

# WAYNE STATE UNIVERSITY

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## SCHOOL OF SOCIAL WORK POLICY MANUAL

## TABLE OF CONTENTS

A Message from the Dean.....	4
School of Social Work Mission Statement, School Goals, Program Goals.....	5
<b>I. UNIVERSITY POLICIES</b>	
A. Student Code of Conduct.....	7
B. Equality of Opportunity.....	20
C. Non-Discrimination for the Handicapped.....	20
D. Drug and Alcohol Free Workplace.....	21
E. Policy on Sexual Harassment.....	22
F. Policy on Workplace Violence.....	23
G. University Policies on AIDS and AIDS-Related Diseases.....	24
H. University Grading Policy.....	26
I. Policy on Syllabi and Textbooks in Lower Division Courses.....	30
J. Course Syllabus Policy.....	30
K. Policy on Early Progress Assessment.....	31
<b>II. SCHOOL OF SOCIAL WORK POLICIES</b>	
A. Non-discrimination and Equal Opportunity and Non-discrimination of Persons with Disabilities.....	32
B. Roles of Faculty Adviser, Field Instructor, Task Supervisor, and Academic Adviser.....	33
C. Academic Advisement Policy for Bachelor of Social Work Students.....	34
D. Academic Advisement Policy for Master of Social Work Students.....	34
E. Admissions Review Committee and Procedures for Request to Review Admission Decision.....	36
F. Petition for Transfer of Graduate Social Work Credits.....	37
G. Petition for Transfer of Undergraduate Social Work Credit.....	37
H. Academic Credit for Life and/or Work Experience .....	38
I. Revalidation of Over-Age Credits: Thirty Seven Semester Credit MSW; Sixty Semester Credit MSW.....	39
J. The Mark of "I" (Incomplete): School Policy.....	40
K. Policy on Awarding School of Social Work Financial Aid and Scholarships.....	41
L. Policy and Procedures on Student Leave of Absence.....	42
M. Policies for Withdrawal and Readmission.....	43
N. Academic Termination and Reinstatement Policy and Grade Appeals Procedures.....	44

III. FIELD EDUCATION POLICIES FOR THE SCHOOL OF SOCIAL WORK

A. Policy on Field Education and the Urban Mission of the School of Social Work..... 48

B. Student Safety Policy..... 49

C. Policies and Procedures for Placement Assignments and Awarding Agency Stipends... 50

D. Policies Regarding Field Placements..... 51



## **MESSAGE FROM THE DEAN**

A Message from the Dean

Welcome to Wayne State University and its School of Social Work. I hope you will find the time spent here fulfilling, challenging and useful as you prepare yourself for a career in social work. I have found my experiences as a social worker to be rewarding, and the education of future practitioners gratifying.

Your time spent in our program will not be easy. Our faculty members will expect you to work hard and to your full potential. Your beliefs will be challenged and expanded; your skills will be put to the test in classes and in your field placement. But you will find that these same faculty members will be available to discuss these challenges with you, answer your questions and guide you.

The curriculum at the school, and the objectives of both coursework and field work have been developed to ensure your success as you enter the profession. We are bound not only by University policy and guidelines, but also by standards established by the Council on Social Work Education. Within the framework they have established for professional schools and schools of social work, we have established policies and procedures to guide our faculty members and student body. Some of the standards ensure our compliance with Federal regulations. Others ensure fair and equal administration of our policies, standardize course content and grading, and protect faculty and students alike from inconsistent practices.

All students need to know that these policies and protections exist. Most students will never directly see their effect or need to implement the procedures they contain. But it is your responsibility to familiarize yourself with them and understand the need for their existence.

Our legacy of educating competent and ethical practitioners is a measure of our success and the standards and policies in place and contained within this brochure are a vehicle for the continuing success of our students.

Sincerely,

Phyllis I. Vroom  
Dean

# WAYNE STATE UNIVERSITY

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## SCHOOL OF SOCIAL WORK

### **Mission**

As a School within an urban research university, the mission of the Wayne State University School of Social Work is to transmit, develop, critically examine, and apply knowledge to advance social work practice and social welfare policy in order to promote social, cultural and economic justice for the betterment of poor, vulnerable, and oppressed individuals, families, groups, communities, organizations, and society, by:

- preparing ethical and competent social work generalists, advanced practitioners and scholars at the BSW, MSW, and PhD levels, respectively, with learning that primarily emphasizes urban settings;
- conducting research, primarily relevant to urban populations; and
- providing innovative leadership and service to the urban community and the profession.

### **School Goals**

1. To prepare BSW students for ethical, competent entry level, generalist professional social work practice, particularly in urban settings with diverse, poor, vulnerable and oppressed individuals, families, groups, organizations and communities.
2. To prepare MSW students for ethical, competent advanced level professional social work practice, with a focus on interpersonal practice or community practice and social action, particularly in urban settings with diverse, poor, vulnerable and oppressed individuals, families, groups, organizations, and communities.
3. To create and transmit knowledge through research and scholarship that is integrated in teaching and service and that advances social work practice and social welfare policy.
4. To expand mutually beneficial partnerships with our social work, social welfare, and other human-service-communities-of-interest to enrich teaching, research and scholarship, and to take a leadership role in development of service delivery systems that improve and enrich human conditions locally, regionally, nationally and internationally.
5. To foster a commitment to continuing education, maintaining competence in practice, and seeking opportunities for renewal and advancement within the profession.

### **BSW Program Goals**

1. To prepare BSW students for ethical, competent entry level, generalist professional social work practice, particularly in urban settings with diverse, poor, vulnerable and oppressed individuals, families, groups, organizations, and communities.
2. To foster a commitment to knowledge development, innovative leadership in service delivery systems, continuing education, maintaining competence in practice, and seeking opportunities for renewal and advancement within the profession.

### **MSW Program Goals**

1. To prepare MSW students for ethical, competent advanced level professional social work practice with a focus on interpersonal practice or community practice and social action, particularly in urban settings with diverse, poor, vulnerable and oppressed individuals, families, groups, organizations, and communities.
2. To foster a commitment to knowledge development, innovative leadership in service delivery systems, continuing education, maintaining competence in practice, and seeking opportunities for renewal and advancement within the profession.

# **I. University Polices**

## **A. STUDENT CODE OF CONDUCT**

### **1.0 PREAMBLE**

1.1 The primary purposes of the Student Code of Conduct are to promote campus civility and academic integrity and to provide a framework for the imposition of discipline in the University setting. The code gives general notice of prohibited conduct and of the sanctions to be imposed if such conduct occurs. The code should be read broadly, and is not designed to define misconduct in exhaustive terms. The code specifies the rights of the student and the rights of other parties to the procedure.

1.2 As provided by the Board of Governors in WSUCA 2.31.01, "Student Rights and Responsibilities," and as mandated by academic tradition, the students of Wayne State University possess specific rights and responsibilities. Students are expected to conduct themselves in a manner conducive to an environment that encourages the free exchange of ideas and information. As integral members of the academic community, students have the right to expect that their rights are protected from arbitrary, capricious and malicious acts on the part of other members of the academic community. This Student Code of Conduct is designed to assure that students who are alleged to have engaged in unacceptable conduct receive fair and impartial consideration as specified in this code.

1.3 Students are accountable both to civil authorities and to the University for acts which constitute violations of both the law and this code. In such cases disciplinary action at the University will normally proceed while civil or criminal proceedings are pending, and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been invoked, dismissed or reduced.

1.4 Final authority in student disciplinary matters is vested in the President or his/her designee.

1.5 The Office of the Ombudsperson is available to advise students at any stage in the proceedings provided for in this code. To assure that students are aware of that availability, whenever charges are initiated against a student or student organization, the Student Conduct Officer will provide the student (or representative of the student organization) with a copy of a memorandum prepared by the Ombudsperson explaining the Ombudsperson's role.

### **2.0 DEFINITIONS**

When used in this code:

2.1 "Academic misbehavior" means any activity which tends to compromise the academic integrity of the institution or subvert the education process. Examples of academic misbehavior include, but are not limited to: (1) cheating, as defined in Section 2.3; (2) fabrication, as defined in Section 2.5; (3) plagiarism, as defined in Section 2.8; (4) academic obstruction, as defined in Section 2.10; (5) enlisting the assistance of a substitute in the taking of examinations; (6) violation of course rules as contained in the course syllabus or other written information provided to the student.

2.2 "Aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to normal University or University sponsored activities.

2.3 "Cheating" means intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

2.4 "Distribution" means sale or exchange with an intent to profit.

2.5 "Fabrication" means intentional and unauthorized falsification or invention of any information or citation.

- 2.6 “Institution” and “University” mean Wayne State University.
- 2.7 “Organization” means a number of persons who have complied with University requirements for recognition.
- 2.8 “Plagiarism” means to take and use another’s words or ideas as one’s own.
- 2.9 “Student” means a person who has enrolled in or is auditing a course or courses, or who has enrolled in or is taking a special program sponsored by any unit of the University, or who has taken or audited a course or courses at the institution on either a full-time or part-time basis. A person who withdraws from the University after engaging in conduct which may have violated the Student Code of Conduct is considered a “student” for purposes of this Code.
- 2.10 “Academic obstruction” means any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.
- 2.11 “University premises” means buildings or grounds owned, leased, operated, controlled, or supervised by Wayne State University or Wayne Housing Authority.
- 2.12 “Weapon” means any object or substance designed to cause injury, or incapacity, including, but not limited to, all firearms, pellet guns, switchblade knives, knives with blades three or more inches in length, and chemicals such as “Mace” or tear-gas.
- 2.13 “University-sponsored activity” means any activity on or off University premises, which is initiated, aided, authorized, or supervised by the University.
- 2.14 “Sexual misconduct” means non-consensual sexual touching, including, among other things, non-consensual oral sex.
- 2.15 “Technology resources” means any and all technologies that produce, manipulate, store, communicate, or disseminate information. These resources include, but are not limited to, wired and wireless data, video and voice networks, computers for processing information, and other devices for storing and archiving information.
- 2.16 Unless otherwise noted, “days” means school days and days Wayne State University is open for business and not calendar days.
- 2.17 “Faculty” applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, adjuncts, and Academic Staff with teaching duties.

### **3.0 PROSCRIBED CONDUCT – STANDARDS AND JURISDICTION**

- 3.1 The focus of inquiry in disciplinary proceedings is to determine if the student is in violation of the prohibited conducts outlined in the Student Code of Conduct. Formal rules of evidence are not applicable, nor will deviations from prescribed procedures or deadlines invalidate the decision or proceeding, unless significant prejudice to a student or to the University results.
- 3.2 The Student Code of Conduct shall apply to conduct that occurs on University or Housing premises and at University or Housing sponsored activities that occur on or off-campus.
- 3.3 Each student shall be responsible for his/her conduct from the time she or he has notified the University that he/she will attend the University through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment and even if their conduct is not discovered until after a degree is awarded.
- 3.4 The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

### **4.0 PROHIBITED CONDUCT**

The following conduct is subject to disciplinary action when it occurs on University or Housing premises, or in connection with a University course or University documents, or at a University-sponsored activity.

- 4.1 All forms of academic misbehavior.
- 4.2 Forgery, unauthorized alteration, or unauthorized use of any University



document or instrument of identification.

4.3 Physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.

4.4 Unauthorized use, unauthorized possession, or unauthorized storage of a weapon.

4.5 Intentionally initiating a threat, or false report or false warning, of fire, explosion, or other emergency.

4.6 Disorderly behavior that interferes with activities authorized, sponsored, or permitted by the University such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.

4.7 Violation of the terms of any disciplinary sanction imposed in accordance with this code.

4.8 Illegal use, possession, manufacture or distribution of drugs.

4.9 Theft of property or services, or intentional or reckless damage to property, of the institution, or of a member of the institutional community, or of a visitor to the University.

4.10 Knowingly possessing stolen property.

4.11 Conduct that is a crime under the criminal law of the State of Michigan or the United States.

4.12 Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.

4.13 Knowingly furnishing false information to the institution.

4.14 Intentional obstruction or disruption of institutional activities or functions.

4.15 Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.

4.16 Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.

4.17 Misuse or intentional disruption of the University's technological resources.

4.18 Any form of sexual misconduct.

4.19 Failure to comply with published University regulations or policies. Such regulations or policies include but are not limited to:

a) University statutes prohibiting discrimination and sexual harassment;

b) Regulations relating to entry and use of University facilities;

c) Regulations relating to sale or consumption of alcoholic beverages;

d) Regulations relating to use of vehicles and electronic, amplifying equipment;

e) Regulations relating to campus demonstrations;

f) Regulations relating to misuse of identification or parking cards;

g) Regulations relating to residing in the University's residence halls and apartments.

4.20 Abuse of the Student Code of Conduct system, including but not limited to:

a) Deliberate falsification or misrepresentation of information before a Hearing Committee Panel or before a dean in an informal conference;

b) Disruption or interference with the orderly conduct of a Hearing Committee Panel proceeding.

## **5.0 DISCIPLINARY SANCTIONS**

Students found to have committed an act, or acts of misconduct may be subject to one or more of the following sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in this code. More than one sanction may be imposed for any single violation.

5.1 Disciplinary Reprimand. Notification that the student has committed an act of misconduct, and warning that another offense may result in the imposition of a more serious sanction.

5.2 Disciplinary Probation. A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes specified requirements or restrictions (as, for example, restrictions upon the students representing the University in any extracurricular activity, or running for or holding office in any student organization) for a specific period of time as determined in the particular case.

5.3 Loss of Privileges. Denial of specified privileges for a designated period of time, including, but not limited to, the privilege of participating in non-academic activities or student organizations on campus.

5.4 Discretionary Sanctions. Assignments, essays, service to the University, or other related discretionary assignments.

5.5 Residence Hall Suspension. Separation of the student from the residence halls for a definite period of time, or until the student demonstrates that she/he has satisfied conditions established for return determined at the time of suspension.

5.6 Residence Hall Expulsion. Permanent expulsion of the student from the residence halls.

5.7 Suspension. A denial of the privilege of continuing or enrolling as a student anywhere within the University, and denial of any and all rights and privileges conferred by student status, for a specified period of time. At the termination of the suspension the student will be entitled to resume his/her education without meeting any special academic entrance requirements.

5.8 Expulsion. A permanent denial of the privilege of continuing or enrolling as a student anywhere within the University, and permanent denial of any and all rights and privileges conferred by student status.

5.9 Restitution. The requirement that a student make payment to the University or to another person or group of persons, or to a student organization, for damage caused as a result of violation of this code.

5.10 Transcript Disciplinary Record. An entry onto the student's transcript, permanently or for a specified period of time indicating that the student has been found to have engaged in prohibited conduct, pursuant to Section 4.0 of the Student Code of Conduct. The entry shall also designate the sanction imposed.

5.11 Other Sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above.

5.12 Among the factors that will be considered in the determination of what sanction is appropriate is whether there have been repeated or aggravated violations.

Among the factors that may be considered in mitigation are whether the student has been straightforward, and taken responsibility for his/her acts; the nature of the offense and the severity of any damage, injury, or harm resulting from it; and the lack of past disciplinary record of the offender. Because a primary purpose of this code is to protect the University community, a claim that a violation was committed as a matter of "innocent fun" shall not be viewed as a factor in mitigation.

5.13 Attempts to commit acts prohibited by this code shall also be punishable .

5.14 Students who have left the University, and who, after leaving the University, have used forged University transcripts or other University documents, or have used University transcripts or other University documents with unauthorized alterations, may be subject to one or more of the following sanctions:

- a) The refusal to provide any further transcripts or other documents;
- b) The refusal to provide any further transcripts or other documents except directly to institutions or employers;
- c) The denial of any further enrollment;
- d) An entry onto the student's transcript, permanently or for a specified period of time.

## **6.0 COMMUNICATION OF NOTICES TO STUDENTS: APPEALS AND APPEARANCES BY STUDENTS**

Except as provided in Section 10.1, all notices to students which are provided for by

this code shall be sent by first-class mail (not certified or registered) to the student's address filed by the student at the time of last registration. If the sender of the notice has actual knowledge that a different address is correct, the sender shall also send a copy to that address. Copies of written notices may also be hand-delivered to the student.

All written appeals or requests for review must be signed and submitted by the student herself/himself (not by an advisor or an attorney). Sections 15.9 and 14.3 of this statute provide, respectively, that any party may bring an advisor or an attorney to a formal hearing held pursuant to Section 15 of the statute, and that a student, or the representative of an intra-college organization, may bring an advisor or attorney to an Informal Disciplinary Conference. These sections specify the role of the advisor or attorney at the hearing or conference. All appearances by the student except for Section 15 hearings and Section 14.3 conferences shall be by the student herself/himself except that the Student Conduct Officer may, in her/his discretion, permit the student to bring an advisor or attorney if, because of a language impediment, disability, or other special circumstance, the presence of an advisor or attorney would improve the quality of the fact-finding conference, and if the student notifies the Student Conduct Officer of the name of the advisor or attorney, and the reason the student desires the presence of an advisor or attorney, at least 48 hours prior to the conference. The Student Conduct Officer may revoke her/his permission for the presence of an advisor or attorney at any time if, in her/his judgment, it is not improving the quality of the conference.

## **7.0 INTERIM SUSPENSION**

Whenever there is evidence that the continued presence of a student on University premises poses a substantial threat to that student or to others, or to the stability and continuance of normal University functions, the President, Provost or his/her designee, and after consultation with the Office of the General Counsel, may suspend the student for an interim period pursuant to these disciplinary procedures. In matters of academic misconduct, the Provost's designee will ordinarily be the student's Academic Dean; in matters of nonacademic misconduct, the Dean of Students. Notice of the interim suspension shall be mailed to the student. The interim suspension may be made immediately effective, without prior notice, and may provide for complete exclusion from University premises except for the appearance provided for in Section 7.1, which appearance may be scheduled to occur at the Public Safety headquarters.

7.1 A student suspended on an interim basis shall be given an opportunity to appear personally before the University officer who suspended the student, or before his/her designee, within five school days from the date of the interim suspension. Notice of the time and place of the appearance shall be included in the notice of suspension. The University officer shall hear the student regarding the following issues only:

- a) The reliability of the information concerning the student's conduct;
- b) Whether the conduct and surrounding circumstances reasonably indicate that continued presence of the student on the campus poses a substantial threat to the student or to other individuals or to the stability and continuance of normal University functions.

7.2 Within two school days following the opportunity for an appearance provided for in Section 7.1, the suspending officer or his/her designee shall issue a written determination as to whether or not the suspension should continue, and whether a formal charge should be filed. The suspension may not be continued for more than ten school days after the determination unless a charge is filed within the ten school days.

7.3 The suspending officer or his/her designee shall, within the two school days referred to in Section 7.2, mail to the student a copy of the determination concerning the suspension.

## **8.0 HEARING COMMITTEE PANELS**

8.1 Academic Misbehavior Committee Panels: At the beginning of each academic year, each college of the University, including the Graduate School, shall

establish two standing panels, one of students, and another of faculty from the college. Each panel shall contain a minimum of eight and a maximum of twenty-four members. The faculty panel shall be selected by the faculty governing body within the college and the student panel shall be selected by the student governing body within the college. The respective governing bodies shall determine how large a panel, within these limits, is desired. If either governing body fails to act by October 15, the Academic Dean shall determine the size of the panel and shall select the panelists. Vacancies occurring during the year which bring the size of the panel below eight shall be filled within one month of the vacancy's occurring by the appropriate faculty body or student body, or, if they fail to act, by the Academic Dean.

8.2 Non-Academic Misbehavior Committee Panels: The Academic Senate and the Student Council shall each establish a standing panel for the purpose of processing cases involving individual students or student organizations charged with non-academic misbehavior. Each panel shall contain a minimum of eight and a maximum of twenty four members. Appointees to the Committee Panel will normally serve for three years, unless the Academic Senate or the Student Council specifies a shorter term, except that student appointees will not continue to serve after they graduate. If the Student Council or Academic Senate fail to act by October 15, the Provost shall determine the size of the panel and shall select the panelists. A vacancy occurring during the year which brings the size of the panel below eight shall be filled within one month of the vacancy by the Student Council or the Academic Senate. If the Student Council or Academic Senate fail to act, the Provost then shall fill the vacancy.

8.3 The Dean of each college or his/her designee and the presidents of the Academic Senate and Student Council shall report the names of the panelists to the Provost and the Student Conduct Officer no later than October 20 of each academic year, and shall report vacancies and replacements to the Provost and the Student Conduct Officer as soon as they occur.

## **9.0 STUDENT CONDUCT OFFICER**

The President of the University, or his/her designee, shall appoint an individual to act as Student Conduct Officer. The Student Conduct Officer shall direct and coordinate matters involving student discipline and shall be available to answer questions concerning the procedure to be followed in implementing this code. It is not the role of the Student Conduct Officer to be the proponent of any party. The Student Conduct Officer shall maintain disciplinary files in the name of the student respondents. Except where litigation or administrative proceedings are pending regarding the matter, if a student is found not to be in violation of the charges his/her file shall be sealed, and after three years shall be destroyed. The files of students found in violation of any of the charges against them will be retained as a disciplinary record for the duration of time specified in the sanction, but no less than five years. If the sanction includes a Transcript Disciplinary Record pursuant to Section 5.10, disciplinary records shall be retained permanently if the transcript entry is permanent, or, if the entry is for a specified period of time, for five years after the end of that period. Disciplinary records may be retained for as long as litigation or administrative proceedings are pending regarding the matter.

The Student Conduct Officer shall keep a list of the hearing panels in all colleges and in the Academic Senate and Student Council, and shall report promptly to the Provost, and to the appropriate dean or president, any college or Academic Senate which does not have in place a current, complete panel.

The Student Conduct Officer shall prepare an annual report for the Board of Governors describing how this code has functioned during the year and, if the Student Conduct Officer believes changes are desirable, recommending those changes.

## **10.0 PRELIMINARY PROCEDURE**

Any person may initiate charges against one or more students or a student organization believed to have violated this code, by filing charges with, and by providing information pertinent to the case, to the Student Conduct Officer, both in writing. The charge must be made within a reasonable time after the alleged misconduct has occurred. The Student Conduct Officer will coordinate the adjudication of both academic and non-academic misbehavior violations of the Student Code of Conduct.

### **10.1 ACADEMIC MISBEHAVIOR – PRELIMINARY PROCEDURE**

a) When a faculty member is persuaded that academic misbehavior has occurred, the faculty member may, without filing a charge, adjust the grade downward (including downgrading to a failing grade) for the test, paper, or other course-related activity in question, or for the entire course. In such instances, the faculty member shall either orally notify the student (or each of the students, if more than one student is involved), in the presence of the department or unit head, of the downgrading and the reason(s) for it, or provide the notice by first-class mail as provided in Section 6.0, with a copy to the department or unit head. If the faculty member provides oral notice to the student, the faculty member shall provide the department or unit head with a written statement of the action taken. In any case, the faculty member shall provide the student with a copy of this Section 10.1 and a copy of the memorandum prepared by the Ombudsperson, explaining the Ombudsperson's role, referred to in Section 1.5. In the case of written notice, the copies shall be mailed with the notice. In the case of oral notice, the copies shall be handdelivered to the student in person, or mailed, within five school days.

The student may appeal the action by filing with the department or unit head a statement in writing, within ten school days of oral notice or postmark of the written notice. The department or unit head shall give the student an opportunity to appear personally before him/her within fifteen school days of the postmark of the student's statement, and shall notify the student of her/his decision, in writing, within ten school days of the opportunity for an appearance. In a departmentalized college where the unit head is not the Academic Dean, the student may appeal to the Academic Dean, in writing, within ten school days of the postmark of the unit head's decision.

Where the department or unit head is the faculty member, then, in a departmentalized college where the unit head is not the Academic Dean, the student may appeal directly to the Academic Dean, in writing, within ten school days of the oral notice or postmark of the written notice, from the faculty member.

The Academic Dean shall notify the student of his/her decision within ten school days of the postmark of the student's appeal. The Academic Dean's decision shall be final.

Where the Academic Dean is the faculty member, the student may appeal directly to the Provost, in writing, within ten school days of the oral notice or postmark of the written notice from the faculty member.

b) If the faculty member in whose course the alleged infraction occurred perceives it as warranting discipline in addition to that provided for in Section (a) the faculty member may also file academic misbehavior charges.

In the case of academic misbehavior charges against a student, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college in which the student is enrolled. In the case of graduate students, this will be the subject-area college, not the Graduate School, unless there is no subject-area college. If the student is not enrolled in a college, the Student Conduct Officer shall forward

the copy of the charges to the Dean of the College of Liberal Arts and Sciences. If the Student Conduct Officer determines that another college has primary concern with the matter, in which case he/she shall assign the matter to that college, and forward the charges to the Dean of that college.

In the case of academic misbehavior charges against a student organization that the Student Conduct Officer finds is an intra-college student organization, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college.

In the case of academic misbehavior charges against “related students,” as defined in Section 13.2, if the students are enrolled in more than one college, the Student Conduct Officer shall determine which college has primary concern with the matter, shall assign the matter to that college, and shall forward the charges to the Dean of that college

c) The Provost or his/her designee may approve expedited due process procedures applicable to students enrolled in short-term, non-credit access programs, up to and including removal from the subject program.

#### **10.2 NON-ACADEMIC MISBEHAVIOR PRELIMINARY PROCEDURE**

Charges of non-academic misbehavior made against students or student organizations will be adjudicated in the Dean of Students Office.

#### **10.3 NON-ACADEMIC MISBEHAVIOR-HOUSING AND RESIDENCE LIFE**

Because of the special communal relationship of the residence hall living environment, University Housing may adjudicate and sanction students for minor policy infractions as proscribed in Housing handbooks, contracts, licenses, policies and regulations.

In order to maintain the consistency of Housing’s administrative hearing process, the Student Conduct Officer or his or her designee shall meet regularly with the Director of Housing or his or her designee to review nonacademic misbehavior cases that occur within the Residence Halls.

The Director of Housing, or his or her designee, may, initiate non-academic misbehavior charges with the Student Conduct Officer at any time.

#### **10.4 WITHDRAWAL OF CHARGES**

In all cases, the charge may be withdrawn only by the charging party. It may be withdrawn at any time prior to the notice provided for in Section 11.7, but may not be withdrawn thereafter.

### **11.0 FACT-FINDING PROCEDURES**

11.1 Upon receipt of the charges, the Student Conduct Officer shall initiate an investigation, which must include an opportunity for the student(s), or representative(s) of the student organization, to participate in a fact-finding conference with the Student Conduct Officer, and may include a conference by the Student Conduct Officer with the person making the charges, in order to determine whether further proceedings are appropriate.

11.2 A notice shall be sent to the student(s) or to representative(s) of the student organization, with a copy to the Dean of Students or the Academic Dean, within ten school days of the Student Conduct Officer’s receipt of the charges, and at least five school days prior to the conference. The notice shall contain the following information:

- a) The alleged infraction;
- b) The nature of the evidence submitted;
- c) The time and place of the conference;
- d) A copy of this code, with a statement that it is the governing policy and that the student should retain it for use throughout the proceeding.

11.3 Should the student(s) or representative of the student organization fail to appear at the fact-finding conference or fail to inform the Student Conduct Officer that he/she is waiving his/her right to the fact-finding conference, the Student Conduct Officer may take action as described in section 11.5.

11.4 Upon request, the student(s), or representative of the student organization, and the charging party, may review the documents, statements, or other material in the Student Conduct Officer's case file.

11.5 Within ten school days following the fact-finding conference, the Student Conduct Officer shall decide:

- a) that no further action will be taken; or
- b) in the case of academic misbehavior, charges made against student(s) or against a student organization that the Student Conduct Officer has determined, pursuant to section 10.1(b), to be an intra-college student organization, that the matter will be referred to the Dean of the college in which the student is enrolled or the student organization is based; or
- (c) in the case of academic misbehavior charges made against two or more students (called "related students" in this statute) where the students are enrolled in more than one college, that the matter will be referred to the Dean of the college with primary concern, as determined pursuant to section 10.1(b);
- d) in the case of non-academic misbehavior charges made against a student(s) or against a student organization that the matter will be referred to the Dean of Students.

11.6 The Student Conduct Officer will notify in writing the student or representative of the student organization, the Academic Dean or the Dean of Students and the person bringing the charge, of his/her determination, within the ten school days specified in Section 11.5. If the Student Conduct Officer determines the case should be referred, the Student Conduct Officer shall, forward the original file to the Academic Dean.

11.7 a) If the Student Conduct officer concludes that there is a sufficient basis to forward a charge for further proceedings, the Student Conduct Officer may, but need not, concurrently propose to the charged party a recommended disposition of the charge. If the Student Conduct Officer does so, he/she will advise the charged party in writing of the recommendation, that he/she has the option to accept or decline the recommendation and the consequence of accepting the recommendation. The recommended disposition will not be forwarded to the Dean of Students, but only to the charged party.

b) The charged party may accept or decline the recommended disposition. If the charged party elects to accept the recommended disposition, he/she must do so in writing within ten school days. If the charged party accepts the recommended disposition, then the Student Conduct Officer will notify the Dean of Students of the disposition, and no further proceedings will be had. If the charged party declines the recommended disposition, then the matter will proceed as if no recommendation had been made.

## **12.0 PROCEDURE IN NON-ACADEMIC MISBEHAVIOR CASES**

12.1 The Dean of Students shall notify the student that he/she may either meet with him/her in an Informal Disciplinary Conference pursuant to Section 14.0 of the Student Conduct Code or choose to have the decision and/or sanction of the Student Conduct Officer heard by a formal Hearing Committee convened by the Dean of Students pursuant to Section 15.0 of the Student Conduct Code. If the Dean of Students is the charging party, the Provost or his or her designee shall notify the student that he or she may either meet with him/her in an Informal Disciplinary Conference or if the student chooses, convene the formal Hearing Committee to review the case.

## **13.0 PROCEDURE IN ACADEMIC MISBEHAVIOR CASES**

13.1 If, after reviewing the information transmitted by the Student Conduct Officer, the Academic Dean decides that further action shall be taken, and that the charges are sufficiently serious that it is possible that the alleged misconduct might result in a permanent disciplinary record, suspension or expulsion

pursuant to sections 5.7, 5.8, 5.10 of this code, he/she shall initiate the Hearing Procedure, pursuant to Section 15. All other cases shall be resolved by an Informal Disciplinary Conference, pursuant to Section 14.

13.2 Charges against two or more related students arising out of the same or substantially overlapping sets of facts shall be heard together by the same Committee, pursuant to Section 15, or in the same Informal Disciplinary Conference procedure, pursuant to Section 14, unless the Academic Dean determines that separate hearings or procedures should be held.

13.3 If the Academic Dean has determined that further action shall be taken, he/she shall, in writing, so notify the student, or the intra-college student organization, within ten school days of receipt of the referral.

In cases where the Academic Dean has decided that the charges are sufficiently serious that the alleged misconduct might result in a permanent disciplinary record, or a suspension or expulsion pursuant to sections 5.7, 5.8, or 5.10 of this code, he/she shall notify the student (with a copy to the Student Conduct Officer) that the Hearing Procedure, pursuant to Section 15, has been initiated. In all other cases, the Academic Dean shall notify the student or the intra-college student organization (with a copy to the Student Conduct Officer) that the Informal Disciplinary Conference procedure, has been initiated. In hearing procedure cases, the Academic Dean's notice to the student shall include the statement that the student may elect instead to have the case resolved pursuant to the informal disciplinary conference provided for in Section 14, and that, in such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 18 shall not be applicable. In the case of related students offered this choice, if any student desires a hearing procedure, all students will be afforded a hearing procedure in accordance with Section 15.

The Academic Dean shall advise the student to contact the Academic Dean's office within ten school days of the postmark of the Academic Dean's notice, in order to schedule the Informal Disciplinary Conference or the opportunity to strike names from the panels, as provided for in Section 15.2 (in hearing procedure cases). The Academic Dean shall forward the charges to the student and shall refer the student or organization to the copy of this code that has previously been provided.

13.4 If the student or a representative of the student organization does not respond to the Academic Deans within the time specified in Section 13.3, or if the student or representative fails to schedule the Informal Disciplinary Conference, or the opportunity to strike names from the panels, within fifteen school days of the postmark of the Academic Dean's notice, the Dean may decide the matter on the basis of the information provided by the Student Conduct Officer. If the Academic Dean sustains the charges the Dean shall decide the appropriate sanctions as specified in Section 5. The Academic Dean may take note of previously imposed sanctions when making his/her decision regarding sanctions. The Academic Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing. The decision of the Academic Dean shall be final. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Academic Dean's notice to the Registrar.

13.5 Students referred to the hearing procedure may elect instead to have their case resolved pursuant to the informal disciplinary conference provided for in Section 14. In such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 16 shall not be applicable.

#### **14.0 INFORMAL DISCIPLINARY CONFERENCE**

Students or student organizations subject to, or electing to participate in, an Informal Disciplinary Conference before the Academic Dean or his/her designee or the Dean of



Students shall be accorded the following procedure:

14.1 The student or representative of the student organization shall have access to the case file, prior to and during the conference.

14.2 The student or representative of the student organization shall have an opportunity to respond to the evidence and to call appropriate witnesses.

14.3 The student or representative shall have the right to be accompanied and assisted by an advisor or attorney only in the manner provided in Section 15.9 of this code.

14.4 The Dean shall render a decision within ten school days. If the Dean sustains the charges, the Dean shall decide the appropriate sanctions as specified in Section 5.

The Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing, within ten school days. The decision of the Dean shall be final. The Dean shall, at this time, return the original file to the Student Conduct Officer. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Dean's notice to the Registrar.

### **15.0 HEARING PROCEDURES**

15.1 In general hearing procedure cases the hearing committee shall be convened either by the Academic Dean or the Dean of the Students. The committee shall consist of three faculty members and two students.

15.2 The student or related students may strike a maximum of two names from each panel, before the committee is drawn from the panels. If related students fail to agree as to the names (if any) to be stricken, then no names shall be struck.

15.3 In the first case of the year, the Dean shall begin with the first person remaining on each list after the student's opportunity to strike. Thereafter, the Dean shall begin with the first person who did not serve on the previous committee who remains on the lists after the opportunity to strike. The Dean shall proceed alphabetically through the lists until he/she has obtained three faculty and two student panelists who are able to serve. These five persons shall constitute the Committee. They shall elect the Committee Chairperson. The Dean shall brief the Committee regarding its responsibilities and regarding procedure under the statute. The Dean shall provide the Committee with necessary staff.

15.4 The Committee shall conduct a fair and impartial hearing.

15.5 The student shall be given notice of the hearing date at least five school days in advance of the hearing, and shall be accorded access to the case file, pursuant to Section 11.4, prior to and during the hearing.

15.6 The student and the charging party should be present at the hearing. If the student fails to appear, the hearing may proceed without him/her, and if the charging party fails to appear, the hearing may proceed without him/her.

15.7 Both the student and the charging party shall have the opportunity to be heard. The student may not be required to testify against herself/himself. Both the student and the charging party shall have the opportunity to question opposing witnesses.

15.8 The Dean may subpoena witnesses upon the request of either party or on his/her own motion. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

15.9 Any party may bring an advisor or an attorney to the Disciplinary Conference with the Dean or to the Hearing, provided that in order to be permitted to do so, the party must notify the Dean, in writing, of the name of the advisor or attorney at least 48 hours prior to the hearing. The role of the advisor or attorney during the hearing is solely to counsel and assist the party; the advisor or attorney may not participate actively in the conduct of the hearing.

15.10 The Chairperson may, in her/his discretion, permit participation by an interpreter or other assistant if, because of a language barrier, or impediment, or disability,

or other special circumstance, such participation would improve the quality of the hearing. The Chairperson may revoke his/her permission of the participation by assist or interpreter at any time if, in his/her judgment, it is not improving the quality of the hearing. The party must notify the Academic Dean or the Dean of Students, in writing, of the request for an interpreter or assistant at least 48 hours prior to the hearing.

15.11 Hearings will be closed to the public, except that, in the discretion of the Chairperson, an open hearing may be held if requested by the student. In the case of related students, if any student in the group desires a closed hearing, the hearing shall be closed.

15.12 The Chairperson shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts a hearing or who fails to adhere to the rulings of the Chairperson may be excluded from the proceedings.

15.13 Hearings will normally be recorded. However, this code does not require that hearings be recorded, and the failure to record all or part of a hearing, or the technical inadequacy or loss of any recording made, does not invalidate the hearing or the procedure. Whether or not a recording is made, the decision must include a summary of the testimony, and shall be sufficiently detailed to permit review by the President or his/her designee.

15.14 The Chairperson may exclude witnesses other than the charging party and the charged party from the hearing during the testimony of other witnesses.

15.15 Formal rules of evidence shall not apply in disciplinary proceedings conducted pursuant to this code. The Chairperson shall admit all matters into evidence which reasonable persons would accept as having persuasive value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

15.16 Affidavits shall not be admitted into evidence unless signed by the affiant and notarized, and shall not be admitted in any case unless the Chairperson finds that there is good cause to accept an affidavit instead of actual testimony.

15.17 The Committee may be advised by a representative of the Office of the General Counsel, except that if the Office of the General Counsel shall have acted in the case as proponent of any party, then the Committee shall be advised by independent, outside counsel.

15.18 A decision by the Committee that the charges are sustained must be based upon a preponderance of the evidence at the hearing. (A preponderance of the evidence is that which is sufficient to convince the Committee that it is more probable than not that the student's alleged misconduct occurred.)

## **16.0 HEARING BY THE COMMITTEE**

The Academic Dean or his/her designee, or the Dean of Students shall convene the Committee within 15 school days of the student's response provided for in Section 13.3, except where the academic calendar makes a longer interval appropriate. The Dean or designee shall be present at the hearing but shall not be present during the Committee deliberations. A simple majority of the Committee members shall be present for the hearing. If a majority of the members are not present, the student may decide to proceed with the hearing before those members who are present, or to reschedule the meeting. In the case of related students, if 50% or more of the students prefer to proceed, the hearing shall proceed.

16.1 Within ten school days of the hearing, the Committee shall prepare and send to the Dean its decision, including a summary of the hearing and of its decision-making process. If the Committee sustains the charges, it shall recommend a sanction or sanctions.

16.2 If the Committee sustains the charges, then, within five school days, the Dean shall decide appropriate sanctions as specified in Section 5. The Dean may adopt the sanctions recommended by the Committee or may impose sanctions more or

less severe than those recommended by the Committee. The Dean shall notify the student, the charging party, and the Student Conduct Officer of the decision and the sanction(s), in writing, within the five-school-day period. The Dean shall return the original file to the Student Conduct Officer. In those cases in which the nature of sanction(s) requires notice to the Registrar, Student Conduct Officer shall forward the dean's notice to the Registrar.

### **17.0 STUDENT ORGANIZATIONS**

17.1 Any member of a group of related students can elect to have his or her charges heard separately from the rest of the group by making a written request to the Student Conduct Officer within five school days of receiving notice of the charges filed against the group. If a request is not made within five school days, the ability to have the case heard separately is waived. This section does not apply in cases of charges filed against student organizations.

17.2 A student organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

17.3 As a part of the decision in the case, the officers or leaders or any identifiable spokespersons for a student organization may be directed to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in the organization's behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this code both by the officers, leaders or spokespersons for the organization and by the organization itself.

17.4 Sanctions for organization misconduct may include revocation or denial of recognition, as well as other appropriate sanctions pursuant to Section 5 of this code.

### **18.0 APPEAL PROCESS**

18.1 If as the result of a formal hearing process, a sanction is imposed the student or representative(s) of the organization may request the President or his/her designee to review the decision on the record. A written Request for Review must be signed and submitted by the student or representative himself/herself (not by an advisor or an attorney) to the Student Conduct Officer, with a copy to the Dean of the college, or the Dean of Students postmarked within twenty school days of the postmark of the college's final decision. The Student Conduct Officer will forward the appeal, with the record, to the President or his/her designee. Appellate review of the college's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review. The President or his/her designee may affirm, reverse or modify the decision or the sanction, or, in unusual circumstances, may send the matter back to the college. The President or his/her designee shall notify the student, the Dean, the charging party, and the Student Conduct Officer of the decision, in writing, within a reasonable time.

18.2 In individual cases (not organization cases), the student may also file with the President or his/her designee a Request for Postponement of the effect of the Dean's final decision. Such request must be postmarked within seven school days of the postmark of the Dean's final decision, and a copy must be sent to the Dean. Upon receipt of a Request for Postponement, the President or his/her designee will immediately contact the Dean. Unless the college or the Dean of Students demonstrates that the injury to the college or University or to third persons that would result from a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the Dean will be postponed until the date that the President or his/her designee issues a decision regarding the underlying Request for Appellate Review.

The President or his/her designee will inform the student and the Dean of his/her decision regarding the Request for Postponement within three school days after receiving the request.

Exceptions to this procedure may be granted by the President or his/her designee upon a showing of good and sufficient cause.

18.3. The decision of the President or his/her designee shall be final.

### **19.0 INHERENT AUTHORITY**

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community, including the right, in cases of a perceived threat of danger, to act to bar students from the campus without prior notice.

**Amended by the Wayne State University Board of Governors, November 30, 2005.**

### **B. EQUALITY OF OPPORTUNITY**

Wayne State University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities.

This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, political orientation, marital status or handicap, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination. Wayne State University complies with the Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as Amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, The Vietnam Era Veterans Readjustment Assistance Act of 1974, and Michigan Public Act 453. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Office of Equal Opportunity, 3008 Faculty Administration Building, Wayne State University, Detroit, Michigan 48202; telephone (313) 577-2280.

### **C. NON-DISCRIMINATION FOR PERSONS WHO HAVE HANDICAP CONDITION**

In accordance with federal requirements of the Rehabilitation Act of 1973, there shall be no discrimination on the basis of handicap in Wayne State University's programs, operations and activities, in the hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students.

#### **D. DRUG AND ALCOHOL FREE WORK PLACE**

Wayne State University is committed to providing a drug free environment for its faculty, staff, and students. The Board of Governors has made this commitment a formal policy of the University. All faculty, staff and students must abide by the terms of the Board policy as a condition of employment or enrollment at the University. The unlawful possession, use, distribution, sale or manufacture of drugs or alcohol is prohibited on University premises, at University activities, and at University work sites. Pursuant to that policy, the unlawful possession, use, distribution, dispensation, sale or manufacture of any illicit drugs, and the unlawful possession, use or distribution of alcohol on University property, or any University work site, or as part of any University activity, is prohibited. Any employee or student employee who is convicted of a criminal drug offense occurring at the workplace is subject to appropriate employee discipline in accordance with established University policies and collective bargaining agreements, and may be required to participate satisfactorily in a drug abuse or rehabilitation program as a condition of further employment or enrollment. Any student or employee who, while on University premises or at any University activity, engages in the unlawful possession, sale, manufacture, distribution, or use of drugs or alcohol shall be subject to appropriate sanctions, in accordance with established University policies and collective bargaining agreements, and in conformity with local, state and federal law, up to and including expulsion or termination. A student or employee who is found to have violated this policy may be required to participate in a drug or alcohol treatment program as a condition of further employment or enrollment. The University encourages employees who may have a problem with the use of illicit drugs or with the abuse of alcohol to seek professional advice and treatment. Students may seek referral assistance by contacting University Counseling and Psychological Services, at 577-3398.

**E. WAYNE STATE UNIVERSITY  
SEXUAL HARASSMENT STATUTE**

It is the policy of Wayne State University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. The law of the State of Michigan prohibits discrimination in employment and in education and provides that discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
- b) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.
- c) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

In the area of speech, what the law and this policy prohibit is speech as action; that is, sexual communication which is either directly coercive, as rising to that level of offensiveness which interferes substantially with the victim's education or employment. The determination of what level of offensiveness is actually coercive, and therefore unlawful and prohibited by this policy, will in some cases be difficult. A significant element in the determination is provided by the fact that an unequal power relationship underlies sexual harassment. The more unequal the relationship, the more the risk of substantial interference with the victim's education or employment. In the area of physical contact, physical contact which is unwelcome is so gravely offensive that it always has the effect of substantially interfering with the victim's employment or educational environment. Employees and students should not take for granted that they are welcome to touch other employees or students, since if their contact is in fact unwelcome, they will be in violation of the law and of this policy. Deans, directors and department heads are directed to take appropriate steps to disseminate this policy statement and inform students and employees of complaint procedures. Inquiries regarding sexual harassment policies or complaints may be directed to the Office of Equal Opportunity, Wayne State University, Detroit, Michigan, 48202; telephone (313) 577-2280  
*Adopted by the Board of Governors on July 15, 1983*

## **F. POLICY ON WORKPLACE VIOLENCE**

Wayne State University is committed to providing a work and educational environment that is free from threats, assaults, or acts of violence. Threats of violence or of physical harm, and any form of physical or sexual assault or threats of physical assault are prohibited. This includes conduct that harasses, disrupts, or interferes with another person's work performance or creates an intimidating or hostile work or educational environment. It is a violation of the University's policy to bring certain items on campus, including all types of firearms, explosives, switchblade knives and any knife with a blade longer than three inches, and objects carried for the purpose of injuring or intimidating. Violations of this policy may result in disciplinary action under existing policies. University personnel are expected to notify appropriate management personnel of any violent or threatening behavior, when that behavior is work-related or carried out on University property. Any individual who has obtained a personal protection order that identifies the workplace as a protected area should notify Public Safety.

## **G. UNIVERSITY POLICIES ON AIDS AND AIDS-RELATED DISEASES**

### **1.0 Purpose**

**1.1** It is the purpose of this executive order to state the general policy of the University with respect to AIDS and AIDS-related diseases; to affirm the University's educational role with respect to AIDS-related diseases; to affirm the University's commitment to persons with AIDS-related diseases; to establish a University Task Force on AIDS-related diseases; to provide guidance to University managerial personnel with respect to AIDS-related diseases; and to establish a Review Committee to assist University managers with questions regarding AIDS-related diseases.

**1.2** It is the policy and practice of Wayne State University to protect the public health on the campus and to respect the privacy rights and medical needs of individuals with infectious diseases. This dual concern applies to individuals with Acquired Immune Deficiency Syndrome (AIDS), AIDS-related Complex (ARC) and/or HTLV III/LAV antibody.

**1.3** Based upon the conviction that the primary response of colleges and universities to the AIDS epidemic must be educational, the University shall take an active role in making available to members of its community current information about the transmission of AIDS and AIDS-related diseases and about means of minimizing the risk of infection. Because there is at this time no specific curative therapy for AIDS or AIDS-related conditions, the University's most important goals, for the present, shall be those of increasing awareness and providing education to prevent further spread of the disease.

### **2.0 COMMITMENT TO PERSONS WITH AIDS OR AIDS-RELATED DISEASES**

**2.1** Except as the Review Committee provided for in Section 4.0 may determine that particular factual situations require a different response, students, faculty and staff with AIDS or AIDS-related diseases shall continue to study or work in an unrestricted setting unless and until new medical information supports the need to limit the person's activity in the University setting. It is the University's commitment that students, faculty and staff with AIDS or AIDS related diseases are limited in their campus activities only to the extent necessary to accommodate the rights of other members of the University community.

**2.2** Decisions regarding the type and extent of accommodations required, if any, in the educational or work setting shall be based on the behavior, neurological status and physical condition of the infected person and the expected type of interaction with others in that setting.

**2.3** In response to members of the University community evidencing AIDS and AIDS-related symptoms, the University will comply with all federal and state laws and regulations, including those of the U.S. Public Health Service, which bear on the welfare of persons with AIDS or AIDS-related diseases and others within the University community who may have further contact with persons with AIDS. The University recognizes that persons with AIDS are protected under federal and state handicap rights laws.

**2.4** No information concerning individuals' medical problems or diagnosis of AIDS or AIDS-related diseases shall be provided to faculty, administrators, or parents without the express written permission of the infected person. Policy Manual 11

### **3.0 UNIVERSITY TASK FORCE**

**3.1** Taking into account the recommendations of the American Council on Education, the National Education Association, the Center for Disease Control, the American Psychological Association, and in accordance with the American College Health Association's special report entitled AIDS on the College Campus, a University-wide Task Force shall coordinate overall efforts pertaining to students, faculty and staff with AIDS or AIDS-related diseases.

**3.2** University Task Force shall be responsible to the Provost.

**3.3** The University Task Force complement shall be as follows:

- a) The Senior Vice President for Academic Affairs or his/her designee, who shall serve as Chair.
- b) The Vice President and General Counsel or his/her designee.
- c) The Vice President for Student Affairs or his/her designee.
- d) The Assistant Vice President for Human Resources or his/her designee.
- e) A physician from the University's medical community appointed by the Provost.
- f) The Director of the University Counseling Services or his/her designee.
- g) The Director of University Housing or his/her designee.
- h) The Editor-in-Chief of the South End.
- i) One undergraduate and one graduate student appointed by the Student Council.
- j) Two official representatives of the faculty.
- k) A liaison from the local office of the U.S. Public Health Service.



**3.4** The Task Force shall advise the Provost with respect to the University-wide effort of dealing with issues associated with AIDS and AIDS-related diseases.

**3.5** The Task Force shall recommend to the Provost means by which educational programs about AIDS and AIDS-related diseases can be undertaken by the University, and shall perform such tasks in connection with these programs as are delegated to it by the Provost. Such efforts may include the development of a brochure/resource guide to be broadly distributed on campus, and the scheduling of workshops in cooperation with the Student Council, using the best epidemiologic data available, to familiarize students with the nature of transmission of the disease and ways in which the risk of infection can be minimized.

**3.6** In addition, the Task Force shall be responsible for recommending changes in policies and procedures related to the University's response to students, faculty or staff with HIV infection within its campus community as additional scientific evidence concerning the treatment of the disease becomes available.

**3.7** The Task Force shall meet at least once each semester of the regular academic year.

#### **4.0 REVIEW COMMITTEE**

**4.1** The Provost shall appoint a Review Committee of three members from among the members of the Task Force; the Review Committee shall include the physician from the University's medical community serving on the Force, who shall serve as chair of the Review Committee.

**4.2** The Review Committee shall review inquiries from University managers as to how to proceed regarding specific work and educational circumstances of individuals with AIDS-related diseases, and shall make recommendations to those managers (with copies to the appropriate senior vice president or other senior officer of the University) as to how the manager should proceed in the specific situation. The decision of the manager, as reviewed with her/his senior vice president or senior officer, shall, with the approval of the President, be final.

#### **5.0 DURATION**

This Executive Order is revocable at any time at the discretion of President and without notice.

#### **6.0 EFFECTIVE DATE**

This Executive Order is effective upon issuance.

## H. University Grading Policy

Editor's Note:

The following is taken from University Bulletins, both the Undergraduate (2003-2005) and Graduate Bulletins (2002-2004). If any discrepancy is noted, the University policy currently in force always has precedence, and a student is referred to those sources for the most up-to-date policy.

### 1.0 Grading System, Undergraduate

Grades are not mailed to students. Final grades are available on the campus Pipeline web service (<http://pipeline.wayne.edu>). Grades are available to students by 5:00 p.m. on the day they are posted by instructors. The following system is in effect for degree credit in all colleges and schools of the University, with the exception of the School of Medicine four-year M.D. program and the Law School:

#### 1.1 Undergraduate Grades

A: Excellent: 4.00 grade points per credit hour  
A-minus: Excellent: 3.67 grade points per credit hour  
B-plus: Good: 3.33 grade points per credit hour  
B: Good: 3.00 grade points per credit hour  
B-minus: Good: 2.67 grade points per credit hour  
C-plus: Fair: 2.33 grade points per credit hour  
C: Fair: 2.00 grade points per credit hour  
C-minus: Fair: 1.67 grade points per credit hour  
D-plus: Poor: 1.33 grade points per credit hour  
D: Poor: 1.00 grade points per credit hour  
D-minus: Poor: 0.67 grade points per credit hour  
E: Failure: 0.00 grade points per credit hour

P: Passed  
N: Not Passed  
S: Satisfactory  
U: Unsatisfactory  
M: Marginal Pass

P, N, S, U, and M grades are not reflected in the grade point average.

IP: Course in Progress. The mark of IP will be reported for current term classes on a student's transcript when a transcript is generated during that term.

NR: No grade reported by the instructor. This mark does not appear on the transcript; it may appear on the grade mailer for a particular term. However, the mark of 'IP' will remain on the student's record until such time as the instructor submits a grade.

P or N: Passed or Not Passed (undergraduate students only). These grades do not affect grade point averages, but undergraduate courses completed with grade of P may count toward a degree.

S, M, or U: Satisfactory, Marginal, or Unsatisfactory performance in non-degree courses and in certain designated courses such as field work, practicums and internships. These grades do not affect grade point averages.

## 1.2 Marks

I: Incomplete.  
W: Official Withdrawal.  
X: No grade reported.  
Y: Deferred.  
Z: Auditor.

**THE MARK OF 'I: INCOMPLETE,'** is given to either an undergraduate or a graduate student when he/she has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without again attending regular class sessions. The responsibility for completing all course work rests entirely with the student. The mark of 'I' will be changed to a grade only when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the Chairperson of the department or other instructional unit. The mark of 'I' shall not be changed to a grade of 'E' unless, after receiving the 'I,' the student's subsequent work is of such quality that the overall average for the course is below passing.) Work must be completed within one calendar year.

The mark of 'I' is inappropriate if, in the instructor's judgment, it will be necessary for the student to attend subsequent sessions of the class regularly. Should regular attendance become necessary, the student must register for the class for the semester in which attendance is planned. In the event of a second registration for the course, the mark of 'I' for the original election will be considered a Withdrawal ('W'), and the student will be assessed tuition and applicable fees for the second registration.

The mark of 'I' which is not converted to a letter grade within one calendar year from the time it was received will be considered a withdrawal ('W'), unless, prior to the end of that year, the student requests, and the instructor agrees to certify in writing to Student Records that an additional year is needed for the removal of the Incomplete. The mark of 'I' cannot be extended beyond two calendar years.

**THE MARK OF 'W'-OFFICIAL WITHDRAWAL:** The mark of 'W' is given when a student reports the withdrawal to Registration and Scheduling in accordance with University policy. **THE MARK OF 'X'-NO GRADE REPORTED,** is a non-punitive mark used when there has been insufficient work submitted and there is no basis on which to assign a grade.

**THE MARK OF 'Y'-DEFERRED,** is given when the student is up-to-date in the work of certain designated courses pre-planned to continue beyond the term (i.e., essay, thesis, dissertation, and certain courses in sequence).

**THE MARK OF 'Z'-AUDIT,** is given when the student has formally registered for audit. To register, the student's registration must be processed in person through the department offering the class, or through Registration and Scheduling. Students must complete the Registration Schedule Authorization Form and secure department approval.

## 2.0 GRADING SYSTEM, GRADUATE

The graduate grading system is intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. To receive a graduate grade in courses open to both undergraduate and graduate students, the graduate student is expected to do work of superior quality and is required to do any additional work specified by the instructor. Graduate students are required to earn a 'B' (3.0) average to satisfy degree requirements.

Grades of 'B-minus' and below are unsatisfactory for graduate level work and constitute valid cause for dropping a student from a graduate program. To be awarded a graduate degree, a student must have achieved at least a 'B' (3.0) grade point average. A limited number of grades of 'B-minus,' 'C-plus,' or 'C', though unsatisfactory, may be applied toward a graduate degree provided they are offset by a sufficient

number of higher grades to maintain a grade point average of 3.0. Specific limitations on the number of grades below `B' which may count toward a graduate degree and limitations on grades below `B' in specific courses may be established by individual departments and programs. Students should consult with their departments and advisers regarding these specific limitations. All graduate teaching assistants and graduate research assistants must maintain a minimum g.p.a. of 3.0 in order to continue their assistantship appointments. Every effort is made to assist students whose work suffers as a result of conditions beyond their control, or interruption of study for military service.

Law School and School of Medicine: This grading system does not apply to Law School students or students in the four-year M.D. program of the School of Medicine. Students enrolled in those programs should see the appropriate sections of this Bulletin and should consult with appropriate Program Directors for more information.

2.1 **Final grades** for graduate courses are recorded under the following system.

A Excellent: 4.0 grade points per credit hour

A-minus: 3.67 grade points per credit hour

B-plus: 3.33 grade points per credit hour

B: Good 3 grade points per credit hour

B-minus: 2.67 grade points per credit hour

C-plus: 2.33 grade points per credit hour

C Below Graduate Standards: 2 grade points per credit hour

F Failure: 0 grade points per credit hour

M: Marginal Pass in designated courses such as field work, practicums and internships (NOT considered in calculation of grade point average).

NR: Not Reported. No grade reported by instructor.

S and U Satisfactory and Unsatisfactory performance in non-degree courses and in certain designated courses such as field work, practicums and internships. The grade of `S' is given for all dissertation credits upon final acceptance of the dissertation in partial fulfillment of the requirements for the Ph.D. and Ed.D. degrees. `S' and `U' grades are not considered in the calculation of the honor point average.

## **2.2 MARKS, GRADUATE**

### **The mark of `I'-Incomplete**

This mark is given to an undergraduate or a graduate student who has not completed all the course work as planned for the course and when there is, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without attending regular class sessions. The responsibility for completing all course work rests entirely with the student. A final grade is recorded when the student completes the appropriate course work as arranged with the instructor or, in the absence of the instructor, the department chairperson. (The mark of `I' shall not be changed to a grade of `F' unless, after receiving the `I,' the student's subsequent work is of such quality that the overall average for the course is below passing.)

The course work must be completed by the student within one calendar year. The mark of `I' which is not converted to a letter grade within one calendar year from the time it was received will be considered a withdrawal (`W'), unless, prior to the end of that year, the student requests, and the instructor agrees to certify to Student Records, that another calendar year has been granted for the removal of the Incomplete.

**The mark of `I'** is inappropriate if, in the instructor's judgment, it will be necessary for the student regularly to attend subsequent sessions of the class. Should regular attendance become necessary, the student must register for the class for the semester in which attendance is planned. In the event of a second registration for the course, the mark of `I' for the original election is considered to be a `W,' and the student will be assessed tuition and applicable fees for the second registration.

**The mark of `W'**-Official Withdrawal, is given when the student has dropped the course in accordance with University policy. The Mark of `X'- No grade awarded, is a non-punitive mark used when there has been insufficient work submitted and there is no basis on which to assign a grade.

**The mark of `Y'**- Deferred

This mark is given when the student is up-to-date in the work of a course planned to continue beyond the semester (i.e., essay, thesis, dissertation and certain courses taken in sequence).

**The mark of `Z'**- Audit

This mark is given when the student has formally registered for the course for audit. The student's Academic Dean or his/her designee must provide written audit authorization to the student at the time of registration.

## **I. POLICY ON SYLLABI AND TEXTBOOKS IN LOWER DIVISION COURSES**

A standard syllabus and common textbook shall be used in all sections of each multi-section course taught at the 1000 and 2000 levels. The syllabus shall be developed and the textbook adopted through established procedures for curriculum development. The requirement for a standard syllabus and common textbook may be waived by the dean of the academic unit within which the course is offered at the request of the appropriate curriculum committee or equivalent body, upon a showing that such a waiver would advance learning and the educational achievement of students, or that such a waiver would promote creative pedagogical strategies adopted by specific instructors to reach identifiable student populations with backgrounds or academic preparedness markedly different from the general student body, or that such a waiver is necessary to promote instructional experimentation or innovation, or that such a waiver is necessary because of different scheduling structures among sections within a multi-section course, or for other adequate cause.

## **J. COURSE SYLLABUS POLICY**

During the first week of each semester, students enrolled in any course offered through the University should receive a written syllabus outlining specific aspects of the course. As a minimum, the syllabus should contain the following:

- a) Course number and name
- b) Name(s) of instructor(s)
- c) Office hours of instructor(s)
- d) Instructor's office location, phone number, and e-mail address where available and appropriate. Adjunct faculty should provide a contact location or telephone number.
- e) Course meeting time and location(s) Course description and objectives
- f) Dates of major evaluations, including examinations, papers, performances, or formal presentations and similar activities Grading policy, including the weight given to each graded component and the grade or mark that will be assigned to student who do not officially withdraw from the course before the drop deadline.
- g) Schedule of topics covered and other class-related activities (or procedure for determining them)
- h) List of texts and other suggested or required reading materials
- i) Other course policies, e.g., attendance, make-up exams, and safety issues pertinent to the class
- j) To the extent possible, instructors are expected to adhere to the syllabus. Any substantive changes affecting grading, examination or assessment policy must be clearly communicated in writing to students with reasonable advance notice.
- k) A reference to University, college, or department policies affecting the course (e.g., grade appeals, the Ombudsperson, student misconduct, any special criteria for grades of X, Y, I, and E) may be included and should be made available to students upon request.
- l) Students should also be referred to the portion of the University Bulletin regarding University policies. Copies of syllabi should be provided to department or college offices and retained there for a period of at least two years following completion of the course. In addition, early each semester, each college, school or department shall provide copies of course syllabi for courses in the academic unit to the University Library or, in the case of Law, Medicine, and Pharmacy, to their respective unit library where they shall be retained for two years for review by students.

## **K. POLICY ON EARLY PROGRESS ASSESSMENT**

All courses taught at the 1000 and 2000 levels, beginning with the Fall 1996 semester, will include a means of assessing student progress before the end of the fourth week of classes. This assessment should provide students with feedback on results of the evaluation before the end of the fifth week of classes. In addition, the instructor shall provide the University Advising Center with a list of names of students who have not achieved a satisfactory level (the equivalent of a grade C or better) on this early assessment.

Where the structure or materials of a course preclude effective assessment of student progress or preclude assessment by the end of the fourth week, this assessment may be waived or deferred to the end of the sixth week, upon approval of the dean. Where assessment is deferred to the sixth week, the feedback to student and reporting of less than satisfactory performance to the University Advising Center shall occur before the end of the seventh week of classes.

## **II. SCHOOL OF SOCIAL WORK POLICIES**

### **A. NON DISCRIMINATION AND EQUAL OPPORTUNITY AND NON DISCRIMINATION OF PERSONS WITH DISABILITIES**

The School endorses and is bound by the university's policy of non-discrimination and equal opportunity and policy of non-discrimination of persons with disabilities in all of its operations, employment opportunities, educational programs, admissions and related activities. The university policies are stated as follows. Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, and educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, political orientation, marital status or handicap, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination. Wayne State University complies with the Titles VI and VII of Civil Rights Act of 1964, Executive Order 11246 as Amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age discrimination Act of 1975, The Vietnam Era Veterans Readjustment Assistance Act of 1974, and Michigan Public Act 453. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Assistant Vice President for Neighborhood Relations, Office of Equal Opportunity and Neighborhood Relations, 3008 Faculty Administration Building, Wayne State University, Detroit, Michigan 48202; telephone (313) 577-2280.

In accordance with federal requirements of the Rehabilitation Act of 1973, there shall be no discrimination on the basis of handicap in Wayne State University's programs, operations and activities, in the hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students. See the University Bulletin regarding services for students with disabilities. The Educational Accessibility Services office location and phone number are as follows: 583 Student Center, (313) 577-1851.

*Policy and Procedures approved by the faculty August 25, 1997*



## **B. ROLES OF FACULTY ADVISOR, FIELD INSTRUCTOR, PLACEMENT ASSISTANT AND ACADEMIC ADVISOR**

The faculty advisor, field instructor and placement assistant roles are related to field placement (or internship practicum, as the field placement is called in some schools).

**The faculty advisor** is a full-time faculty member in the School who serves as liaison between you, the field instructor, and the agency at which you are placed. The faculty advisor meets with the field instructor to specify and clarify your assignments in the field placement, reads your records, reviews your evaluation with you and the field instructor, is available to discuss any issues about the field placement with you, and assigns the mark/grade. The faculty advisor is also available to discuss career plans and career options with you, and to suggest courses that will enhance your career options.

**The field instructor** is the agency employee who provides guidance regarding your assignments in the field placement, provides instruction at the placement, and evaluates your performance with you and the faculty advisor. In addition to the field instructor, some of you are assigned a task supervisor, an agency employee who works directly in the program area where you are placed and assists you with tasks related to your assignment in field education, and reports to the field instructor on your progress in those tasks. The field instructor and task supervisor are not paid by the School for their work in this capacity, but are performing a valuable professional volunteer service.

**The placement assistants** work with students to place them with agencies. In the process, they may consult with other staff, including the Assistant to the Director of Field Education.

**The School has two academic advisors.** One, the Academic Services Officer, (ASO) provides advisement for BSW students, and for all MSW students in the planned part-time program leading to the MSW degree. The Academic Advisor, (AA) provides advisement for MSW students and students in the Graduate Certificate Program in Social Work Practice with Families and Couples. The academic advisor assists students with their academic plan of work and with registration, and may serve to link students with other academic support services in the School and the University. Among their other activities, the academic advisors provide academic support through the School's Individual Success Plan and the School's mentoring program (S.T.A.R.T.)

**The Office of Admissions and Student Services** is an additional source of information regarding career planning, and its staff work closely with the University Placement Office, which provides an employment placement liaison to the School. The University Placement Office provides resources for resume writing, employment seeking activities, and employment interviewing. The Office of Admissions and Student Services is responsible for the School's efforts in bringing potential employers on campus both at the annual Career Fair and at other times.

While the faculty advisor is the first person-after the field instructor-that the student should contact regarding issues in field education, the Coordinator of the BSW Program and the Coordinator of the MSW Program are available to discuss any concerns regarding class and field. In addition, the Associate Dean is responsible for the academic affairs of the School.

### **C. ACADEMIC ADVISEMENT POLICY FOR BACHELOR OF SOCIAL WORK STUDENTS**

All newly admitted students to the Bachelor of Social Work (BSW) Program must make formal arrangements to complete an academic Plan of Work (POW) prior to the end of the first semester of enrollment in the BSW degree program.

The POW serves as a written record of all completed (or remaining) prerequisites, co-requisites, professional courses/fieldwork, electives and university general education requirements. The POW will be completed in consultation with the School of Social Work Academic Services Officer (ASO) who serves as Academic Adviser to all BSW level students. Upon conclusion of this session the student is provided a copy of his/her POW. The POW will serve as a contract and record of requirements for the BSW degree. All BSW students are asked to update their POW at the conclusion of the junior year. It is during this second advising session that the student receives information on the undergraduate graduation application process, the MSW Advanced Standing Program, financial aid options available at the graduate level and employment opportunities for the student who wishes not to pursue graduate education.

### **D. ACADEMIC ADVISEMENT POLICY FOR MASTER OF SOCIAL WORK STUDENTS**

All newly admitted students must meet with the MSW Academic Adviser to develop an academic Plan of Work prior to beginning the MSW program. Students are encouraged to meet with the adviser (who holds an MSW degree) at least once per semester to review this plan, Mandatory registration and scheduling meetings are scheduled prior to the start of the program. The MSW Academic Adviser is available to meet with students who make scheduled appointments or arrive during designated walk-in periods. In addition to the Academic Adviser, students may also access their Faculty Adviser for field placement and other related information during appointed office hours.

#### **Roles of Faculty Adviser, Field Instructor**

**Task Supervisor and Academic Adviser** The following explanation is meant to clarify the meaning of the terms used in the School of Social Work referring to the roles of faculty adviser, field instructor, and academic adviser. Students and faculty know the difference in the roles of the individuals who carry the separate responsibilities related to field work and academic advisement. However, sometimes the terms need to be differentiated. Therefore, the following **role descriptions are offered for your clarification:** The faculty adviser and the field instructor are two roles related to a student's field placement (or internship practicum, as the field placement is called in some schools). These roles are distinguished from an academic adviser as noted below.

The **faculty adviser** is a full-time or part-time faculty member in the School who serves as liaison between the student, the field instructor, and the agency. The faculty adviser meets with the field instructor to specify and clarify a student's assignments in the field placement, reads the student's records, reviews a student's evaluation with the student and the field instructor, is available to discuss any issues about the field placement with the student, and assigns the mark/grade. The faculty adviser is available, also, to discuss career plans and career options with the student, and to suggest courses that will enhance career options.

The **field instructor** is the agency employee who provides guidance regarding assignments in the field placement, provides instruction at the placement, and evaluates the student's performance with the student and the faculty adviser. In addition to the field instructor, some of you are assigned a task supervisor, an agency employee who works directly in the program area where a student is placed and assists the student with tasks related to your assignment in field education, and reports to the field instructor on the student's progress in those tasks.

**The School has three academic advisers:** The Academic Services Officer (ASO) provides advisement for BSW students, among other activities. The Academic Adviser (AA) provides advisement for MSW students and students in the Graduate Certificate Program in Social Work Practice with Families and Couples. Among other activities, ASO and the AA provide academic support in the School's Individual

Success Plan and the S.T.A.R.T. Program (the School's mentoring program). The academic advisers are an additional source of information regarding career planning, and work closely with the University Placement Office that provides an employment placement liaison to the school. The University Placement Office provides resources for resume writing, employment seeking activities, and employment interviewing.

The ASO leads the school's efforts in bringing potential employers on campus both at the annual Career Fair and at other times. While the faculty adviser is the first person the student should contact regarding issues in field education, the Coordinator of the BSW Program, and the Coordinator of the MSW Program are available to discuss any concerns regarding class and field. These coordinators and the Director of Field Education meet regularly with the Associate Dean to discuss, develop plans for, oversee, and evaluate the academic affairs of the school. In collaboration with the school's academic leaders the Associate Dean is responsible for the academic affairs of the school.

## **E. ADMISSIONS REVIEW COMMITTEE AND PROCEDURES FOR REQUEST TO REVIEW ADMISSION DECISION**

### **1. Admission Review Committee**

Each year the Dean shall appoint a committee to review applications for admission into the Bachelor of Social Work and Master of Social Work degree programs. The size of the committee shall vary between fifteen to twenty members of the full-time and part-time faculty.

### **2. Request to Review Admission Decisions**

When there is a request in writing from an applicant for review of an admission decision, the Dean or his designee shall appoint a three-member committee. These three will review the applicant's materials, and if needed, may request further information from the Director of Admissions and Student Services.

Subsequently, the Committee shall make one of the following recommendations to the Dean: admit the applicant or uphold the decision to deny.

Phyllis I. Vroom, Dean  
School of Social Work

## **F. PETITION FOR TRANSFER OF GRADUATE SOCIAL WORK CREDITS**

Credits for professional social work courses earned at other graduate programs accredited by the Council on Social Work Education may be accepted toward the MSW degree. A maximum of thirty credits may be accepted toward the Master degree from another accredited school of social work. Transfer students must be in good standing in the school from which they transfer, must meet all other requirements of the school, and earn a minimum of thirty credits at this school, and must be in residence during the final semester prior to graduation. Students who wish to transfer credits must complete a "Petition for Transfer of Graduate Credit" form obtained from WSU School of Social Work Office of Admissions and Student Services. This form should be submitted to the Academic Adviser with copies of syllabi or other description of the desired course. Students who wish to enroll in non-social work courses at WSU must complete and submit to the Academic Adviser the "Approval for Non-Social Work Course" form along with a syllabus or description of the desired course. The Coordinator of the MSW Program and the Academic Adviser will assess requests submitted. Students will be notified in writing of decision.

## **G. PETITION FOR TRANSFER OF UNDERGRADUATE SOCIAL WORK CREDIT**

It is the policy of the Wayne State University School of Social Work to honor all requests for the evaluation of credit from any Council on Social Work Education (CSWE) accredited baccalaureate social work program. The credit shall be evaluated to determine if course requirements at Wayne State University will be waived based on previous course work. Any student wishing a waiver or credit for courses taken at another institution must submit a formal request, the form for which is available in the Office of Admissions and Student Services, to the Coordinator of the Bachelor of Social Work Program. The student should also submit with this request an unofficial copy of the university/college transcript where the courses were taken and a course catalog, which provides a description of the courses taken.

Phyllis I. Vroom, Dean  
School of Social Work

## **H. ACADEMIC CREDIT FOR LIFE AND/OR WORK EXPERIENCE**

No academic credit for life experience and/or previous work experience will be given in the Bachelor of Social Work or the Master of Social Work degree programs, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas. This policy is consistent with the Curriculum Policy Statement of the Council on Social Work Education for both the Bachelor of Social Work and Master of Social Work degree programs.

*Adopted by faculty 10/14/97*

## **I. REVALIDATION OF OVER-AGE CREDITS**

### **1. Thirty-Seven Semester Credit MSW**

Students admitted Pre-Candidate Master have a six-year limit to complete all requirements for the thirty-seven credit hour master's program. The six-year period begins with the end of the semester during which the student has taken work that applies toward meeting the requirements of the degree. Credits beyond ten years may not be revalidated. All credits between six and ten years which represent courses at Wayne State University and are to be included in the minimum total of thirty-seven credit hours required for the degree must be revalidated. The authority to revalidate over-age credits rests with the Graduate Officer. In revalidation cases a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits must be established. Time extensions beyond these conditions are authorized only for conditions clearly beyond the student's control. A maximum of thirteen over-age credits from the thirty-seven credit hour program with grades of 'B,' 'S,' or better may be revalidated as follows:

- a) Credit for courses by examination. A maximum of four credits may be taken under these circumstances.
- b) Successfully complete related new courses. Such courses may not be counted toward the minimum total of thirty-seven semester hours required for the degree but will revalidate over-age course work. Credits may be revalidated by a 1 to 3 ratio of new related course work to over-age course work. (Three credits to validate 9 credits of outdated course work.)
- c) Fieldwork. Successfully complete at least one semester (5 credits) of fieldwork with an 'S' grade to revalidate over-age field work credits.

### **2. Sixty Semester Credit MSW**

Students have a six year limit to complete all requirements for sixty credit hour master's program. The six year period begins with the end of the semester during which the student has taken work that applies toward meeting the requirements of the degree. Credits beyond ten years may not be revalidated. All credits between six and ten years which represent courses at Wayne State University and are to be included in the minimum total of sixty credit hours required for the degree must be revalidated. The authority to revalidate over-age credits rests with the Graduate Officer. In revalidation cases a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits must be established. Time extensions beyond these conditions are authorized only for conditions clearly beyond the student's control. A maximum of thirteen over-age credits from the sixty credit hour program with grades of 'B', 'S,' or better may be revalidated as follows:

- a) Credit for courses by examination. A maximum of four credits may be taken under these circumstances.
- b) Successfully complete related new courses. Such courses may not be counted toward the minimum total of sixty semester hours required for the degree but will revalidate over-age course work. Credits may be revalidated by a 1 to 3 ratio of new related course work to over-age course work. (Three credits to validate 9 credit of outdated course work.)
- c) Fieldwork. Successfully complete at least one semester (5 credits) of fieldwork with an 'S' grade to revalidate over-age field work credits.

Phyllis I. Vroom, Dean  
School of Social Work

## **J. POLICY ON INCOMPLETE GRADES FOR BSW/MSW STUDENTS**

The Mark of 'I' (Incomplete)  
School Policy

A student who receives an 'I' in a course that is required for the BSW/MSW degree shall not be allowed to move forward in the planned program of study unless the course is completed successfully prior to the beginning of the next semester in their planned program. Failure of a student to enroll in or attend a course in the planned program leading to the BSW or MSW degree shall result in termination from the program unless a revised plan of work has been approved by the Program Coordinator and/or the Associate Dean and filed with the Academic Services Officer or Academic Adviser. The student is wholly responsible for requesting a revised plan of work in a timely fashion. Approval of a revised plan of work is not automatic.

Phyllis I. Vroom, Dean  
School of Social Work



## **K .POLICY ON AWARDING SCHOOL OF SOCIAL WORK FINANCIAL AID & SCHOLARSHIPS**

The Policy on Awarding School of Social Work Financial Aid & Scholarships is designed to inform applicants of the internal process of awarding financial aid & scholarships offered through the WSU School of Social Work (SSW).

- 1) The School's Financial Aid Committee is staffed by the Director of the Office of Admissions & Student Services (OASS), who shall serve as Chair, MSW Academic Adviser, Academic Services Officer/BSW Adviser, Coordinator of Field Education, MSW Program Coordinator, BSW Program Coordinator and (an) additional representative or representatives designated by the Dean. At least one of the additional representatives is usually the Assistant to the Dean.
- 2) Applicants to the School's degree programs, Bachelor of Social Work (BSW) and Master of Social Work (MSW), are eligible to apply for internal SSW financial aid and scholarships. However, only a student who has been formally admitted to the BSW Program or MSW Program shall be eligible to receive SSW financial aid or scholarship assistance. Students registered as Non-degree or Certificate/Post Masters are ineligible to receive SSW financial aid and scholarships.
- 3) The determining factors for award of scholarships and financial aid are the criteria listed in the provisions that are specified by the donor or donors.
- 4) A student who is considered academically withdrawn or terminated shall forfeit any financial aid or scholarship assistance awarded through the SSW.
- 5) Only complete applications will be considered for SSW financial aid or scholarships. All applications must include a completed Free Application for Federal Student Aid (FAFSA) supporting tax documentation and proof of all income earned. Earned income shall include income earned through employment, income presented as gifts, and income from a spouse, if applicable. Incomplete, missing or inaccurate information shall result in disqualification of an application for SSW financial aid or scholarships.

## **L .POLICY AND PROCEDURES ON STUDENT LEAVE OF ABSENCE**

A student who is in good standing in the BSW or MSW Degree Programs may request a leave of absence from course and field work in the school for up to one year. Upon her or his return, the student's plan of work will be based upon the time in the academic year when the leave of absence was granted. If a student leaves at or before mid-semester, then she or he will have to repeat course or field work.

### **Procedure**

- 1) A request for a leave of absence may be made directly by the student to the BSW or MSW Coordinator.
- 2) The coordinator shall seek information from the student's classroom instructors and the faculty adviser regarding the student's status in course and field work and consult with the Academic Services Officer and/or the Academic Adviser to implement this policy.
- 3) The coordinator shall make the decision either to grant the request for leave of absence or to deny. A written decision shall be sent to the student, and a copy to the student's file, the Coordinator of Field Education and the Director of Admissions and Student Services.
- 4) A student who is requesting a leave of absence for medical reasons and who is in good standing should request a medical withdrawal from the university and, subsequently, may receive a leave of absence from the school. All other students who are granted a leave of absence must officially withdraw from course and field work. Depending upon the circumstances, the coordinator may recommend to the dean that the school seek an administrative withdrawal for the student.
- 5) A student who wishes to return to the school shall notify the Director of Admissions and Student Services as soon as possible, but no later than 60 days prior to the term in which the student wishes to return. Subsequently, the director shall notify the Field Education Coordinator.
- 6) At the end of the academic year, the dean shall receive a report from the coordinators of the number of request for leaves of absence and the decisions.

*Policy and Procedures approved by the Faculty on  
November 14, 2000*

## **M. WITHDRAWAL AND READMISSION AND PROCEDURES FOR WITHDRAWAL FROM THE UNDERGRADUATE AND GRADUATE PROGRAMS\***

### **Withdrawal from the BSW and MSW Programs**

- a) A student who has been admitted to the Bachelor of Social Work or the Master of Social Work degree programs shall be considered to have withdrawn from the program if the student is not enrolled in a course and/or field work during any semester (Fall-Winter-Spring/Summer) of a planned program of study within the framework of the plan which has been approved.
- b) In order to terminate in good standing, students who withdraw from the program permanently or temporarily for whatever reason, shall formalize their withdrawal as follows:
  - 1) Consult with the faculty adviser.
  - 2) Consult with the Academic Services Officer and complete the appropriate registration and withdrawal forms in the Office of Admissions and Student Services.
  - 3) Submit to the Director of Admissions and Student Services a formal letter of withdrawal to be acknowledged by that Office. The letter shall include:
    - (a) The date of withdrawal and the reason for withdrawal.
    - (b) An intention to reapply, if applicable.
    - (c) Proposed date of reapplication.

### **Readmission**

Students who have been enrolled in a planned program leading to the Bachelor of Social Work or the Master of Social Work degree, who has withdrawn from the program, and who wish to be considered for readmission to complete degree requirements, must follow regular procedures for admission to the School.

Phyllis I. Vroom, Dean  
School of Social Work

*Policies and Procedures approved by the Faculty 5/5/88*

## **N. ACADEMIC TERMINATION AND REINSTATEMENT POLICY AND GRADE APPEALS PROCEDURES**

The faculty of the School of Social Work has the responsibility to require a student to withdraw at any time prior to the receipt of the degree when, in its judgment, the student fails to do satisfactory work. Such decisions may be based on deficiencies in the performance in class or field or in personal fitness for the profession. Every effort is made to assist students whose work suffers as a result of conditions beyond their control such as personal illness, serious illness in the immediate family, or similar emergencies.

### **1.0 Criteria for Termination**

#### **1.1 Undergraduate**

An undergraduate student in the School of Social Work is required to achieve and maintain for graduation a minimum grade point average of 2.00 during the junior and senior years. Students are required to maintain this minimum grade point average and will be given an academic warning at the end of the semester in which the grade point average fails below 2.0 or upon receipt of a “D+” grade in the professional component of the curriculum. A student will be terminated from the BSW program if one or more of the following occur:

- a) Upon receipt of one (1) grade of “E” in a classroom course in the professional component of the curriculum.
- b) Upon receipt of two (2) grades of “D+” or below in a classroom course in the professional component of the curriculum.
- c) Upon receipt of one (1) mark of “U” in field work.
- d) Upon receipt of two (2) marks of “M” (Marginal Pass) in field work.
- e) Upon receipt of one (1) grade of “D+” or below in a classroom course in the professional component and one (1) mark of “M” (Marginal Pass) in field work.
- f) Upon earning below a 2.00 grade point average at the end of the junior year.
- g) Upon receipt of one (1) mark of “X” in a classroom course in the professional component.

At any time a student has access to the University Ombudsperson.

#### **1.2 Graduate**

A graduate student shall be terminated from the MSW program and a graduate or postgraduate student will be terminated from the Graduate Certificate program in Social Work Practice with Families and Couples even if he/she meets the grade point average required for graduation or receipt of the certificate as specified in the WSU Bulletin if one or more of the following occur:

- a) Upon receipt of “B-” or below grades in three classroom courses.
- b) Upon receipt of two (2) marks of “M” (Marginal Pass) in field work.
- c) Upon receipt of grades of “B-” or below in two classroom courses and one (1) mark of “M” (Marginal Pass) in field work.
- d) Upon receipt of one (1) grade of “D” or “F” in a classroom course or one (1) mark of “U” in field work.
- e) Upon receipt of one mark of “X” in a classroom course in the professional component or in field work.

The student will be notified of termination when any of the above deficiencies occur. Students will receive an academic warning upon receipt of a “B-” grade or below or mark of “M” (Marginal Pass). According to the WSU Graduate Bulletin, “Grades of (B- minus) and below are unsatisfactory for graduate level work and constitute valid cause for dropping a student from a graduate program.” (p. 23)

#### **1.3 All Students**

For all students, academic offenses such as cheating or plagiarism may lead to expulsion, suspension or some other appropriate disciplinary action. The Office of the Dean of the School shall provide written notification to the student when expulsion, suspension, or other disciplinary action is the result of cheating or plagiarism.

## **2.0 Request for Reinstatement**

If the student whose performance has resulted in termination believes that there are extenuating circumstances that might justify reinstatement, he/she may request in writing (email is unacceptable) that the Dean consider these circumstances. Requests for reinstatement shall be made as soon as possible, but no later than two weeks after the commencement of classes of the next semester following termination. When a grade is awarded following the removal of an "I" or a "Y" which results in notification of termination, the request for reinstatement must be made no later than two weeks after such notification.

- a) Within 10 business days of receipt of this request, the Dean shall establish a Reinstatement Advisory Committee which shall consist of five members of the full-time faculty chosen by the student from a list of seven drawn by lot from the faculty roster. All faculty members so selected are required to serve. If the student fails to select five faculty members, his/her request shall not be considered and no further action will be taken. If the student wishes, the Student Organization may select two students to serve on the Committee from a standing list selected by a procedure to be developed which is satisfactory to the Student Organization and the faculty. The committee will select its chairperson.
- b) The student shall submit, in writing (email is unacceptable), his/her reasons to believe that satisfactory performance can be achieved upon reinstatement, and may submit in writing any relevant supporting data to help elucidate his/her belief that reinstatement is merited.
- c) The Committee may also request relevant written data, opinions, recommendations and/or evaluations from any appropriate source that may assist it in reaching a decision.
- d) The Committee shall deliberate and reach a decision in private and transmit its advisory written recommendations to the Dean, normally within 10 business days from the time of appointment unless there is an inability to obtain suitable material for review. The Dean shall consider the Committee's recommendation and notify the student of his/her decision within one week of receipt of the committee's report.
- e) An undergraduate student shall be terminated following reinstatement if he/she receives a grade of "D+" or below in a class in the professional curriculum or below "S" in field work. A graduate student shall be terminated following reinstatement if he/she receives any grade of "B-" or below in class or below "S" in field work. Consideration by a Reinstatement Advisory Committee is at the discretion of the Dean. The Reinstatement Advisory Committee shall be selected as described in item 1.
- f) Students who do not request reinstatement within the time limits outlined above or who are not reinstated by the Dean following termination, and who subsequently wish to be considered for readmission following termination must follow regular procedure for admission to the School, but may not be readmitted for at least two years. An undergraduate student shall be terminated following readmission if he/she receives a grade of "D+" or below in class in the professional curriculum or below "S" in field work. Consideration by a Reinstatement Advisory Committee is at the discretion of the Dean. This modification of June 10, 1980 applies to all students admitted into planned programs after that date.

## **3.0 Grade Appeals Procedures**

It is the instructor's prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgment. Grounds for appeal of grades are: (1) the application of non-academic criteria in the grading process; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements. In those instances where a student disputes the final grade awarded, for one or more of the above reasons, the following steps should be taken to appeal the grade in question.

### **a) Informal Review**

The student shall discuss the disputed final grade with the instructor of the course. If the dispute is not resolved informally, the student may initiate a formal appeal.

**b) Formal Appeal Procedure**

- 1) Within thirty (30) calendar days following official notification of grades through the University Pipeline system for the term in which the disputed grade was awarded, and when the informal review fails to resolve the dispute, the student shall submit a written appeal (email is unacceptable) detailing his/her objections along with supporting documentation to the instructor. The instructor shall provide written response within in ten (10) working days.
- 2) If the dispute remains unresolved, the student shall submit a written statement (email is unacceptable) detailing his/her objections, along with supporting documentation, to the Dean within ten (10) working days of receiving the instructor's response.
- 3) The Dean shall review the complaint and provide a copy of the complaint to the instructor. The instructor of the course shall be invited to reply in writing to the objections of the student. Where appropriate, the Dean may consult with a Grade Appeals Committee for advice in grade disputes. Students will be notified of the Dean's decision within thirty (30) working days of receiving the request. The Dean's decision shall be the final decision at the college level.

**c) University Level Academic Appeals Procedures**

When the appeal procedures within the college have been exhausted, the student may request the Vice President for Academic Affairs to review the decision on the record. Procedures for requesting a review by the Vice President of Academic Affairs are published in the University Bulletin.

*Adopted by the Faculty on Sept. 20, 1977 and modified on June 10, 1980; and Winter Term 1986, and May, 1990, Oct. 15, 1990, and Jan. 29, 1993; and January 2, 1997. Revised March 17, 2000.*

Phyllis I. Vroom, Dean  
School of Social Work

## **7.0 THE ROLE OF THE OMBUDSPERSON**

The Office of the Ombudsperson is available to assist those persons or organizations involved in Student Due Process procedures by acting as an information source and helping to gain access to university personnel. The Office of the Ombudsperson does not directly participate in Student Due Process proceedings, nor is it charged with advocating or defending any party to such proceedings. The ombudsperson will hold in confidence what information is revealed to him/her, if asked to do so.

The Office of the Ombudsperson is located in room 1326 of the Faculty/Administration Building. You may schedule an appointment by calling 313 577-3487.

Victoria A. Anderson  
University Ombudsperson

### **III. FIELD EDUCATION POLICIES FOR THE SCHOOL OF SOCIAL WORK**

#### **A. POLICY ON FIELD EDUCATION AND THE URBAN MISSION**

##### **1.0 Rationale**

The School of Social Work at Wayne State University, located in the City of Detroit, prepares professional practitioners at the baccalaureate and masters levels to provide service to vulnerable and oppressed individuals, groups, families, communities, and organizations located in the Detroit metropolitan area. Through its urban mission, the school aims to prepare ethical and excellent practitioners to serve those who are affected adversely by the conditions and problems endemic to urban societies and those oppressed by virtue of their race, ethnicity, sexual orientation, mental, emotional and/or physical challenges, religious beliefs, place of national origin, gender or socio-economic status. Because of its historical legacy, the school places special emphasis on its goal to prepare all professional practitioners to work with the poor, the dependent, people of color, and particularly those who have been disenfranchised through unjust and inequitable policies, practices, and programs institutionalized in society and its social institutions.

##### **1.2 Policy**

Therefore, it is the policy of the school to require that all students have at least one field placement in the city of Detroit, the Detroit metropolitan area, and/or in an urban setting that is capable of providing field education serving people of color and/or those vulnerable, oppressed, and/or disenfranchised.



## **B. STUDENT SAFETY POLICY**

It is the policy of the School that a student has the right to refuse a dangerous assignment, and that an obligation rests with the student, the field instructor, and the faculty adviser to reach a common understanding of what kinds of assignments are appropriate from a safety perspective. If they cannot reach a common understanding, the BSW and MSW Coordinator, should become involved until a consensus on this question is reached.

### **1.0 THE DEAN'S MESSAGE TO FACULTY, FIELD INSTRUCTORS, STUDENTS AND STAFF REGARDING THE STUDENT SAFETY POLICY**

Yearly, we inform faculty members, field instructors, and students of our policy on student safety. As you know, concerns about safety are pervasive in today's world. Some of the concerns are matters of perception more than reality; some are quite real.

I am asking field instructors to share with students the policies and procedures of the agency concerning student and employee safety, and to give students copies of agency material on this subject. I am also asking faculty advisers to address the issue of student safety on their next agency visit, and specifically to clarify among all parties the school's Student Safety Policy (above).

As you are probably aware, if a student is threatened or injured while in placement, or involved in a safety incident of any kind, we ask that the incident be reported immediately to one of the following members of the faculty or staff:

BSW Program Coordinator - Dr. Cassandra Bowers at (313) 577-4433

MSW Program Coordinator - Dr. Margaret (Peggy) Brunhofer at (313) 577-4408

Field Education Director – Dr. Anwar Najor-Durack at (313) 577-4479

Office of the Dean - Dr. Beverly Black at (313) 577-4401 or Marilynn Knall at (313) 577-4436

Free emergency medical treatment is available, to the student who wishes it, at the University Health Service.

Phyllis I. Vroom, Dean  
School of Social Work

### **C. POLICIES AND PROCEDURES FOR PLACEMENT ASSIGNMENTS AND AWARDING AGENCY STIPENDS**

The aim of field education is to place each student in a setting that meets the curricular objectives of the School. The student's educational goals that are consistent with the School's mission and goals and learning needs and the agency's service design are major determinants in making placement assignments. Factors such as financial need, geographical location and availability of a car may also influence the placement decision. In making placement assignments, we aim to achieve a "fit" among the School's requirements, the student's goals and the agency objectives. Student's interest in and "fit" with the agency are the major considerations that determine a placement. The School's process for placing students is explicated in the following document: "Field Education Manual, Second Edition" available from the Office of Field Education.

When a faculty member has been awarded a grant that provides for stipends, the faculty member (or Principal Investigator) and the Coordinator of Field Education shall work together to ensure a fit between grant requirements and school policies and procedures. Similarly, when an agency provides a stipend, the Coordinator of Field Education or agency personal will work together to ensure a "fit" between agency intent, and school policies and procedures. In instances where a stipend may be awarded, the process for field placement is as described:

- a) Agency personnel or faculty member/Principal Investigator completes questionnaires in the spring providing information on agency placements, including availability of stipends.
- b) Students receive appropriate documents to be returned to the Office of Field Education.
- c) Director of Field Education or designee reviews student placement information and makes tentative placement.
- d) Director of Field Education or designee makes arrangements for student to visit the agency and interview with appropriate individuals.
- e) Agency personnel or faculty member/Principal Investigator informs Office of Field Education about decision to accept or not to accept student on the form "Verification of Placement," and informs Office of Field Education that student will be awarded a stipend.
- f) Agency personnel or faculty member/Principal Investigator informs the student that she or he is accepted for field placement and informs the student that stipend is awarded.
- g) Office of Field Education informs Office of Admissions and Student Services that the student has received a stipend and the amount of same.

Phyllis I. Vroom, Dean  
School of Social Work

## **D. POLICIES REGARDING FIELD PLACEMENT**

### **1.0 PLACEMENT IN AGENCY WITH FAMILY MEMBERS OR CLIENT STATUS**

- a) Students enrolled in the School of Social Work shall not be placed for field instruction with any person with whom such students are involved in a familial or quasi-familial relationship.
- b) A quasi-familial relation is defined as one in which a student maintains a close personal or conjugal relationship.
- c) Students enrolled in the School of Social Work shall not be placed for field instruction in any organization providing field instruction in which such students or members of their families have been involved as clients.
- d) To avoid breaches of confidentiality and conflicts of interest the School of Social Work discourages placement of students in organizations where family; members or quasifamily members are employed especially when the organization is small, increasing the possibility of breaches of confidentiality and conflict of interest. Moreover, when organizations providing field instruction specifically refuse to accept student involved in familial or quasi-familial relationships, the School shall comply with the organization's wishes.

### **2.0 MSW STUDENTS WORK-SITE PLACEMENT**

Students admitted to the Core Year or to the Advanced Year through the policy on advanced standing and enrolled MSW students may submit an application to have a work site placement for the core or the advanced year field work. See the School of Social Work "Field Education Manual," available from the Office of Field Education

### **3.0 BLOCK PLACEMENTS**

Block placements (the completion of 450 hours of field work over a 12-14 week period) are generally reserved for part-time students who are enrolled in the Advanced Year of the two-year graduate program, although others may be considered. A student must be in good academic standing (no M or U grades in field work) and demonstrate a strong academic record. In order to be considered a student must declare interest in a block placement to the Field Education Office at the time when all MSW students submit field work application forms. The student must also complete all regular field work application materials. Block placements are not available in school settings and are based on the availability of interested agencies. Placements may be available Fall, Winter, Spring/Summer term .

### **4.0 STUDENT PERFORMANCE REQUIRED FOR "M" AND "U" MARKS IN FIELD WORK**

Faculty members and part-time faculty advisers are required to submit a summary of student performance in field education under the following four circumstances:

- a) When a student has earned an "M" (Marginal Pass) in SW 4998 or SW 7998;
- b) When a student has earned a "U" (Unsatisfactory) in SW 4998 or SW 7998;
- c) When a student has earned an "I" (Incomplete) in SW 4998 or SW 7998;
- d) When a student withdraws "W" from fieldwork or has insufficient attendance and work to warrant a mark "X".

**4.1** The Summary must be sent to the Office of Admissions and Student Services for placement in the student file. A copy of the Summary must be sent to the student with the form Confirmation of Review of Summary so that the student may confirm that she/he has read the Summary. You may get the form from the Office of Admission and Student Services in Room 105 Thompson Home. The date that the Summary and form are mailed to the student should be written on the form. The student should be informed, in writing, that he/she may write a statement concerning the summary. If the student fails to return the signed Confirmation of Review of Summary, the adviser may leave the Summary in the student's file; the note of date sent indicates that the Summary and Confirmation of Review of Summary were sent. Should you have any questions regarding the Summary, please do not hesitate to contact the Associate Dean.

Since the faculty adviser is responsible for the mark, the summary should reflect the faculty adviser's evaluation of the student's performance and whether or not the faculty adviser concurs with the field instructor's evaluation. While it may be, and probably is necessary to discuss the field instructor's evaluation of student performance, it is necessary and most important that the faculty adviser notes his or her concurrence with the field instructor's assessment.

## 5.0 POLICY REGARDING OFFICIAL STRIKES AT FIELD WORK SITES

In the event of an official strike<sup>1</sup> at a field work site, it shall be the policy of the Wayne State University School of Social Work that students in field work placements involved in the strike may determine whether to continue field work at the placement or substitute an alternative educational experience as outlined below. It shall be the responsibility of the student to notify the faculty advisor and the fieldwork instructor of his decision. If, in the independent opinion of the fieldwork site or the School, the strike seriously disrupts the fieldwork education of the student, the School will imitate substitute educational plans for the student.

Students who decide to remain in their placement will continue to have workloads assigned on the basis of their educational needs.

Students who choose to observe the strike will undertake a substitute educational experience on the basis of their educational requirements and the reality situation. The nature of the substitute experience will be determined by the faculty advisor in consultation with the BSW and MSW Coordinators, the Coordinator of Field Education, the fieldwork instructor and the student and shall require an educational investment reasonable equivalent to the regular fieldwork experience.

The Dean's office will assign responsibility for coordination of alternative educational programs for those students whose regular field work program has been disrupted. J Plans to staff alternative programs should take into consideration the effect of the strike on Faculty workloads.

After termination of the strike, the nature of the student's continuing fieldwork experience will be determined by the faculty advisor in consultation with the student and other key people involved. The criteria for this decision shall be the educational needs of the student.

Students will be required to observe full professional responsibility regarding emergencies affecting their clients during the strike. After the termination of the strike, regardless of the continuing educational plan, the student will be expected to handle his former and existing workload responsibilities in full accordance with professional standards of practice. It will be responsibility of the field liaison to maintain communication with all fieldwork sites involved in a regular or alternate educational experience for students.

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<sup>1</sup> This policy relates only to official strikes. It does not apply to other work stoppages, picket lines, etc., which may be an area of separate concern.

<sup>2</sup> It is taken for granted that students may consult anybody of their choosing in making this decision. It should be noted that students should notify their tutorial advisor and field work instructor regardless of the decision, so there is no bias in "contracting in" or "contracting out".

<sup>3</sup> This is to ensure that the student is not put in the position of strike breaking as well as to maintain educational standards in workload size.

<sup>4</sup> Because of the many possible variables, it is impossible to detail in advance the nature of the substitute fieldwork experience. For example, if there appears to be a reasonable probability of a very brief work stoppage the substitute affected by the strike, it may be difficult to arrange substitute fieldwork in the direct service area. Wherever possible, it is assumed that students should have a substitute experience involving direct experience with clients if the strike appears likely to continue for any appreciable period of time.

<sup>5</sup> This again depends on many variables. For example, if the strike was protracted and the student heavily involved in a substitute experience, it would seem reasonable that he might complete his fieldwork in the substitute situation.

<sup>6</sup> This may mean that the student may have a temporarily excessive fieldwork load because he will be carrying dual responsibilities. It is understood that the tutorial advisor will assist the student in facilitating this temporary problem.

*Policy approved by the Faculty Organization March 5, 1974*

## **6.0 FIELD EDUCATION HEALTH CLEARANCES POLICY**

The School may require students in field placement to obtain assessments of their physical or mental health from health or mental health professionals approved by the School. The School of Social Work reserves the right to refuse to place or direct a student in field education if the physical or mental health status of the student indicates such action is warranted in order to safeguard clients, agencies, the student him/herself, other students, or the School.

Phyllis I. Vroom, Dean  
School of Social Work

