

STUDENT HANDBOOK

Social Work Program



Social Work Program

Department of Criminal Justice, Social Work and Sociology

College of Humanities and Social Sciences

Southeast Missouri State University

Revised 06/2019

TABLE OF CONTENTS

I.	NOTICE OF NONDISCRIMINATION.....	4
	a. Equal Employment Opportunities.....	4
	b. Access to Educational Opportunities	4
II.	WELCOME	6
III.	NASW CODE OF ETHICS.....	7
	a. Summary of Major Principles	7
IV.	SOCIAL WORK PROGRAM OVERVIEW.....	9
	a. The Social Work Program Student Handbook.....	9
	b. A Brief History of the Social Work Program	9
	c. Mission Statement.....	10
	d. Program Goals	10
	e. Generalist Practice	10
	f. The Curriculum.....	11
	g. Portfolio of Standardized Course Assignments	13
	h. Admission Criteria.....	14
	i. Retention Criteria.....	15
	j. Advisement	15
	k. Student Responsibilities for Advising	16
	l. Mid-Term Review.....	17
	m. Procedures for Professional Performance Evaluation for Admission, and Termination.....	17
	n. Transfer Credit.....	18
	o. Transfer Students	19
	p. Course Substitution.....	19
	q. Degree Criteria.....	19
	r. Course Requirements	20
	s. Course Sequencing and Prerequisites	21
	t. Social Work Minor	21
	u. Field Education	22
V.	STUDENT ACTIVITIES	23
	a. The Student Social Work Organization	23
	b. Phi Alpha Social Work Honor Society	23
	c. National Association of Social Workers (NASW)	23
	d. Empower Missouri.....	23
VI.	DEPARTMENT WRITING STANDARDS	24
VII.	EXPECTATION OF STUDENTS	26
	a. Americans with Disabilities Act	26

	b. Notice of Discrimination.....	27
	c. Southeast Missouri State University’s Accessibly Plan	27
	d. Academic Honesty	28
	e. Incivility	29
	f. Disruptive Behavior	30
VIII.	IMPORTANT MISCELLANEOUS INFORMATION	30
	a. Student Address, Phone Number and E-mail	30
	b. Family Education Rights and Privacy Act (FERPA).....	30
	c. Student Support Services	30
	d. Absence from Class	31
IX.	STUDENT INITIATED GRIEVANCES	31
	a. Grade Appeal Process	32
	b. Adjudicating Non-Academic Disputes	32
	c. Discrimination Allegations	32
	d. Sexual Harassment.....	33
	e. Field Education Conflicts	33
X.	UNIVERSITY SEXUAL HARRASSMENT POLICIES AND PROCEDURES	34
XI.	STUDENT CODE OF CONDUCT	34
	a. Mission Statement.....	35
	b. Definitions.....	35
	c. Judicial Philosophy	37
	d. Code of Student Conduct.....	38
	e. Safety and Environmental Health	38
	f. Academic Honesty	39
	g. Care of Property	40
	h. Civil Conduct.....	40
	i. Violation of Law and University Discipline.....	40
	j. Judicial Procedures	41
	k. Judicial Authority.....	41
	l. Filings Complaints	42
	m. Preliminary Reviews.....	42
	n. Summons to a Conference	42
	o. Student Organizations.....	43
	p. Procedural Standards for the Formal Hearing	45
	q. Hearing Procedures	46
	r. Judicial Sanctions.....	47
	s. Completion of Sanctions.....	48
	t. Judicial Fines and Fees	48
	u. Chemical Use and Abuse	49
	v. Parental Notification	49

w. Appeals	49
x. Interim Suspension Procedures	50
y. Mental Health Concerns	50
z. Disciplinary Files and Research.....	50

NOTICE OF NONDISCRIMINATION

Southeast Missouri State University is committed to providing a safe, civil and positive learning and working environment for its faculty, staff, students, and visitors, free from discrimination in any form. This policy applies to all members and guests of the University community and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. Harassment based on any of these classifications is a form of discrimination that also violates University policy and will not be tolerated. In some circumstances, such discrimination may also violate federal and/or state law. Retaliation is also prohibited against anyone who asserts a claim of discrimination, participates in a discrimination investigation, or otherwise opposes unlawful discrimination.

This policy is consistent with the academic mission of the University and with the legal requirements of applicable state and federal laws prohibiting discrimination. These laws include, but are not limited to: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Missouri Human Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Equal Pay Act, the Rehabilitation Act of 1973, the Vietnam-Era Veterans Readjustment Act, the Genetic Information Nondiscrimination Act of 2008, and all amendments to the foregoing.

Equal Employment Opportunities

The University's nondiscrimination policy and commitment to equal opportunity applies to applicants for employment, to all phases of the employment process, and to all terms and conditions of employment with Southeast.

Access to Educational Opportunities

The University's prohibition against discrimination also applies to admission policies and practices, financial aid programs and to all other aspects of the University's educational programs and activities offered or sponsored by the University, in accordance with applicable law, including the requirements of Title IX of the Education Amendments of 1972, which requires the University not to discriminate based on sex (including sexual harassment and sexual violence) in its education programs and activities.

Questions about the information in this policy or about the application of this policy may be directed to:

Office for Institutional Equity and Diversity
One University Plaza
MS3375
Cape Girardeau, Missouri 63701
Email: equityissues@semo.edu
Phone: 573-651-2524

Office for Civil Rights
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Email: OCR.KansasCity@ed.gov
Phone: 816-268-0550
TTY: 816-521-2172

The Vice President for Finance & Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

WELCOME

The faculty and staff of the Social Work Program-housed in the Department of Criminal Justice, Social Work, and Sociology, and Southeast Missouri State University welcome you as a declared social work major. As social work educators, we are committed to developing competent, ethical, entry-level generalist practitioners who are skilled at working with individuals, families, groups, communities and organizations largely in the rural areas. Once you have completed the program at Southeast Missouri State University, you will be prepared to begin your generalist practice in social work and/or begin your graduate coursework preparation. Our generalist curriculum reflects the fundamental values of service, economic and social justice, human diversity, the dignity and worth of the person, human rights, integrity and the importance of human relationships. The social work program is fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education.

We are here to assist you and urge you to seek the advice and assistance available to you. Please keep in mind that the responsibility for completion of all degree requirements rests ultimately with the student. This handbook, along with the University's Undergraduate Bulletin should assist you in successfully proceeding through your course of studies. Please read it through completely and refer to the Student Handbook throughout your social work educational experience..

The faculty and staff look forward to working with you as you prepare to enter the profession of Social Work.

Social Work Program Faculty:

Isaac Aklamanu, Ph.D., MSW, Assistant Professor
Dana C. Branson, Ph.D., LCSW, Assistant Professor
Charnetta Gadling-Cole, Ph.D., MSW, Assistant Professor
Jocelyn Martin, Ph.D., MSW, Assistant Professor
Kathie Miller, MSW, LCSW, Instructor and BSW Program Director
L. Alea Moore, Ph.D., MSW, LMSW, Instructor and Director of Field Education

Staff:

Kathie Ross, Administrative Assistant

NASW Code of Ethics

Summary of Major Principles

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

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

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

Value: Social Justice
Ethical Principle: Social workers challenge social injustice.

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

Value: Dignity and Worth of the Person
Ethical Principle: Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: Importance of Human Relationships
Ethical Principle: Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and

enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

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

Value: Competence

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

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

The above constitutes a summary of the Code as approved by the 1996 NASW Delegate Assembly and revised by the 2017 Delegate Assembly. The complete text, including preamble and expanded definition of principles, is available on request.

I. SOCIAL WORK PROGRAM OVERVIEW

The Social Work Program, housed in the Department of Criminal Justice, Social Work, and Sociology offers a Bachelor of Science degree with a major in Social Work (BSSW) and is fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education. The goal of the social work program is to prepare its graduates for competent, ethical, entry level generalist social work practice with individuals, families, groups, communities and organizations largely in the rural areas.

The Social Work Program Student Handbook

The most current edition of the Student Handbook is binding on all declared social work majors. It is subject to revision at any time, by vote of the Social Work Program faculty. It is the student's responsibility to become familiar with all requirements, policies and procedures contained in the most recent edition of the Handbook available at the Department's web site.

A Brief History of the Social Work Program

The Southeast Missouri State University Social Work Program was established in 1976 as a major in the Department of Sociology and Anthropology which was located in the College of Social Sciences. In 1982, Social Work was added to the official title of the Department. Six years later, in 1988, the Social Work Program was given Department status and placed in the newly formed College of Health and Human Services.

In December 1987, the Department of Social Work applied for candidacy status with the Council on Social Work Education and in October 1990, the Commission on Accreditation granted initial accreditation to its baccalaureate degree program in social work. Accreditation status was reaffirmed in 1995, 2004 and 2011.

Dr. Terry Pardeck joined the faculty in fall 1987 as the first department chair/program director and served through summer 1991. Mr. Bill Thompson joined the faculty in fall 1977 and became interim department chair/program director from fall 1991 to fall 1992.

In fall 1992, Dr. Michael D. Parker joined the faculty as department chair/program director and continued to serve in that capacity until Spring 2015, retiring Professor Emeritus in Spring 2016. During the Spring 2015 semester, Dr. Tom Linares, Chair of the Department of Communication Disorders, served as interim chair of the Social Work Department.

In Fall 2015, Dr. Cathy McElderry joined the faculty as the department chair and served in this capacity through Summer 2018. Due to university-wide restructuring, the Department of Social Work merged with the Department of Criminal Justice and Sociology to form the Department of Criminal Justice, Social Work, and Sociology in Fall 2018. Concurrently, the Department of Criminal Justice, Social Work, and Sociology became a part of the newly formed College of Humanities and Social Sciences. Dr. Jeremy Ball became the chair of the newly formed department at that time and Kathie Miller, MSW/LCSW was named the BSW Program Director. Kathie Miller currently serves in this capacity; with the departure of Dr.

Ball in November 2018, Dr. Karl Kunkel was appointed the interim chair of the Department of Criminal Justice, Social Work, and Sociology. In July of 2019, Dr. Christopher Bradley was named chair of the Department of Criminal Justice, Social Work, and Sociology. The Social Work Program has grown from two to seven faculty members from its inception to present.

Mission Statement

The Mission of the Southeast Missouri State University Social Work Program is to prepare its graduates to engage in competent, evidenced-based generalist practice with individuals, families, groups, organizations, and communities largely in the rural environment; reflecting the values of economic and social justice, human diversity, the dignity and worth of the person, human rights, integrity, the importance of human relationships, and service.

Program Goals

The goal of the Social Work Program is to offer a competency-based curriculum, grounded in the liberal arts and guided by the person-in-environment construct, that prepares professional, generalist social workers who:

1. Demonstrate mastery of the program's core competencies of knowledge, values, and skills for generalist practice with individuals, families, groups, organizations, and communities, especially in the rural environment.
2. Value, affirm and promote diversity in practice, society, and the world.
3. Are committed to promoting human rights, social and economic justice, and providing leadership in the development of service delivery systems to enhance the quality of life for all persons.
4. Identify with the values, ethics, purposes, and philosophy of the social work profession.
5. Are prepared for graduate education and committed to ongoing personal/professional development and lifelong learning.

Generalist Practice

Generalist practice is grounded in the liberal arts and the person-in-environment construct. To promote human and social wellbeing, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations and communities. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice. Generalist practitioners incorporate diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. BSW practice incorporates all of the core competencies.

The Curriculum

The Social Work Program uses a competency-based approach to education. Competency-based education focuses on desired learning outcomes (competencies) in a variety of skill, value, knowledge, and cognitive/affective process areas directly associated with competent generalist social work practice. More specifically, the Social Work Program's curriculum is organized around nine core competencies and their requisite sets of practice behaviors. After successfully completing all requirements of the curriculum, social work majors will be expected to possess and demonstrate mastery of the following competencies and interrelated practice behaviors.

Competency 1: Demonstrate Ethical and Professional Behavior

- A. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context
- B. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations
- C. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication
- D. Use technology ethically and appropriately to facilitate practice outcomes
- E. Use supervision and consultation to guide professional judgment and behavior
- F. Practice personal reflection and self-correction to assure continued professional development

Competency 2: Engage Diversity and Difference in Practice

- A. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels
- B. Present themselves as learners and engage clients and constituencies as experts of their own experiences
- C. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

- A. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels
- B. Engage in practices that advance social, economic, and environmental justice

Competency 4: Engage In Practice-informed Research and Research-informed Practice

- A. Use practice experience and theory to inform scientific inquiry and research
- B. Apply critical thinking to engage in analysis of quantitative and qualitative research

methods and research findings

C. Use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

A. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services

B. Assess how social welfare and economic policies impact the delivery of and access to social services

C. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

A. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies

B. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

A. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies

B. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies

C. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies

D. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

A. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies

B. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies

C. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes

D. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies

E. Facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- A. Select and use appropriate methods for evaluation of outcomes
- B. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes
- C. Critically analyze, monitor, and evaluate intervention and program processes and outcomes
- D. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Portfolio of Standardized Course Assignments

Students in the major are required to create and maintain a Portfolio of Standardized Course Assignments that will be used to assess the nine core competencies and their requisite practice behaviors. Portfolios will be organized by social work course and will include the scored cover sheet and graded work for each standardized assignment. The portfolio will consist of standardized assignments from the following courses (Note: some courses may have multiple standardized assignments):

- SW110 Introduction to Social Work
- SW201 Social and Economic Justice
- SW205 Introduction to Social Welfare Policy
- SW207 Understanding Cultural and Social Diversity
- SW221 Interviewing Skills for Generalist Practice
- SW222 Case Management
- SW242 Statistics for Social Scientists
- SW307 Human Behavior and Social Environment I
- SW308 Human Behavior and Social Environment II
- SW310 Social Welfare Policy and Services
- SW321 Generalist Practice I
- SW322 Generalist Practice II
- SW323 Generalist Practice III
- SW342 Methods of Social Research for Generalist Practice

Each semester, students will meet with their academic advisor to review portfolio content and discuss their assessed performance associated with expected program benchmarks. The Portfolio of Standardized Course Assignments must be submitted to the academic advisor in a loose-leaf, three ring note book as part of the field placement application process. Please use dividers to separate courses from each other. Information in the portfolio will be used by faculty to design and assess the student's preparation for field placement

Admission Criteria

Students interested in pursuing a degree in social work may contact the Social Work Program to declare the major any time after being admitted to the University. Upon completion of the declaration of major form, the student is classified as a pre-social work major and assigned a faculty advisor from within the Social Work Program.

Students are formally admitted to the major after completing the following requirements: (Meeting minimum requirements does not guarantee admission.)

1. Completion of 45 semester hours with a minimum GPA of 2.25.
2. Completion of the following basic knowledge and professional foundation courses with a minimum grade of "C":
 - PY101 Psychological Perspectives of Human Behavior
 - SW110 Introduction to Social Work*
 - SW201 Social and Economic Justice*
 - SW205 Introduction to Social Welfare Policy*
 - SW207 Understanding Cultural and Social Diversity*
 - SW221 Interviewing Skills for Generalist Practice*
 - SW222 Case Management*
 - SW242 Statistics for Social Scientists*

*These professional foundation courses may be repeated to raise a grade below "C" with written approval from the student's faculty advisor and the BSW Program Director

3. Completion of all developmental courses (if applicable)
4. Completion of: General Education requirements for the Constitution, Natural Sciences (3 hours), and Written Communication.

After fulfilling all admission requirements, the student and her/his advisor complete an Application for Admission to the Social Work Program. The application is reviewed and signed by the student and the advisor and submitted to the Social Work Program for evaluation. After verifying that all prerequisites have been completed, a letter of admission is sent to each student along with an academic contract. The student signs and returns the contract to the Social Work Program and it is placed in the student's file.

Once students are formally admitted to the Program, they are eligible to enroll in the following classes: SW307, SW308, SW310, SW321, SW322, SW323, SW342, SW449 and SW450.

Retention Criteria

Students will be retained as social work majors providing the following retention criteria are met:

1. Completion of the following professional core courses with a minimum grade of "C".
 - SW307 Human Behavior and the Social Environment I
 - SW308 Human Behavior and the Social Environment II
 - SW310 Social Welfare Policy and Services
 - SW321 Generalist Practice I
 - SW322 Generalist Practice II
 - SW323 Generalist Practice III
 - SW342 Methods of Social Research in Generalist Practice
2. Maintain a cumulative GPA of 2.25. (Once a student's cumulative GPA has fallen below 2.25 the student will not be allowed to enroll in any remaining social work course until the GPA requirement is met.)
3. None of the foundation courses can be retaken more than once without written approval from the BSW Program Director.

Core courses may be repeated to raise grades below "C" with written approval from the student's faculty advisor and the BSW Program Director.

The student's faculty advisor will monitor compliance with all requirements listed above.

Advisement

The Social Work Program views ongoing student advising as an essential component of a professional program. Therefore, all full-time faculty members have advising responsibilities as part of their workload. Students are assigned a social work faculty advisor by the Social Work Program as soon as they declare the social work major (pre-major status). In addition to helping students monitor their progress towards the fulfillment of University and Social Work Program graduation requirements, the role of the academic advisor is to assist students in evaluating their aptitude for the social work profession and to assist in their growth as competent, ethical, beginning generalist social workers. To facilitate effective advising, students admitted to the Social Work Program sign an academic contract which gives the advisor the responsibility of monitoring and informing them of their academic, personal, and professional progress, their compliance with department and professional standards, and their retention as a social work major.

The responsibilities of faculty advisors are to:

1. Engage students in a process of evaluating their aptitude and motivation for a career in

social work;

2. Engage students in a process of evaluating their performance in the total educational program at Southeast Missouri State University with attention to planning for their professional career or continued education;
3. Assist students in selecting courses and developing an academic plan;
4. Review the students' Portfolio of Standardized Assignments and discuss their assessed performance associated with expected program benchmarks.
5. Refer students with academic or personal problems to appropriate resources within the University and community, e.g., tutorial, medical, psychological, financial, housing, child care, etc.

Prior to registration each semester, students must meet with their advisor to plan class schedules and obtain approval to enroll in courses. Following this pre-registration advisement, the faculty advisor gives students their designated personal identification number (PIN) used in the University's computerized advising system and the student can complete their registration. **If students wish to drop or add a course after advisement, they are expected to inform their advisor.** This provides advisors an opportunity to assist students in fully evaluating the decision to drop or add a course. Students are responsible for utilizing advising time to their advantage by being prepared for all appointments.

Frequent contact is encouraged between advisors and students to receive maximum benefit from the advising process. Students are strongly encouraged to see their advisors when they experience difficulties in adjusting to the University system, encounter academic problems or are confused about University or Department/Social Work Program policies and procedures.

Student Responsibilities for Advising

Although the Social Work Program is committed to providing quality academic advising to each social work major, students are solely responsible for the satisfactory completion of all Social Work Program and University degree requirements. Each social work major is responsible for:

1. Planning her/his course schedule every semester to ensure progress toward graduation. The faculty advisor will assist and guide in this process.
2. Knowing and meeting all graduation requirements stated in the *Southeast Missouri State University Undergraduate Bulletin*, *Social Work Program Handbook* and the Department's web site.
3. Participating in pre-registration advising every semester.
4. Informing her/his advisor of plans to drop or add a course after advisement.
5. Meeting with her/his faculty advisor every semester to review the *Portfolio of Standardized Course Assignments* and discuss assessed performance associated with expected program benchmarks. It is the student's responsibility to maintain and update the *Portfolio of Standardized Course Assignments* for this purpose.

6. Maintaining a current mailing address and phone number in the Social Work Program Office and responding promptly to all communications from the Social Work Program, Department of Criminal Justice, Social Work, and Sociology, or University.
7. Being prepared for all advising appointments.

Mid-Term Review

The Social Work Program uses a mid-term review system that applies to all majors enrolled in social work courses. The purpose of the review is to alert students and their advisors at the mid-point of each semester that a student may be in either academic or professional performance difficulty. The alert may be used to indicate poor academic performance, excessive absences or to point out a professional performance issue identified by an instructor.

At approximately mid-term of each semester, a faculty meeting is scheduled to discuss “at risk” students. The Program Director then sends a letter to the student and the student's advisor alerting them to the concern. It is expected that a student receiving an alert will discuss the situation with the instructor(s) and advisor with the goal of developing a plan to address the concern(s). The mid-term review is intended to be a helpful process, which encourages communication between instructor and student and student and advisor, at a point early enough in the semester to affect a positive outcome.

Procedures for Professional Performance Evaluation for Admission, Retention and Termination

The faculty of the Social Work Program have a duty to the social work profession to make reasonable efforts to ensure that its graduates are not only academically prepared but are also emotionally and ethically prepared for the demands of professional practice. Students are expected to demonstrate the following qualities:

- Adherence to the NASW Code of Ethics
- Self-Awareness (knowledge of self – personally and professionally)
- Professional Commitment and Behavior
- Objectivity
- Empathy
- Acceptance of Diversity
- Cultural Humility
- Freedom from Substance Dependency
- Emotional and Mental Stability

A student who does not demonstrate these qualities will be evaluated to determine if she/he should be formally admitted or allowed to continue as a social work major, and if so, what additional steps should be taken to ensure that she/he is prepared for professional social work practice. Any alleged problem can be presented by faculty, staff, field instructors, or other students and must be presented in writing to the Program Director. Upon receipt of the

alleged problem, the Program Director will notify the student and his/her advisor in writing that an alleged problem has been identified. The Program Director will convene a meeting with the student, his/her advisor and a member of the social work faculty selected, by the student, to discuss and evaluate the allegation. At any time in this process, the Program Director may consult with the Chair of the Department of Criminal Justice, Social Work, and Sociology. Possible outcomes of this meeting are: 1) the alleged problem is resolved and no further action required, or 2) resolution of the alleged problem requires a written plan for remediation.

Any written plan for remediation will be signed by the student (if the student agrees), the advisor, and the Program Director and placed in the student's confidential file established for that purpose. A plan of remediation/correction must be explicit with stated criteria for judging success or failure. The Program Director will monitor compliance with the criteria stated in the plan. If the plan for remediation specifies indefinite withdrawal from the program, it must include provisions for reinstatement, including the period of time which must expire before the student can apply for reinstatement.

If the student does not agree that there is a problem or does not agree with the plan for remediation, the student may, within five work days from the announcement of the plan of remediation/correction, make a written request of an appeal to the Department Chair. Within three work days of receiving the written appeal, the Chair of the Department of Criminal Justice, Social Work, and Sociology and the Dean of the College of Humanities and Social Sciences will convene the College Grievance Committee. The Grievance Committee will conduct a hearing, which addresses factual matters and make a recommendation to the Department Chair.

If the student does not agree with the proposed resolution presented by the College Grievance Committee, she/he has the right of appeal as outlined in the Southeast Missouri State University *Responsible Redhawk Guide*, available at <http://semo.edu/responsible/redhawks/>.

Additional information concerning the University's grievance policies can be found in the *Undergraduate Bulletin* at <http://www.semo.edu/bulletin/>.

Transfer Credit

Southeast Missouri State University accepts transfer credit from regionally accredited four-year colleges or universities. The Social Work Program also accepts those hours but expects all students to meet the requirements for the BS degree in social work. An evaluation of each transcript is made by the Program Director to determine comparability with the social work requirements for all students transferring to the department. The Program Director serves as the initial advisor for all transfer students. All other admission criteria apply here.

Students who wish to take courses at another college or university during a summer or regular session should, after talking to their advisor, check with the Registrar's Office to determine whether or not the course(s) will transfer to the University.

Transfer Students

To ensure a smooth transition from a two-year institution to Southeast Missouri State University, the University has partnered with TES: Public View Manager to develop the Transfer Course Equivalencies tool, available at:

https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=1f7d5d36-c901-4196-8575-28ee59bf7f4a&aid=aa590d78-6e6a-4ea3-97c6-9f6102c1c4c0

This tool provides a clear pathway for students from other institutions of higher learning to all majors at Southeast Missouri State University. Students desiring to transfer credit from institutions not listed will need to contact the Registrar's Office at 573-651-2250 or registrar@semo.edu. Additional information can be found at: <http://www.semo.edu/registrar/>.

An evaluation of each transfer student's transcript is made by the Program Director to ensure that all requirements have been satisfied as the student transitions to the Social Work Program and prepares for admission as a major. The Program Director serves as the initial advisor to all community college transfers. All other admission criteria apply here.

Course Substitution

Occasionally, students wish to substitute other course(s) for a required social work course. All such requests must first be presented to the student's faculty advisor who will determine if the content of the proposed course(s) is appropriate as a substitute. The advisor, if approving the course substitution, will send the requisite form to the Program Director for approval. The Program Director, if approving the substitution, will in turn send the form to the Department Chair who will sign the form and send it to the Office of the Registrar for approval. A copy of the form with all the approval signatures will be placed in the student's department file. **The Social Work Program of Southeast Missouri State University does not give social work course credit to students for life experiences or previous work experience.**

Degree Criteria

The Bachelor of Science degree in Social Work is awarded to students who satisfactorily meet the following requirements:

1. Students must fulfill all University graduation requirements listed in the Southeast Missouri State University *Undergraduate Bulletin*.
2. Students must have a cumulative GPA of 2.25.
3. Students must complete the integrated seminar and field education, i.e., SW449 with a minimum grade of 'C'.
4. Students must complete 448 hours of field education, i.e., SW 450 (Credit/No Credit).

Social Work majors are not required to complete a minor.

Course Requirements

In response to Senate Bill 997, the Missouri Department of Higher Education (MDHE) established the Core Curriculum Advisory Committee (CCAC) to design a general education transfer framework called CORE 42. As a result, starting in Fall 2018, incoming freshman and students that fall under the 2018/2019 catalog will be required to complete 42 hours of general educational requirements. Social Work students under catalog year 2018/2019 to present will be required to complete 63 hours of course work in the major including: 21 hours of professional foundation courses, 21 hours of professional core courses, 15 hours of integrative seminar/field education and 6 hours of social work electives. In addition, students must complete 15 hours of basic knowledge and comprehensive courses to be formally admitted to the program. Altogether, social work majors must complete a minimum of 120 credit hours.

General Education Courses (42 hours)

Social and Behavioral Sciences	(9 hours)
Communications (Oral and Written)	(9 hours)
Natural Sciences and Mathematical Sciences	(10 hours)
Humanities and Fine Arts	(9 hours)
Additional coursework of choice	(5 hours)

Basic Knowledge Courses (12 hours)

PY101	<i>Psychological Perspectives on Human Behavior</i>	(3 hours)
	Natural Science	(3 hours)
	Constitutional requirement	(3 hours)
	Written Communication	(3 hours)

Professional Foundation Courses (21 hours)

SW110	<i>Introduction to Social Work</i>	(3 hours)
SW201	<i>Social and Economic Justice</i>	(3 hours)
SW205	<i>Introduction to Social Welfare Policy</i>	(3 hours)
SW207	<i>Understanding Cultural and Social Diversity</i>	(3 hours)
SW221	<i>Interviewing Skills for Generalist Practice</i>	(3 hours)
SW222	<i>Case Management</i>	(3 hours)
SW242	<i>Statistics for Social Scientists</i>	(3 hours)

Professional Core Courses (21 hours)

SW307	<i>Human Behavior and the Social Environment I</i>	(3 hours)
SW308	<i>Human Behavior and the Social Environment II</i>	(3 hours)
SW310	<i>Social Welfare Policies and Issues</i>	(3 hours)
SW321	<i>Generalist Practice I</i>	(3 hours)
SW322	<i>Generalist Practice II</i>	(3 hours)
SW323	<i>Generalist Practice III</i>	(3 hours)
SW342	<i>Methods of Social Research in Generalist Practice</i>	(3 hours)

Social Work Electives (6 hours)*

HS301	<i>Foundations of Child Maltreatment and Advocacy</i>	(3 hours)
SW343	<i>Social Work in Military Settings</i>	(3 hours)
SW351	<i>Child Welfare Services</i>	(3 hours)
SW352	<i>Social Welfare Services to the Aged</i>	(3 hours)
SW353	<i>Child Development</i>	(3 hours)
SW354	<i>Crisis Intervention</i>	(3 hours)
SW355	<i>Special Topics in Social Work</i>	(3 hours)
SW356	<i>Social Work in Mental Health</i>	(3 hours)
SW387-389	<i>Independent Study in Social Work</i>	(1-3 hours)

(*With approval from the academic advisor, one non-social work, 300 or 400 level course, may be considered for substitution as a social work elective. See course substitution on previous page for details.)

Field Education (15 hours)

SW449	<i>Social Work Integrative Seminar</i>	(3 hours)
SW450	<i>Social Work Field Education</i>	(12 hours)

Course Sequencing and Prerequisites

To insure timely progress toward graduation and appropriate integration of knowledge, values, skills, and cognitive/affective processes, social work courses must be sequenced properly. Therefore, the student's faculty advisor must approve all course schedules.

It is of the utmost importance that students successfully complete all prerequisites for social work courses. Neither an "incomplete" nor a final grade below a "C" satisfies this requirement. Failure to comply with prerequisites could delay progress toward graduation. Prerequisites may be found in the *Undergraduate Bulletin* under course listings.

Social Work Minor

Beginning in the Fall 2019 semester, the social work minor will reflect a more comprehensive social work preparation while also providing students with an opportunity to focus on social work areas of interest. Currently, social work minors complete the following courses for a total of 15 hours of course work:

- SW110 Introduction to Social Work (3 hours)
- SW205 Introduction to Social Welfare Policy (3 hours)
- SW207 Understanding Social and Cultural Diversity (3 hours)
- Two courses (6 hours) of Social Work Electives (6 hours)

Please note that social work minors may not take the following social work courses: SW221, SW222, SW242, SW307, SW308, SW310, SW321, SW322, SW323, SW342, SW449 and SW450 as these are major's only courses.

Field Education

As part of the professional social work curriculum, social work majors are required to complete a twelve-credit hour course in Field Education (SW450) and a three-credit hour Integrative Seminar (SW449). These courses are taken concurrently during the second semester of the senior year and students may not take additional course work during the field experience.

Prerequisites for Field Education include:

1. Completion of at least 105 university credit hours.
2. A cumulative GPA of 2.50 or a cumulative GPA 2.25 plus a GPA of 2.75 in the required professional foundation and core courses, i.e. SW110, SW201, SW205, SW207, SW221, SW222, SW242, SW307, SW308, SW310, SW321, SW322, SW323, and SW342.
3. Completion of all General Education requirements.
4. Completion of the basic knowledge courses, professional foundation and core courses and the two social work electives with a minimum grade of "C" in all courses.
5. Completion of the Portfolio of Standardized Assignments.
6. Successful completion of the University's writing proficiency exam, the critical thinking exam and any other requirements of the University.
7. Completion of any required professional competency examination(s) given within the Social Work Program.

In addition to the above requirements for Field Education, a course fee is attached to SW 450, Field Education. This fee covers the cost of professional liability insurance (malpractice insurance), the *Field Education Manual*, and the Area Concentration Achievement Test. No student will be allowed to participate in the Field Education without this coverage.

The Social Work Program uses a variety of agencies for Field Education approved by the Social Work Program. When possible, placements are based on the student's areas of interest as deemed educationally sound by the Social Work faculty.

For more detailed information concerning the Field Education Program please consult the Field Education Manual available at:

<https://semo.edu/cjsws/resources.html>

II. STUDENT ACTIVITIES

The Social Work Program recognizes that a significant part of a student's professional education is gained outside the classroom. This aspect of education includes not only class-related activities such as study and library research, but also the broader dimensions of professional associations. Participation in any of the following organizations will make a meaningful contribution to the student's professional development.

The Student Social Work Organization

All declared social work majors are eligible to become members of the Student Social Work Organization (SSWO). This organization provides a format for student discussion of issues, both professional and academic, as well as socialization. SSWO allows students to come together in the mutual interest of the community and the Social Work Program. Students are strongly encouraged to become involved in this organization. Contact any faculty member for information. Non-social work majors are also welcome to join SSWO.

Phi Alpha Social Work Honor Society

The Phi Alpha Honor Society offers social work majors who excel in their academic performances the opportunity to enhance their knowledge and skill through participation in extracurricular learning experiences and community service projects. Students must maintain a 3.0 overall GPA and a 3.5 GPA in major course work to be considered for membership. The Social Work Program sponsors the Chi Lambda Chapter of the Phi Alpha Honor Society. Contact any faculty member for additional information.

National Association of Social Workers (NASW)

NASW is the professional organization for social workers. Undergraduate students are eligible for associate membership in NASW at reduced rates. This membership entitles the student to national, state, and local NASW publications. While not required, social work majors are encouraged to become student members of NASW to support the organization, receive professional benefits, and experience cost savings in the future. Learn more at <https://www.socialworkers.org/>.

Empower Missouri

Empower Missouri (formally known as Missouri Association of Social Welfare) is a social justice advocacy organization that is over 100 years old. Through education, social policy analysis, and legislative advocacy, members learn to help make significant changes in the world in which our clients live. The Social Work Program hosted the first student chapter in the history of the organization. Learn more at <http://empowermissouri.org/>.

III. DEPARTMENT WRITING STANDARDS

1. Documentation:

- In general, all written work should follow APA guidelines (the most recent revision).
- Students are strongly encouraged to purchase the most current version of the *Publication Manual of the American Psychological Association*, often called “The APA manual”. This is a valuable reference book that students will use throughout their preparation time in the Social Work Program.
- All citations should follow APA format in the body of the text.
- All papers with citations should include a "reference list" in APA format at the end. The basic APA format is essential for referencing books, articles, and all other material. This is the case no matter how the material was located or accessed. The student should refer to APA standards under the Writing Center’s web page for additional APA guidelines:
 - http://www.semo.edu/writing/apa_style/index.html
- In addition to always documenting direct quotations, general references to ideas, summarized texts, and quotes from lectures must also be documented using APA standards. In short, *any idea, in any form, that is taken from someone else* must be documented. Deviations from this standard will be regarded as plagiarism. Plagiarism may result in disciplinary action in accordance with university and departmental standards.
- Abstracts are unnecessary for student work unless required by the specific professor.

2. Grammar:

- Papers should be completely free of spelling mistakes and grammatical errors including sentence fragments, run-on sentences, subject/verb agreement problems, verb/object agreement problems, missing articles, vague pronoun references, improper or missing punctuation, and so forth.

3. Organization:

- All written work should be organized into clear, logical sections. Subheadings are encouraged in papers with multiple sections, long-length papers, and/or other papers where subheadings assist with organization of the material presented.
- Within the sections, ideas should be organized into clear paragraphs. An individual paragraph should be about one idea (generally stated close to the beginning). Subsequent sentences within the paragraph should all be related to that idea. Paragraphs should typically end with a conclusion or summary sentence related to the original idea and/or a transitional sentence introducing the subject of the next paragraph in the text. Students should avoid overly long or very short paragraphs. *Purdue Owl* recommends at least 3 – 5 sentences as a paragraph length minimum.

4. Flow of thought:

- Sentences should be organized so that they sustain a consistent flow of thought. Sentences within paragraphs should flow into each other in a way that makes sense and enhances readability.
5. Economy of language:
- In general, students should strive to write with a minimum of words. Consider combining short sentences in ways that enhance readability and use less space. (At the same time, however, avoid overly long and complex sentences.)
 - Consider dropping whole sentences that may be redundant or unnecessary.
 - Consider word choice very carefully and work toward building a stronger vocabulary.
6. Individual professors may have requirements in addition to those specified here.

IV. EXPECTATION OF STUDENTS

Americans with Disabilities Act:

If a student has special needs as addressed by the Americans with Disabilities Act and needs any course materials provided in an alternative format, the student should notify the instructor as soon as possible. Reasonable efforts will be made to accommodate student needs. Students with disabilities seeking academic accommodation must also register with the Office of Disability Services by making contact at ds@semo.edu or 573-651-5927. The office will then assist in planning for any necessary accommodations.

The Americans with Disabilities Act of 1990 (ADA) is a wide-ranging civil rights law intended to protect Americans from discrimination based on disability. The ADA addresses access to employment, public accommodations, commercial facilities, state and local government services, transportation and telecommunications. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment. Major life activities are those basic activities that the average person in the general population can perform with little or no difficulty.

All entities supported fully or partially by state funds, including educational institutions, must comply by assuring that their services, programs, policies, etc., do not discriminate against or exclude from full participation individuals with disabilities. The University must reasonably accommodate known disabilities of qualified applicants, employees and students. Reasonable accommodation is a modification or an adjustment to a job, work environment, learning environment or learning activity that will enable a qualified individual with a disability to perform essential job or learning functions. The purpose of providing accommodations in learning environments and activities is to enable the individual to develop and demonstrate mastery of the subject to a degree that reflects his/her abilities and efforts and not the disability. Although alternative methods of delivery and evaluation may be required, academic standards should not be compromised. For further information regarding ADA, please visit: <http://www.ada.gov/> .

In postsecondary education, requests for accommodation and support services must originate with the student. Students who enter the University with a documented disability should fill out and submit the Request for Services form located on the Disability Services web page: http://www.semo.edu/ds/program_info.html. Students who think they may have a disability may contact Disability Services for information on obtaining diagnostic services and proper documentation. Information about a student's disability is confidential. Disability Services will, upon the student's request, notify appropriate faculty of the student's disability and suggest reasonable accommodations. Methods to implement these accommodations should be jointly decided by the faculty member and student involved in the learning activity. In cases where agreement cannot be reached, Disability Services will act as a consultant. Disability Services will provide faculty and students with information on the availability and use of auxiliary aids, such as special computers, calculators, Brailers, and communications devices, and the procedures for obtaining special materials, such as Brailled or "Talking" books. Disability Services will also assist students in finding individuals to serve as readers,

scribes, note takers, sign language interpreters, etc. Disability Services also serves as a resource for faculty by offering information on different disabilities and strategies for accommodation.

Notice of Discrimination

University policy prohibits discrimination on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. Harassment based on any of these classifications is a form of discrimination that also violates University policy and will not be tolerated.

The official statement of the University Nondiscrimination Policy may be viewed in the Business Policy and Procedures Manual online at <http://www.semo.edu/finadm/procedures/index.htm>.

The Social Work Program carries out all aspects of its educational program without discriminating on the basis of race, color, religion, national origin, sex, sexual orientation, age, gender identification, tribal affiliation, or disability.

Any person having inquiries concerning Southeast Missouri State University's compliance with the regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact the Coordinator of Institutional Equity and Diversity, Office of Institutional Equity and Diversity, One University Plaza, (573) 651-2524, or <http://www.semo.edu/diversity/index.html>.

Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education regarding the institution's compliance with the regulations implementing Title VI., Title IX., or Section 504 and the Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment Opportunity Commission; or state human rights agency regarding issues related to the ADA.

Southeast Missouri State University's Accessibility Plan

Although certain facilities are not fully physically accessible to people with disabilities, Southeast Missouri State University will take such means as are necessary to ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because Southeast Missouri State University's facilities are physically inaccessible to or unusable by persons with disabilities. The accessibility standards required by federal law for "existing facilities" are that the recipient's programs or activities when viewed in their entirety must be readily accessible to persons with disabilities and that a qualified individual with a disability shall not be excluded from participation in or be denied the benefits of services, programs, or activities because a facility is not accessible. Southeast Missouri State University may meet these standards through such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aides, alterations of existing facilities, and construction of new accessible

facilities. Southeast Missouri State University is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standards described above.

Because scheduling classes and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission who desire support services and/or accommodations should identify themselves within five (5) days of the start of the semester of enrollment and indicate the nature of the accommodation needed. Students should contact Disability Services: http://www.semo.edu/ds/program_info.html.

Academic Honesty

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University. Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty. Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the Code of Student Conduct. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:

Plagiarism: In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report; or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

Cheating: Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;

4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.
6. Turning in work completed by another person, not part of a group project, as your own

These guidelines are for face to face, blended, and on-line coursework.

The “Protocol for Adjudicating Alleged Violations of Academic Honesty” and for appealing the results of a formal hearing are outlined in the Undergraduate Bulletin.

Incivility

Civility in the classroom and respect for the opinions of others is critical in class. Students may not agree with everything which is said or discussed in the classroom, yet courteous behavior and responses are expected. To optimize teaching and learning, all participants share a responsibility in creating a civil and non-disruptive atmosphere. Students are expected to conduct themselves at all times in the classroom in a manner that does not disrupt teaching or learning. Examples of Incivility include:

1. arriving late to class
2. noisily packing up early
3. leaving early
4. talking to others during lecture or while someone else is speaking
5. coming to class unprepared
6. repeating questions
7. eating in class
8. acting bored or apathetic
9. groaning disapprovingly
10. making sarcastic remarks or gestures
11. sleeping in class
12. inattention
13. not answering a direct question
14. using a computer in class for non-class purposes
15. letting cell phones go off
16. cutting class habitually
17. dominating discussion
18. demanding make-up exams, extensions, grade changes, or other special favors
19. working on homework for another class
20. taunting or belittling other students
21. challenging the instructor’s knowledge or credibility
22. making harassing, hostile, or vulgar comments to the instructor in or out of class
23. sending the instructor inappropriate emails
24. making threats of physical harm to the instructor

Disruptive Behavior

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. Disruptive behavior includes, but is not limited to, name calling, intimidation, verbal aggressiveness, physical aggressiveness, etc... Incivility and disruptive behavior in violation of the University's Code of Student Conduct will be dealt with according to University Policy.

Questions, comments or requests regarding any course or program should be taken to the instructor for the course. Unanswered questions or unresolved issues should follow the outlined hierarchy of reporting:

- If dissatisfied after speaking with instructor, students should take concerns to the Chair of the Department of Criminal Justice, Social Work, and Sociology.
- If still dissatisfied, students should take concerns to the Dean of the College of Humanities and Social Sciences.

The complete policy and procedures for resolution can be found in the Undergraduate Bulletin under Academic Policies.

V. IMPORTANT MISCELLANIOUS INFORMATION

Student Address, Phone Number and E-mail

It is essential that social work students keep the Social Work Program informed of their current name, local address, landline (if applicable), cellular telephone number, and e-mail address. Unless this information remains current, students may not receive critical information. Please update student information by e-mailing cjsws@semo.edu .

Family Educational Rights and Privacy Act (FERPA)

To see the university policy on confidentiality of student records, please visit the Web site at <http://www.semo.edu/bulletin/records.html>.

Additional information concerning the Family Education Rights and Privacy Act (FERPA) can be accessed at <http://www.semo.edu/careers/families/index.html>. Additional concerns about student records or FERPA can be addressed by contacting the Registrar's Office at , Academic Hall 058, registrar@semo.edu. or call 573-651-2250

Student Support Services

Students are encouraged to contact Learning Assistance Programs for assistance with academic work. A number of services are available to students to help ensure success through the Academic Support Center. To learn more, contact Learning Assistance Programs at University Center-Rm 206, 573-651-2273, lap@semo.edu, and/or www.semo.edu/lapdss.

Tutoring services are also available to students. To learn more contact Kent Library Rm 412, 573-651-2861, tutorialservices@semo.edu, and/or www.semo.edu/lapdss. Students also have access to SupportNET or *Starfish*, Southeast's student services network. This service provides access to and communication with faculty and several campus resources that are available to students. SupportNET can be found at <https://semo.edu/supportnet/index.html>.

Absence from Class

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's decision to provide, or not to provide, make-up work related to absences for any other reason. A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar. Attendance is required at all class meetings of developmental courses.

VI. STUDENT INITIATED GRIEVANCES

A grievance is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the University community which in any way adversely affects the status, rights, or privileges of a member of the University community. Formal and informal procedures for resolving grievances are available both within the Department of Criminal Justice, Social Work, and Sociology and the Dean of Students Office. The Department and the University encourage informal resolution of disputes whenever possible before seeking resolution through formal procedures.

There are four types of student-initiated grievances.

- a. Grade Appeals – a student disputes a grade received for a course.
- b. Non-Academic Disputes – a student alleges a dispute or conflict not related to a course grade.
- c. Discrimination Allegations – a student alleges intolerance or discriminatory behavior.
- d. Field Education Conflicts – a student alleges that conditions in the field agency make satisfactory completion of the placement difficult or impossible.

Other than allegations related to discrimination or harassment, the student should first seek an informal resolution to the dispute. When at all possible, the student should discuss her or his complaint with the involved party, e.g. faculty member, staff member, field instructor, etc. in an effort to reach an informal resolution to the dispute. In instances where the informal procedure is unsuccessful, the student should follow the appropriate formal procedure described below.

Grade Appeal Process

Situations may arise in which a student believes that a grade received in a particular course is incorrect. The student should first approach the instructor of the course in a timely manner in an attempt to resolve the matter. If the matter is unresolved, the student can consult with the BSW Program Director. If the matter remains unresolved, the student should follow the grade appeals process as outlined in the Southeast Missouri State University Undergraduate Bulletin, available at: <http://www.semo.edu/bulletin/>.

Adjudicating Non-Academic Disputes

Situations may arise in which students believe that they have not received fair treatment by a representative of the University, or have concern about the performance, action, or inaction of a member of the staff or faculty, which affects the student. Wherever possible, the student should approach the faculty or staff member first in an attempt to resolve the matter. Unresolved concerns involving faculty can be discussed with the BSW Program Director and should be taken to the Chairperson of the Department of Criminal Justice, Social Work, and Sociology, and then to the Dean of the College of Humanities and Social Sciences. Unresolved concerns involving non-faculty staff should be taken to the staff member's supervisor and then to the next higher supervisor.

Discrimination Allegations

If a student feels that she or he has been discriminated against on the basis of race, color, gender, national origin, or disability, or if the students feels that she/he has been sexually harassed, complete the Office of Equity and Diversity Intake Form. The student may then either mail it to Office of Equity and Diversity Issues office, or make an appointment with that office and bring the form to the appointment.

For more information or to make a complaint, contact:

Director for Institutional Equity & Diversity
 One University Plaza
 Academic Hall 010, MS 3375
 Cape Girardeau, Missouri 63701
 (573) 651-2524 Phone
 (573) 651-2108 Fax
 equityissues@semo.edu
 Office of Equity Diversity Intake Form

If the student is not satisfied with the University's attempt to resolve the appeal or formal complaint or there is a general complaint with the University, that complaint may be registered with the Missouri Department of Higher Education or with the University's accrediting agency-Higher Learning Commission. Submit the complaint to:

Missouri Department of Higher Education:

<https://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>.

Call 573 526-1577 to indicate the desire to file a complaint and for additional information.

For students outside the state of Missouri:

Appeals may be submitted to the Missouri's State Authorization Reciprocal Agreement (SARA) portal agency.

Sexual Harassment

Students can report allegations of sexual harassment/sexual misconduct/sexual assault carried out by other students, third parties (non-students), and/or employees. These guidelines are not a substitute for the law or the criminal process. The allegation may also represent a situation that involves a possible violation of criminal law. The University supports the students in reporting criminal activity to the appropriate law enforcement entities.

Reports involving sexual violence and sexual assault which are filed with law enforcement entities may involve a criminal proceeding that is separate from the University's process. They are independent of each other, meaning that even if charges are dropped off-campus or never filed, the University's case will continue at the discretion of the Office of Student Conduct or Dean of Students. Information may be shared between the University (Office of Student Conduct/Dean of Students) and the appropriate law enforcement entities. Students are able to make complaints to on-campus and off-campus agencies at the same time.

Field Education Conflicts

For conflicts involving discrimination, harassment, illegal acts or serious ethical violations during field education, the student should first consult with the faculty liaison. Students experiencing other difficulties during field education should follow the procedures delineated below.

- First, discuss the problem with the field instructor and attempt to resolve the matter.
- Second, if the problem remains unresolved, discuss the dispute with the faculty liaison and attempt to resolve the matter.
- Third, if the problem remains unresolved, discuss the dispute with the Director of Field Education and attempt to resolve the matter.
- Fourth, if the problem remains unresolved, discuss the dispute with the Program Director who will inform and/or involve the Department Chair.
- Fifth, if the problem still remains unresolved, discuss the dispute with the Chair of the Department of Criminal Justice, Social Work, and Sociology and attempt to resolve the matter.
- If the problem remains unresolved, it may be taken to the Dean of the College of Humanities and Social Sciences.

VII. UNIVERSITY SEXUAL HARRASSMENT POLICIES AND PROCEDURES

According to the Equal Employment Opportunity Commission (EEOC), Federal Government Title VII and IX, sexual harassment is any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a term or condition of employment (explicitly or implicitly);
- Submission or rejection to such conduct is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Missouri law. Retaliation against an individual for making a complaint of sexual harassment also is considered to be sex discrimination and is, therefore, likewise illegal.

Additional information concerning sexual violence policies and prevention can be found at: <http://www.semo.edu/itsonus/incidents/titleix-process.html>.

Remainder of document has been updated from SEMO website and Revisor of Statutes website

VIII. STUDENT CODE OF CONDUCT

Southeast Missouri State University is committed to the advancement of the knowledge and values common to all educated persons. Excellence in instruction, research, public service, and student life is encouraged. The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments.

The responsibility for providing and maintaining an environment conducive to the educational development of the students at Southeast Missouri State University is shared by all members of the University community. The University, through its established governance process, creates policies and procedures that help maintain this environment. These policies and procedures are established under the authority granted by law to the Board of Regents to establish policies and procedures for the government and management of Southeast Missouri State University.

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are

expected maintain high standards of honesty and integrity and abide by the University's Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

By formulating a general code of conduct, the University does not absolve students from accepting responsibility for their behavior. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of full responsibility for individual actions and the consequences of such actions.

Mission Statement

The mission of the Office of Student Conduct is to promote concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students.

Definitions

Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of the above-mentioned act is also academic dishonesty. For additional information, consult the Undergraduate or Graduate Bulletin.

Cheating includes using or relying on the work of someone else in an inappropriate manner. Please see the definition for plagiarism below.

Distribution means any form of exchange, gift, transfer or sale.

Judicial body means any person or persons authorized by the University to determine whether a student has violated the Code of Student Conduct, to recommend imposition of sanctions, and to hear appeals.

May is used in the permissive sense. It is used in place of *reserves the right* in places.

Member of the University community includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Students.

More likely than not is the standard by which a respondent is judged "in violation" or "not in violation" of a section of the Code of Student Conduct; the term describes a totality of evidence that persuades the hearing officer or panel to lean to one side as opposed to the other. Please note that this is a different standard from "beyond a reasonable doubt", which is used in criminal cases.

Plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it

were one's own.

Policy is defined as the written regulations of the University as found in, but not limited to, the Day Planner published by Student Government, the Office of Residence Life Handbook, Graduate/ Undergraduate Bulletins and other documents pertaining to student life.

Respondent is defined as a student who has been alleged to have violated the Code of Conduct. The term is used synonymously with *responding party* in the document.

Reporting Party is defined as the person or persons making an official statement to University officials about an alleged violation of the Code of Conduct. (The terms complainant or victim have been used previously.)

Sexual harassment is defined as any unwanted sexual exploitation, which may include but is not limited to, nonconsensual sexual intercourse, nonconsensual sexual contact and/or unwanted comments perceived to be sexual in nature by anyone involved or observing the situation. Refer to the University's Anti-Harassment (Title IX) Policy Statement and the Office of Student Conduct's Procedures for Defining and Adjudicating Sexual Violence Cases Involving Students for more information.

Sexual exploitation is a form of sexual harassment, which may include but is not limited to, when a person takes nonconsensual, unjust or abusive advantage of another for the individual's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and/or when that behavior does not otherwise constitute nonconsensual sexual intercourse, sexual assault or sexual harassment.

Shall is used in the imperative sense.

Student includes all persons taking courses at the University, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."

Student organization includes groups of students recognized as a student organization by Student Government; registered with Campus Life and Event Services as a student organization; or acting in a manner similar to such student organizations even if not formally recognized.

University means Southeast Missouri State University.

University official includes any persons employed by the University, performing assigned administrative or professional responsibilities.

University premises includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the University (including adjacent streets and sidewalks).

Statement of Student Rights

Students retain those rights common to all U. S. citizens under our federal and state constitutions, and through pertinent laws. These rights include, but are not limited to, the following: privacy, equal opportunity, non-discrimination, and freedoms of speech, assembly, and association. Examples of the application of these rights in the University setting include the students' right to organize and join associations to promote their common interests; the right to engage in discussions to exchange thoughts and opinions; and the rights to speak, write, or publish on any subject in accordance with established law.

In addition to their citizenship rights, students gain certain rights through membership in the University community. Examples of these include:

- The right to accurate and plainly stated information, including that relating to the maintenance of acceptable academic standing, graduation requirements, and behavior expectations;
- The right to fair and impartial treatment;
- The right to participate in the formulation of policy directly affecting students through membership in appropriate committees as determined by the President and his/her representative;
- The right to protection afforded under specific policies authorizing inspections, searches, and seizures on University property such as in residence halls; and
- The right to use University facilities in accordance with the guidelines established for the use of those facilities.

To protect the rights of everyone, and to preserve common order, the University must reserve the right to determine the time, place, and manner in which individuals may exercise their rights. For example, in order to function on campus, all student organizations must be registered with the appropriate authority and are subject to University policies, regulations, and procedures that pertain to such organizations. The University has established areas where speech and posting are not restricted.

Judicial Philosophy

In all conduct proceedings it is recognized that Southeast Missouri State University is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings and the judicial philosophy shall be one of an educational approach. It is hoped that most judicial incidents can be settled early in the process. If a student is found to be violating the behavioral expectations of the University, we work with the student to (a) assist the student in confronting value questions surrounding the behavior, (b) assist the student in understanding the causes for the behavior, and (c) help the student understand the importance of considering the consequences of the behavior, in advance, so that the student will make more sound decisions in the future.

In all conduct proceedings regarding a student's behavior, the student must be treated fairly. To assure this, the student has the following rights:

- To be notified of the charges;
- To know the identity of those who filed a complaint;
- To be heard (and/or to speak on his/her own behalf);
- To be notified of sanctions (if any) in writing; and
- To be notified of the appeals process.

Code of Student Conduct

All students and student organizations are expected to maintain a high standard of conduct both on and off-campus. Student behavior which adversely affects the University community and the pursuit of its objectives is subject to the student conduct process whether the behavior occurs on University premises or in the surrounding communities. The student is expected to be responsible for his/her actions/activities whether acting individually or in a group. The following behaviors represent violations of the responsibilities students have toward the community of scholars and may subject a student or a student organization to disciplinary action, up to and including dismissal from the University. This list is representative and not intended to be exhaustive.

Safety and Environmental Health

Section 1: Initiation or circulation of report or warning of crime, emergency, impending disaster or catastrophe knowing that the report is false; or transmission of such a report to an official or official agency.

Section 2: Interference with or obstruction of any University sponsored function or activity, including sports events and the functions of registered organizations; or engaging in behavior which disrupts the educational process/learning environment in the classroom or in other areas on campus.

Section 3: Engaging in disorderly conduct on or off University premises or at University functions. This can include but is not limited to physical altercations, verbal altercations, threats, intimidation, harassment, coercion and/or other conduct which (a) submits any person to pain, discomfort or indignity or (b) threatens or endangers the physical or mental health or safety of any person. This can also include threats, harassment, and other forms of misconduct through electronic forms of communication and social media.

Section 4: Engaging in sexual harassment, sexual violence or other types of behavior prohibited by Title IX, which may include but is not limited to, nonconsensual sexual intercourse (sexual assault), nonconsensual sexual contact (sexual misconduct), unwanted comments perceived to be sexual in nature, and/or any other types of unwanted sexual exploitation. This also can include stalking, dating violence, domestic violence or similar behavior which (a) submits any person to pain, discomfort or indignity or (b) threatens or endangers the physical or mental health or safety of any person. Refer to the Office of Student Conduct's Procedures for Defining and Adjudicating Sexual Violence Cases Involving Students for more information in cases involving sexual assault and sexual

misconduct (available on the Office of Student Conduct website).

Section 5: Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team. Hazing is defined as any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy. Hazing includes, but is not limited to (a) any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity; (b) any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; (c) any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; (d) any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and (e) any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

Section 6: Unauthorized possession and/or consumption of alcoholic beverages on University premises or at University functions. (Alcohol is not authorized on campus unless specifically authorized by the President, or designee).

Section 7: Disruptive behavior attributable to the use of alcohol or other controlled substance including, but not limited to, physical violence, aggression, refusal to cooperate with any University staff member performing his or her duties, destruction of property, disturbances for others within the University community, the mobilization of staff/first responders, or violation of any other section of the Code of Student Conduct.

Section 8: Manufacture, sale, delivery, possession, or use, in any amount, of any controlled substance, drug, chemical, product, or material for the purpose of use as an intoxicant, except as permitted by law; or possession of drug paraphernalia.

Section 9: Unauthorized possession and/or use of fireworks, firearms, explosives, other dangerous weapons, dangerous chemicals, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury on University premises or at University functions. **A concealed carry permit does NOT grant any student, constituent, or guest the right to carry a firearm on campus.**

Academic Honesty

Section 10: Engaging or knowingly assisting in academic dishonesty; including plagiarism, cheating, and those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Refer to the Faculty Handbook for a complete explanation of the policy (available on the Office of Student Conduct website).

Section 11: Knowingly furnishing false information, including false testimony at judicial hearings, to the University or to any member of the University community in conjunction with University related activities.

Section 12: Alteration or misuse of University identification cards, records, documents or computer data.

Care of Property

Section 13: Theft, attempted theft, and/or unauthorized possession or use of property/services belonging to the University or a member of the University community.

Section 14: Littering or unauthorized posting of written material on University property.

Section 15: Vandalism, arson, and/or reckless behavior that endangers or leads to damage or destruction of property of the University or a member of the University community.

Section 16: Abuse, misuse, or theft of electronically transmitted information including, but not limited to, (a) unauthorized entry into, alteration of, or transfer of a file; (b) unauthorized use of, access to, or control of computing resources; (c) attempted or actual use of another individual's account, identification, or password; (d) attempted or actual unauthorized copying, transfer, modification, or destruction of University-owned software, programs, records, or data; and (e) attempted or actual interference with the normal operation of the University's computing system.

Section 17: Trespassing or unauthorized entry on or in University owned or controlled property.

Civil Conduct

Section 18: Violation of published University policies, rules or regulations including the Undergraduate and Graduate Bulletins and all publications pertaining to student life.

Section 19: Failure to comply with a proper request of a University official acting in performance of his/her duties or to identify oneself to the official when asked.

Section 20: Encouraging or knowingly assisting in the violation of any of the provisions of this Code.

Section 21: Violation of federal, state or local law, on or off campus, which adversely affects the campus community.

Violation of Law and University Discipline

If a student is charged only with an off-campus violation of federal, state, or local laws, but

not with any other violation of this Code, disciplinary action may be taken, and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the educational process or the health, safety, and well-being of members of the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

University disciplinary proceedings may be instituted against a student charged with violation of law that is also a violation of this Code of Student Conduct (that is, both violations result from the same factual situation), without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, however, the University may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate. The University’s disciplinary action will not be subject to challenge on the grounds that civil or criminal litigation involving the same conduct has been resolved in favor of the student.

Judicial Procedures

NOTE: The term “student” is used in the following narrative to represent one or more students or a student organization.

Judicial Authority

The Dean of Students is designated by the University President to be responsible for the administration of the Code of Student Conduct. The Assistant Dean of Students is the University official authorized by the Dean of Students to supervise the student conduct system, including the imposition of sanctions upon students found to have violated the Code of Student Conduct. The Assistant Dean, Coordinator of Student Conduct and/or OSC Graduate Assistant(s) also serve as administrative hearing officers and advisors to the All University Judicial Board (AUJB). The Dean of Students or designee is responsible for hearing student appeals that result from student conduct proceedings.

The Assistant Dean shall determine the composition of judicial bodies and determine which judicial body shall be designated to hear each case. The Assistant Dean shall develop (1)

policies for the administration of the judicial program and (2) procedural rules for the conduct of hearings that are consistent with provisions of the Code of Student Conduct. Students shall be notified of any substantive changes in the Code of Student Conduct through the student newspaper, the *Southeast Arrow*, or similar distribution.

The All University Judicial Board may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Code of Student Conduct. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

FOR OFFICE OF STUDENT CONDUCT CASES INVOLVING SEXUAL ASSAULT AND SEXUAL MISCONDUCT, THE RESPONDING STUDENT WILL HAVE A HEARING WITH AN ADMINISTRATIVE PANEL. THE PANEL WILL BE MADE UP OF SOUTHEAST FACULTY, STAFF, AND/OR STUDENTS FROM THE ALL UNIVERSITY JUDICIAL BOARD.

Filing Complaints

The judicial system strives to maintain an educational environment protecting the rights of others while holding individual students accountable for their actions. It is also important that members of the University community be willing to confront violations and the infringement of another individual's rights personally or by filing a complaint.

Any member of the University community may file a written complaint against any student for possible violation of the Code of Student Conduct. This initial filing generally should be made to the Department of Public Safety (DPS), the Office of Residence Life, or the Office of Student Conduct within a reasonable period of time by the reporting party.

While actions on a complaint of violation of University regulation are pending, the status of the student shall not be altered except for reasons outlined below in the emergency suspension section.

Preliminary Review

When the Assistant Dean of Students receives information that a student has possibly violated University regulations, the individual shall review the information related to the complaint. After completing a preliminary review, the Assistant Dean may:

1. Find no basis and dismiss the complaint as unfounded, or
2. Determine appropriate charges and summon the student for an informal conference between the student and a judicial hearing officer. (DPS also sets conference appointments.)

The Assistant Dean will determine the appropriate hearing officer for the case.

Summons to a Conference

A letter summoning the student (or student organization) to a conference will be mailed (through campus or U. S. Mail to the local address appearing in the University database (or in the case of a student organization, to the president of the organization listed with the Student Government Office at the address appearing in the University database) and/or to the student's official University e-mail account. The permanent address will be used if mailed during an academic break. The letter will include the name of the referral agent or referral office; a brief description of the accusation; the specific part(s) of the Code possibly violated; the judicial conference appointment time, and information about the judicial process. A Notice to Appear (NTA) by the Department of Public Safety also serves as a summons to a conference. Students summoned by NTA will be given judicial process information immediately prior to the conference.

Should a student choose to withdraw from the University while a judicial matter is pending, a "Dean of Students Office Hold" will be placed on the student's enrollment and/or transcript by the Assistant Dean (or designee). In such a case, the student must first complete the judicial process in order to re-enroll. Students who withdraw or leave the University with more serious Code of Student Conduct charges pending will not forestall judicial action in their case. This means that if a student is facing at least Probation as a status sanction due to an incident, the case will be adjudicated in the student's absence.

The judicial conference is a private, informal opportunity for the respondent to discuss the charge(s) with a hearing officer. No one else is allowed in the conference. The hearing officer may dismiss the charge(s), proceed administratively or refer the case to a formal hearing. At the conference, a student may admit to being in violation of the charge. If this occurs, the student waives the right to appeal on the basis of substantial procedural error or new evidence which was not available at the time of the hearing, but retains the right to appeal on excessive sanctioning when compared with previous sanctions for similar violations under similar circumstances.

Should a student not appear when requested by an NTA or the Assistant Dean, Coordinator or Graduate Assistant, the student will be issued a Second Summons and a Dean of Students Office Hold will be placed on the student's account with the Registrar to prevent future enrollment changes. Failure of a student to respond to the Second Summons will not forestall administrative action.

Student Organizations*

Student organizations or groups may be charged with violations of the Code of Student Conduct. The organization and its officers may be held responsible collectively and/or individually when violations of the Code of Conduct are associated with a group activity of the organization (whether formally or informally organized). Officers or leaders do not have to be present for an event to be considered a group activity. Faculty, staff, students, or other community members (including the surrounding community) may make complaints against student organizations. The Office of Student Conduct will review the complaint and determine if Code of Conduct charges are warranted. If so, the president of the organization will be notified of the charges and the day and time of the judicial conference.

A student organization is subject to the Code of Conduct if any of the following conditions are met:

1. Incident occurs on University premises;
2. Incident occurs at any location during activities or events arranged or sponsored by the University or by a student, student organization(s), or by an officer or a student acting on behalf of, or at the request of an organization(s);
3. Incident occurs at any location if such conduct presents a danger or threat to the health or safety of members, guests, or others;
4. Incident occurs at any location if such conduct is so grievous that it could seriously and adversely affect the reputation of the University, its community, and/or the pursuit of the University's objectives;
5. If the organization(s) fails to report an incident, chooses to cover up an incident, or shields one or more individual offenders who are members, alumni or guests of the organization(s) (including non-affiliated guests at the activity);
6. The offense, by its nature or after a review of facts and circumstances, is deemed an organizational violation since the organization, its officers, and/or leadership failed to exercise reasonable supervision of its member(s) and/or guest(s); and/or
7. When, after hearing a complaint, the Office of Student Conduct deems that the offense, by its nature, was an organizational violation and not the actions of an individual member.

In such cases, the University will consider the following criteria to determine the extent of responsibility:

1. Number of members in attendance;
2. National association definition of “events”;
3. Location of an event (e.g., chapter house, organization rented property, etc.);
4. Participation of an organization leader in the planning of the event;
5. Use of organization funds to finance the event;
6. Promotion or endorsement of the event by the organization to members and/or non-affiliated guests;
7. Patterns of individual violations found to exist without proper and appropriate group control, remedy, or sanction; and/or the
8. Importance of an organization’s participation in relation to the event’s purpose (e.g., would the event still exist without the organization’s participation?).

A formal judicial hearing, following the same procedures outlined for individual students, will be conducted when there are allegations of Code of Conduct violations against a student organization. This process also includes the same appeal procedures.

Sanctions for the student organizations found to have violated the Code of Student Conduct may include revocation or denial of registration, as well as other appropriate sanctions, pursuant to the Code of Conduct.

Student organizations which are charged with violations of the Code of Conduct are required

to meet with representatives from the Office of Student Conduct and/or All University Judicial Board to facilitate the resolution of the case.

Student organizations have the same rights to the written notice of charges and meeting times as individual students. As with individual students, the results of the disciplinary proceedings will be provided in writing via letter and/or e-mail.

Student organizations have the right to expect that all disciplinary proceedings will be handled fairly and to have their complaint heard by an unbiased student conduct officer or body.

Student organizations have the right to have up to five representatives present at all student conduct meetings or hearings, including three advisors. Advisors serve as consultants to the student representatives and may not actively participate in any proceedings. The president of the student organization or another designated student officer speaks on behalf of the group during all proceedings.

Generally, a two-year time frame will be utilized when considering sanctions for a student organization. However, a longer time frame may be considered when evaluating sanctions for serious violations of the Code (e.g., patterns of organizational behavior that include alcohol and drug related misconduct, abusive affiliation, life safety issues, etc.). Please see the information on judicial fines for more information.

*Language for this section was adapted with written permission from similar documents at Lincoln University (Missouri), Truman State University (in association with the National Center for Higher Education Risk Management - NCHERM), Illinois State University, and the University of Missouri.

Procedural Standards for the Formal Hearing

Any decisions as to whether or not a student is found in violation or not in violation are based on a criteria of “more likely than not.” Formal rules of evidence do not apply in judicial hearings. All decisions regarding violations must be based upon evidence introduced during the hearing proceedings, and all decisions are based on a criteria of **more likely than not**. All evidence will be admitted except that which is irrelevant, repetitive, hearsay, character-related, or obtained in violation of the search and entry provision of the Office of Residence Life Handbook.

In all judicial hearings where formal charges are brought against a responding student (or student organization), the student (or student organization) must be treated fairly. To assure this, the student (or student organization) has the following rights for a formal hearing: (1) to be notified of the charges; (2) to know the identity of the referral agent/office; (3) to have a closed hearing unless all student parties involved (not including witnesses) agree to an open hearing; (4) to appear in person, alone or with an advisor from the University community (**however, if the student (or student organization) fails to appear at the hearing, the hearing may be held without the individual’s presence or testimony**); (5) to challenge the impartiality of persons hearing the charges; (6) to be present when all evidence

is introduced and to dispute, examine or review any evidence; (7) to summon witnesses and introduce evidence; (8) to be notified in writing of decisions, including sanctions, if any; and, (9) to be informed of the appeals process. In addition, victims of possible violations will be treated with respect and sensitivity.

It is the responsibility of the respondent and referral agent to notify their witnesses of the hearing and have them present. If a witness states an unwillingness or inability to attend, the Office of Student Conduct must be notified immediately, and a summons may be issued. Failure to appear after a summons has been issued is a violation of the Code of Student Conduct.

Hearing Procedures

No member of the judicial body who has a personal interest in the case may sit in judgment during the proceeding. The presiding justice is responsible for decisions in this regard. The judicial body will rule on the admissibility of evidence and objections to procedures; render a decision regarding whether the accused student is in violation or not in violation; determine the sanction(s), if any; and give the accused student a copy of the case Disposition Form, the Appeal Form, and any other applicable forms.

The hearing shall be closed to the public unless all student/parties involved (other than witnesses) agree for it to be open. The presiding justice will read the charges and review the rights of the accused student. The judicial body, accused student and referral agent may ask questions for clarification. After all the evidence has been examined, the judicial body will decide if the accused student was in violation of the Code of Student Conduct. If a student is found in violation, the judicial body will review the student's judicial file and determine appropriate sanctions. The judicial body will inform the student of its decision and sanction (if any) and procedures for appeal. A copy of the case Disposition Form (the Appeal Form and any other applicable forms) will be given to the accused student.

In AUJB hearings, a minimum of three justices constitutes a quorum. Members of the Board and their advisor(s) will be involved in the hearing deliberation; however, only the students on the Board have a vote in the decision and sanctions.

Advisors to referral agents and accused students may not participate in the hearing; instead they are present to provide consultation to the students they are advising.

Students involved in civil/criminal proceedings for the same factual situation may request permission for their attorney to be their advisor. Students who face a likely sanction of Suspension for more than one semester or Dismissal also may request permission for their attorney to be their advisor.

Furnishing false testimony at a hearing is a violation of the Code of Student Conduct and any student found to knowingly provide false information will be charged with **Section 11** of the Code of Student Conduct and/or other applicable sections of the Code.

Judicial Sanctions

The following judicial sanctions may be imposed upon any student found to have violated the Student Code.

Warning: Written notification from the University that the student has been involved in a violation of University policies and that repetition of this or any other violation may be expected to result in a more serious sanction.

Loss of Privileges: Denial of a designated privilege for a specified period of time.

Restitution: Compensation for loss, damage or injury in the form of appropriate service and/or monetary or material replacement. Restitution will be limited to replacement to original state. Punitive charges will not be added to the cost of restitution.

Discretionary Sanctions: Community service, service to the University, or other related educational assignments.

Probation: A written reprimand for violation of specified regulations. Probation indicates that the student is no longer in good standing with the University. If during the length of the probation the student is found in any further violation of the University Code of Student Conduct, a more severe disciplinary sanction may be imposed, including suspension or dismissal.

Suspension from Residence Life: Separation from Residence Life indefinitely or until certain conditions are met. The student is not in good standing with the University.

Suspension from the University Held in Abeyance (with a University Behavioral Contract): A Behavioral Contract indicates that the student has been Suspended from the University; however, the Suspension has been held in abeyance (or put aside temporarily) as long as the student abides by the specific details of his/her signed contract. The student is not in good standing with the University while on the contract. Suspension is invoked immediately if further violations of the Code of Student Conduct occur.

Suspension from the University: Suspension involves separation from the University for a specified period of time or until certain conditions are met. Suspension involves denial of enrollment, attendance of classes, and other student privileges; the student must leave the campus. Suspension is noted on official University transcripts for the specified length of the Suspension.

Dismissal from the University: Separation from the University for an indefinite period of time. Readmission is possible but not guaranteed, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee. Dismissal is noted on official University transcripts.

Expulsion from the University: Separation from the University without the possibility of readmission. Expulsion is noted on official University transcripts.

Notice against Trespass (NAT): Notice that the student will be arrested if he/she is found on specified University premises. Student is no longer in good standing with the University. Suspensions, Dismissals, and Expulsions carry an automatic **NAT** for all University premises or as specified.

Revocation of Recognition/Registration of a Student Organization: Notice that an organization's standing as a registered student organization with the University is terminated for a set period of time or permanently.

Completion of Sanctions

Students (or student organizations) are expected to complete all sanctions prescribed in the disposition of judicial proceedings prior to the specified date. Failure to complete any portion of the sanction(s) will result in the filing of additional charges against the student under **Section 19** of the Code of Student Conduct (Failure to comply with a proper request of a University official acting in performance of his/her duties or to identify oneself to the official when asked). Such violation will result in the escalation and/or issuance of additional sanctions, and the assessment of additional judicial fines. Section 19 case hearings related to incomplete sanctions will be conducted by the Assistant Dean or designee. Additionally, a **Dean of Students Office Hold** limiting the student's ability to register for courses will be placed on the student's enrollment until such a time that all sanctions are completed.

Judicial Fines & Fees

Decisions made by a judicial body shall be final, pending the normal appeal process. A **\$50 judicial fine** will be assessed to students found "in violation" of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same judicial case. A **\$100 judicial fine** will be assessed for a student's first case involving violation of alcohol/drug-related sections of the Code. A second case involving violation of alcohol/drug-related sections will result in an assessed fine of **\$175**. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code will result in an assessed fine of **\$350** and judicial sanctions up to and including Suspension from the University. A judicial fine of **\$200** will be assessed to students found "in violation" of Section 4 cases decided by the Administrative Panel.

All fines are charged to the student's University account.

The fine for a student organization found in violation of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same case will be **\$200**. Fines for violations of alcohol/drug-related sections for a student organization will be **\$300** for the first case and **\$600** for a second case within a two-year period. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code within a two-year period will result in an assessed fine of **\$1200** and judicial sanctions up to and including Suspension

from the University and/or Revocation of Recognition.

At the discretion of the University, additional fines may be assessed to a student or student organization in cases where the cost of the education warrants the charge.

Chemical Use and Abuse

Some students violate the Code of Student Conduct when they are under the influence of alcohol or drugs or when in a setting in which abuse is taking place. Behavior while under the influence of any drug, including alcohol, will not be accepted as an excuse or an explanation for a violation of the standards for student conduct. Any violation of this Code that occurs under such circumstances will be treated as any other violation.

Individuals found to have violated any provisions of this Code while under the influence of alcohol or other drugs may be required to participate in a chemical awareness program in addition to any other sanction applied. This may include additional costs and/or fees.

Parental Notification

The following protocol delineates when a parent or legal guardian will be notified of underage alcohol or other drug violation by the Dean of Students or his/her designee:

1. The parent or guardian will be notified if an underage student has been found to have a second or subsequent violation of Section 6 of the Code of Student Conduct (Unauthorized possession and/or consumption of alcoholic beverages on University premises or at University functions) or when a first violation results in a sanction of disciplinary probation.
2. Parent or guardian will be notified if an underage student has been found to have a violation of Section 7 of the Code of Student Conduct (Disruptive behavior attributable to the use of alcohol or other controlled substance including, but not limited to, physical violence, aggression, refusal to cooperate with any University staff member performing his or her duties, destruction of property, or violation of any other section of the Code of Student Conduct).
3. Parent or guardian will be notified if an underage student has been found to have a violation of Section 8 of the Code of Student Conduct (Manufacture, sale, delivery, possession, or use, in any amount, of any controlled substance, drug, chemical, product, or material for the purpose of use as an intoxicant, except as permitted by law; or possession of drug paraphernalia).
4. **The University reserves the right to contact a parent or guardian if it is indicated that the student poses a danger to him/herself or to the University community and/or in cases involving a Title IX complaint.**

Appeals

Each accused student has the right to appeal sanctions. A student initiating a referral may appeal a hearing decision if he/she is a party to the complaint and not representing the University in the case. Appeals may be made on the following grounds:

1. Substantial procedural error regarding the student's right during a hearing;
2. Significant new information relative to the case that was not available through diligence at the hearing; and,
3. An excessive sanction when compared with previous sanctions for similar violations under similar circumstances.
4. In specified cases, the alleged victim may also appeal if he/she feels the outcome of the hearing was arrived at improperly.

A written request on an appeal form must be received in the Office of the Dean of Students by 4:00 p.m. of the fifth school day from the announcement of the judicial decision. An Appeal Form is available in the Office of Student Conduct and/or on the office website.

Interim Suspension Procedures

Pending action on University charges, criminal charges or in emergency situations, the Dean of Students or designee may immediately suspend the right of a student to attend classes and be present on the campus or otherwise alter the status of the student under the following conditions:

1. For reasons relating to the student's physical or emotional safety or well- being;
2. For reasons relating to the safety of any member of the University community or University property; and/or
3. For engaging either singly or in concert with others in a disruptive activity on University premises as defined in Sections 3, 4, 7, or 9 of the Code of Student Conduct.

The Dean of Students or designee may also immediately suspend all activities for a student organization if/when the conditions listed in items a, b, and/or c above are present or if a future activity is expected to result in one, two, or all of the three conditions.

The interim suspension procedure does not nullify the accused student's (or student organization's) right to be notified, heard, notified of the identity of referral agent(s), notified of sanctions (if any), and notified of the appeals process. Every effort will be made to conduct a judicial conference, usually within three school days. **A Notice against Trespass is issued for a student(s) placed on interim suspension.**

Mental Health Concerns

Occasionally, students experience a mental or emotional health condition that interferes with their ability to function responsibly in the University community. Such situations may be handled through a process parallel to, or sometimes separate from, the University student conduct system. Evaluations of the student may be required.

Disciplinary Files and Records

A disciplinary file is established for each student referred for disciplinary action. This file is

maintained for seven years from the last date of activity as a means of tracking the student's disciplinary status. In cases resulting in Probation, Suspension held in abeyance (with University Behavioral Contract), Suspension, Dismissal, Expulsion, and Suspension from Residence Life, the disciplinary file will be maintained as a discipline record for at least seven years and indefinitely for specified cases. Information from the record will be released upon the student's authorization. Suspension, Dismissal or Expulsion will be indicated on the academic transcript when the student authorizes the transcript release. Student conduct records may be kept longer due to special circumstances, as deemed necessary by the Dean of Students. Conduct records of student organizations will be kept permanently for historical and archival purposes. Information from a record of a student organization will be released upon the president of the organization's authorization. Results of student organization hearings may be released at the discretion of the Dean of Students or Director of Campus Life and Event Services.

FOR MORE INFORMATION: Contact the Office of Student Conduct in Room 422 of the University Center or call (573) 651-2264 for the most up-to-date version of the Code of Student Conduct. You may visit our website at: <http://www.semo.edu/stuconduct/>.

Missouri Revised Statutes
Chapter 337
Social Workers – Section 337.653
Revised August 28, 2007

Baccalaureate social workers, license required, permitted activities.

Title XXII OCCUPATIONS AND PROFESSIONS

Chapter 337

337.653. Baccalaureate social workers, license required, permitted activities.

1. No person shall use the title of licensed baccalaureate social worker and engage in the practice of baccalaureate social work in this state unless the person is licensed as required by the provisions of sections 337.600 to 337.689.

2. A licensed baccalaureate social worker shall be deemed qualified to practice the following:

(1) Engage in assessment and evaluation from a generalist perspective, excluding the diagnosis and treatment of mental illness and emotional disorders;

(2) Conduct basic data gathering of records and social problems of individuals, groups, families and communities, assess such data, and formulate and implement a plan to achieve specific goals;

(3) Serve as an advocate for clients, families, groups or communities for the purpose of achieving specific goals;

(4) Counsel, excluding psychotherapy; however, counseling shall be defined as providing support, direction, and guidance to clients by assisting them in successfully solving complex social problems;

(5) Perform crisis intervention, screening and resolution, excluding the use of psychotherapeutic techniques;

(6) Be a community supporter, organizer, planner or administrator for a social service program;

(7) Conduct crisis planning ranging from disaster relief planning for communities to helping individuals prepare for the death or disability of family members;

(8) Inform and refer clients to other professional services;

(9) Perform case management and outreach, including but not limited to planning, managing, directing or coordinating social services; and

(10) Engage in the training and education of social work students from an accredited institution and supervise other licensed baccalaureate social workers.

3. If the licensed baccalaureate social worker has completed three thousand hours of supervised baccalaureate experience with a qualified baccalaureate supervisor in no less than twenty-four months and no more than forty-eight consecutive calendar months, the licensed baccalaureate social worker may engage in the independent practice of baccalaureate social work as defined in section 337.600 and subdivisions (1) to (10) of subsection 2 of this section. Upon demonstrating the successful completion of supervised experience, the state committee for social workers shall provide the licensee with a certificate clearly stating the individual's qualification to practice independently with the words "independent practice" or "IP" next to his or her licensure.

(L. 2001 H.B. 567, A.L. 2005 S.B. 177, A.L. 2007 H.B. 780 merged with S.B. 308)

<http://revisor.mo.gov/main/OneSection.aspx?section=337.653>

Missouri Revised Statutes
Chapter 337
Social Workers – Section 337.665
Revised August 28, 2007

337.665. Information required to be furnished committee — reciprocity, when — certificate to practice independently issued, when.

1. Each applicant for licensure as a baccalaureate social worker shall furnish evidence to the committee that:
 - (1) The applicant has a baccalaureate degree in social work from an accredited social work degree program approved by the council of social work education;
 - (2) The applicant has achieved a passing score, as defined by the committee, on an examination approved by the committee. The eligibility requirements for such examination shall be determined by the state committee for social work;
 - (3) The applicant is at least eighteen years of age, is of good moral character, is a United States citizen or has status as a legal resident alien, and has not been convicted of a felony during the ten years immediately prior to application for licensure;
 - (4) The applicant has submitted a written application on forms prescribed by the state board;
 - (5) The applicant has submitted the required licensing fee, as determined by the committee.
2. Any applicant who answers in the affirmative to any question on the application that relates to possible grounds for denial of licensure pursuant to section 337.630 shall submit a sworn affidavit setting forth in detail the facts which explain such answer and copies of appropriate documents related to such answer.
3. Any person holding a valid unrevoked and unexpired license, certificate or registration from another state or territory of the United States having substantially the same requirements as this state for baccalaureate social workers may be granted a license to engage in the person's occupation in this state upon application to the committee accompanied by the appropriate fee as established by the committee pursuant to section 337.612.
4. The committee shall issue a license to each person who files an application and fee as required by the provisions of sections 337.600 to 337.689 and who furnishes evidence satisfactory to the committee that the applicant has complied with the provisions of subsection 1 of this section or with the provisions of subsection 2 of this section.

5. The committee shall issue a certificate to practice independently under subsection 3 of section 337.653 to any licensed baccalaureate social worker who has satisfactorily completed three thousand hours of supervised experience with a qualified baccalaureate supervisor in no less than twenty-four months and no more than forty-eight consecutive calendar months.

(L. 2001 H.B. 567, A.L. 2004 S.B. 1122, A.L. 2007 H.B. 780 merged with S.B. 308)

<http://revisor.mo.gov/main/OneSection.aspx?section=337.665>