COLLEGE OF HEALTH & HUMAN SERVICES

SCHOOL OF SOCIAL WORK

Undergraduate Student Handbook
2014 – 2015

Bachelor of Social Work Program
2014-15

Web Address: http://www.wmich.edu/hhs/sw/
Accreditation

In conformance with the requirements of the Council on Social Work Education, the School of Social Work has met the evaluative standards for accreditation of both the Bachelors of Social Work and Master of Social Work programs. The Council on Social Work Education is the authorized professional accrediting body for social work education in the United States. The Council has set forth a curriculum policy statement, which specifies certain content areas on which all social work education programs are required to build their curricula to provide social work students with a professional foundation. A copy of the Accreditation Standards and Procedures Manual is located in the office of the Director of the School of Social Work, 4434 CHHS, Western Michigan University.

In conformance with the requirements of the Council on Social Work Education, the School of Social Work can not grant social work course credit nor field hours for life experience or previous work experience.
School of Social Work Mission, Vision, and Guiding Principles

Mission

Our core purpose:
Western Michigan University School of Social Work prepares competent and ethical social workers to advocate for social and economic justice to empower the poor and oppressed. On a local, national, and international level, faculty provide leadership in professional social work education, is maximally engaged in community service, and conducts research and scholarship that creates and disseminates knowledge that informs social work practice.

Vision

We seek to be a school that:

- Strengthens students’ critical thinking skills, helps them formulate a vision of a just society, and enables them to move towards the realization of their vision
- Prepares ethical, competent, reflective practitioners to work with individuals, families, groups, organizations, communities, and institutions within a global and changing environment
- Fosters sensitivity to diversity, cultural competence, and practice effectiveness
- Is a nurturing, respectful, inclusive environment that maximizes the contributions and development of students, faculty, and staff.

Guiding Principles

We believe in:

- Facilitating excellence in professional education
- Integrating theory and practice
- Conducting research on best practices that foster solutions to community needs
- Participating and seeking out mutually collaborative relationships
- Ensuring professional competence through gate-keeping and bridge-building activities
- Understanding and intervening within a person-centered ecological model
- Evaluating educational outcomes, skills, knowledge, and values
- Creating a student-centered educational environment
- Maintaining a commitment to life-long professional learning for faculty, staff, and alumni
- Preparing social workers to advocate for social justice.
# UNDERGRADUATE STUDENT HANDBOOK

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INFORMATION ABOUT THE SCHOOL OF SOCIAL WORK

The Journal of Sociology and Social Welfare

The Journal of Sociology & Social Welfare (JSSW) is an international publication housed in the School of Social Work at Western Michigan University. It has 625 individual and library subscribers from the United States and abroad. The Journal's mission is to promote the understanding of social welfare by applying social science knowledge, methodology and technology to problems of social policy, politics, the social ecology, and social services. It also features an outstanding book review section as a regular feature of each issue.

Since its first printing in 1974, JSSW has published articles on such topics as social change, gender, race, homelessness, social welfare history, cultural diversity, international social welfare, and the social dimensions of health and mental health. It is published quarterly in March, June, September, and December. At least one issue in every year is dedicated to a special theme. For example, in March 1999, JSSW published a special issue on "Population Aging: Social Problems and Solutions" with Guest Editors Jordan I. Kosberg and Nelson W. S. Chow.

The Editorial Board includes outstanding scholars such as Mimi Abramowitz, Pallassana Balgopal, David Gil, Alice K. Johnson, Wilma Peebles-Wilkins, Eunice Shatz, John Tropman, and Katherine Tyson. Robert D. Leighninger, Jr., serves as Editor and Frederick MacDonald as Managing Editor. The Associate Editor is Jose Ashford and the Book Review Editor is James Midgley. JSSW is indexed and abstracted in the applied Social Sciences Index and Abstracts, Psychological Abstracts, Social Work Research & Abstracts, and Sociological Abstracts.

The School of Social Work Non-Discrimination and Human Diversity Policy

1. As faculty in the School of Social Work at Western Michigan University, we declare our support for institutional equity. We subscribe to the institutional equity policies of the university and believe that they are essential in promoting equal access to education, improving the quality of education for all students, and contributing to equality of opportunity in the society at large.

2. The School of Social Work will comply with all applicable laws regarding institutional equity and equal opportunity. The school will not discriminate on the basis of race, gender, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap or Veteran's status in its educational programs, activities, admissions, or employment practices.
# People You Should Know

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Dr. Earlie M. Washington</td>
<td>Dean, College of Health and Human Services</td>
</tr>
<tr>
<td>(269) 387-2638</td>
<td></td>
</tr>
<tr>
<td>Dr. Hector Diaz</td>
<td>Director, School of Social Work</td>
</tr>
<tr>
<td>(269) 387-3171</td>
<td></td>
</tr>
<tr>
<td>Dr. Donna Weinreich</td>
<td>Associate Director, School of Social Work</td>
</tr>
<tr>
<td>(269) 387-3191</td>
<td></td>
</tr>
<tr>
<td>Dr. Linda Reeser</td>
<td>Coordinator of Baccalaureate Program</td>
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<tr>
<td>(269) 387-3177</td>
<td></td>
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<tr>
<td>Ms. Jennifer Harrison</td>
<td>Coordinator of Field Education</td>
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<tr>
<td>(269) 387-3173</td>
<td></td>
</tr>
<tr>
<td>Ms. Amy Vliek</td>
<td>Director of Admissions and Student Services</td>
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<tr>
<td>(269) 387-3200</td>
<td></td>
</tr>
<tr>
<td>Ms. Erica Ongstad</td>
<td>Admissions and Student Services Office Assistant</td>
</tr>
<tr>
<td>(269) 387-3201</td>
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## 2014 Academic Calendar


## 2015 Academic Calendar

# School of Social Work Office Directory 2014-2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARTON, Dr. Barbara</td>
<td>Assistant Professor</td>
<td>387-1097</td>
<td>CHHS 4417</td>
</tr>
<tr>
<td>BROWN, Ms. Robin Beth</td>
<td>Office Associate &amp; Director’s Assistant</td>
<td>387-3171</td>
<td>CHHS 4435</td>
</tr>
<tr>
<td>CLEMENTS, Mrs. Jennifer</td>
<td>Office Coordinator</td>
<td>387-3172</td>
<td>CHHS 4436</td>
</tr>
<tr>
<td>COONEY, Dr. Donald</td>
<td>Associate Professor</td>
<td>387-3190</td>
<td>CHHS 4404</td>
</tr>
<tr>
<td>COUSINS, Dr. Linwood</td>
<td>Professor</td>
<td>8451</td>
<td>CHHS 4444</td>
</tr>
<tr>
<td>CRISWELL, Mrs. Patti</td>
<td>Instructor</td>
<td>387-3174</td>
<td>CHHS 4401</td>
</tr>
<tr>
<td>DAFTARY, Dr. Dolly</td>
<td>Assistant Professor</td>
<td>387-8239</td>
<td>CHHS 4410</td>
</tr>
<tr>
<td>DIAZ, Dr. Hector</td>
<td>Director &amp; Professor</td>
<td>387-7329</td>
<td>CHHS 4434</td>
</tr>
<tr>
<td>DUNTLEY-MATOS, Roxanna</td>
<td>Assistant Professor</td>
<td>387-3191</td>
<td>CHHS 4416</td>
</tr>
<tr>
<td>GRINNELL, Dr. Rick</td>
<td>Professor &amp; Endowed Chair for SW Research</td>
<td>387-3189</td>
<td>CHHS 4403</td>
</tr>
<tr>
<td>HARRISON, Jennifer</td>
<td>Faculty Specialist &amp; Field Coordinator</td>
<td>387-3173</td>
<td>CHHS 4438</td>
</tr>
<tr>
<td>HENRY, Dr. James</td>
<td>Professor</td>
<td>387-3175</td>
<td>CHHS 4412</td>
</tr>
<tr>
<td>LATHAM, Toni</td>
<td>Office Associate, Grand Rapids</td>
<td>2-5038*</td>
<td>GR Beltline</td>
</tr>
<tr>
<td>MATHEWS, Dr. Gary</td>
<td>Professor</td>
<td>387-3198</td>
<td>CHHS 4432</td>
</tr>
<tr>
<td>McCORMICK, Ms. Melinda</td>
<td>Assistant Editor JSSW</td>
<td>387-3205</td>
<td>CHHS 4415</td>
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<tr>
<td>McKinney, Dr. Robin</td>
<td>Associate Professor</td>
<td>387-3192</td>
<td>CHHS 4422</td>
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<tr>
<td>ONGSTAD, Erica</td>
<td>Office Associate, Admissions Office</td>
<td>387-3201</td>
<td>CHHS 4419</td>
</tr>
<tr>
<td>REESER, Dr. Linda</td>
<td>Professor &amp; BSW Coordinator</td>
<td>387-3177</td>
<td>CHHS 4406</td>
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<tr>
<td>RENSTROM, Dan</td>
<td>Instructor</td>
<td>387-3199</td>
<td>CHHS 4407</td>
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<tr>
<td>SARTORIS, Ms. Mary Ellen</td>
<td>Faculty Specialist &amp; GR Field Coordinator</td>
<td>1-9486*</td>
<td>GR Beltline</td>
</tr>
<tr>
<td>SCHROCK-HERDECK, Rebecca</td>
<td>CEU Coordinator</td>
<td>387-3158</td>
<td>CHHS 4415</td>
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<tr>
<td>SHERWOOD, Dee</td>
<td>GR Program Coordinator</td>
<td>1-9480*</td>
<td>GR Beltline</td>
</tr>
<tr>
<td>TRIPPLETT, Marian</td>
<td>Program Coordinator, Southwest Campus</td>
<td>4-1512*</td>
<td>CHHS 4407</td>
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<tr>
<td>UNRAU, Dr. Yvonne</td>
<td>Professor</td>
<td>387-3185</td>
<td>CHHS 4420</td>
</tr>
<tr>
<td>VANDEUSEN, Dr. Karen</td>
<td>Associate Professor, Grand Rapids</td>
<td>1-9928*</td>
<td>GR Downtown</td>
</tr>
<tr>
<td>VLIEK, Ms. Amy</td>
<td>Director of Admissions &amp; Student Svcs.</td>
<td>387-3200</td>
<td>CHHS 4430</td>
</tr>
<tr>
<td>WAY, Dr. Ineke</td>
<td>Professor</td>
<td>387-3195</td>
<td>CHHS 4418</td>
</tr>
<tr>
<td>WEINGER, Dr. Susan</td>
<td>Professor</td>
<td>387-3196</td>
<td>CHHS 4408</td>
</tr>
<tr>
<td>WEINREICH, Dr. Donna</td>
<td>Associate Director &amp; Associate Professor</td>
<td>387-3193</td>
<td>CHHS 4424</td>
</tr>
</tbody>
</table>

Social Work Primary Number ...... (269) 387-3180  Benton Harbor Office (LuAnn Harden) Ph: (269) 934-1513
Social Work Fax Number ...... (269) 387-3183  Fax: (269) 934-1505
Field Grad Assistant ...... (269) 387-3206

Grand Rapids Fax # (Beltline): (616) 771-9483
Grand Rapids Fax # (Downtown): (616) 771-4200

Help Desk for IT requests: (269) 387-7309
LRC-Helen Beck: (269) 387-7305
Bella Vita: (269) 387-7111

*From Campus phone. Otherwise must dial (616) 771- last 4 digits for Grand Rapids and (269) 934-last for digits for Southwest Campus.
PROGRAM PREPARATION

Orientation to the Social Work Major

Mandatory New Student Orientation

The New Student Orientation is provided for all incoming BSW students prior to the start of their program. The School of Social Work invites all faculty members to come to introduce themselves and to be present when students introduce themselves. The agenda for the orientation always includes a welcome from the director, DASS, and the BSW coordinator; and information about the program policies and procedures, student services assistance, field education, NASW membership, student organizations, and preparing for acceptance into the MSW Advanced-standing program. Orientation is mandatory. If students fail to attend or are late in attending orientation, they are at risk of delaying their enrollment in the undergraduate social work program.

New Student Orientation and Student Handbook Materials

In addition to the previously mentioned orientation presentations, new BSW students receive information packets provided at orientation and in the student handbooks. Information includes:

- Program goals and objectives.
- Course registration information.
- Social work curriculum.
- Field education.
- Criminal background checks: policy and procedure statement.
- Course sequencing requirements.
- Prerequisites.
- Course grades and grading requirements.
- Incomplete grades.
- Dealing with problems in the school of social work.
- Course grade appeal process.
- Academic dishonesty.
- Student academic and professional evaluation policy.
- The Professional Review Committee (PRC).
- Student dismissal, grievance, and appeal procedure.
- Student requests for enrollment changes.
- Requesting a change of course scheduling.
- Taking a leave of absence.
- Withdrawing from the school.
- University policies.
- NASW membership benefits.
- NASW Code of Ethics.
- University services and support program.
- Student organizations.
Course Registration

BroncoNet ID (not the same as the Bronco ID Card or Student Number)

New Students
New students will receive a letter from the Admissions office with their BroncoNet ID, WIN (Western Identification Number), e-mail address and temporary password. A temporary password must be changed before using the Bronco NetID to access WMU services. Go here to change your temporary password.

Main Campus Students
Main campus students may obtain a Bronco NetID by swiping their Bronco/WMU ID card at one of the card swipe locations:
- Bernhard Center Lab (BCC), lower level of the John T. Bernhard Center
- CAE Center, Parkview Campus
- Kellogg Computer Lab, Room 2200 Schneider Hall
- OIT Computing Help Desk, second floor of the University Computing Center (next to Waldo Library)
- Registrar's Office, Room 3210 Seibert Administration Building
- Rood Hall Arts and Sciences Lab, Room 3374 Rood Hall
- Sangren Labs, Room 3206 Sangren Hall
- University Computing Center Lab (UCC), second floor of the University Computing Center (by Waldo Library)

Branch Campus or Distance Education Students
If you know you have a Bronco NetID, but do not know what it is, or what your password is, you may obtain your Bronco NetID or password by:
- Contacting your local Branch Campus
- Contacting the Account Coordinator — you will receive a response in one to two business days
- Swiping your Bronco/WMU ID card at one of the above Kalamazoo card swipe locations
If you know you do not already have a Bronco NetID, you may:
- Contact your local Branch Campus
- Submit an account application — you will receive your Bronco NetID via USPS mail
- Swipe your Bronco/WMU ID card at one of the above Kalamazoo card swipe locations
Still have questions or concerns? Please contact your local Branch Campus.

Need More Help? If you need assistance, please contact the account coordinator at (269) 387-HELP, option 2, or send e-mail to account_mgr@wmich.edu.

Student Photo ID (Bronco ID Card)

The Bronco ID Card is your photo identification card at WMU. In addition, your Bronco ID Card is your access card for library, dining areas, Student Recreation Center, computer centers and security access card for buildings on campus. Your Bronco ID Card also enables you to ride Metro Bus Service on any route around Kalamazoo area. Your Bronco ID Card has the size, look, and feel of a credit card. Included on the card are your picture, signature, and student number. On the back of the card is a magnetic strip, used for electronic authentication, a barcode for checking out computer in the Computing Center, and your student ID number. See the Bronco ID Website at http://www.wmudps.wmich.edu/bronco_id.html.

The Bronco ID Card will be your University ID for as long as you are a student at Western Michigan University. Currently registered students can obtain a new or replacement Bronco ID Card for a $25 fee by going to the lower level of Bernhard Center. All students will be charged $30 for a new Bronco ID Card if their old ID Card is confiscated. Bring a picture ID and a Course Registration with you. Your Bronco ID Card can be printed while you wait; it takes only a couple of minutes. Bronco ID Cards should be kept protected and separate from keys and other cards. The Bronco ID Card Center provides card jacket at no cost for students (supplies limited).
If students experience a break in their academic career (e.g., a term or year off), students should retain their original Bronco ID Card, as it is still their official ID card. If students complete their undergraduate degree and enter graduate studies at the University, their original Bronco ID Card is still valid.

If your Bronco ID Card is lost or stolen, call 269-38-SMART to make a report. If your card is not reported lost or stolen you may be liable for the use of your Bronco ID Card. Bring picture ID to obtain a new Bronco ID Card. There is a $25 charge for a replacement card billed to your student account.

Problem Areas in Registration

All students can access their current registration and billing in the GoWMU portal. This portal can be found on the WMU home page at www.wmich.edu. To access all student records, students need to know their Bronco NetID and password. This information was sent to all new students with their admission confirmation from the University.

If you owe any money to the University or have any other restrictions on your registration, the Customer Account Services Office will place your course registration on “hold” status until you satisfy your obligation. Your course registration will be canceled on the payment deadline if the obligation is not cleared. Registration is withheld by the Customer Account Services Office because of outstanding debts, i.e., past due student rent, parking tickets, and tuition from previous semesters and will be allowed upon settlement of money due.

Drop/Add

Students should pay close attention to deadlines for adding and dropping classes without penalty. The dates for these deadlines can be found in the academic calendar on page 5 of this document, and on-line at http://www.wmich.edu/registrar/calendar.html.

Withdrawal from a Class

The final date to officially withdraw from classes without academic penalty is the first Friday past mid-semester. Academic penalty means receiving an "X", which is computed as an "E". The specific date will be published in the Course Offerings schedule each semester. Petition may be made at the Records Office for exceptions to this policy.

After registration has closed, students must process dropped courses at the Registrar's Office.

The WMU Customer Account Services will grant 100% refund for dropped classes through the drop/add period, after which there is no refund for less than total dropped hours. If a student completely withdraws from all courses, there is a 50% refund through the fifth week of class in a semester or the second week in a session.

Financial Aid Resources

College Work-Study Program

These state and federal programs provide work opportunities for students demonstrating financial need. The WMU Student Employment Referral Service Office places students in campus jobs. In order to apply, the financial aid form or family financial statement must be completed and filed. Attempts are made to place the student at a job related to his or her area of study. A student can work a minimum of 10 hours and a maximum of 20 hours per week.
Short-term Student Loans

WMU Short-term Loan Program

There are short-term loans available through the WMU Office of Student Financial Aid and Scholarships for students in time of emergency. The purposes for which the loans can be used are open-ended, but must be used for educational related expenses. When funds are available, the usual amount of the loan is $150 to $300 for books and $300 for emergencies. These amounts may be less depending on the availability. Loans are generally due in 30 days but no later than the last day of your enrollment for the academic year. If not paid by the due date, students will incur a service charge at 1.5% a month on the unpaid balance. Delinquency in the repayment of a short-term loan will prevent future registration or release of transcripts. If the short-term loan application/promissory note is completed by 4:30 p.m., the short-term loan check will be available in Room 1080 Seibert Administration Building, after 8:00 a.m. in two business days.

School of Social Work Short-term Loan Program

In addition to the WMU Short-term Loan Program, there are short-term loan accounts through the School of Social Work which are designated for social work students only. The maximum amount of these loans is $500.00 but may be increased to $1,000 in emergency situations. While the Financial Aid Office administers these accounts, the School of Social Work director of admissions and student services must authorize all requests. Eligibility requirements specify that the student is both a full-time or part-time degree student and that he or she has no outstanding financial obligations to the University. A promissory note must be signed for the full amount of the loan. Delinquency in the repayment will prevent a student from registering until the amount due is paid. The student applies for the loan at the School of Social Work's Office of Admissions and Student Services, room 4424 CHHS. Loans are granted on a first-come basis and once the application is approved, the loan can usually be processed within two days.

Employment Opportunities

For those students interested in employment, on-campus jobs can best be obtained by direct contact with the department or office in which a student wishes employment. A list of these potential university employers may be obtained from the Career and Student Employment Services in the first floor of Ellsworth Hall, by calling (269) 387-2745 or online at http://www.broncojobs.wmich.edu/. Another source to contact is the University's Human Resource Department in 1310 Seibert Administration Building (269) 387-3669. For off-campus employment, the Career and Student Employment Services offers employment services for WMU students seeking part-time employment.

School of Social Work Scholarships

In an attempt to assist students with some of their financial burden, the School of Social Work offers a few scholarship opportunities. The application deadline for School of Social Work scholarships is always the end of the first week in the fall semester. These scholarship awards will be determined throughout the academic year. Awards are determined using information from the Scholarship Application form and the requested attachments (see Appendix II for the application form). Economic need serves as the secondary criteria in making award decisions.
Scholarships for both MSW and BSW Students

**Nathaniel McCaslin Scholarship**
Western Michigan University created this scholarship to honor Mr. Nathaniel McCaslin upon his retirement from the WMU School of Social Work. Mr. McCaslin has made outstanding life-long contributions to improving the quality of life in the community and the quality of social work education. Commitment to providing educational opportunities for minority students has been a large part of Mr. McCaslin’s contributions.

The Nathaniel McCaslin Scholarship is awarded to **one BSW student and one second-year MSW student**. Priority will be given to those who meet one or more of the following criteria:
- First generation family member pursuing college degree;
- Commitment to working with adolescents;
- Single parent status;
- History of, or interest in, working in a community service area;

The Nathaniel McCaslin Scholarship is awarded during the spring semester.

**Robert Barstow Scholarship**
In 1991, the School of Social Work Alumni Association started a collection to develop this scholarship to honor Mr. Robert Barstow. Mr. Barstow was the associate director of the School of Social Work from 1968 – 1974, and director in 1974. His commitment to child welfare was demonstrated by employment as a caseworker, Director of Juvenile Court, Director of the Children’s Aid Society, State Director of Michigan Children’s Society, and Deputy Director of the Children’s Charter of Courts on Michigan.

This $500.00 Robert Barstow Scholarship is awarded each year to **one BSW student** and **one first-year graduate student** (full-time or extended-study). Priority is given to those who meet one or more of the following criteria:
- Current or past FIP/TANF/AFDC recipient;
- Current or past employee of Family Independence Agency;
- Interest in a child welfare career.

The scholarship is awarded during the spring semester.

**Deloris Jordan Phillips Scholarship**
Deloris Jordan Phillips retired from the faculty of the School of Social Work in December 1996, after 22 years of service. She taught courses in both the graduate and undergraduate programs. She had been an active participant, community member, and board member to numerous community organizations, including the Boy Scouts, NAACP, Kalamazoo Council of the Arts, YWCA, and Kalamazoo Civic Players. Upon her retirement, President Diether Haenicke allocated funds for the establishment of the Deloris J. Phillips Scholarship to honor her years of service to the University and the community.

This $1000.00 scholarship is a two-year award, which contributes $500.00 to the recipient each of the two years. It alternates every two years between an undergraduate social work major and a graduate student. The fall 2005 award went to an undergraduate student. The next award will be given to a **graduate student** in the fall of 2007. The scholarship recipient will be chosen on academic merit.
THE UNDERGRADUATE SOCIAL WORK PROGRAM

BSW Program Goals

1. To provide a professional education that prepares advanced practitioners to enhance, advocate, and support social and economic justice and personal well being for all people.

2. To prepare advanced practitioners who demonstrate the knowledge and skills necessary to work effectively with diverse, vulnerable, and underserved populations.

3. To prepare advanced practitioners who possess critical thinking skills, embrace social work values, and have the requisite skills needed to formulate and realize a vision of a just society.

4. To prepare ethical, reflective, and competent advanced practitioners in Interpersonal Practice to work with individuals, families, and groups; and in Policy, Planning, and Administration to work with organizations, communities, and institutions within a global and changing environment.

5. To prepare advanced practitioners who effectively intervene with individuals, families, groups, organizations, communities, and institutions by utilizing evidence-based knowledge and theories and guided by person-centered ecological models.

6. To prepare advanced practitioners who possess the knowledge and skills necessary to consume and produce social work knowledge and the ability to actively participate in the evaluation of professional practice.

7. To prepare advanced practitioners who are grounded in a bio-psycho-social-spiritual framework, understand the historical roots of the social work profession, and can analyze, develop, and utilize social policy.

BSW Program Objectives

BSW Program (and MSW Foundation) Objectives

1. Conduct reflective practice, develop and articulate reasons for practice decisions, and generate alternative intervention strategies as needed.

2. Practice within the values and ethics of the social work profession and with an understanding of and respect for the positive value of diversity.

3. Demonstrate an awareness of how personal feelings, thoughts, attitudes, values, and experiences influence your practice.

4. Maintain the mutuality of worker-client system and demonstrate a willingness to explore, learn, and grow through interactions with client systems.

5. Assess the psychosocial impact of oppression and discrimination, and empower clients by mobilizing and enhancing their strengths and resources to resolve problems and reduce oppression.

6. Understand the histories of social welfare and the profession of social work, and appreciate the profession’s unique commitment to social justice.

7. Apply the principles and techniques of generalist social work practice in intervening with individuals, families, groups, organizations, and communities.
8. Use a theoretical framework to understand the interactions among individuals and between individuals and social systems (i.e., families, groups, organizations, and communities).

9. Apply knowledge of bio-psycho-social variables to interpret human growth, development, and behavior relative to the broader environmental context. The broader environmental context is understood to encompass social, cultural, historical, political, and economic forces.

10. Analyze the impact of social policies on client systems, workers, and agencies, and engage in intervention strategies that facilitate socially just policies and practices within human service systems and the larger community.

11. Seek out, critically consider, integrate, and apply relevant professional literature to practice.

12. Evaluate the effectiveness of your own professional practice through reflection, consultation, supervision, and application of formal models of practice evaluation.

13. Recognize and appropriately respond to the unique characteristics, strengths, and dynamics of diverse populations and client systems.

14. Communicate effectively with colleagues and members of the community to build networks and engage in collaborative processes for decision making.

15. Demonstrate a commitment to professional development by seeking out and using consultation and supervision, through participating in professional associations, and by keeping abreast of the professional literature.

16. Assess organizational structure (formal and informal) and function effectively within the parameters, strengths, and constraints of the agency.

17. Evaluate organizational and/or program effectiveness and advocate for improvements in order to enhance service delivery and client functioning.
The Advising System

The purpose of advising is to provide information on program requirements and curricular matters, professional development, and resource location and referral. School of Social Work faculty and staff are committed to assisting each student to achieve their educational goals. Advising is one important element in the educational enterprise.

The School of Social Work Advising Policy

At the beginning of each year, the director of the School assigns student advisees to members of the faculty. According to the current Agreement between Western and the WMU-AAUP, “The academic advising of students is a regular part of the responsibilities of a full-time faculty member…Advising is defined as giving advice on program requirements and curricular matters.” Maintenance of regularly scheduled office hours provides convenient, predictable access for advisees. Another key is communication, by means of meetings, e-mails, telephone contacts or letters.

Pre-social work advising, (including general education requirements), program and curricular planning and graduation audits are accomplished through the College Advising Office. Once admitted into the BSW program, undergraduate students are also assigned a faculty adviser for information about the profession of social work, advice on how to cope with problems of a general nature which interfere with the educational process, and information and referral on the topic of graduate education. Academic advising and program planning for BSW students is handled by the College Advising Office.

The School of Social Work Advising Practice

Advisers guide the student’s matriculation through the program. They follow current policy according to official program documents such as the 2014-15 Undergraduate Catalog. Advisers make contact within two weeks of being assigned an advisee, and at least once each semester. Advisers make every effort to respond to communications from advisees promptly. They are available during office hours and by appointment. During those times of the year that faculty members are absent the director of the School or the director of admissions and student services will be responsible.

Advisers familiarize themselves with the special circumstances and individual concerns of each student to whom they are assigned. Advisers know where the program plans are kept in hard copy and on-line. The adviser knows how to direct students to the website of the Office of Field Education.

When students experience difficulty in academic or internship performance, the adviser is informed by the advisee, involved faculty, and/or the School administration. The adviser’s first step is to talk with the advisee directly. The next step is to participate with the advisee to record plans to correct student problems, in concert with the director of admissions and student services, the coordinator of Field Education, and/or members of professional review committees (PRCs), and all other involved parties.

Advising is an important aspect of the educational experience. The goal of advising is to facilitate matriculation, adhere to University policy, and eventually graduate every social work student, undergraduate and graduate, on-campus and off. Advising is a collective enterprise which requires active participation and frequent communication on the part of every member of the School of Social Work community of scholars.

The advising process is an integral part of your social work education. It is a process that is shared by faculty and students in the School. The goal of the advising process is to assist students in course selection, program planning, and career plans.
Program Planning

Social Work majors see the College adviser, Ms. Melinda Lockett, to complete program planning. During program planning, the adviser will map out remaining semesters at WMU. A specific academic plan is developed outlining remaining General Education requirements, completion of the Interdisciplinary Minor, and required social work courses. The most important part of this plan will be the scheduling of students' field education, SWRK 4100/4110. Students are scheduled into these courses in advance and in limited numbers.

Ongoing Advising

Students are assigned to a School of Social Work faculty adviser at admission to the undergraduate major. Students are encouraged to see their adviser whenever questions arise about items beyond program planning or about a career in social work. All changes to program plans require meeting with the BSW coordinator.

Career and Graduate School Advisement

The BSW coordinator, the director of admissions and student services, faculty advisers, and faculty who teach the fieldwork component (SWRK 4100 & 4110) can help answer questions about graduate education or future employment. SWRK 4110 fieldwork seminar typically includes a session with the University Career and Student Employment Services office personnel about careers and employment in social work.
Social Work Curriculum Requirements

The Undergraduate Social Work Major includes a specified minor which is called the Interdisciplinary Minor. This is required for all Social Work Majors.

Baccalaureate Writing Requirement (3 hours)

Students who have chosen the Social Work major will satisfy the Baccalaureate Writing Requirement by successfully completing the following course or a comparable course approved by the college adviser.

- OT 4780 - U.S. Policy in Health and Human Services Credits: 3 hours

General Education Requirements (37 hours)

Requirements for the Social Work Major (38 hours)

- SWRK 2100 - Social Work Services and Professional Roles Credits: 3 hours
- SWRK 3000 - Social Welfare as a Social Institution Credits: 3 hours
- SWRK 3200 - Social Work Interviewing and Documentation Credits: 3 hours
- SWRK 3330 - Introduction to Culture, Ethnicity, and Institutionalized Inequality in Social Work Practice Credits: 3 hours
- SWRK 3500 - Human Behavior and the Social Environment Credits: 3 hours
- SWRK 3510 - Social Work Concepts in Group, Community and Organizational Behavior Credits: 3 hours
- SWRK 4000 - Social Work Practice: Engagement, Assessment, and Planning Credits: 3 hours
- SWRK 4010 - Social Work Practice: Intervention and Evaluation Credits: 3 hours
- SWRK 4020 - Social Work Practice: Policy Analysis and Organizational Context Credits: 3 hours
- SWRK 4100 - Field Experience and Seminar I Credits: 4 hours
  - Completed field applications are due at least 15 weeks prior to the semester in which field work is to be started.
- SWRK 4110 - Field Experience and Seminar II Credits: 4 hours
- SWRK 4600 - Social Work with Communities Credits: 3 hours

Required Research Component (6 hours)

- Any undergraduate statistics course Credits: 3 hours
- SWRK 3650 - Social Work Research Methods Credits: 3 hours

Required Guided Interdisciplinary Minor (21 hours)

Includes:

- COM 1040 - Public Speaking Credits: 3 hours
- ECON 2010 - Principles of Microeconomics Credits: 3 hours
- OT 2000 - Human Functional Anatomy Credits: 3 hours

* Open only to students admitted into the Social Work Major.
Electives (24 to 26 hours)

Students are encouraged to elect additional courses in any area of their specific interest. Particularly recommended in preparation for social work practice are: anthropology, communications, economics, history, philosophy, political science, psychology, sociology, or women's studies. The following social work courses are also available as electives for undergraduate students.

- SWRK 4130 - Social Policy and Service Delivery in Selected Problem Areas **Credits: 3 hours**
- SWRK 4620 - Community Organization in Urban Areas **Credits: 3 hours**
- SWRK 4640 - Problem Solving in Gerontology **Credits: 3 hours**
- SWRK 4650 - Special Studies in Social Welfare Practice **Credits: 1 to 4 hours**
- SWRK 5980 - Readings in Social Work **Credits: 1 to 4 hours**
Social Work Course Descriptions

SWRK 1000  INTRODUCTION TO SOCIAL SERVICES (Not part of the BSW Major)
This course provides a fundamental image of the subject matter with the profession of social work. It takes a look at the broadest units of consensus within the profession and differentiates one broad topic from another. It identifies exemplars, theories, and methods of practice in a way that newcomers to the profession can comprehend.

SWRK 2100  SOCIAL WORK SERVICES AND PROFESSIONAL ROLES
This course introduces students to the social work profession: its code of ethics, value base, commitment to social and economic justice, and historical development. The course examines the evolution of social work as a profession, acquaints students with contemporary roles and fields of practice, and examines the profession’s responsibilities in the delivery of social work services to minority and majority groups in the public and private sectors.

SWRK 3000  SOCIAL WELFARE AS A SOCIAL INSTITUTION
This course analyzes social welfare as a response to social problems and human needs. It examines the social, economic, political, and philosophical forces that have led to the historic development and institutionalization of social welfare. It encourages students to develop a critical perspective on social welfare policies and programs and stresses an understanding of the impact of age, race, gender, sexual orientation, and social class upon social policy and service delivery. Restriction: Excludes Freshman status.

SWRK 3200  SOCIAL WORK INTERVIEWING AND DOCUMENTATION
This course seeks to provide students with professional interviewing skills, an enhanced understanding of verbal and nonverbal communication listening skills, and an awareness and understanding of diverse issues related to the interviewing process. The person-in-environment perspective will be utilized throughout this course. Students will develop beginning proficiency as generalist social work practitioners when interviewing clients and other professionals who may work in an interdisciplinary setting. Various approaches to practice will be introduced including observation and rapport development within the context of strengths-based social work practice. Students will begin to develop knowledge and proficiency in how to translate interview information into a written format. Professional documentation and recording skills will be developed. Students will learn specifically how to translate interview information into a bio-psycho-social assessment. Students will also learn introductory skills relating to the problem-solving model, particularly engagement and problem identification. Students are expected to demonstrate increased insight into their own behaviors, values, beliefs, and attitudes as they relate to professional social work practice. Prerequisites: COM1040, SWRK 2100. Corequisite: SWRK 3330.

SWRK 3330  INTRODUCTION TO CULTURE, ETHNICITY, AND INSTITUTIONALIZED INEQUALITY IN SOCIAL WORK PRACTICE
This course focuses upon ethnic/racial groups who are among social welfare consumers and social work clientele. Individual and institutional racism are examined. Racial/cultural characteristics and group strengths, needs, priorities, and experiences in the context of social welfare and social work are also explored. The course reviews implications of ethnic factors for social work practice, social policy, and social work education. Prerequisites: SWRK 2100, SOC 2000. Corequisite: SWRK 3200 or Consent.

SWRK 3500  HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT
This course provides the student with a basic understanding of human behavior related to human development processes, ego psychology, learning theory, and family social and cultural dynamics. The course examines socialization and its influence on human behavior; identifies significant physical, mental, emotional, social, and cultural factors which affect client systems. The social and cultural factors examined include such things as social class, race, gender, age, sexual orientation. Prerequisites: SWRK 2100, PSY 1000, SOC 2000, OT 2000. Prerequisite with concurrency SOC2830 or STAT1600 or STAT 3660 or PSY3000, Junior Status
SWRK 3510  SOCIAL WORK CONCEPTS IN GROUP, COMMUNITY AND ORGANIZATIONAL BEHAVIOR
This course introduces the student to human behavior as it relates to small group process, formal organizations, and community dynamics. Students are introduced to selected systems concepts. The interplay of various forces which affect the development of social groups, organizations, and communities, and the effect of such interdependent systems on the client system are examined. The impact of race, sex, and age is considered in relation to groups, organizations, and communities. Prerequisites: SWRK 2100, SWRK 3000, SWRK 3200, SWRK 3330, SWRK 3500, PSCI 2020, and Junior status. Corequisites: SWRK 3650, SWRK 4000.

SWRK 3650  SOCIAL WORK RESEARCH METHODS
This three-credit course is designed to increase students’ knowledge of research as a tool for social work practice. Students will acquire the basic skills and knowledge to utilize existing social research for practice related decision making as well as the capacity to carry out systematic methods of inquiry in their practice setting. The implementation of these research skills will enhance social service delivery and contribute to the knowledge of the profession. The course also emphasizes program evaluation in human service organizations and the opportunity to integrate the content learned through experiential practice examples and applications in social work. Prerequisites: ENGL 1050, SWRK 3500 and (any general statistics course). Corequisites: SWRK 3510 and SWRK 4000.

SWRK 4000  SOCIAL WORK PRACTICE: THE PROBLEM SOLVING PROCESS WITH INDIVIDUALS AND FAMILIES
This is the first of three generalist practice courses within the BSW Program. Students will learn practice theories and intervention strategies for use with individuals and families. The course focus on problems related to violence, substance abuse, and crisis as they pertain to intervention with individuals and families. The aim of this course is to assist students in building upon the assessment skills learned in SWRK 3200 and translate assessment data into intervention strategies. The problem-solving process serves as the basis of intervention strategies for this course. Students will also utilize a person-in-environment framework as well as focus on client strengths consistent with the life-cycle development perspective as learned in SWRK 3500. Emphasizing the generalist intervention model, students learn social work roles including advocate, facilitator, case manager, and broker. Students will be expected to demonstrate an ability to formulate case plans including intake, assessment, plan of service, evaluation of intervention, and termination of services. Methods of practice evaluation are presented, including single-system design. Prerequisites: ENG 1050, SWRK 3500. Corequisites: SWRK 3510, SWRK 3650. Social Work Major

SWRK 4010  SOCIAL WORK PRACTICE: PROBLEM SOLVING PROCESSES WITH GROUPS AND ORGANIZATION
This course is the second in a three-part sequence in generalist social work practice. This course specifically focuses on assessment and interventions with groups and organizations. Students will learn basic systems theory and its application to assessment and intervention with groups and organizations. Students will also learn application of the problem-solving process to groups and organizations. Particular emphasis will be placed upon race, ethnicity, gender, sexuality, and environmental influences on group and organization functioning. As with the preceding practice courses, the strengths perspective will provide a framework from which students will learn to engage groups and organizations, building upon skills learned in SWRK 4000. Prerequisite: SWRK 4000. Corequisites: SWRK 4100 and SWRK 4020. Social Work Major, Senior Status.

SWRK 4020  SOCIAL WELFARE POLICY
This is the second course of the undergraduate social welfare policy sequence. Its purpose is to introduce the subject area of social welfare policy as a central concern of social work. The goals of the course are to help the student identify evolving socio-cultural and economic bases of social welfare in America, to gain understanding of the substance of particular social policy areas, and to learn to approach the study of social welfare policy within the context of analytic frameworks. It pays attention to the impact of social policy on human service organizations analyzing the effects of specific policies on workers and clients. While SWRK 4020 places primary focus on the content of social welfare policy, other policy courses focus on specific subject areas or on the

SWRK 4100  FIELD EXPERIENCE AND SEMINAR I
This is the first of two field education courses that entails two hundred (200) hours practicing in a human service agency under the guidance of an agency social worker and a faculty member. Also included in the course are three six-hour field labs and biweekly seminars. Field placement forms an integral part of the preparation of students for professional responsibilities in social work and serves as the integration of coursework into actual practice. All placements begin with an in-depth orientation to the specific agency setting. Students develop a working knowledge of the agency’s functions, structure, processes, and its service provider role within the community. Students apply knowledge and develop skills in conducting interviews, problem identification, data collection, problem assessment, and goal formulation with the client systems in the context of social work values and ethics. Students integrate self-awareness and appreciation of diversity into professional practice. The BSW field experience emphasizes generalist social work practice at the micro, mezzo, and macro levels. This course is graded credit/no credit. Prerequisite: SWRK 4000. Corequisites SWRK 4010 and SWRK 4020, Social Work Major and Senior Status

SWRK 4110  FIELD EXPERIENCE AND SEMINAR II
This is the second of two field education courses that entails an additional two hundred (200) hours of practice in a human service agency under the guidance of an agency social worker and a faculty member. Biweekly field seminars are continued as a required part of the course as in SWRK 4100. Field placement forms an integral part of the preparation of students for professional responsibilities in social work and serves as the integration of coursework into actual practice. Students continue to develop a working knowledge of the agency’s functions, structure, processes, and its service provider role within the community. Students improve their abilities to apply knowledge and develop skills in conducting interviews, problem identification, data collection, problem assessment, and goal formulation with the client systems in the context of social work values and ethics. Students continue to integrate self-awareness and appreciation of diversity into professional practice. The BSW field experience emphasizes generalist social work practice at the micro, mezzo, and macro levels. This course is graded credit/no credit. Prerequisites: SWRK 4010, SWRK 4020, and SWRK 4100, Corequisite: SWRK 4600, Social Work Major, Senior Status

SWRK 4600  SOCIAL WORK WITH COMMUNITIES
Social workers have a rich heritage in advocating for social justice. This course involves an examination of major theoretical and conceptual tenets of community practice from a social work perspective. Students will learn practice methods for community organizing, advocacy, community development and other community practice skills. It also involves a practical integration of theoretical and conceptual knowledge of community practice through assignments which will focus on communities that are available through field placements or other arrangements. Students will learn about community practice, social work’s historical and contemporary emphasis on “empowerment” and the person-environment interface. Prerequisites: SWRK 4010, SWRK 4020 and SWRK 4100. Corequisites: SWRK 4110, Senior Status
Field Education

Field education strives to address and create opportunities for students to develop a working knowledge of the social work profession while integrating values and skills. Through the field placement, the student is given the opportunity to test out skills and theories taught in the classroom. Differing from the classroom, however, the learning is more direct, immediate, and personal. It is an active process with emphasis on participation. The opportunity is provided for the student to deepen, extend and apply foundation knowledge. The field placement should provide opportunities for the student to assume responsibility for productive tasks within the agency, to observe, identify, and shadow social work role models in various professional roles in the agency and community, to assess his/her interest in and suitability for a career in social work or another helping profession, and to develop his/her direct practice skills and knowledge of community resources.

Students will be asked to develop a list of agencies where they are interested in doing their field placement. There is an Agency Search database on the Office of Field Education website (www.wmich.edu/~hhs-sw/field/field.htm). Students should research agencies on this database so that they can identify a list of preferred agencies on their field application. Students will be matched to a specific field placement setting by the coordinator of field education and will interview with a proposed field instructor. This allows the student to meet and be evaluated by their potential field instructor, to learn about the agency expectations, and become familiar with the functions of the agency. It also gives both the field instructor and student the opportunity to find out if the placement would be a good fit for the agency’s needs and the student’s learning. Students applying for their internship, who are rejected for placement by three or more agencies in one semester, for reasons related to their appropriateness or readiness for internship may be dismissed from the program.

Please refer to the field manual at http://www.wmich.edu/hhs/sw/field/field_manual.htm or call the field office at (269)387-3173 for more information.
Grading Policies: Interdisciplinary Minor and Social Work Major

Any student who fails to meet the following criteria will be notified in writing by the School of Social Work undergraduate adviser that he/she is in jeopardy of being terminated from the social work major.

A student must receive a “C” or higher in each required social work course to remain in the major. A student may repeat one required social work course to raise his/her grade.

The student must maintain an overall average of 2.0 in the interdisciplinary minor. Transfer students note that courses transferring into the minor are accepted with no grade (so an “A” at a two-year college can’t be used to balance a lower grade in a course at WMU).

The School may refuse to permit a student to continue in the curriculum if at any time it is deemed that the student is exhibiting a pattern of professionally incompetent or inappropriate behavior as determined by the standards of the National Association of Social Work Code of Ethics governing social workers and their professional relationships with those they serve, with their colleagues, with their employing agency, and with the community. Further details on this policy and procedure may be obtained from the School of Social Work undergraduate coordinator.

Students having academic difficulty (e.g., on probation in the University or having trouble maintaining required grades in the major or minor) will meet with their adviser in order to develop a plan to resolve academic difficulty. The adviser may refer students to various services on campus such as the Academic Skills Lab or the Counseling Center.

Incomplete Grades

Under extenuating circumstances, students can request an "incomplete" (I) from an instructor. This is a temporary grade that the instructor may give to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. The student must be passing the course and have completed the majority of the course work to be eligible to receive an "I". The grade of "I" cannot be given as a substitute for a failing grade (D, E, or X).

Once the instructor has granted the incomplete, the student cannot enroll in any course where the course is a prerequisite, until the incomplete is removed. Additionally, if the incomplete is not removed within one calendar year, the grade will be converted to an "X", which equates to a no-credit and is figured into your grade point average as zero honor points. Students who receive an incomplete grade in a course must not reregister for the course in order to remove the "I".

Only the instructor who teaches the course can give or remove an "I." If you request an "I," it is to your advantage to have the professor clearly write out what requirements need to be fulfilled to remove the "I." While University policy requires that an "I" grade must be removed within one year, the instructor can set any deadline within that year. Once you fulfill the requirements, it is up to the instructor to initiate the necessary paper work to remove the "I."

Prerequisites

The School of Social Work checks course registration and will instruct students who may have registered without taking the necessary prerequisites to drop the class. Therefore, students are to take courses in the sequence recommended and to take the necessary prerequisite before registering for any given class.
Criminal History Check: Policy and Procedure Statement

Policy
The school of social work closely reviews applicants’ criminal history during the admissions process. The school’s policy on criminal history is rooted in the strengths perspective and begins with a belief that an applicant will not commit further offenses. This is balanced by the school’s recognition of the social work education role of gatekeeping, and the school seeks to protect current and future clients from possible harm.

The School of Social Work requires all applicants to report any/all criminal history on the application to the MSW or BSW programs. Criminal history is defined as a history of substantiated charges of abuse and/or neglect of a child or adult, civil adjudication, and/or criminal conviction(s).

The Criminal History Review Team (CHRT), consisting of the Admissions Director, Field Education Coordinator, and the MSW, Tri-County, or BSW Program Coordinator, makes recommendations for admission for all applicants with a criminal history. Applicants with a criminal history must provide a Department of Human Services Central Registry Report and/or a criminal background check report upon request of the CHRT. Applicant must provide the criminal background check from the state in which the offense occurred. For offenses that occurred in Michigan applicants are required to supply the Internet Criminal History Access Tool, Michigan State Police (ICHAT) report. Applicants who do not supply the request reports cannot move forward in the application review process. The applicant is responsible for paying any fee required for the criminal background check(s) or Department of Human Services Central Registry Report.

Applicants will be required to attend either (1) an informational meeting or (2) a complete criminal history interview. An informational interview informs the applicant of the potential impact a criminal record may have on securing a field placement, obtaining a social work license, malpractice insurance, and future employment as a social worker. A complete criminal history interview requires the applicant to answer questions relevant to the adjudication/conviction(s), such as his or her personal development since the offense(s) and her/his ability to provide social work services to vulnerable clients. An applicant who participates in a complete criminal history review and is offered admission must participate in an informational interview before accepting an offer of admission.

MSW applicants who graduated from Western Michigan University’s BSW program are required to supply an updated criminal history report determined by the CHRT and/or Department of Human Services Central Registry Report. If the report shows no new offenses since admission into the BSW program applicants will be required to participate in an informational interview only. If the report shows new offenses since admission into the BSW program the applicant must participate in a complete criminal history interview.

The School of Social Work reserves the right to deny any applicant whose civil adjudication and/or criminal conviction is of a nature that is contrary to the NASW Code of Ethics. In some circumstances, the School of Social Work may request additional information from a higher level background check before an admission decision is reached. Final acceptance is dependent upon the applicant signing a waiver, holding the School and University harmless for possible problems associated with obtaining a field placement, licensing, and/or employment.

If the School of Social Work discovers that an applicant did not provide truthful information about their criminal history at the time of application, and the applicant is enrolled in the MSW or BSW program, the director of admissions and student services (DASS) will request and coordinate a professional review committee (PRC) meeting with the student. The PRC committee will determine if the student may continue in the social work program, and if so, may define potential conditions for continuance.

Procedure
All applications will be reviewed based on the admissions criteria outlined in the admissions policies. If the applicant has a criminal history and meets all admissions criteria the application will be reviewed using the following procedures:

1. All applicants who meet admissions criteria and have a criminal history are required to supply the Office of Admissions with a criminal history report or Department of Human Services Central Registry Report. Without the appropriate report the application cannot continue in the review process.

2. Using the application information, including the criminal history report and/or Department of Human Services Central Registry Report, the CHRT will review the application information, including criminal history and post-conviction rehabilitation.
3. Based on the in steps 1 & 2, the CHRT will determine, to the best of its ability, the level of risk that the applicant will reoffend.
4. The committee will compare their decision in step 5 with the pre-determined risk threshold developed at the beginning of the year and make one of three decisions:
   a. Deny admission
   b. Admit with an informational meeting
   c. Conduct complete interview to determine admission
5. The committee will conduct the appropriate interview using the approved questions. In the event that an applicant participates in a complete interview the applicant may have two interviews. The first interview will review the criminal history and is intended to gather more information about the applicant’s history.
6. After the complete interview, the committee meets to discuss and determine the applicant’s suitability to the program, the profession, and his/her ability to safely work with vulnerable clients.
7. The DASS notifies the applicant in writing, the final admission decision. If the applicant is offered admission s/he will be required to attend an informational interview.
8. During the informational interview the student signs a waiver form agreeing to release, indemnify, and hold harmless Western Michigan University and their boards, officers, employees and agents, and the WMU School of Social Work from any and all claims, liabilities, losses, damages and costs arising from problems associated with securing a field placement, license, and/or future employment as a social worker.
9. If the School of Social Work discovers that an applicant did not provide truthful information about his/her criminal history at the time of application, and the applicant is enrolled in the MSW or BSW program, the DASS will request and coordinate a professional review committee (PRC) meeting with the student. The PRC committee will determine if the student may continue in the social work program, and if so, may define potential conditions for continuance.

**Current BSW Students Arrested and Convicted/Adjudicated During Enrollment**

**Policy**
The School of Social Work requires all students to report any criminal activity, as defined as charges and rulings of civil adjudication and/or criminal conviction(s) while enrolled in the MSW and BSW programs. The School of Social Work reserves the right to suspend or dismiss any student whose criminal offense and conviction or civil adjudication is of a nature that is contrary to the NASW Code of Ethics, and/or when the conviction/adjudication prohibits the student from securing a field placement, license, and/or future employment as a social worker.

**Procedure**
1. All students must immediately inform the Director of Admissions and Student Services (DASS) and the Field Education Coordinator if he or she is arrested or convicted of any criminal offense civil adjudication while enrolled in the social work program;
2. The student must provide the DASS with an official Michigan State Police criminal background check and/or DHS Central Registry report (or a background check from the State Police agency in another state when the offense and conviction take place outside of Michigan);
3. The DASS will then schedule a Professional Review Committee Meeting (PRC) with the student, the Field Coordinator, and relevant faculty members;
4. The committee will follow PRC policy and procedures to discuss and recommend whether the student may continue in the program, and under what particular conditions;
5. If the field placement is discontinued due to this offense, and/or the student is rejected for a field placement by up to three field agencies, the DASS will schedule a PRC meeting to discuss and recommend whether the student may continue in the program, and under what particular conditions;
6. The School of Social Work Associate Director will review the PRC recommendations and make final decisions which will be written and sent to the student;

7. If the student is dissatisfied with the committee’s decision, the student may submit a written appeal to the Director of the School of Social Work and request a meeting, and if dissatisfied with the Director's recommendations, the student may proceed to the appropriate university appeal procedures (see more about this process on-line at: Program Dismissal Appeal Process.

Dealing with Problems in the School of Social Work

Students are advised to deal with concerns and problems before they become overwhelming. When a student has a concern, the student is advised to follow these steps when the concern is relevant to:

Classroom Instruction

1. The student should first talk with the instructor and attempt to resolve the issue. If a satisfactory resolution is not reached, then

2. The student meets with the director of the School, who will attempt to ascertain the basic facts of the matter, and

3. In most instances, the director of the School will arrange for a meeting involving both the student and the instructor.

Field Education

1. The student should first talk with the field instructor and attempt to resolve the issue. If a satisfactory resolution is not reached, then

2. The student should meet with his/her field liaison. If resolution is not reached through the collaborative help of the field liaison and field instructor, then

3. A meeting involving the concerned parties should be arranged with the field coordinator. If resolution is not reached during this meeting, then

4. An appointment to meet individually or collectively with the director of the School should be made.

If the concern is not directly related to Field Education or Class Instruction:

1. The student should first speak with his/her adviser. If a resolution is not reached, then

2. The student should speak with the director of admissions and student services. If the concern is not adequately addressed at this level, then

3. An appointment should be made to meet with the associate director of the School. If resolution is not reached during this meeting, then

4. An appointment to meet individually or collectively with the director of the School should be made.
Course Grade Appeal Process

This process is used when a student wants to appeal a final course grade that has been recorded by the Registrar on the student’s academic record for reasons other than charges of violations of academic honesty and/or conduct in research policies. Therefore, the grade appeal cannot be made in response to a grade penalty assessed as a result of an official finding of responsibility for academic dishonesty. Again, this finding will have been made through the procedures provided in the academic honesty policy.

Grade appeals or other complaints based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office(s), pursuant to other University policies and procedures.

Beginning the Course Grade Appeal Process

**Step 1** Informal meeting with Instructor.

Although this meeting is not required, the student is encouraged to begin the appeal process by meeting with the instructor who assigned the grade. Such meetings often help students understand the grading practices of instructors and often lead to resolution of differences over grades.

**Step 2** Written appeal (within 90 calendar days of the last day of semester or session the grade was recorded) and conference session with the academic unit chair/director.

1. **Written appeal:** The student must submit a written statement requesting an appeal to the academic unit chair/director. This statement must be received by the academic unit chair/director within ninety (90) calendar days of the last day of the semester or session in which the grade was recorded on the student’s record. Any extension of the ninety-day period may be granted only by the University Provost or designate. The statement must identify the basis of the appeal. It must state in detail why the student believes the grade should be changed.

2. **Conference session:** The student must hold a conference with the academic unit chair/director to discuss the written request for appeal.

**Step 3** Director's recommendations

Following the conference with the student, the chair/director may or may not recommend to the instructor that the instructor re-evaluate the student’s work in the course. The chair/director cannot change the student’s grade. The chair/director will respond in writing to the student with a copy to the instructor. In this letter, the chair/director will confirm the meeting with the student and recap their discussion.

If the student is not satisfied with the instructor's response to the director's recommendations, the student can then appeal to the Office of the University Ombudsperson. The appeal must be made within 30 calendar days after the chair/director's letter was sent to the student. When the Ombudsperson receives the appeal, the Ombudsperson will schedule a meeting of a panel of the Grade and Program Dismissal Appeals Committee (GAPDAC) using procedures established by the Professional Concerns Committee of faculty established for this purpose. The GAPDAC can effectuate a grade change or a reversal of a program dismissal decision by majority vote,
Student Academic and Professional Evaluation Policy

Introduction

The School of Social Work has the responsibility for evaluating and screening students for the social work profession.

The Student Academic and Professional Evaluation Policy (SAPEP) describe the policy and procedures to be followed when students are reported to have academic and/or professional deficiencies. The procedures detailed in this policy statement reflect the following principles:

1. Early consultation with students reported to have academic and/or professional deficiencies.
2. Written notification to students that identify deficiencies and performance goals.
3. Due process which allows sufficient time for students to prepare materials relevant to the questions raised, prompt consideration of the matter, student access to data, and the possibility of student initiation of a formal hearing.

Policy

Performance in the School goes beyond classroom performance and attendance, to include ethical behavior, good conduct, competence, and psychological well-being sufficient to interact positively and constructively with clients, field instructors, agency staff, faculty, and students (Cobb & Jordan, 1989).

1. Academic Competence

Undergraduate students must be in good academic standing with the University (minimum grade point average 2.0) and must have a grade point average of 3.0 in their social work courses. If a grade of no credit is received in SWRK 4100 or 4110, students must obtain approval from their adviser to repeat.

2. Professional Competence Problems

Professional incompetence signifies that a student is not adequately or appropriately performing at his/her program level. The following list of behaviors is an example, but not a complete list, of behaviors that constitute professional incompetence.

- Engaging in sexual activities with clients
- Inability to establish and maintain positive and constructive interpersonal relationships with clients and field instructors.
- Unable to perform professional duties due to personal problems.
- Inability to accept constructive feedback from field instructor.
- Failing to show up at a field agency in a timely manner.
- Consistent lateness in meeting deadlines to complete work.
- Students applying for their field internship, who are rejected for placement by three or more agencies in one semester for reasons related to their appropriateness or readiness for internship may be dismissed from the program.

3. Ethical Behavior or Misconduct

Undergraduate or graduate students in the School of Social Work should conduct themselves according to the NASW Code of Ethics. This Social Work Code of Ethics is the primary basis for making decisions about whether students are exhibiting unethical behavior. Ethical behaviors as designated by the Social Work Code
of Ethics are part of the requirements and standards for the program. All students will be presented with a copy of the NASW Code of Ethics upon entering the program. Discussion about the code will occur in social work practice classes. Misconduct is defined as conviction of a felony offense while in the social work program.

Students are encouraged to become familiar with the Western Michigan University Student Code, in its entirety. The full text can be found at [www.osc.wmich.edu/studentcode/studentcode.pdf](http://www.osc.wmich.edu/studentcode/studentcode.pdf).

The following behaviors are examples, but not a complete list of behaviors, which constitute a violation of the NASW Code of Ethics, or misconduct that will result in a meeting of the Professional Review Committee and may result in dismissal from the program:

- Engaging in sexual activities with clients
- Participation in dishonesty, fraud, deceit, or misrepresentation
- Exploitation of clients for personal advantage
- Conviction of a felony offense while enrolled as a student in the program.

The Professional Review Committee (PRC)

Undergraduate students who are not meeting academic and/or professional standards are informed of problems in writing by the DASS, the student’s adviser, and/or the student’s instructor. If concerns are not addressed by the student, and/or if the student violates the NASW Code of Ethics, the WMU student code, or the School of Social Work academic and/or professional conduct policies; the student will be referred to the School’s Professional Review Committee (PRC). The Professional Review Committee reviews the individual student's academic and professional performance during a PRC hearing and develops recommendations concerning the individual's status in the School of Social Work.

The PRC chairperson, the director of admissions and student services, the adviser and one other relevant faculty member will constitute the minimum required membership of the PRC. Relevant is defined as faculty members who have direct knowledge of the student and his or her competence in the areas that are the focus of the professional review. The coordinator of field education, faculty liaison, and field instructor will serve as members when the performance issue is related to the field practicum. The chairperson and the adviser will determine the other members of the committee. The director of admissions and student services will serve as the policy administrator to assure that the relevant School and PRC policies and procedures are being followed, and that the student is being informed of the options that are available to him or her. The director of admissions and student services will serve as a nonvoting member. Students will receive written notification of concerns, date, time and place of the hearing, and composition of the committee.

Students have the option of bringing an observer and relevant supporting material (e.g., signed witness statements) to the hearing. An observer shall not participate in any capacity other than of a silent, nonparticipating observer during the meeting. Students who wish to consult with their observers during the proceedings may call a recess. The consultation will occur outside the meeting room.

The meeting format will consist of the presentation of faculty and/or field instructor concerns, followed by the student’s response to the concerns. After all concerns have been discussed, the meeting will conclude and the student will be excused. The meeting is expected to last approximately one hour.

The committee will then meet to discuss issues presented, and develop recommendations. These recommendations will be forwarded to the assistant/associate director, for his/her review. The assistant/associate director makes the final PRC determinations, and sends the student a letter with his/her decisions. This letter

1The director of the School of Social Work will name the chairperson.
serves as a behavioral contract for the student’s continuance in the program, or as a formal notice of the student’s dismissal from the BSW program. Dismissal is exercised as a last resort.

The process ideally gives the student sufficient notification and opportunity to improve his or her performance. The student's faculty adviser is responsible for advising and supporting the student through the professional review process.

**Student Dismissal Policies**

**School of Social Work Program Dismissal Policy**

The Professional Review Committee reviews an individual student's academic and professional performance and recommends to the assistant/associate director decisions concerning the student’s continued progression in the BSW program. The assistant/associate director makes the final PRC determinations, and sends the student a letter with his/her decisions. This letter serves as a behavioral contract for the student’s continuance in the program, or as a formal notice of the student’s dismissal from the BSW program. Dismissal is exercised as a last resort.

The process ideally gives the student sufficient notification and opportunity to improve his or her performance. The student's faculty adviser is responsible for advising and supporting the student through the professional review process.

**University Dismissal Policy**

According to university policy, a student admitted with Conditional Admission or Provisional Admission status must meet the specified performance level within the time frame identified in the letter of admission or may not continue to enroll in University courses. Further, the Academic Standing policy inherently presumes the student will first meet satisfactorily any obligations or requirements specified in the letter of admission before the Academic Standing policy shall have any effect on the continuing enrollment of the student.

Undergraduate students may be dismissed from the University if they fail to achieve and maintain the University minimum cumulative grade point average. The Academic Standards policy states that a student is in good standing whenever the student's overall grade point average is at least 2.0.

WMU defines the academic standing criteria for graduate enrollment for the following categories: good standing, warning, probation, probation removed, extended probation, final probation, and dismissal. Students on Probation or Extended Probation who fail to achieve at least a 2.0 grade point average for the enrollment period, or students on Final Probation who fail to achieve a 2.0 overall grade point average will be dismissed from the University.
Student Dismissal: Grievance and Appeal Procedure

School of Social Work Dismissal Appeal Process

The School of Social Work student dismissal appeal process specifies that if the PRC recommends that a student leave the program, and the assistant/associate director concurs, but the student disagrees, the student may appeal the director of the School to reconsider the program termination. If the director reverses the termination, the director will develop a behavioral contract that the student must follow to remain in the program. If the student does not follow the behavioral contract, the director may then decide to terminate the student’s enrollment. If the director terminates the student’s enrollment or does not reverse the previous termination decision, the student can proceed to use the appropriate university appeal procedures. Throughout this process, the Office of the Ombuds is available to students and instructors for assistance on procedures and clarification of the rights of all parties.

University Dismissal Appeal Policy and Procedures

The student academic and professional policy for graduate students includes an appeal procedure for students who wish to grieve their termination from the program. The accepted bases of a program dismissal appeal are:

- The program dismissal decision was made in a manner inconsistent with University policy or the program policy.
- The program dismissal procedures were not followed.
- Evaluation/performance standards were arbitrarily or unequally applied.

A program dismissal appeal cannot be made in response to an academic integrity or conduct dismissal from the University. The student’s status, as dismissed from the program, will remain unaltered until a successful appeal is completed.

Note: A program dismissal appeal based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to other University policies and procedures.

This appeal must be initiated within twenty business days of the notification of program dismissal. The student will initiate an appeal through the Provost's Office. When the appeal is received, the Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GAPDAC will consist of three members drawn from a panel of faculty established for this purpose. In a program dismissal, the student appellant should attend the meeting of the appeal panel and must provide a written statement describing the grounds for appeal. A University representative from the program must attend the meeting and must provide a written statement describing the grounds for and circumstances of dismissal.

A GAPDAC may reverse or sustain a program dismissal by majority vote. The decision of the hearing panel is final and not subject to appeal.”

Taking a Leave of Absence

There are times when students are faced with catastrophic situations that necessitate a leave of absence. The School of Social Work values the students’ commitment to family, medical, emotional and financial needs. Therefore, the School is flexible and willing to work with students on an individual basis to help students meet their needs.

The School of Social Work requires that when a leave is being considered, the student must:

- Meet with his/her adviser,
- Determine and put in writing a revised program plan of study,
• Document in writing the reason(s) for the leave with an estimated time of return to the program,
• Send all documentation to the Social Work Office of Admissions and Student Services.

Please be aware that prerequisites must be completed prior to continuing with the program plan (e.g., incomplete grades must be removed).

**Withdrawing from the BSW Program**

If for any reason, after enrolling in the School, you find it necessary to leave the program (health, academic considerations, finances, etc.), it is important that you inform your adviser and the director of admissions and student services immediately. It is important that you discuss your situation with your adviser and the director of admissions and student services so that you are fully aware of the possible consequences of your withdrawal (e.g., no refund of tuition money, the need to re-apply if wanting to return, exceeding time limits if returning, or losing credit for a course). The School will make every attempt to assist you in your withdrawal.

**Full-time and Part-time Advanced-standing Master of Social Work Program**

Students who have earned a bachelor of social work degree from a CSWE accredited program within six years of application may apply to the 39-credit hour, 10-month Advanced-standing Program. Applicants must meet the following criteria:

• BSW degree from a CSWE accredited program that is not more than six years old
• Overall GPA of 3.0
• No more than one BSW course below a B. Any BSW course below a B will require retaking an equivalent course in the BSW curriculum
• One year of full-time post BSW human service work experience is **recommended**
• One of the three letters must address the applicant’s BSW field or work experience and potential for success in an advanced standing program.

Students will be admitted each spring into the Interpersonal Practice Concentration and the Policy, Planning and Administration Concentration. Applicants may seek admission to either the Kalamazoo campus program or the Tri-county (Grand Rapids) program. The application deadline for the Kalamazoo full-time advanced-standing program and the part-time Tri-county program is January 15. Full-time Kalamazoo students begin their program in the summer I session and proceed for one calendar year. Part-time Tri-county student begin their program in the summer II session and proceed for two calendar years. All classes at the Grand Rapids campus convene during evening hours. Due to the rigorous demands of this program, those who plan to be employed full time should apply to the Tri-county part-time advanced-standing program.

**Student Files/Records**

Student files are maintained in the Admissions and Student Services Office. Files contain admission material (application, reference letters, and transcript) and academic material (field evaluations, candidacy application, etc.). Students may request to review their academic file, with the director of admissions and student services, during a scheduled appointment. The University also keeps an academic file. If you wish an official transcript, you must go to the Registrar's Office in the Administration Building and request one in person or in writing.

Students can request an unofficial, student copy of their transcript from the Registrar’s Office or in the GoWMU portal without a fee. Student files are maintained in the School of Social Work for ten years after graduation, after which they are destroyed.
Student Mailboxes

All students in the undergraduate and graduate social work programs have student mailboxes. Student mailboxes are located in front of the entrance to the School of Social Work on the fourth floor of the CHHS building for Kalamazoo students. Important information, messages, assignments, events, etc., are communicated through the students' mailboxes. It is important to check the contents frequently. Faculty mailboxes are located at each campus in case you need to leave messages or assignments.

Student E-mail

All students are assigned an e-mail address when enrolled at Western Michigan University. Students access their e-mail in the GoWMU portal by typing in their BroncoNet ID and password and clicking on the e-mail icon. Students must review their e-mail on a regular basis as important information from the School of Social Work, Eta Eta, and the University will be sent to their WMU e-mail address throughout the course of enrollment.

Smoking Policy

Smoking is prohibited throughout the University. This policy applies to faculty, staff, students, and visitors. The University, as of January 1987, falls under the jurisdiction of the Clean Indoor Air Act of Michigan. This law contains a fine of up to $100 for smoking for a first offense and up to $500 for subsequent violations.

Emergency Messages

The School will make every effort to deliver your emergency messages, e.g., calls from babysitter or school concerning an ill or injured child, wife in labor, etc. The emergency phone number to use is 387-3201 or 387-3180. Non-emergency messages will be left in your student mailbox. Please assist the School of Social Work by providing information on your location, if you are expecting to receive a call relating to an emergency.

Photocopying

Students are not permitted to operate the photocopying machine in the School of Social Work Faculty Lounge. Personal photocopying can be done in the Learning Resource Center, room 1466 CHHS.
GRADUATION PROCEDURES

The School of Social Work Graduation, Hooding, and Pinning Ceremony

The School of Social Work Graduation, Hooding, and Pinning Ceremony should not be confused with the WMU Commencement. This ceremony is organized and funded by the WMU Master of Social Work Student Organization and the undergraduate student organization, Eta Eta, at the Kalamazoo campus, and the Extended University Program and student fund raising at the Grand Rapids campus. It involves only social work faculty, social work graduates, and their families and friends. This is a time to celebrate the social work profession and the accomplishments of our students. This ceremony is typically held the Friday evening before the April graduation commencement for Kalamazoo campus students, and the Friday evening before the June graduation commencement for Grand Rapids students.

This is an event that is fun for all and should not be missed. It serves as a great way for the School to honor you and your families in all that they have done to help you survive your busy life as a graduate or undergraduate student. It also gives family the opportunity to meet with your instructors and cohorts, to put a face to all the stories they may have heard. While this event can not be described as “formal”, students and faculty are asked to wear their graduation regalia (cap, gown, hood, and tassel) for the ceremony. All students will be presented individually, and all honors and awards will be announced. Additionally, undergraduate students will be “pinned” by faculty and graduate students will be “hooded” by faculty as an honor for graduating with a Bachelor or Master of Social Work degree.

Students are asked (and sometimes begged) to help in the fund-raising and the planning for this ceremony throughout the year. The student organizations always need help, so please help when you can. Gowns and regalia are purchased/ordered through the WMU bookstore, not the department.

Applying for Graduation: The Graduation Audit

In order to graduate, you must obtain an application for graduation and an audit from the Registrar's Office. Return the completed application with the required fee to the Cashiering Office.

<table>
<thead>
<tr>
<th>Graduation Month</th>
<th>Last Day to Apply</th>
<th>$45 Application Fee</th>
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<tbody>
<tr>
<td>April</td>
<td>December 1</td>
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<tr>
<td>July</td>
<td>February 1</td>
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<tr>
<td>August</td>
<td>February 1</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>August 1</td>
<td></td>
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</table>

Although the deadlines for applying for graduation audit without incurring additional fees are presented above, students are advised to initiate their graduation audit much earlier than the deadlines would suggest. Because of potential difficulties in scheduling required courses, students are advised to proceed with their graduation audit one calendar year in advance of planned graduation. This is to permit adequate time to receive the report back from the Graduation Auditor, and to schedule any courses or proficiencies that need to be completed in order to meet degree requirements.

A separate audit is required for each degree or graduate certificate to be received. For instance, a student graduating with both a bachelor of arts degree and a bachelor of social work degree must submit separate applications and receive a separate audit for each.

Applications for a graduation audit are available in the *College Advising Offices. Major slips, minor slips and curriculum guides must be secured from the appropriate advisers and submitted to the Office of the Registrar. A $45 application fee will be applied to your student account.
Any outstanding balances owed to the University must be paid in full before your application can be accepted.

WMU Commencement
Information

Official
Graduation

All students are candidates until the academic record of each student has been given a final audit for graduation. The audit is generally completed within four weeks. Your diploma will be mailed as soon as possible after that date (and a cover if you did not participate in the ceremony) along with a form to order a complimentary copy of your transcript. Upon receipt of your complimentary transcript, please examine your academic record and inform the Office of the Registrar if there appears to be some discrepancy. All future transcripts must be requested in writing. Be sure your graduation auditor has the correct address for mailing your diploma. In addition, a card will be enclosed that needs to be returned to immediately to the Registrar. The administration and faculty of Western Michigan University wish you success as you leave the University and hope that you will contact them if they can be of further service to you. If you are planning to attend commencement exercises, mail your confirmation card today!

Further questions should be directed
to: Office of the Registrar
Phone: (269) 387-4312

Procedure for Granting
Degrees

Dr. Lewis Pyenson, Dean of the Graduate College, will present the doctoral candidates to the Dr. John Dunn, WMU President. The president will invite the candidates to the platform for the conferral of the appropriate degrees. Each candidate will then return to his or her seat. The president will then invite Specialists, Masters, and Bachelors degree candidates to the platform to receive their diplomas. Guides will direct you to the platform.

The academic costume is a traditional black cap and gown. It is required for your participation in the Commencement ceremony. Caps are worn with a colored tassel indicating the degree being awarded (social work is citron). Masters candidates will also receive a hood with the color indicating field of study (social work is citron). Graduation regalia will be on sale at the WMU Bookstore, beginning at Grad Fair 2004 in room 107 of the Bernhard Center and thereafter in the WMU Bookstore. Plan ahead and receive a 20% discount when you purchase your regalia at Grad Fair 2004!

Regalia
History

The use of academic dress stems from costumes worn in universities in the 14th and 15th centuries, particularly at Cambridge and Oxford in England. Since colonial times, it has been worn in the United States and was standardized by an Intercollegiate Code in 1895. The major distinguishing characteristics of the gowns are the sleeves, styled in the following fashions: bachelor, long pointed; master, oblong; and doctor and specialist, bell shaped. The doctor's gown has a velvet collar, facing and three bars on the sleeves. The specialist's gown differs from a doctor's in that it has no sleeve bars. Masters, specialists and doctors wear hoods lined with the official colors of the university from which the degree is granted. They vary in size and shape to indicate the several degrees. The doctor's hood is the largest and most lavishly decorated. The color of the velvet that circles the
opening of the hood shows the degree earned-light blue for doctor of education, dark blue for doctor of philosophy, and peacock blue for doctor of public administration. Caps are mortar boards with the tassel worn over the left front quadrant. The tassel's color indicates the academic program area.

**Tickets**

The University regrets limiting admittance to the ceremony, but seating in Miller Auditorium is limited to the size of the graduating class and the number of expected participants and guests. If all guests with tickets have been seated, and empty seats remain in Miller Auditorium, guests without tickets will be invited to occupy the unused seats.

Guests without tickets may view the exercise on the large screen TV in room 3512 Knauss Hall - no tickets are necessary.

Questions about graduation seating should be directed to:
Miller Auditorium - (269) 387-2300

Extra tickets may be available on a first come first served basis only beginning the day before graduation at 10:00 a.m. at Miller Auditorium box office. Eligible students will receive up to two additional tickets (if available). Pictured student identification will be required.
COLLEGE OF HEALTH AND HUMAN SERVICES
BUILDING POLICIES

Building Hours

Monday through Thursday

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<thead>
<tr>
<th>Location</th>
<th>Unlock</th>
<th>Lock</th>
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</thead>
<tbody>
<tr>
<td>North and South Entrances</td>
<td>7:30</td>
<td>5:00</td>
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<tr>
<td>West Entrance</td>
<td>7:30</td>
<td>9:00</td>
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<tr>
<td>Arc (Departmental/School Offices)</td>
<td>7:30</td>
<td>5:00</td>
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<tr>
<td>Learning Resource Center</td>
<td>8:00</td>
<td>8:30</td>
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<tr>
<td>Student Computing Lab</td>
<td>8:30</td>
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Friday

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<tr>
<th>Location</th>
<th>Unlock</th>
<th>Lock</th>
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<tbody>
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<td>Student Computing Lab</td>
<td>8:30</td>
<td>5:00</td>
</tr>
</tbody>
</table>

Saturday and Sunday

Building closed. Faculty and staff may access with WMU I.D.

Smoking Areas

This is a smoke free campus. No smoking is permitted on WMU campus.

Food and Beverage Guidelines

There will be no food or beverages other than capped beverages in the classrooms. Faculty, staff, students, and administrative personnel should eat in the common area of the first floor or the college break/workroom areas. If eating in other areas of the building, faculty, staff, students, and administrative personnel are responsible for cleaning up after themselves.

Cleanliness Guidelines

It is the responsibility of all occupants of the College of Health and Human Services (CHHS) building to:

- Deposit trash in the appropriate receptacles
- Notify the Building Manager of spills
- Replace chairs and tables which they have moved from their proper locations
- It is everyone’s responsibility to maintain generally the physical environment of the building.
Animals

In keeping with University policy, except for service animals such as guide dogs and trained companion dogs, animals are not permitted in the College of Health and Human Services building.

Posters, Fliers, and Information Boards

Signs/fliers may be posted in designated areas only. Tape and other methods of attaching fliers to the walls and glass damage wall surfaces and other areas. The CHHS advising office will assist in locating the numerous options that are available for posting and some activities can be included on the college website and information boards. Contact Kurt Haenicke about website and information board postings.

Please check the School of Social Work information board located outside the School of Social Work office. Information regarding job postings, student services events, fundraising, and other social work interests will be posted on the board.

Open Flames

No open flames are allowed in the College of Health and Human Services building. This includes candles, incense, potpourri, or any other device that uses an open flame. Exceptions may be lab areas. See the department member in charge of the lab for permission.
UNIVERSITY POLICIES AND ACADEMIC REGULATIONS

Academic Standing

Notwithstanding the Academic Standing policy outlined below, a student admitted with Conditional Admission or Provisional Admission status must meet the specified performance level within the time frame identified in the letter of admission or may not continue to enroll in University courses. Further, the Academic Standing policy inherently presumes the student will first meet satisfactorily any obligations or requirements specified in the letter of admission before the Academic Standing policy shall have any effect on the continuing enrollment of the student.

Good Standing

A student is in good standing whenever the student's overall grade point average is at least 2.0.

Warning

Whenever the grade point average for any enrollment period is less than 2.0, but the overall grade point average is 2.0 or above, the student will be warned.

Probation

The student will be placed on probation whenever the student's overall grade point average falls below 2.0. A student who is admitted (with Conditional Admission status) to the University on academic probation and receives at least a .01 grade point average, but less than a 2.0 grade point average at the end of the first enrollment period, will be placed on Final Probation. A first semester grade point average of 0.00 will result in Dismissal.

Probation Removed

Whenever the conditions of Good Standing are restored, Probation will be removed.

Extended Probation

The student will be placed on Extended Probation when, following a semester on probation, the student's overall grade point average is below 2.0 and the grade point average for the enrollment period is 2.0 or above.

Final Probation

The student will be placed on Final Probation when, following a semester on Extended Probation, the student's overall grade point average is below 2.0 and the student's grade point average for the enrollment period is 2.0 or above.

Dismissal

Students on Probation or Extended Probation who fail to achieve at least a 2.0 grade point average for the enrollment period, or students on Final Probation who fail to achieve a 2.0 overall grade point average will be dismissed from the University.

Attendance

Students are responsible directly to their instructors for class and laboratory attendance, and for petitions to excuse absences.
Course Grades and Grading System

The student receives one grade in each course taken. This grade combines the results of course work, tests, and final examinations. Grades are indicated by letters, to each of which is assigned a certain value in honor points per hour of credit, as shown in the table below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Honor Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding, Exceptional, Extraordinary</td>
<td>4.0</td>
</tr>
<tr>
<td>BA</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Very Good, High Pass</td>
<td>3.0</td>
</tr>
<tr>
<td>CB</td>
<td>Satisfactory, Acceptable, Adequate</td>
<td>2.5</td>
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<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>DC</td>
<td></td>
<td>1.5</td>
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<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
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<tr>
<td>E</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>X</td>
<td>Failure (Unofficial Withdrawal)</td>
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<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td></td>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
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<tr>
<td>CR</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit (non-credit enrollment)</td>
<td></td>
</tr>
</tbody>
</table>

Credit/No Credit System

The regulations of a system supplementing the A, B, C, D, and E grading system for undergraduate students but not replacing it, except as the student wishes, are as follows:

1. The name of the program shall be "Credit/No Credit."

2. "Credit" will be posted for each undergraduate student who earns the grade of "C" or better. "No Credit" will be posted for any grade below a "C." Faculty members will not be notified whether a student is taking a course for a grade or for Credit/No Credit.

3. A student may elect for "Credit/No Credit" any course approved for General Education or General Physical Education credit, as well as other courses not counting toward his/her major or specified in his/her curriculum as defined in the University Undergraduate Catalog. Intern Teaching, a required course, is, however, taken on a credit/no credit basis. Acceptance of "Credit/No Credit" in required courses may be permitted on an individual basis by the head of the department or dean of the college requiring the course.

4. A student may change only during the drop/add period from "Credit/No Credit" to letter grade or from letter grade to "Credit/No Credit."

5. All undergraduate students, regardless of classification or probationary status, will be allowed to enroll "Credit/No Credit."

6. "Credit/No Credit" courses, while counting toward a degree, will not be used to determine the overall grade point average (GPA) of the individual student.

Important: Students should be fully aware of the implications of this system for acceptance in graduate schools. It has been ascertained that most graduate schools will accept students who have elected to take courses on a
"Credit/No Credit" basis, but that if courses taken on this basis are sufficient in number on the transcript, the Graduate Record Examination may be utilized to determine the student's acceptability. Graduate schools, in general, do tend to favor those applicants who have good letter grades on their transcripts.

"I" Incomplete

This is a temporary grade, which the instructor may give to an undergraduate student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. The grade of "I" (Incomplete) may not be given as a substitute for a failing grade.

A grade of "I" must be removed by the instructor who gave it or, in exceptional circumstances, by the department chairperson. If the unfinished work is not completed and the "I" grade removed within one calendar year of the assignment of the "I," the grade shall be converted to an "E" (failure). Students who receive an incomplete grade in a course must not reregister for the course in order to remove the "I."

An instructor who assigns a grade of "I" will complete an official Report of Incomplete Work form indicating the remaining requirement for removal of the incomplete grade and indicating the time allowed, if less than one full year. The instructor will retain a copy for his/her own records and submit a copy to the departmental office. The remaining copies will be returned to the Registrar's Office, which will provide the student with a copy.

"W"—Official Withdrawal

A grade of "W" is given in a course when a student officially withdraws from that course or from the University before the final withdrawal date in the semester or session specified in the Registration Information booklet. The "W" is a non-punitive grade.

"X"—(Failure) Unofficial Withdrawal

The symbol "X" is used to indicate that a student has never attended class or has discontinued attendance and does not qualify for the grade of "I." The "X" will be computed into the student's grade point average, as a 0.0, the same as an 'E'.

Grade Change

A student who believes an error has been made in the assignment of a grade must follow the procedures described in Students Rights and Responsibilities, "Course Grade and Program Dismissal Appeals." The policy describes the appeal procedures, the stages of appeal, and the time deadlines for submitting the appeal at the various stages.

Grade Point Average

A grade point average is obtained by dividing the total number of honor points earned by the total number of semester hours of work for which the student is officially enrolled during any period. For example, a total of thirty-two honor points earned in a semester by a student officially enrolled for sixteen hours of work, gives a grade point average of 32 ÷ 16 or 2.0 for the semester.

Honor Points

The number of honor points earned in a course is the number of semester hour credits given by the course multiplied by the honor points assigned to the grade earned in the course. (See the "Grading System" table above.) For example, a grade of B (3 honor points) in a 4 credit hour course gives 4 x 3, or 12 honor points.
Academic Dishonesty

Violations of academic honesty include but are not limited to:

- Cheating,
- Fabrication, falsification, and forgery,
- Multiple submission,
- Plagiarism,
- Complicity, and
- Computer misuse.

(These are defined in the 2008-09 Undergraduate Catalog).

All violations of academic honesty may result in penalties ranging from reprimand to dismissal from the program and the University. All students have the right to appeal. Complete information can be found at www.osc.wmich.edu/.

Charging a Student with a Violation

An Academic Dishonesty/Conduct in Research Charge Form is filled out by the instructor for the purpose of charging the student. After the instructor completes the form, the instructor sends it (or may fax it) to the Office of Student Conduct (OSC). A staff member in that office will then contact the student and schedule a meeting between the student and the OSC. An OSC staff member will also notify the Registrar of the pending case, and will institute a “disciplinary hold” preventing the student from dropping, adding, or registering in classes.

If the student admits to the charge:
If the student admits responsibility, the OSC will contact the instructor and arrange an appointment between the instructor and the student to communicate the instructor’s penalty for the behavior, unless the instructor chooses not to meet with the student. The instructor may impose an academic penalty up to failure of the course in which the student is enrolled. The OSC may also impose non-grade-related penalties ranging from reprimand to dismissal from the University.

If the student denies responsibility:
If the student denies the charge, the OSC will consult with the instructor to ascertain the instructor’s preference as to the hearing type. The hearing may be a meeting between the instructor and the student or a meeting between the student and an Academic Integrity Committee. An Academic Integrity Committee will consist of three faculty members and two students, selected using procedures established by the Professional Concerns Committee of the Faculty Senate. The choice of hearing type is the instructor’s. The OSC will assist the instructor in setting up the hearing and will notify the student of its time, date, and location.

If the student wants to appeal a finding of responsibility after a hearing with the instructor:
A student may appeal a finding of responsibility resulting from a hearing with the instructor to an Academic Integrity Committee within five University business days. The student cannot appeal after that time has elapsed.

The authority of the Academic Integrity Committee:
An Academic Integrity Committee will conduct hearings to determine whether the student is responsible for academic dishonesty. An Academic Integrity Committee makes no decisions regarding the penalties and/or grades to be imposed, either by the instructor or by the OSC.

If a finding of “responsible” has been made the instructor may impose an academic penalty up to and including failure of the course in which the student is enrolled. A decision by the instructor regarding a grade penalty cannot be appealed by the student once the student has been found responsible and has exhausted or
waived all appeals. Also, once the student has been found responsible and has exhausted or waived all appeals, that student’s continued attendance in the relevant class depends on the penalty imposed by the instructor and/or the OSC. If the instructor determines to fail the student in the course, the student is not permitted to continue attending class. Again, following a finding of responsibility, the OSC may impose additional penalties ranging from reprimand to dismissal from the University. In all cases when a final finding of responsibility has been made, the finding will be included in the student’s educational record. Students will not be permitted to withdraw from a course to avoid imposition of any academic penalty.

If a finding of “not responsible” has been made, the charge is dismissed and no penalties are imposed.

Western Michigan University Student Code

A student who chooses to enroll at Western Michigan University assumes the obligation for conduct that is compatible with the University’s mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Western Michigan University requires a student to become aware of, and to abide by the behavior standards of the University. Ignorance of acceptable boundaries of student behavior as contained in the Student Code is not a basis for excusing inappropriate behavior.

Western Michigan University is an educational community that aspires to be purposeful, open, just, disciplined, caring, and celebrative. The Student Code and the Office of Student Conduct are tangible examples that illustrate commitment to these ideals. The Student Code describes the boundaries of acceptable student behavior and is approved by the Board of Trustees. The Office of Student Conduct interprets and enforces the Student Code.

The University disciplinary process is not analogous to, is not equivalent to, and does not conform to, criminal law processes. This process is designed, in part, to determine responsibility, or lack thereof, for violations of the Student Code only - not guilt or innocence relative to criminal matters. The University disciplinary process shall be informal in nature so as to provide substantial justice and it shall not be bound by legal jargon, court-like proceedings, or legal definitions, which are the province of the criminal courts.

The discipline of students in the educational community is a part of the teaching process and as such, its focus shall be educational. This includes the possible use of suspension or expulsion as disciplinary measures as they may prove invaluable tools in the education of the University community. The student judicial system is not only concerned with the individual student’s welfare, but also the welfare of the University community. Any question about the processes, rules, or policies, or any other concern not specifically covered by the Student Code shall be decided solely by the Dean of Students or his/her designee. Additionally, the Student Code provisions may be extended or amended to apply to new and unanticipated situations which may arise.

Enrollment in the University does not insulate students from their obligation to behave in a manner consistent with local, state, and federal law. Violation of local, state, and federal law while on University premises is a violation of the Student Code. While the University does not desire to act as a policing authority for the activities of the student off of University premises, the University may take appropriate action in situations involving misconduct demonstrating flagrant disregard for any person or persons, and/or when a student’s or student organization’s behavior is judged to threaten the health, safety, and/or property of any individual or group. Many of the items of misconduct referred to in the Student Code may also constitute violations of local, state, and federal law and carry the possibility of criminal prosecution as well.

While any violation of the Student Code is considered a serious matter, certain violations are considered to be of an especially serious nature. These violations include acts of academic dishonesty, any acts that disrupt the functions of the University, and any acts that threaten the health or safety of any member of the University community or any other person. Student involved in these activities are considered a threat to the orderly functioning of the University, and their behavior is considered detrimental to the educational mission.
The complete text of the Western Michigan University *Student Code* is published by the Office of Student Conduct of the Division of Student Affairs and may be obtained from that Office or on-line at: http://osc.wmich.edu/.
Policy on Sexual Harassment and Sexism

Western Michigan University is committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students. In accordance with that fundamental objective, the University has a continuing commitment to assure equal opportunity and to oppose discrimination because of race, color, sex, sexual orientation, age, religion, national origin, handicap, height, weight, or marital status. Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated at Western Michigan University. It is expected that each member of the University community will consider himself/herself responsible for the proper observance of this policy.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. This definition is intended to include more than overt advances toward actual sexual relations. It applies as well to repeated or unwarranted sex-related statements, unwelcome touching, sexually explicit comments, and/or graphics. All persons should be sensitive to situations that may affect or cause the recipient discomfort or humiliation or may display a condescending sex-based attitude towards a person. Sexual harassment is illegal under both state and federal law. In some cases, it may be subject also to prosecution under the criminal sexual conduct act. Conduct will be defined as sexual harassment when any or all three of the following conditions exist:

- The sex-related situations are unwelcome by the recipient.*
- A specific or implied connection with employment or student status is involved.
- The sexual harassment continues after the recipient has made it clear that the conduct is unwelcome.*
- Note: In some cases of overt physical sexual conduct, a blatant threat if sexual favors are not given, or promised reward in exchange for sexual favors, no notice that the conduct is unwelcome shall be necessary and a finding of sexual harassment may be based on a single occurrence.

Sexism

Sexism is defined as the perception and treatment of any person, not as an individual, but as a member of a category based on sex. Whether expressed in overt or subtle form such as sex-related jokes or materials, sexism in the classroom or workplace is unacceptable at the University; and its elimination shall be the responsibility of the entire University community. Depending upon the seriousness of the misconduct, informal corrective action may be adequate.

Complaint Procedure

Sexual harassment and sexism constitute acts of misconduct. Therefore, whenever such acts are reported and confirmed, prompt, disciplinary action will be taken, up to and including discharge. However, to enable the University to act through these formal procedures, employees and students are encouraged to report such incidents. Employees should report such conduct to the Director of Compensation and Employee Relations, 1275 Seibert Administration Building (387-3620). Students should report such conduct to the Affirmative Action Director and Assistant General Counsel, Office of Institutional Equity, 1015 Trimpe Building (387-6316).

The Director of Compensation and Employee Relations and the Affirmative Action Director and Assistant General Counsel shall jointly establish appropriate procedures to implement this policy. They shall also investigate thoroughly any complaints of alleged sexual harassment or sexism, and then report the results of such investigation to the President of the University.

If you hesitate to file a sexual harassment complaint for fear of retaliation, you need to know that:

Federal and
state law, as well as University policies, protect any person who has filed a complaint of sexual harassment or sexism from being intimidated, threatened, coerced, discriminated against or any other form of retaliation. Likewise, protection is afforded any person who testifies, assists or participates, in any manner, in an investigation resulting from a sexual harassment complaint.

Therefore, any individual so harassed, intimidated, or otherwise retaliated against may file a complaint alleging harassment, intimidation, or retaliation. Such complaint should be filed with the Office of Institutional Equity, 1015 Trimpe Building (387-6316).

President's Statement on Racial and Ethnic Harmony

Western Michigan University is firmly committed to the principles of racial equality and nondiscrimination. On its campus, students, faculty, and staff of many races and ethnic backgrounds live and work closely together day by day in offices, classrooms, and residence halls. This racial and ethnic mix brings richness and diversity to the cultural, intellectual, and personal dimensions of campus life. The University benefits from this diversity and seeks to enhance it.

All members of the University are expected to contribute to an atmosphere of racial and ethnic harmony on campus, displaying tolerance for cultural differences and courtesy and civility in discourse with students, faculty, and staff of diverse backgrounds and origins. In this environment there is no room for any derogatory comments of a racial nature, be they in the form of slurs, posters, songs, jokes, graffiti, or the like. Most members of the campus community need not be reminded of the institutional position in this regard. The very few who need the admonition must realize that the University will take the strongest possible action, including dismissal, against those who through racist acts bring discord to this campus.

Discrimination: Complaints and Grievance Policy and Procedure

Western Michigan University, in accordance with the law, prohibits discrimination in the provision of all student instruction, activities, and programs. Discrimination based on race, color, religion, national origin, sex, sexual orientation, age, disability, height, weight, veteran status, family status, or marital status shall not be tolerated in the determination of eligibility, participation, or grading for any courses or program established for the benefit of students unless otherwise provided by law.

Students who have inquiries about the University's Anti-Discrimination Policy or about anti-discrimination laws, including Title IX and the Rehabilitation Act of 1973, or who have complaints of prohibited discrimination, may file their inquiries and complaints with the Office of Institutional Equity, 1015 Trimpe Building (387-6316).

The Office of Institutional Equity will receive and investigate complaints of prohibited discrimination filed with it by students and may assist the students in resolving their concerns. The complaint, an oral allegation or charge against the University, an employee(s), or agent, stating prohibited discrimination has occurred, must be filed with the Office of Institutional Equity or professor, instructor, or program director within fourteen (14) calendar days of events or knowledge of events giving rise to the complaint. A complaint must be filed by the student and discussed with the Office of Institutional Equity before any formal grievance can be initiated.

The Office of Institutional Equity will make reports and recommendations to the complaining students and to the academic dean or program director concerned. In the event the student's complaint is not satisfactorily resolved, the student may file a formal written grievance. Formal written grievances protesting prohibited discrimination shall be filed in accordance with the Anti-Discrimination Grievance Procedure for Students. A grievance is defined as a formal written allegation by a student or students that there has been a violation of the University's Anti-Discrimination Policy or a discriminatory application of official University policies, procedures, rules, or regulations regarding student rights or privileges.
Any student who wants to file such a grievance should contact the Office of Institutional Equity, 1015 Trimpe Building (387-6316). The grievance must be filed with the Affirmative Action Department on an official University Grievance Form and be signed by the student(s) involved. The grievance must be timely, state all facts relevant to the protested events, indicate when the incident(s) occurred, and specify the discriminatory acts and policies, rules, or regulations involved. The Office will serve as an intermediary for written grievances and is to receive copies of all grievance correspondence. Any student(s) filing a written grievance may choose to have a representative present at any step in the Grievance Procedure, provided the Office is given at least twenty-four (24) hours notice prior to the concerned meeting.

The Grievance Procedure

Step 1: Departmental Level

A formal grievance must be filed with the Office of Institutional Equity no later than thirty (30) calendar days after the event or events being grieved took place. The Affirmative Action Department will then forward the grievance to the Step 1 representative, who will be the Department Head or any other person designated by the appropriate Vice President to respond to the grievance. The Step 1 representative must provide a written answer within fourteen (14) calendar days after receiving the formal grievance.

Step 2: Appeal to the Vice Presidential Level

If the grievance is not resolved at Step 1, the student may appeal to the appropriate Vice President within seven (7) calendar days after receiving the departmental representative's written answer. The student must file the appeal with the Office of Institutional Equity, using an official University appeal form. The Office will, in turn, notify the departmental representative and the appropriate Vice President of the student's appeal. The appropriate Vice President or his/her designated representative will then arrange a meeting with the grievant, his/her representative (if requested), and any other individuals who may help resolve the grievance. This meeting must be held within fourteen (14) calendar days after the appropriate Vice President or his/her designee hearing the appeal receives the grievance from the Office of Institutional Equity. Within seven (7) calendar days after this meeting, the appropriate Vice President or his/her designee hearing the appeal will communicate an answer in writing to the involved parties.

Step 3: Appeal to the Presidential Level

If the grievance has not been resolved at Step 2, it may be appealed to the University President. The Office of Institutional Equity must receive the appeal within seven (7) calendar days after the grievant receives the Step 2 answer. The President, at his/her discretion, will handle the grievance personally or will designate a representative to conduct a hearing or investigation of the grievance, report findings, and recommend a decision. The President will make the final grievance decision and communicate it to the appropriate parties.

In addition to filing a grievance with The Office of Institutional Equity, the student may file a complaint directly with the Office of Civil Rights, U.S. Department of Education, or pursue both avenues of complaint resolution.

The Family Educational Rights and Privacy Act

The Office of the Registrar is the institution’s official custodian of educational records. This office also holds the final responsibility in the enforcement of the Federal Educational Rights and Privacy Act of 1974 (FERPA). Maintaining confidentiality of educational records is the responsibility of all users whether the individuals are faculty, staff, or students.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational
records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the date the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

An educational record is a record which is maintained by the institution directly related to a student, and from which a student can be identified. Educational records do not include the records of instructional, administrative, and educational personnel, which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records.

2. Students may not inspect and review the following as outlined by the Act:
   • Financial information submitted by their parents
   • Confidential letters and recommendations associated with admissions, employment, or job placement.
   • Honors information to which they have waived their rights of inspection and review.
   • Educational records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

3. The right to request the amendment of the student’s educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to University officials with legitimate educational interests and/or needs to review an educational record in order to fulfill his or her professional responsibility.

A University official for the purpose of this policy is defined as follows:
   • Members of the faculty
   • Members of the professional, executive and administrative staff, excluding any member of the WMU Police Department
   • Students, when properly appointed as members of a hearing panel or screening committee
   • Representatives of the State Auditor General when performing their legal function
   • A person or company with whom the University has contracted (e.g., attorney, auditor, or collection agency) but limited to only the specific student information needed to fulfill their contract
   • Others as designated in writing by the President, Vice President, of Dean
   • Persons in compliance with a court order
   • Accrediting agencies performing an accreditation function
The University, upon request, may disclose educational records to officials of another school in which a student seeks to enroll, with a student’s consent.

Another exception that permits disclosure without consent is when the information consists solely of “Directory Information.” Directory Information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise, as explained more fully in paragraph four (4) below, WMU designates all of the following categories of information about its students as “Directory Information.”

- Name
- Address
- Telephone number
- Date and place of birth
- Curriculum and major field of study
- Dates of attendance
- Enrollment status (full/part-time)
- Degrees/awards received
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of athletes

A student has the right to refuse the designation of all categories of personally identifiable information listed above as Directory Information. If a student exercises this right, it will mean that no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, a court order or a subpoena.

Any student wishing to exercise the right of withholding all categories of personally identifiable information must inform the Registrar’s Office in writing by not later than the fifth day of the semester/session. A student’s notification to withhold information will remain in effect until the student requests in writing that the prior withholding be revoked.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by WMU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
600 Independence Avenue SW,
Washington, D.C. 20202-4605.
STUDENT ACTIVITIES

NASW Membership

Students in the School of Social Work are entitled to full rights and privileges of membership in the National Association of Social Workers (NASW). Members participate at all levels of the Association.

NASW members work with experienced professional social workers through the Michigan NASW chapter to enhance social work practice and to lobby for beneficial change in professional standards, social policy, salary levels, and other concerns. More tangible benefits include:

- A subscription to Social Work, the NASW journal;
- A subscription to NASW News/Personnel Information;
- Reduced rates Abstracts for Social Workers and other NASW publications.

Undergraduate Student Organizations

Eta Eta Sigma

Eta Eta Sigma is an undergraduate student organization open to any student interested in the helping professions. The Greek letters for the group are HHS, which stand for Health & Human Services. This reflects the commitment of Eta Eta Sigma members to work to improve the health and well being of others through the direct provision of services. The organization appropriately has its leadership in the School of Social Work and the undergraduate adviser as the faculty mentor. An organizational and membership meeting is held early each fall, at which time plans are made for events to take place during the academic year. The organization focuses on providing community service and providing professional and educational opportunities.

Eta Eta Sigma helps build relationships among students and provides hands-on professionally relevant experiences. Contact the undergraduate coordinator, Dr. Linda Reeser at linda.reeser@wmich.edu for additional information or to join.

Phi Alpha Social Work Honor Society: WMU Theta Phi Chapter

In 1999, the School of Social Work chartered a local chapter, Theta Phi, of Phi Alpha, the National Social Work Honor Society. Criteria for membership includes a minimum 3.0 GPA overall, a minimum of nine social work credit hours, and a 3.25 in social work courses.

This chapter is open to both undergraduate and graduate social work students and graduates who meet eligibility requirements. The mission of this organization is to promote high standards of education for social work and to invite into membership those who have attained excellence of scholarship and distinction of achievement as students of social work. Information on Phi Alpha is provided during the spring semester by the School of Social Work. Graduating members are honored during the School of Social Work Graduation, Hooding, and Pinning Celebration.

Membership in this honor’s society is life-long and so students do not need to apply and be admitted more than once. For more information about this organization, contact the undergraduate coordinator, Dr. Linda Reeser at linda.reeser@wmich.edu.
UNIVERSITY SERVICES & ACADEMIC SUPPORT PROGRAMS

Academic Skills Center

The Academic Skills Center, located at 1042 Moore Hall, telephone 387-4442, and web address is http://www.wmich.edu/asc/, is designed to offer students the opportunity to strengthen their learning skills and improve their academic performance. Programs and services carry no academic credit. There is no charge for services. This service includes:

- Student Support Program
- College Success Seminar
- Computer Lab
- Content Tutoring
- Supplemental Instruction
- Math Seminar

The Writing Center

The Writing Center provides writing assistance for students, faculty, staff, and other members of the WMU community. The Writing Center exists for all WMU students (graduate and undergraduate) who choose to work on their writing. Because writing is such a complex act, students often concentrate on particular aspects of writing with each visit. They may work with a tutor on organization or focus; they may want to hone their style or find new ways to come up with topics or ideas for development; they may also work on the conventions of English.

Writers may schedule appointments for Mondays - Fridays in advance by calling 387-4615. On Sunday evenings, they offer walk-in sessions only on the 3rd floor of Waldo Library. Students may choose to have a conference report sent to their instructors detailing their visit. The Writing Center tutors are glad to work with students on their papers; however, they will not copyedit or proofread papers. The Writing Center can be found at 1071 Moore Hall, (269) 387-4615, or by e-mail at writing-center@wmich.edu

Disability Services for Students

Disability Services for Students

The Disability Services for Students (DSS) Office assists Western students who have disabilities as they seek to find effective accommodations, maximize their abilities, and gain independence. DSRS offers advocacy, registration assistance, readers/scribes and other test accommodations, textbook taping, accessibility information, handi-van transportation, adaptive equipment, and referral to other campus and community agencies.

The office is located in the Woodlawn Place at 2210 Wilbur Ave across from Rood Hall and can be reached by calling (269) 387-2116 or at http://www.wmich.edu/disabilityservices/index.html.

Learning Disabled Students

Students with documented learning disabilities may contact the coordinator of Services for Learning Disabled Students to discuss requests for accommodations or other services. Students can contact the coordinator at the Center for Academic Support Programs, 201 Moore Hall, (269) 387-4410 or at http://www.wmich.edu/casp/index.htm.
Sindecuse Health Center

All students enrolled at Western Michigan University, Kalamazoo College, Kalamazoo Valley Community College and Davenport College are eligible to receive health care services at Sindecuse Health Center. In addition, spouses of WMU students and their children 12 years of age or older may access many professional services. Campus visitors and camp participants are also welcome for acute care needs.

All Western Michigan University employees, spouses and dependents 12 years and older are eligible to use our cost-effective and convenient services, regardless of eligibility status for other University employee benefits. In addition, they may use our comprehensive pharmacy, sports medicine and physical therapy services. All services are offered on a fee-for-service basis at a cost savings to faculty and staff and to the University.

Western Michigan University students enrolled in seven or more non-exempt credit hours for Fall/Spring Semester (four or more credits during Summer I/Summer II Session) are automatically assessed a Student Health Fee as part of the University's Enrollment Fee.

Western Michigan University students enrolled for fewer credit hours, students from Kalamazoo College, Kalamazoo Valley Community College, Ferris State University pharmacy residents and Davenport College, eligible spouses and children may buy-in on their first professional visit to the Health Center each semester or session or opt to pay non-member rates. Health care coverage runs from the first day of classes of one semester or session to the first day of classes the following semester or session.

The Center is open as follows: Regular Clinic Appointments--M, T, W, F 8:00-5:00, Thursday 9:00-5:00; Urgent Care, M, T, W, and F 8:00-5:00, Thursday 9:00-5:00; Saturday, 9-11:30. The Center provides laboratory services, X-ray, orthopedics, medical services, pharmacy, laboratory services, allergy injection, immunization, TB testing, HIV testing, sports medicine clinic, physical therapy services, and nutritional counseling, and has a staff of psychiatrists, psychologists, physicians, physician assistants, nurses, health educators, physical therapists, and a medical social worker.

Counseling Services at Sindecuse Health Center

Many important decisions and situations will confront students while they are at Western Michigan University. They will need to make decisions regarding courses, curricula, and career exploration. They may become involved in social and personal situations that leave them feeling confused and upset. In addition, it may be likely that the inherent stresses of university life will at some time interfere with academic achievement and personal growth. Counseling Services at Sindecuse Health Center exists to help students deal effectively with such concerns.

The Center is staffed with professionally licensed counselors and psychologists and is accredited by the International Association of Counseling Services.

Counseling Services at Sindecuse Health Center consists of the following:

- Personal counseling,
- Educational counseling,
- Career counseling and testing,
- The career exploration/media center,
- Training and internship programs,
- National standardized testing,
- Test scanning services.
Appointments may be requested by calling (269) 387-1850 or by stopping at the Sindecuse Health Center reception desk between 8 a.m. and 5 p.m., Monday through Friday. Students unable to utilize the Center's services during regular hours may make requests for evening appointments. The Center attempts to service as many students as possible within staffing limitations. More information can be found at http://www.wmich.edu/counseling/index.html.

**Career and Student Employment Services**

All students are urged to make use of the career education facilities of the University for assistance in deciding upon a major and minor, planning for realistic entry-level jobs, and visualizing a career path for the future.

Career counseling and advising are available in the offices of Career and Student Employment Referral Service, the University Counseling and Testing Center, and curriculum and departmental advisers. A course directly related to career education is UNIV 102, Career Exploration and Development.

The Office of Career and Student Employment Services offers a full range of services to help develop skills, explore the world of work and obtain full-time employment upon graduation. Services include a career learning lab, on-campus interviewing, part-time off-campus employment, internship opportunities, weekly job opportunity bulletins, Web-based employment listings, maintenance and distribution of education credentials, a computerized career guidance system, career fairs, and workshops.

For more information, students may access their website at http://www.broncojobs.wmich.edu/ or to schedule an appointment, call (269) 387-2745. The Office is located on the first floor of Ellsworth Hall.

**Libraries**

A vastly expanded and totally renovated Waldo Library reopened in 1991, culminating a $19.3 million project that began in April 1989. The library is bigger than ever and offers added and enhanced study space to students.

Several new features were added to the library during renovation. The third floor houses library administration offices, faculty study carrels, rare books, and an enlarged maps and atlases room. The second floor features a copy center where students can have their copying done by employees. Social work holdings are also located on the second floor. The first floor contains the main entrance with its circulation desk and information desk at the bottom of a three-story atrium. The library's card catalog is computerized and the finder terminals are located on this floor as well as reserved readings (used heavily by social work classes). The serial's information desk is found on the lower level, where employees will assist in finding periodicals.

One of the most important services of the library is the expanded access to electronic databases, which facilitate both short- and long-term research projects. Graduate students may obtain impromptu assistance with their research needs by stopping by the Reference Desk. Reference librarians are also available by appointment for more extensive, personalized research assistance through WRAP (Western's Research Assistance Program).

Books may be checked out using your student ID card. Books from the general circulating collection may be returned or renewed at any of the University libraries. General books circulate for two weeks.

Western Michigan University students have reciprocal borrowing privileges at Kalamazoo College and a special courtesy pass arrangement allows them to borrow from other area libraries. Students can also request a KETAL PASS (Kalamazoo, et al.) at the Reference Desk to gain access to the Medical Library at Borgess Hospital. One drawback is that the materials at Borgess are not available for circulation and if you need copies, you are charged 15 cents per page.
When in doubt about any of the services of the University libraries, please ask a librarian for help. Library locations and hours are as follows:

**Waldo (Main) Library** Phone 387-5059  
Monday through Thursday ...................... 7:45 a.m. - 12:00 midnight  
Friday ...................................................... 7:45 a.m. - 10:00 p.m.  
Saturday ................................................... 8:00 a.m. - 10:00 p.m.  
Sunday ..................................................... 12:00 noon - 12:00 midnight  

**Education Library, Sangren Hall, 3rd Floor** Phone 387-5223  
Monday through Thursday ...................... 7:45 a.m. - 12:00 midnight  
Friday ...................................................... 7:45 a.m. - 10:00 p.m.  
Saturday ................................................... 8:00 a.m. - 10:00 p.m.  
Sunday ..................................................... 12:00 noon - 12:00 midnight  

Variations in the above schedule for holidays, extended hour periods, and semester breaks are posted in advance.

**Book Stores**

Western Michigan University students have two options in book stores: The University Book Store, located on West Michigan and Howard Street, and the WMU Campus Book Store, located in the Bernhard Center. Both stores sell everything from book supplies to sweatshirts.

Hours:  
Campus Bookstore: M-F, 8-5; Sat., 10 - 5; closed Sundays.  
University Bookstore: M-Th 8:30-8; Fri., 8:30-5; Sat., 9-5; Sun., 12-5.

Students can also order books on-line at [http://www.wmubookstore.com/](http://www.wmubookstore.com/).