

**Boston University**

**Master of Social Work**  
**Academic Policies & Procedures**

**2023-2024**

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## 1. INTRODUCTION

Welcome to Boston University School of Social Work Academic Policies and Procedures for Students. We hope that the information provided in this document will provide guidance throughout your enrollment. As a Boston University School of Social Work student, you are responsible for knowing and abiding by the Boston University and the School of Social Work's academic policies and procedures, and the National Association of Social Work Code of Ethics. Not following these policies and procedures may impact your enrollment and ability to graduate from BUSSW. You can find these resources here:

- <https://www.bu.edu/academics/policies/academic-conduct-code/>
- <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>
- <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-Spanish>

## 2. BUSSW DEGREE REQUIREMENTS

### ***PROGRAM REQUIREMENT ATTESTATION***

All incoming students are required to complete a Program Requirement Attestation Form that outlines the expectations and requirements of the program. Students must review, complete the outlined tasks, and sign the form prior to the beginning of their program. Information will be sent to students prior to orientation.

### ***ACADEMIC PROGRESS***

Graduate students' academic progress is reviewed at the end of each semester. Failure to maintain [satisfactory academic progress](#) (SAP) and be in good academic standing (defined as a semester Grade Point Index [GPI] of 3.0 and a cumulative GPA [grade point average] of 3.0) can result in a referral to a Problem Resolution or Status Review. Additionally, students must meet satisfactory academic progress to be eligible for renewal of need-based financial aid and credit-based loan certification.

### ***GRADUATION ELIGIBILITY***

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

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

## 3. CLASS POLICIES, EXPECTATIONS & REQUIREMENTS

### ***CLASS ATTENDANCE POLICY***

Students are expected to attend each class session unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance, either by personal explanation to their instructor(s), ~~faculty~~ advisor, or associate dean or by written statement from another authority. Any student who has been excessively absent from a course may be required to

withdraw from that course without credit. Students who expect to be absent from class or seminars should notify their instructor in a timely manner and are responsible for any missed content.

## **CLASS CANCELLATIONS AND RELIGIOUS HOLIDAYS**

### ***Class Cancellations***

On occasion a Charles River, 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.

### ***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.

## **COURSE 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 improve the course. All course evaluations also are reviewed by the Associate Dean for Academic Affairs and Department Chairs to ensure continuous high-quality teaching and to identify areas of improvement. Course evaluations are also reviewed by academic administrators as one measure in determining faculty appointments, raises, promotions and tenure. For purposes of feedback, periodic informal evaluations may also be requested by the instructor throughout the course.

Course evaluations are completed electronically and are confidential. Students are prompted to complete an electronic course evaluation form at either the penultimate or final class of the course. Please note that the instructor should not be present in the classroom when students complete the course evaluation forms. Additionally, instructors do not have access to the course evaluations until all grades are submitted.

## **WRITING STYLE AND REFERENCES**

Students are expected to follow the editorial and reference standards set out in the Publication Manual of the American Psychological Association (7th Edition). A helpful BUSSW APA Style Guide can be found at: <https://www.bu.edu/ssw/students/current/academic-resources/writing-tutoring-resources/>

For more information and tutorials go to:

- <https://extras.apa.org/apastyle/basics-7e/#/>
- [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html).

## **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

Boston University strives to be accessible, inclusive, and diverse in our facilities, programming, and academic offerings. Your experience in this class is important to us. If you have a disability (including but not limited to learning or attention, mental health, concussion, vision, mobility, hearing, physical or

other health-related concerns), require communication access services for the deaf or hard hearing, or believing that you require a reasonable accommodation for another reason please contact the Office of Disabilities and Access Services at <https://www.bu.edu/disability/>

## **RECORDING OF CLASSES, ELECTRONIC DEVICES, & TECHNOLOGY IN SOCIAL WORK PRACTICE**

### ***Recording of Classes***

A Massachusetts statute, MGL c. 272 section 99, prohibits the taping of any oral communication without notice to all parties involved. It is important, therefore, 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.

In-person class lectures in BUSSW courses are not routinely audiotaped, but occasionally a student or faculty member may wish to do so. If a specific class session is to be taped (e.g., for a student who will be absent for that session or required as an approved disability accommodation), the faculty member should notify students at the beginning of the course or class that the session will be taped. When 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](#).

Please note that all Online Live Classroom sessions are recorded, archived, and made available to students for their course section.

### ***Electronic Devices***

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 is distracting and seriously disrupts the learning process for everyone. Computers and other electronic devices are not to be used in the classroom for non-academic reasons. This includes e-mailing, 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 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.

### ***Standard for Technology in Social Work Practice***

Standard for Technology in Social Work Practice by NASW, ASWB, CSWE, and CSWA can be reviewed [here](#). Additional information is available at [BUSSW's Conduct & Netiquette](#).

## **ROLES AND RESPONSIBILITIES IN LEARNING**

**Faculty are responsible for** establishing the competencies to be achieved; setting the course objectives; choosing the framework, assignments, and readings; and creating the overall learning contract. Faculty present core content and guide students in the selection, presentation, and study of major issues; they promote class discussion and provide opportunities for small and large group learning. Faculty may share their own experiences and emphasize particular areas of specialization; they may bring in experts from the field to lecture on particular topics. Faculty are responsible for evaluation, feedback, and grading of students.

**Students are responsible** for their participation in the course and for achieving the competencies set forth in the syllabus. Students participate through classroom discussion and by working together in small groups. Students are responsible for reading and articulating learning from required readings, for grappling with clinical dilemmas in class, and for reflection on their personal/professional values and ethics. Additional expectations include the following:

- **Punctuality:** When students come to class on time, they demonstrate positive participation.
- **Attendance:** Students are expected to attend all class sessions and to inform the instructor in advance of any absences. Failure to attend class sessions is likely to have a negative effect on your course grade.
- **Class preparation:** Class participation is often contingent upon having done the preparation. Reading the assigned material and completing the assigned exercises demonstrates planning ahead and an investment in the work of the course. It is also essential for informed classroom discussion.
- **Participating in classroom discussion:** The classroom is a laboratory for the building of future professional skills and competencies. Being able to speak responsibly, clearly and appropriately in a group context is both an academic and professional requirement. Therefore, the classroom is a perfect environment for students to hone their “speaking aloud” skills. Students are expected to move outside their comfort zone and take risks on behalf of strengthening this important competency. Participation should exemplify at least the following professional values:
  - a. Elevating service to others above self-interest.
  - b. Seeking to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity.
  - c. Respecting others’ inherent dignity and self-worth.
  - d. Treating each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity.
  - e. Seeking to enhance others’ capacity and opportunity to change and to address their own needs.
  - f. *Recognizing the central importance of human relationships.*
  - g. Understanding that relationships between and among people are an important vehicle for change.
  - h. Engaging people as partners in the learning process.
  - i. Seeking to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance wellbeing.
  - j. Acting honestly and responsibly and promoting ethical practices.
  - k. Continually striving to increase my professional knowledge and skills and to apply them in the classroom.
  - l. Aspiring to contribute to the knowledge base of the profession.

### **ACADEMIC HONESTY**

Papers and presentations in the School of Social Work must meet standards of academic honesty and integrity, avoiding any possibility of plagiarism or other forms of academic misconduct. For specific information about the BUSSW policy regarding academic misconduct, see MSW Policies and Procedures document at: <https://www.bu.edu/ssw/students/current/mswpolicies/>

### **STUDENTS WITH DISABILITIES**

Boston University strives to be accessible, inclusive, and diverse in its facilities, programming, and academic offerings. Your experience in this class is important to us. If you have a disability (including but not limited to learning or attention, mental health, concussion, vision, mobility, hearing, physical or other health-related concerns), require communication access services for the deaf or hard hearing, or believing that you require a reasonable accommodation for another reason please contact the Office of Disabilities and Access Services at <https://www.bu.edu/disability/>

### ***PROTECTING CLIENT CONFIDENTIALITY***

Federal health regulations of 2003 mandate the protection of client confidentiality by changing the name of the client, significant others, agency, conditions, other descriptors, and geographic locations that could lead to client identification.

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.

### ***BUSSW STUDENT USE OF GENERATIVE AI CONTENT TOOLS***

Generative AI and automated content tools have the potential to offer creative and efficient methods of working for students and professors alike. However, generative AI, including ChatGPT and similar programs, are also known to provide outdated, incomplete, incorrect, and/or biased information, and may offer fake citations or sources. Therefore, information generated by these tools needs to be investigated by the user to ensure the information comes from valid sources and is not reproducing systemic bias. When using these tools, it is the student’s responsibility to ensure that all information presented in their work is accurate and that AI-generated material is appropriately cited.

Students are not prohibited from using generative AI and automated content tools in their coursework unless otherwise instructed. In each assignment in which AI is used, students are required to append the prompt/s they used and provide appropriate acknowledgment of the AI tool/s using APA Style. This specific approval is given to allow you to become familiar with AI tools, to increase your AI literacy, and to understand how to use AI in appropriate ways within an academic context. Please refer to the APA Style Guidelines post to learn more about appropriate citation strategies. If a student’s AI-generated work is not appropriately cited, or appears to qualify as plagiarism, the regular channels for academic dishonesty will be followed.

## **4. 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., 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.

## **5. BOSTON UNIVERSITY CONDUCT POLICIES AND PROCEDURES**

### ***BUSSW STUDENT EXPECTATIONS***

All students enrolled at Boston University are expected to comply with the full [Code of Student Responsibilities](#). In addition to meeting the standards of Boston University, students are expected to meet the standards for conduct and professional behavior set forth by the NASW Code of Ethics and professional training site(s). The BUSSW Behavioral Standard for Social Work Students addresses this below.

### ***ACADEMIC MISCONDUCT***

Academic misconduct is conduct by which a student misrepresents their academic accomplishments or impedes other students' opportunities of being judged fairly for their academic work. Knowingly

allowing others to represent your work as their own is as serious an offense as submitting another's work as your own.

**All students entering Boston University are expected to maintain high standards of academic honesty and integrity.** It is the responsibility of every student to be aware of the Academic Conduct Code's contents and to abide by its provisions. The Academic Conduct Committee of the individual school or college, which is composed of students, faculty, and staff, has jurisdiction over all charges of academic misconduct brought against students in its courses.

In all charges of academic misconduct against a student, the student is entitled to procedural fairness in any disciplinary proceedings. The Academic Conduct Code details the guidelines governing disciplinary proceedings. It also defines violations of the Code and enumerates penalties applicable under the Code.

The University Academic Conduct Code, as well as Procedure for Suspected Violations and can be found [here](#).

### ***VIOLATIONS OF THE ACADEMIC CONDUCT CODE***

Violations of this Code involve attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, alterations of academic records, alterations of official data on paper or electronic resumes, or unauthorized collaboration with another student or students. Violations include, but are not limited to:

- A. Cheating on an examination or assignment.** Any attempt by students to alter their performance on an examination or assignment in violation of the stated or commonly understood ground rules.
- B. Plagiarism.** Representing the work or ideas of another as one's own; and/or using another's work or ideas without crediting the source. Plagiarism includes, but is not limited to, the following: copying the answers of another student on an examination; copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source; using audio or video footage that comes from another source (including work done by another student) without permission and/or acknowledgement of that source; and collaborating with someone else in an academic endeavor without acknowledging their contribution. Plagiarism can consist of acts of commission (appropriating the words or ideas of another as one's own), or omission (failing to acknowledge/document/credit the source or creator of words or ideas).
- C. Misrepresentation, falsification, or fabrication of data** presented for surveys, experiments, reports, etc., which includes but is not limited to citing authors who do not exist; citing interviews that never took place; citing field work that was not completed; and falsely claiming attendance at mandatory class events.
- D. 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.
- E. Unauthorized communication during examinations.** Any unauthorized communication may be considered automatic evidence of cheating.
- F. 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. For more information on how this policy applies to materials in a student's ePortfolio and adding a Creative Commons License to your portfolio, see [Guidelines on Privacy and Integrity](#) on the Boston University ePortfolio site.

- G. 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.
- H. Misrepresentation of identity** in any interaction with a member of the Boston University community or on any academic work.
- I. Theft or destruction of examinations or papers** after submission.
- J. Submitting substantially the same work in more than one course** without the consent of instructors.
- K. 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.
- L. 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 during any team project or other teamwork. 2. No team member shall intentionally restrict or inhibit another team member's access to team meetings, teamwork-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.
- M. Failure to sit in a specifically assigned seat during examinations**.
- N. 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.
- O. Conduct in a professional field assignment** that violates the policies and regulations of the host school, agency, or NASW code of ethics.
- P. 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.
- Q. Attempting improperly to influence** the award of any credit, grade, or honor.
- R. Intentionally making false statements** to the Academic Conduct Committee or intentionally presenting false information to the Committee.
- S. 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.

- T. **Failure to comply** with the sanctions imposed under the authority of this Code.

### ***PROCEDURES FOR SUSPECTED VIOLATIONS OF THE ACADEMIC CONDUCT CODE***

The Associate Dean for Academic Affairs (ADAA) is responsible for administering the procedures set forth in the [University Code of Student Responsibilities](#).

#### ***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 the 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.

#### ***When faculty or staff have reason to believe that a student has violated this Code, the following steps will be taken:***

- 1) Faculty or staff will 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) Faculty or staff 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 Offenses, 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.

## 6. THE PROBLEM RESOLUTION AND STATUS REVIEW PROCESSES

### ***STEP 1 – INFORMAL PROBLEM SOLVING***

As is appropriate for graduate-level professional training, 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 (i.e., 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, the director of their program, and/or other SSW administrators who can serve as resources or provide guidance in this process. In some cases, such as when a knowledge of resources or one's program plan needs modification, advisors, and students are encouraged to meet with program administrators (Charles River Campus Director of Student Services, Off Campus Program Directors, the Online Student Services Administrators, or the Field Education Administrators). Administrators may know of additional resources and supports to help students and are well versed in program planning options.

Contact information and guidance for reporting and resolving issues you may experience during your time at BUSSW may be found on School's website at this link:

<https://www.bu.edu/ssw/students/current/reporting-resolving-issues/>

### ***STEP 2 - THE PROBLEM RESOLUTION PROCESS***

The Problem Resolution Process (PR) 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 Problem Resolution

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 or failing grades, multiple incomplete grades, difficulties with assignments or communication with instructors, chronic tardiness and/or class absences, or a GPA below the required 3.0.
- 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 that statements or behaviors have on others, inability to accept constructive feedback from others, inability to be self-reflective.
- A combination of academic, field, and/or behavioral concerns.

**The goal of the Problem Resolution Process meeting is to make recommendations for resolution of the area(s) of concern and document an agreement to resolve identified issues.**

The following outlines the steps of the Problem Resolution Process:

- 1) When a concern arises in the classroom and/or field, the advisor or the appropriate student services administrator should be informed.
- 2) The advisor/student services administrator informs the student of the reported concern and informs the student that they will gather information pertinent to the stated concerns from instructors, field instructors, and student services administrators/advisors.
- 3) The advisor/student services administrator develops a Problem Statement summarizes the concern as presented by the involved parties including an overview of the student's academic and field history at School. The Statement is reviewed by the administrator who will chair the meeting.
- 4) A notice of the meeting is sent to all participants via BU email.

The Problem Resolution meeting is convened by the appropriate BUSSW administrator. Attendees at the meeting may include:

- The student
- The advisor/student services administrator
- The field instructor (if the problem involves field internship)
- Classroom instructors (if the problem is occurring in the classroom or relates to academic performance in a specific class)
- Faculty and administrators considered to have 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 Problem Resolution meeting. Prior to the meeting, the student should inform the administrator that a support person will be present. This person's role is to support the student during and after the meeting and/or to observe the meeting 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. In general, the goals of the meeting are to:

- Develop a clear understanding of concerns and 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 or student services administrator 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 Problem Resolution documents will be kept in a confidential electronic folder in the Academic Affairs server and are to be expunged when the student graduates. Advisors and relevant administrators may keep copies of notes and meeting material in their own separate electronic file to be expunged when the student is no longer their advisee and/or has graduated.

In situations where the goals and plan has been established but progress toward identified goals has not been made, or new issues emerge, another Problem Resolution meeting may be convened, or a request to the Associate Dean of Academic Affairs 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.

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.

### ***STEP 3- STATUS REVIEW (SR)***

Any faculty, staff, or administrator may refer a student to the Associate Dean for Academic Affairs for a Status Review. A Status Review will be initiated under one or more of the following circumstances:

1. **Academic Standing:** After the Problem Resolution process has been exhausted and/or if adequate progress has not been made in resolving the problem(s)
2. **Academic Misconduct:** Any violation of the University's Academic Conduct Code beyond a first offense or when the instructor and student do not come to agreement about the misconduct.
3. **Behavioral Standards:** If a student's behavior in the classroom, field placement or in the school's overall community environment appears in violation of the BUSSW Behavioral Standards for Social Work Students, the Boston University Code of Student Responsibility, and/or the NASW Code of Ethics.

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 and/or internship, pending a decision by the Status Review Committee and 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 2<sup>nd</sup> year graduate students appointed by the Senior Assistant Dean of Programs and Digital Learning 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. Students on the Committee are voting members.

The Committee has jurisdiction over: (a) acts 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 have jurisdiction over acts 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 BUSSW.

The Committee will follow the same procedures for suspected violations of non-academic violations of the Code of Conduct.

### ***Status Review Procedures***

- A. **When students are called before Academic Conduct Committees of another School/College in the University**, the BUSSW Associate Dean for Academic Affairs 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. **When a case is referred for Status Review, the office of the Associate Dean for Academic Affairs refers the case to the Status Review Committee**, the ADAA'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 Associate 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.
- 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 Associate 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) 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) 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 student, the Chair of the Status Review Committee may, at their discretion, elect to admit parents or legal guardians.
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.

#### **D. Recommendations**

##### **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 regards 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.

**E. Within 14 days of the date of the Status Review 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.

## **F. 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 student 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 variations 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 sanctions 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.

**G. 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/ferpa/ferpa-policy.html> for more information.
- 4) Any record created pursuant to this Code may be disclosed with or without a waiver if required by law.
- 5) 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.

#### **H. 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.

#### **I. 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 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.

### **ACADEMIC INTEGRITY ADDENDUM FOR GRADUATE STUDENTS**

#### ***Philosophy and Importance of Academic Integrity in Graduate Scholarship and Professional Training***

The work of the academy focuses on extending the bounds of current knowledge. 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).

#### ***Summary of Academic Integrity Violations***

Please see section III of the Academic Conduct Code for more information about 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 standards of research and scholarship.



### ***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.

### ***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.

### ***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.

### ***Unprofessional Treatment of Patients and Clients***

Students must treat patients, clients, and pre-K–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 (HIPAA) and in the Family Educational Rights and Privacy Act (FERPA). Working with patients, clients, or pre-K–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.

### ***Consequences***

The consequences of academic misconduct are substantial, see section VI of the Academic Conduct Code. A finding of plagiarism, falsification of data, or other violation casts doubt upon the whole of the student's work, nullifying individual findings and perhaps adversely affecting the work of a larger research group.

### ***According to the Academic Conduct Code, the possible penalties for violations include:***

- Reprimand
- Disciplinary Probation

- Suspension
- Expulsion
- Revocation of Degree

## 7. COURSE REGISTRATION AND RELATED POLICIES

### **REGISTRATION INFORMATION**

Students register for classes through the Boston University [Student Link](#). Registration information and other accompanying documents are available in the “forms” section [here](#).

Students are encouraged to meet with program administrators (Off-Campus/Hybrid Directors, the Online Program Administrators, CRC 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 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.

### **COURSE ADDS, DROPS, AND SECTION CHANGES**

Before the BUSSW semester start date, students may make changes using the BU [Student Link](#). After the BUSSW semester 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](#).

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). Off-Campus, Hybrid and Online students should consult with their Campus Administrator before dropping a course. Keep in mind that a student must be registered for six credits per semester to be eligible for federal financial aid.

***Failure to attend a class is not considered a “dropped” class. Students who no longer attend a course but remain registered for it, are still considered actively enrolled. Absence from classes does not reduce a student's financial obligation, nor guarantee that a final grade will not be recorded.***

***Due to the structure of Off-Campus, Worcester Hybrid and Online programs, dropping a course may delay the student progress and continuation in the program, or the student may have to enroll in courses at the Charles River Campus in Boston, at another Off-Campus location, or in the Online Program. Please note that the tuition rate is campus specific; a student may pay a higher tuition rate depending on the campus where the course is offered.***

Off-Campus, Hybrid and Online 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 program and

date of withdrawal. CRC and OCHP students may reach out to the Registrar for refund schedules. Class cancellation and refund policies for OLP students are available [here](#).

Students who plan to drop ALL courses in a semester should refer to section 9.4: “Leave of Absence and Withdrawal

## ***MAJORS, TRACKS, AND SPECIALIZATIONS***

### ***Majors and Minors***

BUSSW offers both Clinical and Macro majors for Charles River, Online, and Worcester Hybrid programs. Bedford, Cape Cod, and Fall River campuses offer Clinical Practice only. Clinical Practice majors across all programs may choose to minor in Macro Practice.

### ***Tracks***

BUSSW offers 3 tracks: Traditional, Human Service Experience, and Advanced Standing.

### ***Specializations***

BUSSW offers Specializations in Behavioral Health, Children, Youth and Families, Aging, and Trauma & Violence. Specializations are open to both Clinical and Macro majors. Students may select only one Specialization.

***For information on Majors, Tracks, and Specializations please click [here](#).***

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

### ***Cross Registration with Another BUSSW Program***

Students who wish to take courses on another campus (CRC, OCP, Worcester Hybrid or OLP) may do so provided there is space. Interested students must meet the prerequisite requirements and should contact the administrator of the program of interest to review the appropriate processes. Please note that courses in the Off-Campus, Hybrid and Online programs are taught in a shorter and more intense format, the schedule is different than that of the Charles River campus and there are differential tuition rates based on the campus/program.

Students must meet the appropriate pre-requisites prior to enrolling in in courses through another BUSSW campus and should adhere to the following procedures:

### ***Off-Campus Program (OCP), Worcester Hybrid 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](mailto:sswolp@bu.edu) with their request.
- 3) OCP/Hybrid 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 waitlist 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.

**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 [sswocp@bu.edu](mailto:sswocp@bu.edu) with their request; students wishing to take a course at CRC should send an email to [swreg@bu.edu](mailto: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](mailto: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.

**Off-Campus Program (OCP), Worcester Hybrid or Online Program (OLP) students requesting to take a Charles River Campus (CRC) course:**

- 1) OLP students wishing to take a course at the CRC should discuss their request with their OLP Students Services Administrator. OCP and Worcester Hybrid students should discuss their request with their Program Director.
- 2) Once guidance is received from the appropriate administrator who will revise the students' program plan, the students email [swreg@bu.edu](mailto:swreg@bu.edu) to register for the course.

***Cross Registration within another BU Graduate School***

SSW students are eligible to cross-register for graduate courses in other graduate schools and programs within Boston University. The student must obtain the course description for the course they wish to enroll in and apply for approval to the SSW Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs can provide approval for elective credits. Credit for a required course also needs 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 (3 credits), for each approved course taken elsewhere at Boston University. Once the course has been approved, students should use the Student Link to register prior to the University start date. After the University start date, students should follow 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 can obtain information [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 process for approval is the same for used for transfer credits. 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 to receive transfer credit. The grade for a transfer course will not be factored in to determine a student's grade point average.

### **AUDITING COURSES**

An auditor is a student who enrolls in a course 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 [Audit Form](#) and obtain instructor's signature and return the form to the SW Registrar.

### **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.

### **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](#).

### **RESEARCH WAIVER EXAM**

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 are not required to take substitute credits. Students can review the social work waiver exam requirements [HERE](#).

The Research Waiver examination is typically completed prior to the semester in which the student would enroll in SR743 (“Research 1”).

### **TRANSFER CREDITS**

#### ***Transfer Credits from Other Colleges and Universities***

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. BUSSW does not grant social work course credit for life experience or previous work experience.

A [Request to Transfer Credit form](#) for each course the student is petitioning for and for which the student 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.

#### ***Transfer Credits Between SSW Campuses/Programs***

Students who want to transfer to a different SSW campus program should consult with their program administrator, campus director and their appropriate field education representative. The campus administrator will determine if the student is in ‘Good Standing’; specifically, GPA of at least 3.0, no outstanding incompletes, have been successful in the field, and not involved in an unresolved Problem Resolution Process, Academic Misconduct Process or Status Review. Students who have had a Status Review need approval from the Associate Dean for Academic Affairs to transfer to another campus/program.

- 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. Together the student and administrator complete the [Campus Transfer Request Form](#).
- b. **Students Not in Good Standing:** If the student is not in good standing, the current campus director/administrator in consultation with the transfer campus director/administration and with 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 approved, the students must submit a [Campus Transfer Request Form](#) within one week.

- c. **Students Receiving Financial Aid:** Students who receive financial aid should contact the Financial Aid Office to review the financial aid implications of the transfer.

Finally, students should include the [Campus Transfer Request Form](#). Please contact the designated person at the campus they wish to transfer to with the completed Campus Transfer Form to determine space availability. Assuming that there is space, the student should inform their current campus director/administrator of the change. The campus director/administrator will confirm with the campus director/administrator from transfer campus, notify financial aid, field education and the student’s advisor.

**GRADUATION REVIEW**

Students must complete a Graduation Review form at least one semester prior to graduation. Students will be considered potential graduates only after they have submitted a signed Graduation Review form indicating they understand and are responsible for completion of indicated courses to complete graduation requirements. Student must submit their Graduation Review Form to their Student Services Representative, who will prompt students to attend graduation review meetings.

Other information that students provide to the University pertaining to graduation (name for diploma, etc.) is completed through the Student Link under Academics tab.

**8. GRADING POLICIES**

**GRADES**

A letter grading system is used for all courses.

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

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.

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 to receive a passing grade for the field education course. At the conclusion of the first term of a field education internship a “J” grade is accorded to indicate completion of the term. No credit will be given for a single semester of Field Education. Additionally, there are not-for-credit seminars graded on a Pass/Fail basis.

## **MINIMUM GRADE REQUIREMENTS**

- 1) Students must have a minimum 3.0 GPA to graduate. Student GPAs are monitored on an ongoing basis by the Office of Academic Affairs Office.

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 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 Chair who will meet independently with student and the instructor to obtain information about the course assignment and grading criteria and then decide whether to allow a grade appeal. The Department Chair 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 Chair may recommend to the course instructor that the student's grade be changed.

## **FAILING GRADES (EXCLUDING FIELD EDUCATION)**

A grade of "F" indicates a failing grade for the course. A student who earns a grade of "F" in a required or prerequisite course must repeat that course with a passing grade. Students must also pay for the course again. No form is required to repeat a course.

In order to meet credit requirements for graduation, a student who earns a grade of "F" in an elective course must subsequently repeat that course or take another elective ("i.e. a "curricular equivalent" and earn a passing grade.

When a course is repeated, both the "F" and the subsequent grade remain on the student's permanent record, and both grades are included in the calculation of the cumulative grade point average.

## **INCOMPLETE GRADES (EXCLUDING FIELD EDUCATION)**

Students needing extended time to complete a course must contact their instructor and request an extension **prior to the end of the course**. Students must have completed **at least 75% of course work** to be eligible for an extension/incomplete grade. Students who do not meet this requirement will be assigned the grade they have to date, with no credit given for work not submitted/zero points averaged



into the total grade for each missing assignment. Instructors may refuse to grant an extension/incomplete grade.

Approved incomplete requests require a **fully completed** [Incomplete Grade Request form](#), submitted to the Registrar, no later than grading deadline for that course. **Forms that are not fully completed and signed will not be accepted** and will trigger the Incomplete to be converted to an “F”. Any Incomplete grade submitted without a signed Incomplete Grade Request form will be converted to an “F” grade by the Registrar as well. This form will include a Provisional Grade, which reflects the grade the student has earned for the 80% or more of course work completed when grades are due.

Incomplete grades must be resolved **within 2 weeks from the last class session** (across all campuses). Resolution within this 2-week period includes:

1. Completion of work by the student.
2. Submission of work to the instructor by the student.
3. Submission of the Grade Change Form to the Registrar by the instructor.

Grade changes (to the Registrar from the Instructor) not received by the deadline will trigger the Incomplete to be converted to the Provisional Grade regardless of work submitted during the extension period. If a student does not submit the outstanding course assignments to the instructor by the agreed upon date, the student’s grade will be converted to the Provisional Grade; no credit will be given for work not submitted, and a grade of zero will be averaged into the total grade for those missing assignments.

An Incomplete grade can only be converted to a final letter grade ONE TIME regardless of what that grade is. It is the student’s responsibility to connect with the instructor who granted the Incomplete to ensure that a Change of Grade form is submitted by the deadline.

An “F” in a course will trigger a Problem Resolution meeting. For a student on a Leave of Absence, Incomplete grades will be converted to an “F” after one year, as required by university policy.

Please Note:

Only under extreme extenuating circumstances can a student be referred to the Office of Academic Affairs to request permission to repeat a course with an unresolved incomplete grade without tuition charge. To pursue this option, the student must submit a fully completed and signed [Course Retake Petition form](#) to Academic Affairs. The student must provide an explanation for the request and may be asked to provide supporting documentation. The course must be repeated within one year, per university policy, or the Incomplete will be converted to an “F” grade. Approval for this type of request is at the discretion of the Associate Dean for Academic Affairs.

- Retake Petition approval grants students **one iteration** of said retake within a one-year period. If the retake is attempted and not completed, the student cannot retake the course a second time. A grade of “F” will be recorded. In the case of required courses, the course will need to be registered for and paid for again.

## 9. STUDENT STATUS AND ACCOUNTS

### ***FULL-TIME VESUS PART-TIME STATUS***

A student’s status may change if the total number of registered credits changes in a given semester.

Part-time status is designated for students taking less than 12 credits per semester. All students in the Off-Campus, Hybrid and Online programs are enrolled as part-time students.

Students wanting to change status from full-time to part-time or vice versa must meet with and obtain permission from their program administrator to discuss the programmatic and financial implication on these changes and to revise the student's program plan before a change can take place. 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 their campus administrator: the Director of their OCHP campus, the CRC Director of Student Services & Academic Planning, or the OLP Director/Administrator to complete an Exit Interview and the [University Withdrawal/Leave of Absence Form](#). Please be sure to check the tuition refund schedules which is based on the date of withdrawal.

### **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 [Personal Data Update Form](#).

### **PAYMENT AND STUDENT ACCOUNTS**

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.

### **LEAVES OF ABSENCE AND WITHDRAWALS**

#### ***Leave of Absence and Withdrawal Policies***

- MSW students must complete their degree within six years of the original start date of their program. Those whose revised graduation date will not be able to fall within this time limit must re-apply to the program by completing the full admissions process. Students with time limitation questions or concerns are welcome to discuss program plan options with the director of the program to which they wish to attend to determine whether their program can be completed within the required time limit.
- If a student has formally withdrawn from BU, they should apply as a new incoming applicant and their degree completion timeline starts again.
  - Please note that if a student has any intention of returning to BUSSW, they should take a leave of absence, not withdraw. This ensures an easier return to the program.
  - If reaccepted after withdrawal, previous credits earned at BUSSW will count towards completion of the Degree. These credits will expire after 6 years from the original start date for MSW.
- University account balances must be paid before a student can register for classes or obtain a new loan. There are credit-based (non-federal) loans available to students to use for their prior balance, but such loans are contingent on how long a student has been on leave.

More information is available at [SSW Financial Aid](#).

### **Leave of Absence and Withdrawal Procedures**

To withdraw or to take a Leave of Absence from the University a student must their appropriate campus Director/Administrator and submit an official [Withdrawal/Leave of Absence Form](#) (within five days of withdrawal/leave of their absence) to the SSW Registrar at [swreg@bu.edu](mailto:swreg@bu.edu) .

The appropriate SSW administrator will conduct an exit interview with the student, review any concerns, and explore a plan for return. The Exit Interview form should list any educational or behavioral concerns and indicate if there need for a Problem Resolution meeting, Status Review Meeting and/or required documentation indicating readiness to return upon the student's request to return. The exit form will be housed in the student's registration file to be utilized when a student requests to return.

**Note: Students who take a leave or withdraw are required to complete the Withdrawal/Leave of Absence process in order drop their courses. Students who no longer attend a course but remain registered for it, are still considered actively enrolled. Absence from classes does not reduce a student's financial obligation, nor guarantee that a final grade will not be recorded.**

### **Return from a Leave of Absence**

Students wishing to return to the School must initiate a Request to Return from a LOA by completing the form at the following link: <https://www.bu.edu/ssw/students/current/return/>

If a student is requesting to return within a year of taking an LOA, they will only need to submit the Request to Return from a Leave form. If a student is requesting to return after more than one year, they will need to submit the form along with the documentation below:

- 1) List of any new paid and/or volunteer experiences
- 2) One new reference
- 3) A personal biographical update
- 4) Any new transcripts

Please note: if necessary, the campus Director/Administrator can also request these documents of any student returning after less than one year and/or can ask any student for additional material.

The request for **Return from a Leave form** allows for documents to be uploaded directly on the website and is then sent to the appropriate director/administrator.

Charles River Campus	<a href="mailto:swoss@bu.edu">swoss@bu.edu</a>
Off-Campus and Worcester Hybrid Programs	<a href="mailto:sswocp@bu.edu">sswocp@bu.edu</a>
Online Program	<a href="mailto:sswolp@bu.edu">sswolp@bu.edu</a>

The Director/Administrator then gathers and reviews the submitted information and meets with the student to make the decision as to whether the student can return (and, if needed, under what conditions). For MSW students, the Director will review the student's BUSSW Exit Interview Forms (completed at the time the student took a leave from the program). If this review indicates any concerns

or recommendations, a referral will be made to the Dean of Academic Affairs for review, and/or a Problem Resolution Meeting or Status Review may be required before a re-entry decision can be made.

After all reviews are completed, the student is notified of the decision to return via email. If the student is allowed to return, the Director/Administrator will update the student’s program plan, will upload any submitted documents to OnBase, and will refer the student to Field Education, as necessary. The paperwork should also be forwarded to the Registrar’s office so that the student can be reinstated.

**Protocol for Students Returning from a Leave of Absence for Medical Reasons**

[University policy](#) requires that students interrupting studies for medical, mental, or behavioral health reasons complete a review process that is initiated through Student Health Services.

Students returning from a Medical Leave of Absence should review the [LOA Instructions](#) and then complete and submit the following required documentation to Student Health Services:

1. [Community Provider Report](#)
2. [Student Report](#)
3. [General Authorization to Third Parties to Disclose Health Information](#)

**Students must be cleared by Student Health Services prior to return. Graduate students request to return from a medical LOA will be reviewed by SHS and an email to the student and academic contacts with one of the following messages:**

**Cleared/reviewed:**

You have been cleared from a medical perspective to return from your Medical Leave of Absence. You should be aware that being cleared to return from a medical perspective does not guarantee that your program will determine that you are entitled to continue your academic work at Boston University. The next step in the process is for you to communicate with your academic area (School/College/Department/Program, as appropriate) to discuss your eligibility to return to your academic program.

Students will be notified if they are required to speak with a clinician as part of their return from leave.

For additional information describing the specific steps go to:

- <https://www.bu.edu/shs/getting-started/too-sick-to-keep-up-with-course-load/>

**Timeline for a Return from Leave of Absence**

MSW STUDENT REQUEST TO RETURN	
Term of Planned Return	Request Submission Deadline
Fall Semester	January 15
Spring Semester	September 15
Summer Semester	January 15

Please note that if a student will not need a field placement upon their return from a leave of absence,

there may be some flexibility in the request submission deadlines listed above. Students in this category should contact the appropriate program director/administrator for additional information.

## **10. SOCIAL WORK LICENSING ELIGIBILITY AND PROGRAM PLANNING**

Graduates of the BUSSW program can apply for social work license by following the appropriate steps as required by their state of residence or practice. We recommend that students contact their state's social work licensing board to determine all requirements for licensure. Requirements may include, but are not limited to, specific MSW course content, additional post-graduation examinations or experience, application and licensing fees, criminal background checks, reference checks, and other requirements. It is important that you be aware of all such requirements and that you plan accordingly to ensure that you enroll in coursework required by your state of residence or practice.

Additional information regarding social work state specific licensing regulations is available [Here](#).

## **11. STATE AUTHORIZATION COMPLIANCE**

### ***Boston University School of Social Work State Authorization Reciprocity Agreement (SARA) and Boston University Approval***

The State Authorization Reciprocity Agreement (SARA) is a voluntary agreement amongst member states, territories, and districts of the United States that establishes one set of national standards and rules for distance education offerings. States that wish to become members of SARA apply to their regional education compact for approval. Once a state has been approved, institutions within that state may apply to the designated state portal entity for approval to participate in SARA. Currently, 49 states (all but California), the District of Columbia, Puerto Rico, and the U.S. Virgin Islands have joined SARA.

Boston University has been approved under the terms and provisions of SARA to operate its distance education programs in SARA-approved locations. [State Authorization and Distance Education](#)

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

- [Complaint Resolution](#) process for Massachusetts, and each state
- Information on the [Refund Policy](#) applicable to students in distance education programs
- Information about distance education programs that lead to professional [licensure and certification](#); and
- [Authorizations by State](#): State-by-state authorizations and information, including complaint procedure information for the location and any state-specific disclosures.

## **12. BOSTON UNIVERSITY SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICIES**

### ***TITLE IX***

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

### ***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: Director of Student Services, Francisco Jaimes at (617) 353-5607 or [fjaimes@bu.edu](mailto:fjaimes@bu.edu).

### ***WORKPLACE VIOLENCE PREVENTION***

Boston University is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the Boston University workplace. If such conduct occurs, it should be promptly reported to the proper authority and investigated. To view policies, go to the following link: <https://www.bu.edu/policies/workplace-violence-prevention>

### ***STUDENT COMPLIANCE REQUIREMENT***

***All students at Boston University are required to complete the following [Sexual Misconduct Prevention trainings](#):***

- 1) Students entering the program will receive a notification from the university to complete the *Sexual Assault Prevention Training*.
- 2) Returning students will complete a follow-up training (*Sexual Assault Prevention Ongoing: Taking Action*) that builds upon information and skills learned in the first training.

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.**