form](#) and obtain instructor's signature and return the form to the SW Registrar.

OFF-CAMPUS & WORCESTER HYBRID PROGRAMS' REGISTRATION PROCEDURE

Dropping/Adding Courses

Due to the structure of Off-Campus and Worcester Hybrid programs, dropping a course may delay the student's progress and continuation in the program, or the student may have to enroll in that course at the Charles River Campus in Boston, at another Off-Campus location, or in the Online Program. Please note that the tuition rate at the Charles River Campus and in the Online Program is higher than the OCP rate.

A student may drop a course before the University start date* for the semester using the [BU Student Link](#) under Academics. After the University start day, students must contact the SSW Registrar at swreg@bu.edu. Students should consult with the Director of their Program before dropping a course.

Off-Campus students will receive a tuition refund for a dropped course if it is dropped before the start date of the course. Keep in mind that a student must be registered for six credits per semester to be eligible for financial aid. Look for posted academic schedules each semester that indicate the dates for withdrawing “without a W on the student’s record” or “with a W on the student’s record”. There is a [tuition refund schedule](#) for each semester and it is based on the date of withdrawal.

*The University start date is the first day of classes in the University’s undergraduate program. Consult the Office of the [University Registrar](#) for the exact date.

Graduation Review

During the fall semester, Off-Campus students who are in their last year of the program will be required to complete a graduation review. Hybrid Program students will complete a graduation review two semesters prior to graduation. Students will be considered potential graduates only after they have met with the Director of their program and after approval of their graduation review document. Students will need to provide additional documentation pertaining to graduation (name for diploma, etc.) by going to the Academic tab in the BU [Student Link](#).

Class Cancellations

On occasion, an Off-Campus or Hybrid Program class may be canceled if the instructor is unable to attend (e.g. illness, emergency) or if the weather makes travel unsafe. Students will be notified via email if a class is cancelled or delayed. All canceled classes are rescheduled to occur during the make-up dates which are specified at the end of each course. Please be sure to keep these make-up dates available.

ONLINE PROGRAM (OLP) REGISTRATION PROCEDURES

Registration Review

Students wishing to make changes from the standard program plans should review any changes with the appropriate OLP Administrators prior to registration. Students need to follow their Program Plan to ensure that requirements are being met and that classes are taken in an appropriate order.

Dropping/Adding Courses

Due to the structure of the Online Program, dropping a course may delay a student’s progress and continuation in the program.

A student may drop/add a course before the University start-date for the course using the Student Link. Students should consult with the OLP administrators prior to dropping a course. OLP students will receive a tuition refund for a course if it is dropped before the start date of the course. Additional information regarding the refund policies for online students is available at:

<http://www.bu.edu/online/course-schedules/important-dates/>

Keep in mind that a student must be registered for six credits per semester to be eligible for federal financial aid.

Class cancellation and refund policies for online students are available [HERE](#).

Grades

Students may view their grades through the [Student Link](#) under Academics. Printed copies of grades may be obtained by request through the Student Link through the University Registrar's webpage or in person at the [Office of the University Registrar](#). Students are responsible for checking their grade reports for accuracy and for contacting the SSW Registrar at swreg@bu.edu if there are discrepancies.

Graduation Review

Two semesters before graduation, Online Program students are required to complete a graduation review with the appropriate OLP Administrator. Students will be considered potential graduates only after graduation review has been completed and approved. Other information that students provide to the University pertaining to graduation (name for diploma, etc.) can be done through the [Student Link](#).

CROSS REGISTRATION WITH ANOTHER BUSSW PROGRAM, OTHER BU SCHOOLS OR THE CONSORTIUM OF SCHOOLS AND COLLEGES

Cross Registration with Another BUSSW Program

Students requesting to take courses through another platform should adhere to the following procedures:

- A. Off-Campus Program (OCP), Worcester Hybrid (WH) or Charles River Campus (CRC) students requesting to take an Online Program (OLP) course:
 1. CRC incoming students should discuss this request with the Director of Student Services and Academic Planning, who will provide guidance on next steps.
 2. CRC continuing students should send an email to sswolp@bu.edu with their request.
 3. OCP/Hybrid incoming and continuing students should discuss their request with the appropriate Program Director to receive guidance on next steps.
 4. Once the request is made to OLP, students will be placed on a wait list for the OLP course, if appropriate.
 5. Student will be notified within one month of the course start date if there is space.
 6. Once permission is granted student should register for the course with SSW Registrar

7. Prior to the beginning of the course, student will meet with OLP Team member for BUSSW & the ODE Orientations and review of course requirements.

B. OLP/CRC Requesting to Take a Course at OCP/Hybrid:

1. Students should discuss their request with their home program administrator (Director for Student Services and Academic Planning for CRC; OLP Administrator for OLP) who will provide guidance on next steps.
2. Students wishing to take a course at OCP/Hybrid should send an email to sswoep@bu.edu with their request; students wishing to take a course at CRC should send an email to swreg@bu.edu with their request.
3. Once the request is made, the student will be placed on a wait list for the course, if appropriate; the student will be notified within one month of the course start date if there is space.
4. Once permission is granted, the student should register for the course by contacting SSW Registrar swreg@bu.edu.
5. Prior to the beginning of the course, the student must meet with appropriate campus/platform administrator to participate in the appropriate orientation/training steps for the new platform/campus.

Cross Registration within another BU Graduate School

SSW students are eligible for, and encouraged to, cross-register for graduate courses in other graduate schools and programs within Boston University. The student must obtain a course description and syllabus. If the student wishes to get credit for an elective, they will need approval from the Associate Dean for Academic Affairs. Credit for a required course will need approval from the Department Chair of the equivalent course.

Approval letters must be filed by the Associate Dean for Academic Affairs with the SSW Registrar. Although the number of credits per course varies from school-to-school, the student will receive credit for ONE SSW course, for each approved course taken elsewhere at Boston University. Once the course has been approved, students should use the Student Link to register if prior to the University start date. After the University start date, students should follow the regular registration procedures outlined above.

Cross Registration with Consortium Colleges and Universities

The cross-registration privilege applies for the following Consortium members: Boston College, Hebrew College, Tufts University, and Brandeis University. Students will be charged the BUSSW tuition. Students wishing to cross-register at a consortium school should visit [here](#).

SSW students are allowed to take ONE Consortium class per semester. A Consortium class will automatically appear on the BU transcript and no additional tuition charges will be added for full time students.

It may be possible to obtain permission to take a graduate level course at a college or university that is not part of the Consortium. The same process for approval is used for these courses as for those taken within Boston University. Please complete the [Request for Pre-Approval of Transfer Credits Form](#) to apply for transfer courses outside of the Consortium.

After completion of an approved course taken at a Consortium School, grades will be submitted by the Consortium School. If taking an approved course at a non-Consortium School, the student must submit an official transcript to the SSW Registrar in order to receive transfer credit. The grade for a transfer course will not be factored in to determine a student's grade point average.

TRANSFER REQUESTS BETWEEN SSW CAMPUSES/PROGRAMS

Students who want to transfer to a different SSW campus or program should first discuss the idea with their advisor, and their home administrator/director and the appropriate field education representative, if appropriate (CRC, Director of Student Services and Academic Planning; OCP/Hybrid, Campus Director; OLP, Online Program Assistant Director).

The above individuals will determine if the student is in good standing; specifically, GPA of at least 3.0, no outstanding incompletes, successful in the field, and not involved in a current strengths-based resolution process or status review. **Students who have had a status review need approval from the Associate Dean for Academic Affairs.**

- a. **Students in Good Standing:** If the student is in good standing, the director/administrator should review with the student their ability to succeed in the different class structure and format, discuss the impact of the transfer on the student's program plan, date of graduation, tuition cost and financial aid, and field placement. Please complete the [Campus Transfer Request Form](#).
- b. **Students Not in Good Standing:** If the students is not in good standing, the current campus director/administrator (CRC - Director of Student Services and Academic Planning; OLP - Assistant Director of OLP; OCP/Hybrid- Campus Program Director), in consultation with the transfer campus director/administrator and input from the student's advisor, will conduct a review to determine if permission to transfer should be granted. The director/administrator should review with the student their ability to succeed in the different class structure and format, discuss the impact of the transfer on the student's program plan, date of graduation, tuition cost and financial aid, and field placement, if appropriate. If approved, the students must the [Campus Transfer Request Form](#) one week after a decision has been made.

- c. Students Receiving Financial Aid: Students who receive financial aid must contact the financial aid office to review the financial aid implications of the transfer.
- d. Finally, students should contact the designated person at the campus they wish to transfer to, to determine space availability (CRC - Director of Student Services and Academic Planning; OLP - Assistant Director of OLP; OCP/Hybrid - Campus Program Director). Please include the [Campus Transfer Request Form](#).
- e. Assuming that there is space, the student should inform their current campus director/administrator of the change.
- f. The campus director/administrator will confirm with the campus director/administrator from transfer campus, notify financial aid, field education and the student's advisor.

XI. LEAVE OF ABSENCE, WITHDRAWAL, AND READMISSION PROCEDURES

To withdraw or to take a Leave of Absence from the University a student must submit an official Withdrawal/Leave of Absence Form to the appropriate BUSSW Administrator (Director of Student Services & Academic Planning for Charles River Campus, Off-Campus Program Directors, Worcester Hybrid Program Director, or the Online Program Assistant Director) within five days of withdrawal/leave of absence. The form will be processed with the SSW Registrar.

When possible, the appropriate administrator will conduct an SSW exit interview with the student. In all cases, the administrator will use the SSW Exit Interview Form to indicate whether the student has experienced significant educational difficulties. When possible, the administrator conducting the exit interview will discuss specific concerns with the student. The administrator will indicate the need for a Strengths-Based Resolution Process meeting or Status Review Meeting upon the student's request to return. (See the Strengths-Based Resolution Process and Status Review section of this document for an explanation of this process.) The exit form, and material related to educational concerns, will be housed in a designated Academic Affairs electronic file.

If the student requests to return to BUSSW, and whose Exit Interview indicates educational concerns as noted above, the appropriate information regarding any listed concerns will be reviewed to convene a Strengths-Based Resolution meeting at which time recommendations for return will be made. If indicated, students may be asked to provide a letter from the appropriate individuals and/or provider indicating readiness to return. Should the student not follow the Strengths-Based Resolution Process recommendations, the student may be referred to the Dean for Academic Affairs or to the Status Review Committee to determine if the request to return BUSSW will be accepted.

Note: Students who take a leave or withdraw are required to drop their courses and complete the LOA and/or Withdrawal form. Absence from classes does not reduce a student's financial obligation nor guarantee that a final grade will not be recorded.

READMISSION PROCEDURES

Readmission and Return from Leave of Absence

Academic files for previously matriculated students are kept for five years.

Individuals who wish to return within a year of withdrawing or taking a leave of absence may contact the following department, as appropriate, to discuss re-admission:

- Charles River Campus – sswoss@bu.edu – 617-935-4688
- Off-Campus Program and Worcester Hybrid Programs – sswoep@bu.edu – 617-353-2115
- Online Program – sswolp@bu.edu – 617-353-1746

Individuals who withdrew or took a leave of absence within one-to-five years should contact the [Admissions & Financial Aid Office](#) at 833-255-8970 (Toll Free) or email at busswad@bu.edu, and must submit the supplemental material described under “[Readmission & Reapplication](#)” to BUSSW.

Those seeking readmission must meet any special requirements prescribed at the time when the student left the School. If you withdrew or took a leave of absence six or more years ago, you must reapply to the program by completing the full admission process. **In all cases, students must complete the MSW degree requirements within six years of the original enrollment date.**

Any student who left the School for reasons related to grade point average, incompletes, Strengths-Based Resolution Process (previously called problem resolution), or status review will be referred to the Associate Dean for Academic Affairs. The Associate Dean will determine whether a status review should be convened to determine if the student should be allowed to re-enroll in the School.

XII. STATE AUTHORIZATION COMPLIANCE

Boston University has been approved under the terms and provisions of SARA (State Authorization Reciprocity Act) to operate its distance education programs in SARA-approved locations.

[Boston University State Authorization and Distance Education Disclosures](#) site provides a variety of information regarding distance education programs, including:

- SARA and Boston University Approval;
- [Complaint Resolution](#) process;
- The University's [Refund Policy](#);
- Information about distance education programs that lead to professional [licensure and certification](#); and
- Information about [International Distance Education](#)