

## DISCIPLINARY PROCESS FOR ACADEMIC AND PROFESSIONAL MISCONDUCT NOT INVOLVING THE PRACTICUM

### Disciplinary Process for Academic and Professional Misconduct not Involving the Practicum

Any faculty member who becomes aware of a student's academic or professional misconduct shall inform the MSW Program Coordinator who will discuss the concerns with all parties involved and make a written determination of the issue. Upon receipt of this written determination, the student will have ten days to respond in writing to MSW Program Coordinator. If the student contests the determination, a referral will then be made to the Program Student Review Committee.

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements as stated elsewhere in the *MSW Student Manual*.
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student. (NOTE: University guidelines [see *The Code of Policies and Procedures for Students at Utah State University*].)
- Behavior is judged to be in violation of the current *NASW Code of Ethics*.
- Any threat or attempt to harm oneself or other person(s).
- Commission of a criminal act that is contrary to professional practice, occurring during the course of study or prior to admission to the Social Work program and becoming known after admission.
- Consistent pattern of unprofessional behavior.
- Failure to meet the standards necessary to remain in good standing in the Social Work program.

#### *Student Review Committee*

The Program Student Review Committee is comprised of the MSW Program Coordinator, Social Work Program Director, Field Practicum Director, and the faculty advisor of the student who is the subject of the review. It forms recommendations regarding remediation or termination of a student in connection to referrals made to them by the MSW Program Coordinator regarding students' professional performance including alleged violations of the *NASW Code of Ethics*. In addition, this committee will review the progress of students placed on academic probation by the School of Graduate Studies and recommend academic remediation or termination of a student as appropriate to the individual referral. The committee may also elect to review the progress of students who receive any grade below a C in a course required for graduation. The committee is also responsible for reviewing any student who is the subject of a *Student of Concern* report (see *Student of Concern* section below).

#### 1. The Process

- a. After a formal referral has been made by the MSW Program Coordinator, the Program Student Review Committee will schedule a time for the committee to review the recommendation.
- b. The Program Student Review Committee will either make a determination or call for a hearing.

#### 2. The Hearing

- a. If a hearing is warranted, the Program Student Review Committee will proceed through the following process.
  - i. Direct testimony will be called for by all involved persons,
  - ii. After receiving relevant information presented by all concerned persons the Committee will make a recommendation to the Department Head.
- b. Possible Outcomes
  - i. If the referral concerns a student's academic progress, the committee may:
    - Develop a plan of remediation for corrective action to assist the student in successful completion of the program.
    - Recommend leaves of absence to resolve issues that interfere with academic performance.

- Recommend that the student be retained on academic probation in accordance with Graduate School policies.
  - Recommend that the student be terminated from the MSW program.
- ii. In cases of allegations of professional misconduct including violations of the *NASW Code of Ethics*, the committee may:
- Find no grounds for the allegations, and recommend dismissal of the referral.
  - Find the allegations to have substance and recommend probationary status with or without recommendations for corrective action.
  - Find the allegations to have substance and recommend the student be terminated from the MSW program.

The Committee's findings and recommendations are presented to the Department Head who has the prerogative, based on the evidence, to accept or reject the Committee's recommendations, or to return the decision to the Committee for reconsideration. If the student is not satisfied with the decision of the Department Head, he/she may make an appeal to the Dean of the School of Graduate Studies who consults with the Dean of the College of Humanities and Social Sciences in arriving at a decision. If the student is not satisfied with the decision of the Dean of the School of Graduate Studies he/she may make an appeal to the Appeals/Grievance Board. From this point, an appeal would be made to the Hearing Officer, Provost or Vice President for Student Services (if this issue does not pertain to academics), and President of the University, respectively.

The student and the faculty member (or other party who initiated the action) are allowed to view all documents associated with the action, and to bring witnesses to the hearing. The parties have a right to be accompanied by an advisor, including legal counsel. If a student involved in disciplinary action is a current client of the Disability Resource Center then a representative of that entity would be invited to participate in the disciplinary process.

Additional detailed information about filing complaints, appeals, due process, and students' rights is located within *The Code of Policies and Procedures for Students at Utah State University* section of the *Academic Policies and Procedures Manual*.

Students are cautioned that information disclosed during student meetings with faculty or program administrators, may **not** be kept confidential if the situation raises concerns about professional performance. Faculty and/or program administrators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem-solving about the concerns.

If a student involved in disciplinary action is a current client of the Disability Resource Center then a representative of that entity would be invited to participate in the disciplinary process.