



**Tulane  
University**

**SCHOOL OF SOCIAL WORK**

**TSSW  
Student Handbook**

**Effective  
Fall 2025  
for the  
DSW, MSW, & MS  
Degree Programs**

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# **TULANE SCHOOL OF SOCIAL WORK (TSSW)**

## **TULANE UNIVERSITY'S MISSION**

Tulane's purpose is to create, communicate, and conserve knowledge in order to enrich the capacity of individuals, organizations, and communities to think, to learn, and to act and lead with integrity and wisdom.

## **THE TSSW MISSION STATEMENT**

The Tulane School of Social Work's mission is to enhance the well-being and equitable treatment of diverse individuals and communities through transformative education, generation of knowledge, service, and community engagement.

## **THE TSSW VISION STATEMENT**

TSSW strives to build innovative, world-class graduate programs through cutting-edge research and training future leaders to provide evidence-informed, interdisciplinary practice locally and globally that advances the behavioral health and health needs of individuals, families, and communities.

## **THE MSW MISSION STATEMENT**

The Master of Social Work Program at the Tulane University School of Social Work is part of a large private research-intensive University located in the city of New Orleans which has a long-standing commitment to community engagement. Our mission, through a person in environment framework, is to educate and inspire competent social work leaders that are committed to advancing human rights and social justice within communities, promoting quality of life for all people locally and globally, whilst engaging with clinical in community practice and service that is evidence-based, ethical, and culturally responsive, enhancing the holistic dignity, worth, well-being and equitable treatment of individuals, families, and communities.

## **TULANE LAND ACKNOWLEDGMENT**

We acknowledge and pay tribute to the original inhabitants of this land. The city of New Orleans is a continuation of an indigenous trade hub on the Mississippi River, known for thousands of years as Bulbancha. Native peoples have lived on this land since time immemorial, and the resilient voices of Native Americans remain an inseparable part of our local culture. With gratitude and honor, we acknowledge the indigenous nations that have lived and continue to thrive here.

## PROGRAM GOALS

The goals of the TSSW's Programs are to:

- Prepare students to engage in integrated clinical in community practice to enhance the well-being and resilience of individuals, families, groups, organizations, and communities.
- Provide a transformative educational experience that teaches students to value human diversity and work to promote social, racial, economic, and environmental justice.
- Nurture students in their identity formation as clinical in community practitioners through the collective act of modeling professional commitment among the staff, faculty, community partners, and stakeholders.
- Ensure students are self-efficacious and prepared using innovative, world-class knowledge and research to work as leaders in community-based settings to provide relevant, effective, and interdisciplinary social work services; and
- Promote integrative learning by drawing from and contributing to the diverse, culturally rich, and inspiring environment, locally and nationally, to advance the biopsychosocial-spiritual needs of individuals, families, and communities.

### **TSSW's Shift from "Field" to "Practicum" as the Signature Pedagogy Title**

The TSSW is dedicated to continuous growth with evolving professional standards. In keeping with the current industry movement, TSSW's use of the word "Field" will gradually be transitioned to the use of the word "Practicum." During this transition, both terms may be used throughout the TSSW Student Handbook and the Practicum Education Appendix.

## I. TSSW Graduate-Level Academic Programs

- Master of Social Work (MSW)
- Master of Science in Disaster Resilience and Leadership (MS-DRL)
- Dual-Degree Options
  - Master of Social Work/Master of Science in Disaster Resilience and Leadership (MSW/MS-DRL)
  - Master of Social Work/Master of Public Health (MSW/MPH)
    - Concentration in Social, Behavioral and Population Sciences – on campus only
  - Master of Social Work/Juris Doctor (MSW/JD) - on campus only
- MSW Focus Areas
  - Mental Health Addiction and Family (MHAF)
  - Disaster and Collective Trauma (DaCT)
- Doctorate of Social Work (DSW)

## II. Student Advising Team

For any concerns or questions related to your courses at The TSSW, your professor should be your first (1<sup>st</sup>) point of contact. Other questions and concerns should be directed to one (1) or more individuals below:

**Program-Specific Academic Advisor:** An Academic Advisor is your first point of contact for any issues related to your academics at The TSSW. They can offer direction about your curriculum plan and with course registration. They review your GPA and other academic materials to ensure compliance with TSSW's academic policies. The Academic Advisor will also be your main point of contact for Leaves of Absence (LOA) and/or Withdrawal from the program. They will assist you through the graduation process, ensuring that all degree requirements are satisfied.

**Program-Specific Academic Success Coach:** The Academic Success Coach is your first point of contact for support and to assist with accessing university services and resources as you navigate The TSSW and Tulane University. They help students adapt to graduate school and guide them through the higher education maze. They coach students on time management and other problem-solving skills, provide orientation to the city of New Orleans for on ground students, and additional tips for thriving in an academic and professional setting. They review your GPA and other academic materials to ensure compliance with TSSW's academic policies.

**Program-Specific Program Manager:** The Program Manager is an alternate point of contact for issues related to your academics at The TSSW. They will communicate with you regarding academic matters such as Academic Alerts, the process around any Student Accountability and Standards Reviews (SASR), Grade Appeals, and other academic matters. Your Program Manager will also assist you with the process of completing an application and registration for any Independent Study course that is approved.

**Administrative Program Coordinator:** (For students in the MS-DRL Program).

### III. Registration and Continued Enrollment

#### Academic Calendar

The **TSSW Academic Calendar** is the calendar that should be followed by all students. The TSSW calendar is different than academic calendars for other programs or for undergraduate schools at Tulane. The TSSW Academic Calendar can be accessed on The TSSW website. The following information can be found on the academic calendar:

- First and last dates of the semester;
- University observed holidays/no class;
- Registration dates;
- Last date to add a course;
- Last date to drop a course without academic penalty;
- Last date to drop a course for a full or partial refund; and
- Final grade due dates.

**\*DSW students should follow the program-specific guidelines on registration and continued enrollment outlined in the DSW Student Handbook Appendix.**

#### Continuous Registration Requirements

Specific to the MSW and MS degree Programs: The TSSW academic year includes three (3) semesters, fall, spring, and summer. A student admitted to a degree program must be continuously registered in a degree-granting division of the university during the academic year in either full-time or part-time status from the date of first registration until the awarding of the degree, unless the student takes a Leave of Absence, voluntarily withdraws from school, takes a Medical Withdrawal, or is suspended or dismissed for academic or disciplinary reasons. Students must provide written documentation informing The TSSW if continuous enrollment will be affected. Failure to be continuously registered in the program shall be considered a Withdrawal "W". The TSSW reserves the right to not allow students to be readmitted to the program.

#### Add & Drop Policy

Specific to the MSW and MS degree programs: Students wishing to adjust their course schedule must consult The TSSW Academic Calendar for deadlines and instructions. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties. Schedule adjustments can be done online by the student during the two (2) weeks following the first day of the semester. The last day to add/drop a course is listed on the academic calendar each semester. If a student wishes to drop all or any one (1) of their courses during a semester, they must do so by the dates outlined in the academic calendar. Students will not be allowed to switch sections after the 100% drop/add period.

Due to the fixed nature of the MSW curriculum, dropping a single course can result in a significant delay in earning the required Practicum Education hours as well as completion of the program. Students must discuss any changes with their degree-specific Academic Advisor to fully understand the potential consequences. Information regarding the final date to drop out of a course or withdraw from the program can be found on The TSSW Academic Calendar.

Please note, these dates will have an impact on whether a student will receive a grade of “W” or “WF” on a transcript.

- “W” = Withdraw
- “WF” = Withdraw Fail – if past the date to drop without academic penalty.

### **Transfer Credit**

Specific to the MSW and MS degree programs: To obtain your social work license, you must have completed a Council on Social Work Education (CSWE) accredited Master of Social Work (MSW) Program. Only credits from other Master of Social Work Programs accredited by CSWE at the time you attended the program will be reviewed as credit hours to potentially be accepted as transfer credits. The credit must have been earned within the last five (5) years with a final grade of at least a “B”. The TSSW reserves the right to contact the dean or other authorities from the former school(s) to verify that the applicant left the institution in good academic and professional standing. The TSSW does not give academic credit for life or work experience. The TSSW considers each request to transfer credits on a case-by-case basis.

Additional notes on transfer credits:

- No more than 15 credit hours will be accepted.
- The course(s) being transferred must have been successfully completed at a CSWE-accredited school.
- Practicum Education courses may not be transferred in.
- Only TSSW first (1st) term (for full-time students) and first (1<sup>st</sup>) two (2) terms (for part-time students) may be considered for transfer credit.
- SOWK 7130 Diversity and Social Justice MAY NOT BE SUBSTITUTED UNDER ANY CIRCUMSTANCES.
- The student is responsible for determining which specific TSSW course they would like the transfer course to fulfill and must provide course syllabi.
- No credit will be given for partial course completion. Credits will not be considered for transfer to The TSSW if the student did not complete the course.
- Any questions surrounding transfer credits should be sent to The TSSW Admissions Office at [msw@tulane.edu](mailto:msw@tulane.edu).

**\*Please note, transfer credits do not apply to the DSW degree program. For additional information on credit requirements, please refer to the DSW Student Handbook Appendix.**

### **Modality/Curriculum Path**

The MSW and DSW programs follow a lockstep format. Courses must be taken in the degree-specific prescribed order, and students are not permitted to customize or alter a curriculum sequence.

Specific to the MSW and MS degree programs: A student may request to change their modality (from online to on-campus or vice versa) or make a change from full-time to part-time or vice versa, they must meet with their degree-specific Academic Advisor and/or Program Manager to update their curriculum plan.

After this is completed, the Academic Advisor and/or Program Manager will review the request with the degree-specific Director of Programs. The Director of Programs can grant or deny a student's request to switch modalities. Please note, a student may make this change only once during the Program.

**\*Please refer to the DSW Student Handbook Appendix for specific curriculum requirements.**

### **Independent Study Policy**

Specific to the MSW and MS degree programs: An "Independent Study" course can promote a student's deeper learning and integration of content relevant to their current Practicum practice or area of specialty. Eligible students must demonstrate academic and personal capacity to perform at the graduate level without close supervision as evaluated by The TSSW and are in their third (3<sup>rd</sup>) semester full-time, second (2<sup>nd</sup>) semester Advanced Standing, third (3<sup>rd</sup>) semester part-time advanced standing, or fifth (5<sup>th</sup>) semester part-time or beyond. Independent Studies are not a part of the standard MSW or MS curriculum plans. The TSSW approves requests for Independent Studies on a highly selective basis in the following circumstances:

- Eligible students demonstrate academic and personal capacity to perform at the graduate level without close supervision as evaluated by The TSSW. The independent study:
  - Cannot replace a core course;
  - Cannot replicate an elective already offered;
  - Cannot be granted without a qualified full-time faculty member to facilitate the Independent Study and approval by the degree-specific Director of Programs.
  - Independent Study is limited to one (1) Independent Study course per degree program.
  - An Independent Study course should be comparable to a regular three (3)-credit, 16-week course.
  - A grade of Incomplete "I" cannot be granted for any independent study course.

### **Procedures to request an Independent Study:**

1. At least one (1) semester before the Independent Study's intended enrollment term, the student should contact their degree-specific Program Manager in writing (by email using Tulane email) to review the requirements of completing an independent study.
  - a. ALL procedural steps must be completed within the first (1<sup>st</sup>) two (2) weeks of the prior semester of the intended enrollment term of the independent study.
2. The Program Manager determines whether the basic requirements in the policy statement above are satisfied and may make recommendations for a particular faculty member.
3. The student is ultimately responsible for finding an appropriate full-time faculty member to ask them to facilitate an independent study course. A faculty member is under no obligation to facilitate an independent study course.



4. When a faculty member agrees to facilitate an independent study, they will confirm this in writing (by email using Tulane email) with the student and will include the degree-specific Program Manager in this confirmation email.
5. The course should be comparable to a regular three (3)-credit, 16-week course.
6. The faculty member will collaborate with the student to develop course information which must include the following:
  - a. A syllabus for the course that aligns with current CSWE standards and competencies.
  - b. A brief description of the course, learning objectives of the course, course requirements, and assignments.
  - c. The “Contract for Independent Study” is submitted to the degree-specific Program Manager who will obtain approval from the degree-specific Director of Programs, who will make the final determination whether a student qualifies for an independent study. If approval is granted, the contract will be signed and dated by the student, faculty member, and the degree-specific Director of Programs.
7. Course information will be entered into the “Contract for Independent Study” form and submitted to the degree-specific Program Manager.
8. The degree-specific Director of Programs will review the Contract for Independent Study and will make the final determination regarding the request. If the approval is granted, the contract will be signed and dated by the student, faculty member, and the degree-specific Director of Programs.
9. The Program Manager provides copies of the signed and dated contract to the student, the faculty member, and a copy is placed in the student’s file. The Program Manager will enroll or assist the student with enrolling in the independent study course with the University Registrar.
10. The faculty member agrees to be available for feedback and guidance for the student during the independent study. It is the student’s responsibility to initiate contact for questions, feedback, or clarification from the faculty member.
11. The faculty member evaluates the resulting coursework to ensure all learning objectives and activities were accomplished and submits a final grade in line with The TSSW Academic Calendar.
12. A grade of Incomplete “I” cannot be granted for any independent study course.
13. Field Practicum & Seminar courses (SOWK 7520-7540 and 7910-7960) cannot be replaced by any Independent Study course.

**\*Please note, Independent Study does not apply to the DSW degree program.**

### **Course Auditing**

Specific to the MSW and MS degree programs: All students must have at least 60 academic credit hours to receive a graduate degree from The TSSW. To receive credit for a course, students must be assigned a letter grade. MSW Students enrolled in Field Practicum & Seminar must earn a grade of Satisfactory “S” (PASS) to receive credit for the course. In certain cases, students may request to audit a course for no grade or credit due to their interest in the material. Any full-time or part-time student in good standing (not on Academic Probation or under any conditions of the Student

Accountability and Standards Review) at The TSSW may audit courses provided the following provisions are met:

- Approval is granted in writing and signed by the degree-specific Director of Programs, the course instructor, and the student;
- Students must pay the current tuition per credit hour for the course;
- The number of students in the class is less than the cap set at registration; and
- Student audits no more than one (1) course per semester and no more than two (2) courses during the MSW program.

Faculty, in conjunction with the degree-specific Director of Programs, who have students auditing courses:

- May set expectations for those students regarding class attendance, completion of assignments, examinations, and other class requirements;
- Must make course expectations known to the auditing students before the class starts or when the student registers;
- May limit the number of students auditing a class; and
- Will not allow auditing of the course if the registration cap for a class has been met for that section.

**Procedure for course auditing:**

1. Students who wish to audit a course should notify the degree-specific Program Manager.
2. The degree-specific Program Manager will notify the student that they must obtain approval in writing from the instructor of the course they are requesting to audit.
3. The course instructor must make expectations clearly known in writing to the student. When the student and instructor agree to the audit and conditions of the audit, the student should notify the degree-specific Program Manager in writing (by email using Tulane email), copying the course instructor in the correspondence.
4. Final approval must be granted in writing by the degree-specific Director of Programs.

**\*Please note, the DSW degree program does not offer course auditing.**

## **IV. Student Accountability and Standards**

The intent of the Academic Standards is to comply with all CSWE: (<https://www.cswe.org/>) requirements as The TSSW accrediting body and to best prepare students with the proper social work foundation, education, and tools to begin their career as social workers.

**\*DSW students should follow the program-specific standards outlined in the DSW Student Handbook Appendix.**

Specific to the MSW and MS degree programs: Graduate students must maintain a cumulative grade point average (GPA) of at least 3.0. Courses in which a student earns a grade of “C+” or lower cannot be counted towards a master’s level degree and will be required to be retaken.

Once a student receives one (1) final grade of “B-” or lower, the student will be placed on academic probation. If a student receives two (2) final grades of “B-” or lower, a Student Accountability and Standards Review will be initiated. The student may be considered for dismissal by the school Faculty Review Committee at the conclusion of the Review. Students may also be dismissed for failure to meet departmental milestones, such as finishing coursework, securing placement, and other failed competencies set forth by the Practicum Education Team or school.

**\*Please refer to the Practicum Educational Appendix for additional Practicum-specific related policies.**

It is crucial that The TSSW upholds the academic standards set forth by Tulane University. All students enrolled in a social work program must also abide by the National Association of Social Workers (NASW) Code of Ethics ([Social Workers NASW Code of Ethics](#)) which governs social workers’ professional and ethical behavior and values. Students must uphold ethical standards of practice established by NASW in the Code of Ethics, maintain professional performance standards required to be licensed as a social worker, and meet the practice behaviors established by the CSWE. Violation of these standards may be identified by faculty, adjunct instructors, or staff members. Violation of these standards includes but is not limited to:

- Failure to meet generally accepted standards of professional conduct as outlined in the NASW Code of Ethics and may include personal integrity or emotional stability required for professional practice;
- Tulane University’s Office of Student Affairs/Case Management may be involved for any matters related to emotional or mental stability;
- Failure to demonstrate effective interpersonal skills necessary to perform within and maintain professional helping relationships;
- Failure to adhere to the NASW Code of Ethics;
- Has been found guilty of criminal misconduct that affects the student’s ability to be licensed as a social worker; or
- Displays inappropriate or disruptive behavior toward clients, other students, faculty, staff, or other affiliates. Tulane University’s Office of Student Affairs/Case Management may be involved for any matters related to inappropriate or disruptive displays of behavior.

### **Grading Policy**

The TSSW’s grading policy complies with Tulane’s University policy, and all grades are processed through the Office of the University Registrar. Students may gain access to their previously earned grades throughout the semester and their final grades at the end of the semester through the on-line system known as “Gibson.” The privacy of student records is protected under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and by policies issued by the Tulane Board of Administrators. For more information on FERPA:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**\*DSW students should follow the program-specific grading policies outlined in the DSW Student Handbook Appendix.**

For the MSW and MS degree programs, The TSSW's grading system is as follows:

<b><u>Points:</u></b>	<b><u>%</u></b>	<b><u>Letter Grade</u></b>
950-1000	100-95%	"A" Outstanding
900-949	94 -90%	"A-" Excellent
850-899	89 - 85%	"B+" Above Expected
800-849	84 -80%	"B" Expected (minimum expectation)
750-799	79 -75%	"B-" Marginal (below expectation)
700-749	74 -70%	"C+" Requires the course be repeated
		"W" Withdrawn (not in GPA calculation)
		"WF" Withdrawn/Fail (F for GPA)
		"WU" Withdrawn/Unsatisfactory (F for GPA)
		"I" Incomplete

Please note:

- One (1) grade of "B-" or lower will initiate Academic Probation.
- Two (2) grades of "B-" or lower will initiate a Student Accountability and Standards Review.
- Two (2) grades of "B-" or below is cause for possible dismissal.
- Any grade of "C" + or below is unacceptable and cannot count toward a degree.
- Any grade of "C" + or below in any course will require the course to be taken over with a passing grade earned in order to count toward the degree. Retaking a class does not remove the previous grade. Both grades will be included in GPA calculations.
- A grade of "W" is not factored into a GPA calculation.
- Grades of "WF", "WU/UW" are factored into a GPA calculation.

For classes that utilize the Pass/Fail or Satisfactory "S" /Unsatisfactory "U" grade, students must receive an 80% or higher to pass the class. Anything below 80% is considered a Fail "F" or Unsatisfactory "U" grade. Please note, the 80% applies to course work, not to Practicum Education hours. Practicum Education hours require 100% completion.

***IMPORTANT: Graduate students at Tulane University must earn a 3.00 cumulative GPA to successfully meet Tulane University's GPA requirement for the DSW, MSW or MS degree.***

### **Attendance**

Specific to the MSW and MS degree programs: Student class sessions are an essential part of the course; attendance is mandatory. You are expected to be present, on time, and fully prepared to engage with the material, fellow students, and the instructor. If extenuating circumstances prevent you from attending class, please contact your instructor in advance of the absence. If you are unable to contact your instructor in advance, contact your instructor as soon thereafter as possible. Your attendance and participation in class is part of your overall course grade.

**Therefore, a student shall not be absent for more than 25% of their course instruction. Students may miss no more than two (2) classes per semester for 14-week sessions and no more than one (1) class per semester for eight (8)-week sessions. A third (3<sup>rd</sup>) absence, for 14-week sessions, will result in the student's final grade dropping by one (1) letter grade. A fourth (4<sup>th</sup>) absence for 14-week sessions and a second (2<sup>nd</sup>) absence from eight (8)-week sessions will result in the student failing the course.** A student who misses two (2) classes (14-week sessions) or one (1) class (8-week sessions) will be referred for a meeting with the Instructor and a Practicum Department Program Manager to review student status and may be referred for a Student Accountability and Standards Review (SASR).

Please be mindful of attendance for part-time classes as the Field Practicum & Seminar class only meets 4 times per semester and 25% = one (1) class.

**\*Please refer to the DSW Student Handbook Appendix for program-specific attendance policies.**

### **Late Assignments**

Specific to the MSW and MS degree programs: For late assignments, five percent (5%) will be deducted for each day past the due date and time. After ten (10) days past due, the assignment will not be accepted or graded. Two (2) late assignments may warrant an Academic Alert. Please check your class syllabus/canvas to see if your professor has a different late policy for specific assignments. If so, the late policy listed on Syllabi/Canvas should be followed.

The purpose of due dates is to ensure that you do not fall too far behind in the class and so the professor can provide timely feedback and grading. It is also disrespectful toward the professor when multiple assignments are late. Sometimes this cannot be avoided, but in those instances the student must communicate with the professor 24 hours in advance prior to missing the due date and the professor will decide whether to accept the late assignment.

**\*Please refer to the DSW Student Handbook Appendix for program-specific policies on late assignments.**

### **Incomplete Coursework**

A temporary grade of Incomplete "I" will only be granted in extenuating circumstances and must be submitted to the degree-specific program administrator and approved by the degree-specific Directors of Programs at least three (3) weeks prior to the last day of class and Practicum Education, per The TSSW academic calendar. Moreover, an Incomplete "I" may only be requested within the last four (4) weeks of the semester.

All grades of Incomplete "I" related to Field Practicum & Seminar will be handled by the Practicum Education Team and should be presented to the Practicum Education Team Program Manager(s) for approval from the Director of Field Education.

**\*Please refer to the Practicum Educational Appendix for additional Practicum-specific related policies.**

Approval for an Incomplete “I” is determined based on:

- The student’s grade at the time of the request is a grade of “B” or above in the course.
- Students requesting an Incomplete “I” must work with their instructor to identify missing assignments and create a plan to complete and submit all outstanding coursework.
- All coursework must be completed and submitted no later than five (5) weeks from the last day of class. If the grade is not submitted within five (5) weeks, the Incomplete “I” will turn to a failing grade of “F” or Unsatisfactory “U” and remain on the transcript as such.

Reasons a request for an Incomplete “I” grade can be denied:

- If the request is submitted to the degree-specific Program Manager less than three (3) weeks before final grades are due, as listed on The TSSW academic calendar;
- If at the time of the request the student’s overall grade is not a grade of “B” or above;
- If there are more than two (2) requests for Incompletes across the student’s tenure at The TSSW, or there are any outstanding/unresolved Incompletes “I”;
- If the student is in their last semester of courses. Incompletes “I” cannot be granted in the student’s final term of the degree curriculum.

The student and instructor must complete and sign an “Incomplete Grade Contract” ([Incomplete Grade Contract](#)) and submit the document to the degree-specific Program Manager who will obtain approval from the degree-specific Director of Programs. The Director of Programs can request amendments to the plan or deny the request. Please keep in mind the following:

- An Incomplete “I” in any semester could extend the student’s graduation date and may affect student loan eligibility.
- Students will only be granted two (2) grades of Incomplete “I” during their tenure with The TSSW.

If and after all course requirements have been resolved within the five-week (5) deadline, the instructor must submit a Grade Change Request according to TSSW’s established grade change protocol, currently via Gibson, which will automatically be sent to the Associate Dean of Academic Affairs (Dean of The TSSW in lieu of) for approval. If the degree-specific Director of Programs does not have an approved incomplete form, the grade change will not be processed.

If all requirements for the course in which an Incomplete “I” was temporarily granted are not met or documentation is not submitted and completed by the deadline outlined on the agreement, the grade will automatically revert to a failing grade of “F” or Unsatisfactory “U”. Any grade of “F” or “U” will be permanent and will not change.

### **APA/Academic Writing**

All courses at The TSSW require written submissions to comply with the most current version of the American Psychological Association (APA) writing standards. Resource:  
<https://www.youtube.com/watch?v=pdAflqRt60c>

## V. Code of Academic Conduct and Violations

“The Code shall apply to academic conduct of each student from the time of application for admission through the actual awarding of a degree, even though academic conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even if the academic conduct is not discovered until after a degree is awarded. The Code shall also apply to a student’s academic conduct even if the student withdraws from school while a disciplinary matter is pending” (Graduate Council, 2024, p. 4).

### **The Tulane University Unified Code of Academic Conduct states:**

“The integrity of Tulane University is based on the absolute honesty of the entire University community in all academic endeavors. As part of the Tulane University community, graduate students have certain responsibilities regarding work that forms the basis for the evaluation of their academic achievement. Students are expected to be familiar with these responsibilities at all times. No member of the University Community should tolerate any form of academic dishonesty because the scholarly community of the University depends on the willingness of both instructors and students to uphold this Unified Code of Graduate Student Academic Conduct. When a violation of the Code is observed, it is the duty of every member of the University’s academic community who has evidence of the violation to take action. Students should take steps to uphold the Code by reporting any suspected offense to the instructor or the Dean of their School. Students should not, under any circumstances, tolerate any form of academic dishonesty.

In all work submitted, graduate students are expected to represent themselves honestly. The presence of a student's name on any work submitted in completion of an academic assignment is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in their own words, and produced independently, unless clear and explicit acknowledgment of the sources for the work and ideas is included (with the use of quotation marks when quoting someone else’s words and proper citations). Tools permitted, including but not limited to computer programs, calculators, and artificial intelligence must be noted by the professor in the assignment. This principle applies, but is not limited to, to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other academic assignments.

Some schools and programs may have additional codes related to professional or ethical conduct in the course of study and training. Those codes function in addition to the Unified Code of Graduate Student Academic Conduct. Graduate students should review and be familiar with any such codes.

All new graduate students in the Schools shall have access to a copy of this Code before the start of their first (1<sup>st</sup>) semester. Lack of familiarity with the Code or with the precise application of its principles to any specific instance is not an excuse for noncompliance” (Graduate Council, 2024, p. 1).

The Tulane University Unified Code of Academic Conduct (Approved by: Graduate Council (February 14, 2024), Graduate and Professional Student Association (February 21, 2024) can be found at the following link:

<https://ogps.tulane.edu/sites/default/files/Unified%20Code%20of%20Graduate%20Student%20Academic%20Conduct%20-%202025%20Final.pdf>

### **Academic Rights and Responsibilities**

All members of the academic community shall foster an environment that encourages adherence to the principles of honesty and integrity. Every student in the Tulane University School of Social Work is responsible for adhering to and upholding the Code of Academic Conduct, as outlined throughout this document. At or before student orientation, every student will sign the Code of Academic Conduct and Student Handbook Pledge, and this will be held in their TSSW student file. Students are responsible for becoming familiar with the Code of Academic Conduct and for behaving in a manner consistent with its principles. Lack of familiarity either with the Code of Academic Conduct or with the application of its principles to any specific assignment will not be an acceptable excuse for non-compliance.

The faculty, administration, and staff also are responsible for adhering to and upholding the Code of Academic Conduct. Faculty, administration, and staff also have the responsibility to become thoroughly familiar with the Code of Academic Conduct and to always conduct themselves in a manner consistent with its principles. As in the case of students, lack of familiarity either with the Code of Academic Conduct or with the application of its principles will not be an acceptable excuse for non-compliance. All parties shall protect the integrity of academic materials, including testing materials, software, and copyrighted documents.

### **Prevention of Academic Violations**

The TSSW Administration and larger Tulane community intend to prevent violations of the Code of Academic Conduct. Efforts to prevent academic violations include the following:

#### **Administrative Role in Prevention**

Each student will receive The TSSW Student Handbook in electronic format. It is the responsibility of each TSSW student to read the Student Handbook in its entirety as well as participate fully in the provided American Psychological Association (APA) Training course.

#### **Faculty Role in Prevention**

Each faculty member will review how the Code of Academic Conduct applies to course assignments and examinations. For example, a faculty member should give students specific directions about the form and extent of collaboration permitted (if any) in course assignments and examinations, as well as APA citation expectations. Moreover, The TSSW utilizes "Turnitin" to assist faculty in evaluating all assignments for academic integrity.

#### **Student Role in Prevention**

It is each student's responsibility to know the Code of Academic Conduct. If a student is unsure about how a particular course assignment is affected by the Code of Academic



Conduct, including current APA expectations or provisions regarding collaboration with other students on an assignment, they bear the responsibility for consulting with the instructor.

### **Academic Conduct Violations**

“Any student behavior that has the effect of interfering with education, pursuit of knowledge, and/or a fair evaluation of a student's performance is considered a violation of the Code’s proscribed academic conduct. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this Code. The following are defined as academic conduct violations under the code:

**Cheating:** Giving, receiving, or using unauthorized assistance, information, or study aids in academic work, or preventing another from using authorized assistance, information, or study aids. Consulting with any persons other than the course professor and teaching assistants regarding a take-home examination between the time the exam is distributed and the time it is submitted by the student for grading. Students should assume that all take-home exams are closed book and that they may not consult books, notes, or any other reference material unless explicitly permitted to do so by the instructor of the course.

**Plagiarism:** Unacknowledged or falsely acknowledged presentation of another person's ideas, expressions, or original research as one's own work whether intentional or unintentional. Such an act often gives the reader the impression that the student has written or thought something that they have in fact borrowed from another. Any paraphrasing or quotation must be appropriately acknowledged. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Use of artificial intelligence generated material is a violation when presented as a student’s own work and/or used in a manner not explicitly authorized by the instructor

**Fabrication:** Submission of contrived or altered information in any academic exercise. This includes, but is not limited to, the creation of false data or research results, altering or manipulating data or results to misrepresent the findings, fabricating citations or sources, forging documents, and inventing or deliberately modifying information in academic submissions.

**False Information:** Furnishing false information to any University official, instructor, or University office relating to any academic assignment or academic issue.

**Falsification of Research:** Fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.

**Unauthorized Collaboration:** Collaboration with other individuals, groups, organizations, or external resources that is not explicitly allowed by the instructor to obtain credit for examinations or course assignments.

**Multiple Submissions:** Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.

**Sabotage:** Destroying or damaging another student's work, or otherwise preventing such work from receiving fair graded assessment.

**Unfair advantage:** Any behavior disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.

**Facilitation of academic dishonesty:** Knowingly helping or attempting to help another student violate any provision of the Code.

**Tampering with academic records:** Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record.

**Unauthorized access, sharing, or use** – Providing third-party access to course materials on your individual learning management system site. This includes but is not limited to, sharing login credentials, uploading course materials to public or private forums, distributing copies of lectures, assignments, tests, or other resources provided through the learning management system, and aiding others in gaining unauthorized access. It also encompasses accessing course materials or information from another student's account without permission.

**Improper disclosure:** Failure of an Honor Board member, witness or participant in an Honor Board hearing to maintain strict confidentiality concerning the identity of students accused of Honor Code violations” (Graduate Council, 2024, pp. 5-6).

The Tulane University Unified Code of Academic Conduct (Approved by: Graduate Council (February 14, 2024), Graduate and Professional Student Association (February 21, 2024) can be found at the following link:

<https://ogps.tulane.edu/sites/default/files/Unified%20Code%20of%20Graduate%20Student%20Academic%20Conduct%20-%202025%20Final.pdf>

Additional Code of Conduct violations include, but are not limited to:

**Self-plagiarism:** Self-plagiarism includes using multiple presentations of the same assignment, or substantively similar assignment, for credit in two (2) distinct courses or in multiple instances of the same course.

**\*DSW students should follow the program-specific self-plagiarism policies outlined in the DSW Student Handbook Appendix.**

**Misrepresentation:** Performance of an academic assignment on behalf of another Student.

**Falsification of Academic Records:** Forging the signature of either an instructor or advisor on registration, course waiver, practicum, or Change of Grade forms.

**False Testimony:** Knowingly presenting false accusations or false testimony before the Academic Review Committee or its representatives.

The above examples of Academic Code of Conduct violations pertain to **all forms** of academic products including, but not limited to papers, tests/exams, knowledge checks, discussion boards, journals, homework assignments, artistic productions, laboratory reports, presentations (Power Points, Canva), and computer programs.

### **Course Recording Policy**

- Recording of the live session component of a course is the discretion of the course instructor as is the sharing of PowerPoints and/or course recordings.
- A student shall not record and/or post the visage of the instructor, or their learning environment peers, without explicit permission from the instructor and/or peer.
- A student shall not post any resources received through a TSSW course, on non-Tulane affiliated and/or third-party platforms / websites.
- A student shall not extract any visages, tests, exams, quizzes, and/or references / resources (including PowerPoints) from Canvas or any TSSW affiliated platform and share and/or post to a non-Tulane affiliated and/or third-party platform / website.

### **Who Should Report Academic Violations?**

Any member of the University community may report Academic Violations. Instructors should complete the Academic and Professional Code of Conduct Violation Form and send it to the degree-specific Program Administrator. The form should be submitted as soon as possible after the complainant becomes aware of the relevant events or issues, preferably within five (5) business days of the discovery of the alleged violation.

#### **Outside a Course**

If a faculty member, adjunct, staff member, student, or administrator suspects that a violation of the Code of Academic Conduct has occurred outside the context of a particular course (e.g., in the case of falsification of records), they should notify the degree-specific program administrator in writing preferably within five (5) business days of discovery of the alleged violation.

#### **Within a Course**

When a faculty member, a staff member, student, or administrator suspects that a violation of the Code of Academic Conduct has occurred within the context of a particular class, they should immediately notify the Instructor of Record for that course. Once an instructor suspects a violation has occurred or is made aware of a potential violation, the instructor should consider the appropriateness of an informal resolution (as outlined in the section “Resolution of Academic Violations”) before providing the degree-specific program administrator written notification within five (5) business days of the discovery of the suspected violation, preferably within five (5) business days of the discovery of the alleged violation.

The TSSW program administrative staff may address potential matters related to academic and/or professional standards violations once a potential issue has been identified and is not brought forth by the instructor of record. Each TSSW degree program will report these findings in their respective Academic Affairs Team meetings. Together, degree-specific programs administrators will review the information and present it to the Director of their respective Programs. The degree-specific Director of Programs will recommend whether a violation has occurred according to the Tulane University Code of Academic Conduct and if so determined, then forward the matter to the Dean of the School. Violations found in this manner will be handled in line with the Tulane University Office of Graduate and Postdoctoral Studies guidelines, whereas the matter shall be presented to the Dean of the School of Social Work for further evaluation. If the Dean of the school determines the matter is found to be in violation of the Tulane University Code of Academic Conduct, the violation may warrant the student(s) be called to a SASR.

For more information on OGPS: <https://ogps.tulane.edu/>

The level of severity for academic, as well as professional and ethical violations of the programs are determined by TSSW leadership. The following describes the processes that guide the school when students have not maintained or met any required academic and/or professional and ethical standards.

### **Resolution of APA Violations**

#### **(only in response to low-level APA citation violations)**

All instructors are encouraged to exercise prudent judgment with APA citation issues. Informal resolution is the preferred course of action if: the APA problems may be related to inadequate skill/knowledge about APA and it is not meant to be intentional plagiarism. The following are examples of low-level APA violations:

- If a student cites, but cites incorrectly;
- If a student cites secondary sources instead of primary sources;
- Cites MLA, Chicago or another types of citation besides APA; or
- Cites or paraphrases only one (1) sentence when there are multiple sentences.

#### **Procedures:**

1. The instructor will complete an Academic and Professional Code of Conduct Violation Form, for each student and each offense.
2. The instructor will meet with the student(s) involved to discuss the nature of the APA violation (missing or incorrect citations) and the sanction(s) they will impose including revising of the paper, grading implications and/or further APA training.
3. Even if the violation is informal, instructors *still* must complete and submit an Academic and Professional Code of Conduct Violation Form ([Code of Conduct Violation Form](#)) for each student and each offense discussing the incident and agreed upon resolution.
4. The form will be signed by the instructor and student(s) to acknowledge the form and discussion that took place.

5. If the student refuses to sign the form, the instructor will note that on the form. Signing the form is an indication that the instructor and student met and discussed the violation. It is not an admission of guilt or an indication that the student agrees with the violation.
6. The form should include a clause about the student being informed of the need for further training and their right to a grievance. The student should be notified that the report will be entered in their student file in case of repeated violation.
7. A student's first (1<sup>st</sup>) low level violation will be treated as a warning and therefore, will not be factored if the student has another violation, especially if the violation is in the student's first (1<sup>st</sup>) semester. If the student has several low-level APA violations in the span of two (2) weeks, they will count as one (1) as this is indicative of a pattern that signals the student needs more assistance. The TSSW will require the student use Heartful Editor, retake the APA course, and/or complete some other assignment as identified by the faculty member so they can learn how to cite properly. If the student fails to follow through on recommendations, further action and consequences could result.

#### **Academic Alerts - (Class Performance/Grade-Related Concerns)**

**\*DSW students should follow the program-specific policies on Academic Alerts outlined in the DSW Student Handbook Appendix.**

#### Specific to the MSW and MS degree programs:

Criteria for initiating an Academic Alert includes but is not limited to:

- The total course grade is below a "B" (80%) at any point in the semester;
- Student has missed two (2) or more assignments;
- Student has missed at least one (1) class sessions; or
- There is concern about a student's attendance and/or academic performance.

Instructors report their concerns or issues to the degree-specific program administrator or Academic Success Coach as soon as possible during the semester. The Academic Alert encourages the student to communicate and work with their professor and support team to ensure that academic standards are maintained.

#### **Procedures:**

1. An Academic Alert may be initiated when a student's attendance, academic performance, or other concerns related to academics are observed. When an Academic Alert is initiated by the instructor, an email to the student, the student's assigned degree-specific Program Manager, and Academic Success Coach will be generated.
2. The Academic Success Coach will follow-up with the student within five (5) business days to learn of any challenges the student maybe experiencing.

While gathering information, the Academic Success Coach will gain permission from the student regarding what information can be shared. Students acknowledge all employees of The TSSW are mandated reporters and there are certain situations that are mandated to be reported by law.

3. The Academic Success Coach may periodically review the student's academic performance via Canvas to determine if additional resources may be required.

## **VI. Student Accountability and Standards Review**

**\*DSW students should follow all program-specific SASR policies and guidelines outlined in the DSW Student Handbook Appendix.**

Specific to the MSW and MS degree programs:

Students enrolled in the Master of Social Work program at the Tulane School of Social Work are expected to maintain high professional and academic standards at all times. When a student demonstrates ongoing difficulty in meeting program requirements and expectations, the student may be referred to a Student Accountability Meeting (SAM) and then potentially a Student Accountability and Standards Review (SASR). This review process provides an opportunity to thoroughly assess the student's challenges and progress within the degree program and determine the appropriate next steps. Based on the outcome of either a SAM or SASR, the student may face disciplinary actions, which can include, but are not limited to, being placed on probation, suspension, or permanent dismissal from the Tulane School of Social Work. The goal of this process is to uphold the integrity of the MSW program, ensure the safety and well-being of the learning environment, and support students in meeting the rigorous demands of the social work profession.

Academic violations and violations of professional and ethical standards follow the same protocols and are subject to the same potential outcomes.

Examples of professional performance and conduct-related issues that will result in either a SAM or a SASR include, but are not limited to:

- When a violation of the Code of Academic Conduct has been reported.
- The faculty member believes that the APA violation's severity (intended plagiarism) merits consideration of an Academic Review.
- The student has violated any other honor code item (besides APA); i.e. cheating, falsification, multiple submissions, etc.
- No negotiated informal resolution around APA citation violations can be agreed upon.
- It is a repeated violation of APA requirements in the program beyond their initial violation.
- A combination of academic, Practicum, and/or reports regarding behavior in the classroom and/or Practicum setting (for MSW students).
- Professional disrespect of the personal rights and dignity of all persons, including other students, faculty, supervisors, and clients receiving services from the student.

- Discrimination or harassment related to race, sexual orientation, gender, religion, age, etc.
  - Violating the confidentiality of the professional relationship.
  - Hostility and disrespect towards other students, faculty, or others at Tulane University, The TSSW or while in Practicum Education or Seminar (for MSW students).
  - Consistent failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships.
  - Continued inability or unwillingness to demonstrate a nonjudgmental attitude.
  - Unable to allow client self-determination.
  - A Practicum Education-related issues (for MSW students).
- \*Please refer to the Practicum Educational Appendix for additional Practicum-specific related policies.**
- Other code violations not specific outlined here; and/or
  - Any other violations of the NASW Code of Ethics; violations of the policies of the Tulane University Code of Student Conduct

Failing grades of “F” or Unsatisfactory “U” will automatically result in a SASR. Additional examples of academic issues that will initiate a SASR include:

- If the student has a cumulative GPA at or below 3.0 after final grades are posted for any given term;
- If a student earns a GPA at or below 2.5 after final grades are posted for any given term;
- If a student earns the following final grades at any time during their tenure while at The TSSW:
  - Two (2) grades of “B-” or below.
  - One (1) Unsatisfactory “U” grade and one (1) additional grade of “B-” or below.
  - If a student has more than one (1) Incomplete “I” in the program.

**Student Accountability Meeting (SAM):** A student may be called into a SAM to address identified issues or concerns brought to the attention of the program. Conditions may be required to be met as an outcome of the SAM. If the student fails to meet the conditions of a SAM, the student may be called to a SASR. A SAM may include two (2) degree-specific Program Managers and the student.

**Student Accountability and Standards Review (SASR):** In addition to the items listed above, a student’s failure to adhere to the conditions of a SAM may result in a SASR.

#### **Who can attend Reviews?**

Students are not allowed to bring outside parties to the Review. In special circumstances, prior notification or special consideration will be given. At no time are lawyers allowed to attend. If a student makes a request for an attorney to attend or arrives at the Review with an attorney present, the hearing will be cancelled and referred to Tulane University Legal Department.

#### **Academic Violations**

Any violation should be submitted as soon as possible after the complainant becomes aware of academic code violations or any relevant events, within five (5) business days of the alleged violation.

However, academic violations can be identified and reported at any time during the semester. Written notification by submission of the Academic and Professional Code of Conduct Violation Form to the degree-specific Program Manager initiates the formal procedures of the MSW and MS degree programs' SASR process.

**Academic Violations while semester is in progress:**

Prior to the Review, the degree-specific Program Manager or Review Coordinator will receive all relevant documentation from the instructor. The Committee will meet 15 minutes before the student arrives to review the documentation and decide if a Review is appropriate or if the committee members need more information/documentation to proceed.

The steps for conducting a SASR are as follows:

1. The instructor will complete the Academic and Professional Standards Code of Academic Conduct Violation Form for each student for each offense/violation identified.
2. The instructor will meet with the student(s) involved to discuss the academic code violation, review the Academic and Professional Code of Conduct Violation Form and notify the student that the matter will be referred to the Academic Affairs Team.
3. The Academic and Professional Code of Conduct Violation Form must be signed by both the instructor and the student(s) as an indication that the instructor and student met and discussed the violation. A first (1<sup>st</sup>) violation may serve as a warning. Signing the form is not an admission of guilt or an indication that the student agrees with the violation.
4. If the student refuses to sign the form, the instructor will note that on the form. The student will be notified that the report will be entered in their student file. Depending on the violation, the first (1<sup>st</sup>) violation may serve as a warning.
5. The instructor will submit the form to the degree-specific Program Manager along with any supporting or corroborating documentation.
6. The degree-specific Program Manager will present all documentation from the professor to the Academic Affairs team in the Academic Affairs weekly meeting. Together, the degree-specific program administration (Director of Programs, Program Managers, Academic Advisors, and Academic Success Coach) will review the information presented and decide on next steps. The degree-specific Program Director will recommend whether a full SASR is warranted. The student's instructor will be informed of this decision.
7. If a formal SASR is recommended, it will be scheduled by the degree-specific Program Manager. The SASR Committee may include the degree-specific administration (Director of Programs, Assistant Director of Programs, Program Manager, Academic Advisor, Academic Success Coach), as well as three (3) voting Faculty.



For MSW students, the SASR Committee may also include the Practicum Education Team Program Manager or other members of the Practicum Education Team. Please note, the instructor/professor who filed the violation will provide information at the beginning of the Review but will not be part of the formal committee or voting faculty.

8. The SASR Committee will meet 15 minutes before the student arrives to discuss the case and ensure all parties are aware of the Review procedures and understand roles and responsibilities. If the Review is postponed for any reason, the student will be notified. The instructor who submitted the violation will present information on it during the first 15 minutes and will not attend while the student is present. The student will then present to the Review Committee and will answer any questions asked of them regarding the violation that was filed.
9. Once all information is presented, the Review Committee will temporarily excuse the student from the meeting to discuss the information shared and hear recommendations from the Review Committee, including any performance outcomes deemed necessary to correct the behavior(s) and continue in the program. Once the discussion is concluded, SASR Moderator will call for a deciding vote from the three (3) voting faculty members. Non-voting faculty members may suggest an outcome or provide information but will not have a vote in the final decision. Only the voting faculty members will have a vote.
10. The student will return to the meeting to answer any additional questions and to hear the decision.
11. The degree-specific Program Manager will complete the Review Outcome Form. The form will be circulated to the voting faculty members to confirm the information included in the form is inclusive and reflects accurately the discussion held and outcomes. The degree-specific Program Manager will send written communication of the meeting outcome in the form of an email within five to seven (5-7) business days of the date of the Review to the student's Tulane email. A certified letter will follow to the address on file in the student's Tulane record. No other written, audio, or video documentation will be provided. This communication will include the following (as applicable):
  - a. the Academic and Professional Code of Conduct Violation Form;
  - b. the Review Outcome Form/Committee decision;
  - c. the re-entry plan for a student being suspended;
  - d. the date of exit from the program for a student being dismissed from the program; and
  - e. Instructions to information for filing a grievance should the student contest the Committee decision, including the Grievance and Appeals Policy.

**Academic Violations during Review of Final Grades:**

1. The degree-specific Program Manager (MSW Academic Affairs) or the Practicum Education Team Program Manager (for MSW students) will present all documentation relevant to final grades in the Academic Affairs weekly meeting and decide on final steps based on final grades presented.
2. A formal SASR will be scheduled. The SASR Committee may include degree-specific administration (Director of Programs, Assistant Director of Programs, Program Manager, Academic Advisor, Academic Success Coach), as well as three (3) voting Faculty. For MSW students, a SASR may also include a Practicum Education Team Program Manager or other members of the Practicum Education Team.
3. The student will receive an email 72 hours before the Review's established date and time.
4. The Review Committee will meet 15 minutes before the student arrives to discuss the case and ensure all parties are aware of the Review procedures and understand roles and responsibilities. If the hearing is postponed for any reason, the student will be notified. The Committee will wait 15 minutes for the student to arrive. Should the student not attend, the SASR will commence, and a decision will be made. The decision will be communicated to the student by email to the student's Tulane email.
5. The instructor who submitted the violation will be present during the first 15 minutes and will not attend when the student is present. The student will then present to the SASR Committee and will answer any questions asked of them regarding the violation that was filed. Once all information is presented by the student and the instructor, the Review Committee will temporarily excuse the student from the meeting to discuss the information shared and hear recommendations from the Review Committee, including any performance outcomes deemed necessary to correct the behavior(s) and continue in the program. Once the discussion is concluded, the Review Committee member identified as the Moderator will call for a deciding vote from the three (3) voting faculty members. Other Committee members may suggest an outcome or provide information but will not have a vote in the final decision. Only the voting faculty members will have a vote.
6. The student will return to the meeting to answer any additional questions and to hear the decision.
7. The degree-specific Program Manager will complete the Review Outcome Form. The form will be circulated to the voting faculty members to confirm the information included in the form is inclusive and reflects accurately the discussion held and outcomes. The degree-specific Program Manager will send written communication of the meeting outcome in the form of an email within five to seven (5-7) business days of the date of the Review to the student's Tulane email. A certified letter will follow to the address on file in the student's Tulane record.

No other written, audio, or video documentation will be provided. This communication will include the following (as applicable):

- a. An Academic and Professional Code of Conduct Violation Form;
- b. The Review Outcome Form/Committee decision;
- c. The re-entry plan for a student being suspended;
- d. The date of exit from the program for a student being dismissed from the program; and Instructions to information for filing a grievance should the student contest the Committee decision, including the Grievance and Appeals Policy

### **Professional and Ethical Standards Violations**

All students enrolled in a social work program must abide by the National Association of Social Workers (NASW) Code of Ethics which governs social workers' professional and ethical behavior and values. Students must uphold ethical standards of practice established by NASW in the Code of Ethics, maintain professional performance standards required to be licensed as a social worker, and meet the practice behaviors established by the CSWE. Violation of these standards may be identified by faculty, adjunct instructors, or staff members.

Violation of these standards includes but is not limited to:

- Failure to meet generally accepted standards of professional conduct as outlined in NASW Code of Ethics and may include personal integrity or emotional stability required for professional practice; Tulane University's Office of Student Affairs/Case Management may be involved for any matters related to emotional or mental stability;
- Failure to demonstrate effective interpersonal skills necessary to perform professional helping relationships;
- Failure to adhere to the NASW Code of Ethics;
- Has been found guilty of criminal misconduct that affects the student's ability to be licensed as a social worker; or
- Displays inappropriate or disruptive behavior\* toward clients, other students, faculty, staff, or other affiliates. Tulane University's Office of Student Affairs/Case Management may be involved for any matters related to or inappropriate or disruptive displays of behavior\*

\*The Tulane Unified Code of Graduate Student Academic Conduct defines this as "any student behavior that has the effect of interfering with education, the pursuit of knowledge, and/or a fair evaluation of a student's performance is considered a violation of the Code prescribed academic conduct" (p.5).

## **Resolution of Professional and Ethical Standards**

### **Informal Resolution (Only for Minor Professional Standards Violations)**

All are encouraged to exercise prudent judgment with minor professional standard violations. A professional standard violation is considered minor if the harm is minimal and manageable. Examples of minor violations include, but are not limited to:

- First (1st) incidence of a student being disrespectful to another student, faculty member, adjunct, or staff which does not cause harm; or
- A student exercises bad judgment in Field Practicum & Seminar which does not cause serious harm or other violations\*\*.

#### **Procedure:**

1. The individual who identified the violation must complete and submit the Academic and Professional Code of Conduct Violation Form and meet with the student(s) involved to discuss the action of concern. The form will be entered in the student(s) file for documentation and for reference in case of future violations.
2. The matter will be presented to the degree-specific Academic Affairs team in the weekly meeting. Together, the degree-specific administration (Program Managers [both Academic and Practicum\*\*], Academic Success Coaches, Academic Advisors, and Program Directors [both Academic and Practicum\*\*]) will review the information and determine next steps.
3. The first (1st) low level ethical standard violation will not count against the student(s). However, it will be kept in the student file for reference should they have another violation.

\*\*For MSW students in Practicum.

### **Possible Outcome(s) of a SASR: Professional & Ethical Standards**

- Mandatory Faculty Advising Session - A mandatory faculty advising session will be the outcome if there are minor concerns (not including violations) surrounding the NASW Code of Ethics or The TSSW Professional Standards.
- Complete an assignment or read material related to the offense - The instructor or faculty advisor may require the student to complete an assignment or read an article to reinforce concepts related to the NASW Code of Ethics or The Professional Standards.
- Complete CE, webinar, or other training - The MSW Program Administrative team may require completion of an approved CE training, webinar or other training where the student must provide a written summary of relevance to violation of professional or ethical standard.

### **Formal Resolution (Major Professional Standards Violations)**

A SASR will be called for major professional standards and ethical violations.

Examples of professional performance issues that may result in dismissal from the program include, but are not limited to:

- Professional disrespect of the personal rights and dignity of all persons, including students, faculty, supervisors, staff, and clients receiving services from the student;
- Discrimination or harassment related to race, sexual orientation, gender, religion, age;
- Violating the confidentiality of the professional relationship;
- Hostility and disrespect towards students, faculty, staff, or others affiliated with Tulane University or within a Practicum Education placement (for MSW students);
- Consistent failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships;
- Continued inability or unwillingness to demonstrate a nonjudgmental attitude;
- Unable to allow client self-determination; or
- Any other violations of the NASW Code of Ethics; violations of the policies of the Tulane University Code of Student Conduct.

### **Procedure:**

1. An Academic and Professional Code of Conduct Violation Form is submitted identifying the concern.
2. Faculty or a member of the degree-specific Program Team will meet with the student(s) involved to discuss the Professional Code of Conduct violation that delineates the reasons (evidence) detailing the violation. The instructor or other individual filing the form and student will sign it to acknowledge the discussion. If the student refuses to sign the form, the form should reflect accordingly. Signing the form is an indication that the instructor or the person filing the form and student met and discussed the violation. It is not an admission of guilt or an indication that the student agrees with the violation.
3. The Academic and Professional Code of Conduct Violation Form will be submitted to the degree-specific Program Manager along with any supporting or corroborating documentation.
4. The degree-specific Program Manager will inquire with the student to see if there is any additional information that should be brought to light to ensure that academic affairs team has all relevant information from the instructors, classmates, and/or student's vantage point.
5. The degree-specific Program Manager will present the reported violation at the weekly academic affairs team meeting.
6. Together, the degree-specific administration (Director of Program, Program Managers, Academic Advisors, and Academic Success Coaches), will discuss and recommend whether a full Academic Review is

recommended. If a formal Academic Review is recommended, the Professional Standards Review Committee may include the individual bringing forth the evidence, the degree-specific program administration (Director of Program, Assistant Director of Program, Program Manager, Academic Advisor, Academic Success Coaches), the Dean of Student Experience, and at least three (3) voting faculty members. Other committee members may include representatives from other University offices and/or program administrators from the Practicum Education Team.

7. The committee will meet 15 minutes before the student is invited to join to review the documentation relevant to the Review.
8. Once the Review Committee has heard separately from the individual filing the violation and the student, the Committee will excuse the student from the meeting to discuss the evidence and recommendations, including any performance outcomes deemed necessary to correct the behavior(s) and continue in the program. Once the discussion is concluded, the Committee will call for a vote by the voting faculty members. Note: Only the voting faculty members will have a vote. Others Committee members may give an opinion or provide information but will not have a vote in the final decision.
9. The student will then join the meeting again to discuss the outcome of the SASR.
10. The degree-specific Program Manager will complete the Review Outcome Form. The form will be circulated to the voting faculty members to confirm the information included in the form is inclusive and reflects accurately the discussion held and outcomes. The degree-specific Program Manager will send written communication of the meeting outcome in the form of an email within five to seven (5-7) business days of the date of the Review to the student's Tulane email. A certified letter will follow to the address on file in the student's Tulane record. No other written, audio, or video documentation will be provided. This communication will include the following (as applicable):
  - a. the Academic and Professional Code of Conduct Violation Form
  - b. the Review Outcome Form/Committee decision;
  - c. the re-entry plan for a student being suspended;
  - d. the date of exit from the program for a student being dismissed from the program.
  - e. Instructions to information for filing a grievance should the student contest the Committee decision, including the Grievance and Appeals Policy.

**Documentation:**

The degree-specific Program Manager or Review Coordinator will receive all relevant documentation from the instructor prior to the Review.

Documentation of all Academic Reviews and Professional Standards Review decisions where a student has been judged in violation of the Code of Academic Conduct will be maintained in the student's file in a shared MSW or MS Program folder. The record will include a copy of all documentation submitted to the Review Committee, the Review Outcome Form, and the letter to the student. The TSSW will retain a copy of the permanent record. All documentation related to the violation of the Code of Academic Conduct may be reported to the University Office of Student Affairs.

**Possible Outcome(s) of a SASR: Academic Violation**

- The TSSW has the authority to determine whether a student will be allowed to continue enrollment in their degree programs. A SASR may include but are not limited to the following outcomes:
- Creation of a Personal Success Plan;
- Mandatory advising with an Academic Success Coach.
- Academic Probation;
- Mandatory advising with an Academic Success Coach.
- Resubmit an assignment in question to receive a possible revised grade.
- Re-enroll in a course where a final grade of "C+" or below was earned. A final grade of "B" or higher must be earned in the course's re-enrollment before the student can continue with other subsequent curriculum courses. Prerequisite classes MUST be passed for a student to continue matriculate through the Program.
- Suspension for up to one (1) year/three (3) semesters;
- Be asked to participate in other activities as assigned by the committee that could include writing a graduate level paper related to matter at hand, complete a live/synchronous Continuing Education (CE) training related to matter at hand, or other as deemed appropriate by the Committee.
- Dismissal from program.

**Personal Success Plan (including but not limited to):**

- Mandatory meetings with Academic Success Coach;
- Creating a time management plan with the Academic Success Coach;
- Other developmental actions as assigned.

**Academic Probation**

- A final grade of "B-" or below will initiate a student be placed on academic probation. Final grades are posted at the end of each term;
- Any student placed on academic probation must develop a Personal Success Plan with an Academic Success Coach.
- After one (1) semester on academic probation, the student will be reassessed.
- For satisfactory completion of their Personal Success Plan, cumulative GPA, and final grades. If the student's academic performance does not meet the program requirements, a SASR may be scheduled. The outcomes of the SASR as listed above will apply.



### **Student Suspension & Dismissal**

The outcome of the SASR, as determined by The TSSW voting faculty members, becomes effective immediately. All official documentation will indicate the student as “suspended” or “dismissed”, with this status becoming effective from the date of the SASR. A SASR outcome resulting in suspension or dismissal will also require the student to immediately withdraw from all coursework, including Field Practicum & Seminar. As a result, the student must cease attending Practicum. The student will no longer accrue hours, and any earned Practicum hours prior to the SASR will not be counted toward the overall semester total.

**\*Please refer to the Practicum Educational Appendix for additional Practicum-specific related policies.**

Students have the right to file an appeal; however, they will remain in the status determined by the SASR during the appeal process. A suspension may be for a period of one (1), two (2), or three (3) terms. Details of a suspension are determined in the SASR.

### **Reapplication/Reinstatement**

Students will be eligible to reapply after one (1) calendar year. Students will reapply the same way they first applied to The TSSW. All academic and professional behavior at The TSSW and since departure from The TSSW will be factored into the admissions decision.

### **Student Accountability and Standards Review Appeal Process**

A student may appeal the decision rendered by a SASR by adhering to the following steps:

1. The student may appeal against the decision of a SASR by responding to the TSSW individual identified in the student’s outcome letter. The student’s appeal must be received, in writing, within five (5) business days of receiving the outcome letter sent via email.
2. The SASR Appellate Committee will review the request.
3. The SASR Appellate Committee determines whether or not the appeal has merit. The student will be notified of the committee’s decision in writing, and that decision will be sent to the student’s Tulane email account.
4. The student may appeal against the decision rendered by the SASR Committee by submitting a second (2<sup>nd</sup>) and final appeal to the Dean of The TSSW.

**\*\*If the student is dismissed a second (2<sup>nd</sup>) time, this dismissal is permanent and any applications to return to The TSSW will be denied.**

### **Academic Grievances**

The TSSW supports in principle and in practice the right of any student to initiate a grievance/complaint regarding grades or any other cause affecting their academic experience. This policy covers student grievances of any grade or other concerns related to the course.



### **For Course or Assignment Grade Grievances**

1. Within ten (10) business days of receiving official notice of a course grade or for any other action that affects the student's educational experience, the student should attempt to resolve the grievance by approaching the instructor who is the subject of the complaint.
2. If the student and the instructor cannot arrive at a mutually satisfactory resolution, a formal grievance should be sent by the student to the degree-specific Program Manager within ten (10) business days of receiving official notice of the course grade using the Grade Grievance and Appeal Form. To maintain the timeline of the overall processes, the student shall communicate any issues they may have while trying to connect with the instructor.
3. A Grade Grievance and Appeal Committee will be chaired by the degree-specific Director of Programs and may also include any of the following: the student, the Dean of Student Experience/Affairs, degree-specific administration (Program Manager, Academic Advisor, and Academic Success Coach), a member of the Practicum Education Team (for MSW students), and three (3) Faculty Representatives.
4. The student must appear at the meeting to provide their rationale and any supporting information. If the student does not attend the meeting within 15 minutes of the start time, the appeal will be forfeited.
5. The degree-specific Program Manager will collect the Grade Grievance and Appeal Form from the student and any written documentation from the student and instructor for the committee to review.
6. The Committee shall make a formal decision at the end of the meeting and the decision will be communicated to the student. The decision will be followed by written communication, via the Tulane University student email, within five to seven (5-7) business days following the meeting. The Committee records will contain the decision and an explanation of the grounds upon which the decision was reached. All documentation will be permanently stored in The TSSW Student File.

### **Appeal of the Grade Grievance Committee's Decision**

1. If the student is dissatisfied with the Committee's decision, the student may appeal to the Associate Dean of Academic Affairs (or the Dean in lieu of) within five (5) business days of receiving the decision.
2. In the appeal to the Associate Dean of Academic Affairs (or the Dean in lieu of), the student should provide a written statement explaining their rationale and details as to why they disagree with the committee's decision. The primary purpose of the appeal at this level is to enable the student to demonstrate that one (1) of the following may have occurred during these proceedings:
  - A sanction is grossly disproportionate to the offense.
  - Specified procedural error, or errors, in the interpretation of University regulations are so substantial as to deny the charged student a fair hearing.
  - New and significant evidence appears which could not have been discovered by a student before or during the original hearing.

- Evidence appears to suggest that the finding was arbitrary and capricious.
  - An arbitrary and capricious finding would be one not supported by any evidence.
3. The Associate Dean of Academic Affairs (or the Dean in lieu of) will notify the degree-specific Director of Programs and Program Manager, and the student in writing of their decision. The Director of Programs will notify the committee of the Associate Dean's (or the Dean in lieu of) decision.

### **Appeal of the Associate Dean's Grade Appeal Decision**

1. If the student is dissatisfied with the Associate Dean of Academic Affairs (or the Dean in lieu of) decision, the student may appeal to the Dean within five (5) business days of receiving the decision.
2. In the appeal to the Dean, the student should provide a written statement explaining their rationale and details as to why they disagree with the committee's decision. The primary purpose of the appeal at this level is to enable the student to demonstrate that one (1) of the following may have occurred during these proceedings:
  - A sanction is grossly disproportionate to the offense.
  - Specified procedural errors or errors in the interpretation of university regulations are so substantial as to deny the charged student a fair hearing.
  - New and significant evidence appears which could not have been discovered by a student before or during the original hearing.
  - Evidence appears to suggest that the finding was arbitrary and capricious.
  - An arbitrary and capricious finding would be one not supported by any evidence.
3. The Dean will seek to settle the matter within five (5) business days and shall notify the Associate Dean of Academic Affairs (or the Dean in lieu of), and the student in writing of their decision. The Dean will notify the Associate Dean of Academic Affairs, The degree-specific Director of Programs and Program Manager, and the student in writing of their decision.

### **Student Appeal of Dean's Grade Appeal Decision**

If the student is dissatisfied with the Dean's ruling, the student may file, within five (5) business days of receiving the Dean's decision, a written appeal with the Tulane University Senate Committee on Academic Rights, Freedom, and Responsibilities of Students. The student should contact the Assistant Vice President & Dean of Students, Student Resources, and Support Services.

### **Instructor Appeal of the Grade Appeal**

If the instructor believes that their academic freedom or academic responsibilities Faculty Grievance Committee of the School. No grade may be changed, or final action taken until the instructor's appeal process has been completed.

### **Student Appeal of Dean's Appeal Decision**

If the student is dissatisfied with the Dean's ruling, the student may file within five (5) business days of receiving the Dean's decision, a written appeal. Per the Office of Graduate and Postdoctoral Studies (OGPS), if the student is not satisfied with the decision reached by the school, they may appeal to the provost or the provost's designee.

The Provost's Office or their designee will review the appeal and the decisions made by the department and school and return a decision within five (5) business days. The decision of the Provost's Office is final.

If faculty member who requested the student be brought to a SASR believes that his or her academic freedom or academic responsibilities have been affected by the Dean's ruling, the faculty member may appeal to the Faculty Grievance Committee of the School. The faculty member's appeal must be made within ten (10) business days of the action provoking the appeal. If the faculty member is dissatisfied with the committee of peers' decision regarding his or her academic freedom or responsibilities, the teacher may appeal to the Senate Committee on Faculty Tenure, Freedom, and Responsibility. That appeal also must be made within ten (10) business days of the action provoking it. No review decision may be changed until the teacher's appeal process has been completed.

If the faculty who requested the student be brought to review believes that his or her academic freedom or academic responsibilities have been affected by the ruling of the Senate Committee on Academic Rights, Freedom and Responsibilities of Students, the matter shall be referred to the Senate Committee on Faculty Tenure, Freedom, and Responsibility.

In cases of conflict regarding the decision of the divisional peer committee and the Senate Committee on Academic Freedom and Responsibility of Students, the matter shall be referred to the Senate Committee on Faculty Tenure, Freedom, and Responsibility. In cases of conflict regarding the decisions of the Senate Committee on Faculty, Tenure, Freedom, and Responsibility and either of the other committees stemming from the deliberations described above or in this item, the committees at odds shall meet jointly to discuss the issue. The ultimate findings of the two (2) committees shall be forwarded to the President of the University within 10 business days. All non-academic concerns may be reported to the University Office of Student Affairs.

## **VII. Leave of Absence, Medical Withdrawal / Leave & Personal Leave**

### **Leave of Absence**

A Leave of Absence (LOA) may be requested by a student before the next term begins in the academic calendar. An LOA implies the student is planning to return to The TSSW at a predetermined date. During a LOA, a student does not attend Practicum Education Placement.

The maximum amount of time for a LOA is one (1) calendar year. If a student takes a LOA and re-enters within one (1) calendar year, the student must follow the procedures below.

#### **Procedures:**

1. An email message must be sent to a degree-specific Program Manager and Academic Advisor outlining general reasons for requesting an LOA.

A doctor's statement is not necessary for an LOA. If a student does not inform a degree-specific Program Manager and Academic Advisor of their intentions to take an LOA from The TSSW, they will be in violation of TSSW's Enrollment Policy.

2. If applicable, the student should contact their financial aid counselor to discuss how a LOA may affect financial aid.
3. If the student is registered in courses for the upcoming semester, the student must remove the courses from their schedule.
4. For Practicum Education courses, the student should contact the Practicum Education Team and alert them of the impending LOA for guidance.

### **Returning to Tulane - Deadlines for Submitting Documentation**

The deadline to petition to return from a LOA, will be stated in the "Return to TSSW" email sent by a degree-specific Program Manager or Academic Advisor.

### **Next Steps and Re-entering The TSSW within One (1) Year**

The student must respond to "The Return to TSSW" email that will be sent from a degree-specific Program Manager or Academic Advisor. This email will be sent to all students once on a LOA and to the student's Tulane email. The student must read and follow the directions outlined in "the "Return to TSSW" email and adhere to the deadlines outlined. The student must attend the live orientation for the semester they intend to return.

The student must complete the APA mini-course, and Asynchronous Orientation for the semester they intend to return.

### **Re-entry After One (1) Year:**

1. If the student wishes to return after one (1) year or more, the student must re-apply to the program.
2. Faculty will review all students who reapply to a TSSW degree program.
3. If readmission is granted after one (1) year, the student's previous credits are usually counted. However, the student may be required to take additional credits if major curricular changes have occurred, or admission policies or other requirements have significantly changed.
4. No credits can be counted after seven (7) years to ensure that current practice information is learned.
5. Each case will be considered carefully by the Dean, Associate Dean of Academic Affairs and The Office of Admissions to assure integrity of the student's education for beginning professional social work.

### **Withdrawal: Voluntary**

In the event a student must withdraw from all currently enrolled courses and pursue a Voluntary Withdrawal "VW", the student must contact their degree-specific Program Manager and Academic Advisor to discuss what a VW entails and how this will impact their respective curriculum path, Practicum placement and date of degree completion. Students must also consult with the Office of Financial Aid to discuss how a VW may affect their financial aid award, if applicable. The TSSW will adhere to the dates identified in The TSSW Academic Calendar to determine the grade

reflected on the student's transcript. Based on dates within The TSSW Academic Calendar for each individual term, students will receive a grade of Withdrawal/without academic penalty "W" if the withdrawal occurs after the last day to receive a 25% tuition refund until the last day identified on the academic calendar as the last day to withdraw without academic penalty. Withdrawals "W" initiated after the last day to withdraw without academic penalty will result in a grade of Withdraw/Fail "WF" reflected on the transcript. It is the responsibility of the student to familiarize themselves with the dates identified on TSSW's Academic Calendar.

**Procedures:**

1. An email message must be sent to a degree-specific Program Manager and Academic Advisor outlining general reasons for requesting a Voluntary Withdrawal "VW". A doctor's statement is not necessary for a Voluntary Withdrawal "VW". If a student does not inform a degree-specific Program Manager and Academic Advisor of their intentions to take a Voluntary Withdrawal "VW" from The TSSW, they will violate TSSW's Continuous Enrollment Policy.
2. If applicable, the student should contact their financial aid counselor to discuss how a Withdrawal may affect financial aid.
3. If the student is registered in courses for the upcoming semester, the student must remove the courses from their schedule.
4. For Practicum Education courses, the student should contact the Practicum Education Team and alert them of the impending Withdrawal.

**Returning to Tulane - Deadlines for Submitting Documentation**

The deadline to petition to return from a Withdrawal will be stated in the "Return to TSSW" email sent by a degree-specific Program Manager or Academic Advisor.

**Next Steps and Re-entering The TSSW within One (1) Year:**

- The student must respond to "The Return to TSSW" email that will be sent from a degree-specific Program Manager or Academic Advisor. This email will be sent to all students once on Withdrawal and to the student's Tulane email.
- The student must read and follow the directions outlined in the "Return to TSSW" email and adhere to the deadline outlined.
- The student must attend the live orientation for the semester they intend to return.
- The student must complete the APA mini-course, and Asynchronous Orientation for the semester they intend to return.

**To re-enter after one (1) year:**

1. If the student wishes to return after one (1) year or more, the student must re-apply to the program.
2. The faculty will review all students who reapply to a TSSW degree program.
3. If readmission is granted after one (1) year, the student's previous credits are usually counted. However, the student may be required to take additional credits if major curricular changes have occurred, or admission policies or other requirements have significantly changed.

4. No credits can be counted after seven (7) years to ensure that current practice information is learned.

### **Withdrawal: Medical Leaves and Medical Withdrawals**

Students may experience physical, psychological, and substance use conditions that may significantly impact their ability to complete their academic pursuits. During such circumstances, a Medical Withdrawal and LOA from the University provides the student with an opportunity to remain a matriculated student while also allowing time away for appropriate treatment and recovery. A Medical Withdrawal may occur in situations of acute or chronic psychosocial stress or physical illness that significantly impairs the student's ability to meet academic and professional requirements. It is given only when a student is withdrawing from all classes.

The maximum time for a Medical Withdrawal is one (1) year. Beyond the one (1)-year deadline, the student must re-apply to The TSSW to continue their studies. Medical Withdrawals, Medical Leaves, and returns are initiated through Tulane University Case Management & Victim Support Services (CMVSS), website: <https://cmvss.tulane.edu/>. Also, any student who chooses to pursue a Medical Withdrawal or Medical Leave cannot enroll in TSSW courses for at least one (1) semester.

Lastly, any student whose Medical Withdrawal or Leave has been approved must adhere to the established TSSW deadlines to resume their studies.

For MSW students, Practicum hours accrued during the term when a Medical Leave is taken will not be counted toward the total count of Practicum Education hours required for the degree.

### **Returning to Tulane - Deadlines for Submitting Documentation**

A student's return to The TSSW following a Medical Withdrawal /Medical Leave will be discussed with the degree-specific Program Manager only after a student has been cleared to return to The TSSW by Tulane University's CMVSS.

#### **Next Steps:**

- Once the student has been cleared by CMVSS to return to The TSSW, they must contact the degree-specific Academic Advisor and Program Manager to discuss next steps.
- The student must attend the live orientation for the semester they intend to return.
- The student must complete the APA mini-course, and the Asynchronous Orientation for the semester they intend to return to TSSW.

#### **To re-enter within one (1) year:**

A return to The TSSW will solely depend on CMVSS and The TSSW will respond accordingly.

1. If the student wishes to return after one (1) year or more, the student must re-apply to the program.
2. Faculty will review all students who reapply to a TSSW degree program.
3. If readmission is granted after one (1) year, the student's previous credits are usually counted. However, the student may be required to take additional credits if

- major curricular changes have occurred, or admission policies or other requirements have significantly changed.
4. No credits can be counted after seven (7) years to ensure that current practice information is learned.

Each case will be considered carefully by the Faculty Reapplication Committee to assure integrity of the student's education for beginning professional social work.

## **VIII. Student Ambassadors**

Specific to the MSW and MS degree programs: If and when they become available, students are eligible to apply for a Student Ambassador position. To apply, students must be in good academic standing.

## **IX. Teaching Assistant/Graduate Assistant**

If and when they become available, students may apply to work as a Teaching or Graduate Assistant. The applicant must have completed their first (1<sup>st</sup>) semester and maintained good academic standing with the school. Part-time students must have successfully completed their second (2<sup>nd</sup>) semester at The TSSW and be in good standing with the school.

## **X. Graduation Requirements and Ceremonies**

### **Certification of Degree**

MSW, MS, and DSW degrees will not be certified for conferral until/unless all degree requirements are met for the specified degree.

Certification of a degree refers to the process by which the specific degree requirements are confirmed, and the degree is certified through the Tulane University Registrar.

A student must complete an "Application for Degree" through the student's Gibson page by the communicated deadlines for each term. The Academic Affairs Team for the identified degree program will review the students' records to assure that all credit hours, curriculum requirements, and minimum cumulative GPA of 3.00 are completed, with no grade of Incomplete "I" pending. For a student to receive their diploma and/or final transcript, all University holds must be cleared. Students must work directly with the appropriate office to address any issues related to a University hold.

### **Graduation:**

Graduation refers to the commencement ceremony that celebrates the successful completion of degree requirements. All details surrounding graduation ceremonies are posted on The TSSW website.

## **XI. Student Affairs**

### **Student Government Association**

The Student Government Association (SGA) represents the concerns and needs of TSSW degree-seeking students to the school's administration. The SGA at The TSSW is the official voice of all graduate and professional students at The TSSW. The fundamental values of the social work profession, expressing the worth, dignity, and uniqueness indigenous to all persons as well as their rights and opportunities, shall be reflected in the expression of the actions of the organization.

The SGA is committed to supporting student development in all systems; promote understanding among students, faculty, administration and alumni; maintain professional standards and ethics; and ensure to the best of its ability the inclusion of all of the student body including full-time students, part-time students, online students; masters or doctoral level students, advanced standing students, social work students, Disaster Resilience Leadership Academy (DRLA) students, and transfer students for any and all degree-seeking programs.

The TSSW SGA is affiliated with the Associated Student Body (ASB) of Tulane University. All students enrolled at The TSSW are eligible for membership in the SGA. All students enrolled in a degree-seeking course of study at The TSSW are considered members of the SGA and encouraged to participate in meetings and/or events. There are no fees required as part of the membership of The TSSW SGA.

The TSSW student body is also a member of The Graduate and Professional Student Association (GAPSA). GAPSA is the unifying body of the graduate and professional divisions of Tulane University. GAPSA develops and furthers the scholastic, professional, social, and public service interests of all graduate and professional students by promoting an understanding amongst students, faculty, and administrators. For more information on GAPSA: <https://gapsa.tulane.edu/>

### **Discrimination**

If there is a suggestion of discrimination of race, gender, sexual orientation, religion, disability, age, etc., the situation must be immediately referred to the Tulane Office of Institutional Equity (OIE). For more information, please see the Student Affairs Non- Discrimination Policy. <https://hr.tulane.edu/institutional-equity>

Student Affairs at The TSSW is committed to supporting and enhancing the academic experience by facilitating student success, connecting students to opportunities for personal growth, and by providing students with essential skills that allow them to excel as they move through and beyond Tulane.

### **Federal Education Rights and Privacy Act**

Tulane University complies with the provision of the Family Education Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), which was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data.



FERPA affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day 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 arrange 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.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official who was responsible for the record request, clearly identify 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 the student's right to an appeal.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One (1) exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibility. Upon request of a post-secondary institution, Tulane discloses education records without the student's consent to officials of another school in which a student seeks to enroll. Tulane will try to notify the student of the records request.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tulane to comply with the requirements of FERPA.** The name and address of the office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue  
SW Washington, DC

For more information on FERPA:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **Institutional Equity**

Institutional Equity is dedicated to advancing Tulane's commitment to fair and equitable treatment of all members of the university community in employment and educational opportunities by providing consultative, investigative, and educational services. Increasing diversity on campus and maintaining a harassment-free environment are our top priorities.

We have embarked upon a transformational journey to establish a new approach to fostering a diverse and inclusive community for all Tulanians. We will accomplish this through innovative educational programs, by introducing a conflict resolution program, as well as offering a higher level of services we continuously improve the processes that promote diversity and help ensure our environment is discrimination, harassment, and retaliation free.

If at any point, there is a suggestion of discrimination of race, gender, sexual orientation, religion, or any form of harassment or retaliation connected to these issues, the situation must be immediately referred to the Office of Institutional Equity.

The Institutional Equity Team is dedicated to ensuring that the Tulane community is discrimination, harassment, and retaliation free. Tulane enforces a robust policy prohibiting discrimination, harassment, or retaliation. Students, staff, and faculty are strongly encouraged to promptly report concerns or allegations of discrimination, harassment, and/or retaliation so that appropriate action can be taken to address the concern. When a concern is reported, it is thoroughly investigated. For more information regarding Tulane's Office of Institutional Equity, please contact (504) 862-8083.

## **Goldman Center for Accessibility**

It is the policy and practice of Tulane University to comply with the Americans with Disabilities Act (ADA) (Pub. L. No. 101-336), Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112, § 504, as amended), and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Tulane University. For more information: <https://www.ada.gov/>

Tulane University School of Social Work is committed to providing accessible, reasonable accommodations and supportive teaching and learning environment. All students requesting accommodations are required to contact the Goldman Office of Accessibility.

The center is committed to providing equal access and a friendly environment for all who study and work at Tulane University. Through a collaborative relationship, reasonable modifications to the academic or work environment accommodations can be offered.

## **Title IX**

Tulane University is committed to a policy of compliance with Federal laws and regulations administered by Title IX which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

For more information regarding Title IX support and reporting policies within the university, Phone: (504) 865-5611.

### **Case Management and Victim Support Services**

Tulane's Office of Case Management and Victim Support Services offers problem resolution services, case management services, victim support services, referral services, coordination, and follow-up during and after hospitalization and/or medical leave of absence, and crisis management and resolution.

For after-hour support, the Division of Student Affairs has a crisis line with professionals on call for urgent situations and can be reached by calling or texting the Line (504) 264-6074.

For 24/7 Student Resources and Support Services: (504) 902-9900.

### **Emergency Reporting**

Tulane requires prompt notification to the University of student emergencies on campus or abroad, which can be made by Tulane faculty, staff or students. Please report all student emergencies or issues to <https://tulane.edu/emergency>.

Other helpful numbers:

Student Concerns: 504 314-2160

Center for Academic Equity: 504-314-7571

TUPD: 988-5555 (downtown)

## **XII. Phi Alpha**

Phi Alpha is a Social Work honors society. The Phi Alpha Honor Society information will be shared with students, and students make an individual choice to participate. Students can also find information on this process on the Phi Alpha [website](#).

## **XIII. Institutional Review Board (IRB)**

"The primary goal of the Tulane University Human Research Protection Office is to balance the protection of human subjects while promoting and facilitating the research enterprise, and to maintain an open and cooperative relationship with the research community."  
(<https://research.tulane.edu/hrpo>).

## **XIV. Practicum Education Appendix – see attached**

## **XV. DSW Student Handbook Appendix – see attached**