GRADUATE FACULTY AND STUDENT HANDBOOK

School of Social Welfare
University at Albany
State University of New York

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August 2012
School of Social Welfare
University at Albany
State University of New York

Vision Statement
The School of Social Welfare seeks to expand its national and international leadership by virtue of:

- Ever increasing its excellence in research and scholarship, teaching and learning, and professional service;
- Broadening its achievements related to multiple kinds of collaboration and community partnerships;
- Deepening its ability act strategically in relation to rapid and dramatic social change; and
- Furthering its reliance on systematic and planful organizational and programmatic assessment and evaluation for mutual learning, improvement, innovation and knowledge development.

Mission Statement
“In keeping with Social Work’s historic and enduring commitments, the mission of the School of Social Welfare is to further social and economic justice and to serve people who are vulnerable, marginalized or oppressed. This mission is implemented through education, knowledge development, and service that promotes leadership for evidence-based social work with a global perspective.”
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THE SCHOOL AND THE DOWNTOWN CAMPUS

The School of Social Welfare is located in Richardson Hall on the downtown campus of The University at Albany. The downtown campus is the home of The School of Social Welfare, The Rockefeller College of Public Affairs and Policy, The School of Criminal Justice, and The College of Computing and Information. The address is 135 Western Avenue, Albany, NY 12222.

All graduate social welfare courses are held on the downtown campus, primarily in Husted Hall. Faculty offices are located on the first two floors of Richardson Hall. Faculty mailboxes (good for leaving messages) are located on the first floor of Richardson.

Parking. Parking is available on the downtown campus but at a premium during peak hours. All students who wish to park on campus must register their cars. Decals are sold at the Parking and Mass Transit Building (442-3121), located on the uptown campus at Center East Drive between the Chemistry Building and Indian Quad commons area. For your convenience, parking spaces are available in front of the building while conducting business in the Parking and Mass Transit Building. A map of the uptown campus is available from www.albany.edu/maps/uptown_map.html

WARNING: Parking in a campus lot without a decal may result in a ticket or towing.

Student Lounge and "Mailboxes." A student lounge is located in the basement of Richardson Hall, Room 003. The lounge holds the student mail folders in the file cabinets. This room has a refrigerator, microwave, water cooler, and coffee pot for your use as well as postings on bulletin boards that include apartment and job listings.

Thomas E. Dewey Graduate Library for Public Affairs & Policy. Downtown Campus. The Social Work collection is housed in Dewey Library. Speak with Elaine Lasada Bergman, bibliographer, for special needs and tours. Located near the Reference Desk is an information rack with many useful items including a Guide to Collections and Services. For locating bibliographic information, check with library staff about how to do computer searches, or attend one of the classes offered throughout the semester by the library. Note: Materials can be sent from the main library and may also be obtained from other SUNY schools. General information: 442-3600; Circulation: 442-3693; Reference: 442-3691.

Main University Library & Science Library. Uptown campus. You may need to visit the Main Library or the new Science Library, which houses half a million volumes, to get journals in related disciplines such as psychology or education, or to obtain reserve materials for courses taught uptown. Ask for helpful documents such as "Self-Guided Tour of the Library", "How to Locate", "Statistics", "Speeches", etc.

All library resources are on a computer system. You may visit http://library.albany.edu to search the catalog of library resources.

UA library: hours of operation: 442-3600; Circulation: 442-3569; Reference Services: 442-3553
The Writing Center – Humanities Building 140
To make an appointment please call 518-442-4061.
The Writing Center exists to assist both students and faculty with academic writing across the disciplines. It provides assistance for writers producing essays for graduate school admissions, resumes, and creative works. In addition to the presentations and tutorials that comprise the bulk of our work, the Writing Center staff offers its expertise to faculty who would like opportunities to talk about teaching Writing Intensive courses and/or designing writing assignments. Writers/students work with tutors in one-to-one sessions, typically 30-60 minutes in length. Writers are served on both a walk-in and appointment basis. (Making appointments is recommended due to the availability of tutors, benefits of making your own schedule - such as selecting the same tutor you worked with last time - and planning sessions around assignment deadlines.)

U Albany Bus Service. The University bus system provides transportation between the downtown and uptown campuses, CESTM, Eagle Street (the Empire State Plaza), and the School of Public Health at the East Campus. Eastbound (toward downtown) from the uptown campus includes 10 stops along Washington Avenue, and westbound along Western Avenue. For graduate students to ride the bus, a valid SUNY Card is necessary. Service is frequent, Monday through Friday from 6:45 am to 6:30 pm. Students with SUNY Cards can ride the public bus system (CDTA) for free on all routes that begin in Albany, Schenectady, or Troy. However, they must swipe their SUNY ID card. For more information and bus schedules see the Parking and Mass Transit Services website: http://www.albany.edu/pmts/. Mass Transit Services can be reached by phone at 442-3421.

Star Bus Transportation (CDTA). For the disabled, special routing is available by reservation for a small fee per ride. Contact the Disability Resource Center at 442-5490 for further information.

On-Campus Food Service. The Downtown Cafe is located on the 1st floor of Husted Hall. Vending machines are located on the first floors of Richardson, Husted Halls, and the 1st and 3rd floors of Draper.
SELECTED UNIVERSITY PHONE NUMBERS

Emergencies

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>911</td>
</tr>
<tr>
<td>University Police Dispatch</td>
<td>442-3131</td>
</tr>
<tr>
<td>Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>University Police (Non-Emergency)</td>
<td>442-3130</td>
</tr>
</tbody>
</table>

School of Social Welfare

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office</td>
<td>442-5324</td>
</tr>
<tr>
<td>Associate Dean of Academic Programs</td>
<td>442-5322</td>
</tr>
<tr>
<td>Field Education Office</td>
<td>442-5321</td>
</tr>
<tr>
<td>Help Desk</td>
<td>442-5320</td>
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</tbody>
</table>

University Switchboard

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Store (Barnes &amp; Noble)</td>
<td>442-5690</td>
</tr>
<tr>
<td>Bursar</td>
<td>442-3220</td>
</tr>
<tr>
<td>Career Services</td>
<td>437-4900</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>442-5490</td>
</tr>
<tr>
<td>Diversity and Affirmative Action Office</td>
<td>956-8110</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>442-3202</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>442-3980</td>
</tr>
<tr>
<td>Health Center</td>
<td>442-5454</td>
</tr>
<tr>
<td>Library (Dewey - Downtown) Circulation</td>
<td>442-3693</td>
</tr>
<tr>
<td>Library (Main) Circulation Reference</td>
<td>442-3691</td>
</tr>
<tr>
<td>Library (Science) Circulation</td>
<td>437-3948</td>
</tr>
<tr>
<td>Library (Science) Circulation</td>
<td>437-3945</td>
</tr>
<tr>
<td>Middle Earth Crisis Hotline</td>
<td>442-5777</td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td>442-5875</td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td>442-5875</td>
</tr>
<tr>
<td>Parking</td>
<td>442-3121</td>
</tr>
<tr>
<td>Psychological Service Center</td>
<td>442-4900</td>
</tr>
<tr>
<td>Registrar</td>
<td>442-5540</td>
</tr>
<tr>
<td>Student Involvement</td>
<td>442-5566</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>442-3202</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>442-5800</td>
</tr>
</tbody>
</table>
ORGANIZATIONS

Social Welfare Student Association (SWSA). The Student Association includes both undergraduate and graduate students at the School of Social Welfare. Periodically, the association sponsors colloquia, support groups, and social events. Additionally, it serves as a channel of communication to the school's administration and faculty. The association holds elections for its leadership positions as well as designation of student representatives to faculty standing committees.

The Association of Minority Affairs. AMA addresses issues of interest to persons of color. Recent activities have included lectures, support groups, and recruitment activities. There is no official office for AMA, but you can check out the board in the student lounge for upcoming events and meetings.

Committee Membership. Student representatives are encouraged to participate on the school's standing committees. These committees form a central part of the school's governance structure and student representation is key. Student representatives participate on the following standing committees: Undergraduate Program, MSW Program, Doctoral Program Committee, and Committee on Standards for Social Work Education.

NASW – National Association of Social Workers. NASW is the national organization for professional social workers. Many faculty members are active participants in NASW and students are encouraged to join. As a student, you'll receive a discount on the membership fee (which includes the journal Social Work) as well as a reduced rate for 2 years following graduation. You can apply online at http://www.socialworkers.org. The New York State Chapter Offices are located at 188 Washington Avenue, Albany (518/463-4741).

Association of Black Social Workers (ABSW). The Association for Black Social Workers is dedicated to improving the social and health conditions of the Black community. While the mission of the organization is to enhance the quality of life and empower people of African ancestry through advocacy, human services delivery, and research, the further mission of ABSW is to be inclusive, extend membership, and solicit involvement from ALL students in the School of Social Welfare, regardless of race or ethnicity. We hope to create strong alliances across racial lines, in dedication to working for and with the black community.

Social Workers Advocating Respect & Equality for LGBTQQI Communities (SWARE). The SWARE organization is dedicated to:

- Foster communication, collaboration, promote networking, and to create a safe space on campus for social work students and faculty members to discuss lesbian, gay, bisexual and transgender issues through professional and social activities.
- Create a network of faculty, staff, students, alumni and other social work allies connected to the School of Social Welfare with the goal of exploring the needs and resources of LGBTQQI people.
- To promote diversity and fight for equality, as aligned within the principles and mission of the NASW code of ethics.
ACADEMIC ADVISEMENT

Early in their first semester, students are assigned an academic advisor from among the faculty. The academic advisor is responsible for assisting students in the development of their academic programs. Students and academic advisors are required to communicate at least once each semester, prior to registration. To facilitate these meetings, it is suggested that the student and advisor review the student's academic advisement worksheet to ensure a sound educational program in compliance with University and School requirements.

Students who are experiencing difficulties that interfere with their ability to perform in graduate school should meet with their academic advisors as often as necessary. Academic advisors often have good ideas for adjusting course load or study arrangements, which may help avoid unsatisfactory academic performance. If a student experiences academic or field difficulties in the course of the program, the academic advisor will be informed automatically and may be involved in working out a special program for the student.

Issues regarding exceptions to academic policies should be referred by the academic advisor to the Associate Dean of Academic Programs.

If you wish, you may change academic advisors by having the desired new advisor sign a “Permission to Change Academic Advisor” form which is available on the rack outside RI 117.

FIELD ADVISEMENT

Students must apply in advance to enter field in accord with their degree program, and should monitor the MSW listserv for updates regarding field (applications and other key information can be found on the School’s website via the MSW page by clicking on “Field Education”). Once in field, students are assigned a “faculty field liaison”. The faculty field liaison is the student’s consultant on matters pertaining to field, especially if difficulties are encountered, and students will be provided contact information for their liaison once in field.
ACADEMIC POLICIES

University Requirements. The University and the School have established regulations governing graduate study. The University policies are discussed completely in the Graduate Bulletin. Students are expected to familiarize themselves with these policies, which are available on the Internet at http://www.albany.edu/graduatebulletin.

Graduate students are personally responsible for completing all requirements established for their degree by the University, college and department. It is the students' responsibility to inform themselves of these requirements. Students' advisors may not assume these responsibilities, and the advisors may not substitute, waive, or exempt students from any established requirement or academic standard (Graduate Bulletin). All students should read the sections of the Graduate Bulletin on Academic Standards and Registration Policies and Procedures.

Forms for University Procedures such as Transfer of Credit applications are available in the Forms rack outside Richardson 117 or online at www.albany.edu/gradstudies/forms.shtml. Degree award applications should be submitted via the MyUAlbany web portal at the beginning of the anticipated degree award semester within the time parameters set within the academic calendar for that term.

M.S.W. ACADEMIC STANDARDS AND PROCEDURES

The School of Social Welfare has additional policies that supplement the University regulations. The School of Social Welfare’s procedures for grievances, readmissions, and violations of the School of Social Welfare Standards for Social Work Education are being updated. The updated procedures will be provided to students at the earliest possible time. The School of Social Welfare Standards for Social Work Education (provided in this handbook) outline the professional and ethical expectations of students’ behavior. Inquires about the School of Social Works’ procedures for grievances or the Standards for Social Work Education should be directed to the Associate Dean’s office. The University’s regulations for grievances and reinstatement are provided as an appendix in this handbook.

In order to graduate, students of the School of Social Welfare must have a grade point average of B (3.00) or better. At all times, students must act in accordance with the ethical standards outlined in the Standards for Social Work Education by Students at the School of Social Welfare. Conduct considered unethical by these standards is grounds for dismissal.

Students should be aware that some states restrict or deny professional licensure for persons with a felony conviction, misdemeanor conviction, or action taken against them by a professional organization. If you have such a situation, you may wish to consult with your state’s licensing board before continuing study toward a social work degree.
Policy Regarding Academic Credit for Life or Work Experience

The MSW program at the School of Social Welfare, University at Albany, State University of New York is accredited with the Council on Social Work Education (CSWE). Following CSWE policy, 3.2.5., the program has a written policy indicating that it does not grant social work course credit for life experience or previous work experience.

**Accreditation Standard 3.2.5** – The program submits a written policy indicating that it does not grant social work course credit for life experience or previous work experience. The program documents how it informs applicants and other constituents of this policy.
SCHOOL OF SOCIAL WELFARE STANDARDS FOR SOCIAL WORK EDUCATION

Introduction

All students are expected to meet and maintain the academic standards established by the School of Social Welfare. The academic standards established by the School of Social Welfare are comprised of expectations regarding both scholastic performance and professional behavior. Students are expected to meet and maintain these standards in the classroom, in field, and in other contexts where the student is acting as a social worker or social work student. Adherence to these standards will be the basis upon which students will be evaluated by faculty, including field instructors, responsible for evaluating student performance in the classroom and field. Meeting the criteria for scholastic performance is necessary but is not the sole measure to ensure continued enrollment in a program. Students must also demonstrate professional competency and an understanding of and a commitment to the values and ethics of the social work profession. Advancement through the program is a privilege, not a right.

The School of Social Welfare evaluates the academic performance of its students in four core areas: Basic Skills Necessary to Acquire Professional Competence; Coping Skills; Professional Performance Skills; and Scholastic Performance.

Criteria for Evaluating Academic Performance

1. **Basic Skills Necessary to Attain Professional Competence**
   
   **Communication Skills**
   The social work student must demonstrate sufficient written and oral skills to:
   - Communicate ideas and feelings clearly, effectively and sensitively with other students, faculty, staff, clients and professionals
   - Understand and articulate the content presented in the program and to complete adequately all written and oral assignments
   - Demonstrate a willingness and ability to listen to others.

   **Interpersonal Skills**
   The social work student must demonstrate interpersonal skills to relate effectively with other students, faculty, staff, clients and professionals. These include flexibility, empathy, nonjudgmental attitude, respect, and the abilities to listen, communicate and negotiate.

   **Cognitive Skills**
   The social work student must demonstrate sufficient knowledge of social work and clarity of thinking to process information and apply it to situations in the classroom and field and other professional situations. The student must demonstrate the ability to conceptualize and integrate knowledge and apply that knowledge to social work practice.

   **Appreciation of Diversity**
   Social work practice requires understanding, affirmation and respect of another individual’s way of life and values. The social work student must demonstrate respect and sensitivity toward other
students, faculty, staff, clients and professionals and others who are different from him/herself regardless of the person’s age, class, color, culture, disability, ethnicity, family structure, gender, race, religion, marital status, national origin, sexual orientation, or value system.

2. **Coping Skills Necessary for Performance in the Program and Professional Practice**

   The social work student must demonstrate the capacity to interact positively and effectively with other students, faculty, staff, clients and professionals at all times and to execute sound judgment and performance in the program. The student must demonstrate appropriate coping skills in the face of personal or other circumstances, including seeking counseling or other sources of support and assistance, to ensure that such circumstances do not:

   - compromise academic performance
   - interfere with professional judgment and behavior
   - jeopardize the best interests of those to whom the social work student has a professional responsibility

3. **Professional Performance Skills Necessary for Work with Clients and Professional Practice**

   **Professional Commitment**
   
   The social work student must demonstrate a strong commitment to further social and economic justice and to serve persons who are vulnerable, marginalized or oppressed.

   **Professional Conduct**
   
   The social work student must act professionally and responsibly in matters of punctuality, attendance, appearance and presentation of self.

   The social work student must be able to advocate for her/himself in an appropriate and responsible manner. The student must be able to receive and accept feedback and supervision and apply such feedback to enhance professional development and self-awareness. The student must demonstrate the capacity to recognize and maintain appropriate personal and professional boundaries and appropriately use self-disclosure.

   **Self-awareness**
   
   Self-awareness is a key component of social work practice. The social work student must be aware of how his or her values, attitudes, beliefs, emotions and past experiences affect his or her thinking, behavior and relationships with other students, faculty, staff, clients and professionals, including those in authority. The student must be able to accurately assess his or her own strengths, limitations, and suitability for professional practice. The student must be able to examine and appropriately modify his or her behavior when it interferes with his or her professional work.

   **Ethical Obligations**
   
   The behavior of the social work student must adhere to the ethical expectations and obligations of professional practice as delineated in the National Association of Social Workers (NASW) Code of Ethics.
4. Scholastic Performance

Undergraduate Students
Undergraduate social welfare majors must meet the academic standards defined in the Undergraduate Social Welfare Program Student.

Graduate Students
MSW students must meet the academic standards defined in the Graduate Faculty and Student Handbook.

CONTINUATION OF REGISTRATION

1. Students not maintaining an average of B or better, overall, or in the most recently completed term, shall be informed that their academic record will be reviewed and a recommendation be made to the Graduate School with regard to their continued enrollment. The recommendation may be continuation, continuation with restrictions on registration, or termination.

2. Students who receive 2 or more grades of D or lower during their MSW program will be recommended for termination.

3. Students are expected to maintain an average of B (3.0) or better. If a student falls below this expectation, he or she may be given one semester to bring the average up to at least 3.0. If the student does not increase the average to 3.0, recommendations for continuation with restrictions on registration or termination may be made.

4. No student will be recommended for continuation if
   a) After attempting 28 credits, the overall grade point average is at or below 2.75.
   b) After attempting 44 credits, the overall grade point average is at or below 2.85.

5. In keeping with the regulations of the graduate school, a student receiving a grade of “U” in the field practicum will be terminated immediately.

6. A student who violates the Standards can be recommended for termination. (See The Graduate Student and Faculty Handbook section entitled “School of Social Welfare Standards for Social Work Education.”)

7. Former students who have been terminated may petition for reinstatement with the School of Social Welfare or with the Graduate Academic Council.
LIMITATIONS ON STUDENT PROGRAM

I. Probationary Status

a. In keeping with the expectation of the graduate school that independent study is more demanding than regular course-work, no credits may be earned in independent study while a student is on probationary status.

b. A student allowed to register on a probationary status will be subject to all rules and regulations of the graduate school concerning students with cumulative grade point averages of less than 3.00. It is the responsibility of the student to know and follow these rules and requirements which are published in the University Bulletin.

II. Incompletes

a. A student receiving a grade of "I" in a course may not register for courses requiring the incomplete course until the "I" grade is made up.

b. Students receiving "I" grades shall follow the table below in registering for courses in subsequent semesters:

<table>
<thead>
<tr>
<th>Number of Incompletes</th>
<th>Maximum Course Load Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3 courses plus field</td>
</tr>
<tr>
<td>3</td>
<td>2 courses plus field</td>
</tr>
<tr>
<td>4</td>
<td>1 course</td>
</tr>
</tbody>
</table>

c. In order to obtain an "I" grade, students are required to fill out a Request for Grade of Incomplete form, which has to be signed by the appropriate course instructor for approval. A notice of possible restrictions on the student's program of study is included in the form and this has to be acknowledged and signed by the student. Forms may be obtained on the rack outside RI 117.
UNLAWFUL EMPLOYMENT DISCRIMINATION

What is unlawful employment discrimination?
Employment discrimination is an action or behavior that results in negative or different treatment of an individual based upon any protected status, including but not limited to, race, ethnicity, color, religion, national origin, sex, sexual orientation, gender identity and expression, disability, age, marital status, or protected veteran status.

Taken from: http://www.albany.edu/diversityandinclusion/discrimination.shtml
For further information regarding unlawful employment discrimination, you may contact the Office of Diversity and Inclusion at (518) 956-8110.

8/13/12

SEXUAL HARASSMENT

The University at Albany (UAlbany) is committed to creating and maintaining a community in which all persons who participate in University programs and activities can come together to learn and work in an atmosphere free from all forms of harassment, exploitation, and discrimination or intimidation, including sexual. It is the responsibility of the University to prevent sexual harassment if possible, to correct it when it occurs, and to take appropriate disciplinary action, as necessary, against behavior that is a violation of the policy. Every member of the University community should be aware that the University strongly opposes sexual harassment and that such behavior is prohibited by law and University policy.

Scope
The scope of this policy applies to all employees, applicants for employment in all positions, students involved in academic or recreational programs, as well as applicants in the admission process and recipients of UAlbany's programs and services. This includes students, staff, and faculty in UAlbany's international programs located in Brazil, China, Costa Rica, Denmark, Dominican Republic, Finland, France, Germany, Ireland, Israel, Japan, Korea, Netherlands, Norway, Puerto Rico, Russia, Singapore, South Africa, Spain, Sweden, Taiwan, and the United Kingdom.

Definitions
In accordance with applicable federal and state laws and regulations and University policy, UAlbany defines sexual harassment as "unwelcome" sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
• Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any other university activity (quid pro quo), or
• Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual (quid pro quo), or
• Such conduct has the purpose or effect of unreasonably interfering with a person's performance or creating an intimidating, hostile, or offensive work or academic environment.

Central to the definition are two elements: the behavior is unwelcome, and it is sexual in nature as perceived by the recipient.

In the University environment, conduct that may be considered sexually harassing for the same or opposite sex whether physical, verbal, visual, or written, include but are not limited to:

• lingering or intimate touches
• sexual jokes or innuendoes
• flirtations, e.g., repeated requests for dates
• sexual advances or propositions
• graphic comments about a person's physique
• sexually suggestive objects or pictures displayed in areas of common viewing

Quid pro quo sexual harassment means "this for that", and usually occurs by those in a position of authority over a subordinate.

Example: Quid Pro Quo Lana is a graduate assistant working in the Dental Hygiene Department. Her supervisor has asked her out and she politely refused. Her supervisor makes the comment, "I can make a person's life easier when it comes to a job search in this field. I have connections with numerous agencies that can be a real boost when looking for a job. Likewise, if I want to keep someone from getting a job, all I have to do is pick up the phone and make a call."

Hostile environment is defined as a pattern of unwelcome behavior or a single egregious incident that creates an offensive learning or work environment. A hostile environment occurs when unwelcome conduct, sexual or sex-based, severe or pervasive, that offends, intimidates, ridicules, and insults an individual sufficiently enough to alter his/her work or learning environment. There is no absolute example of a hostile environment, as each incident is given consideration to the record as a whole and to the totality of the circumstances, including the content in which the alleged incident(s) occurred.

What you can do if you feel you are a victim of, or if you observe acts of, sexual harassment:
Tell the person that his/her actions are personally offensive. While each individual must decide how to respond, confronting the individual can be very effective.

Keep careful records. Document the facts in a journal or on a tape recorder. Record dates, times, places, witnesses (including their names and addresses), and the nature of the offense.

Contact University people or community agencies that can help you. Their addresses and phone numbers are listed later in this pamphlet. A friend, staff or faculty member may accompany you.

Campus incidents may lead to complaints or grievances. Check with the Office of Diversity and Inclusion (OD&I) to review procedures.

Students may wish to talk with a member of the counseling center staff, a residence hall director, an academic advisor, a residence assistant, a faculty member, or a supervisor.

Confidentiality
In accordance with existing policies and laws, every effort will be made to protect the privacy of all individuals throughout all phases of the complaint investigation and resolution process. Information about complaints will be maintained in confidence to the fullest extent possible.

Retaliation
University policy and state law prohibit retaliation against any individual who opposes sexual harassment, files a complaint, or assists or participates in any manner in an investigation or proceeding conducted by the University or an external agency. Violation of this policy is subject to disciplinary action, up to and including dismissal. Sexual harassment, in any form, will not be tolerated.

If you have any questions about UAlbany's policy against sexual harassment, or the procedure for filing a complaint, you may contact the Office of Diversity and Inclusion at (518) 956-8110.

Taken from http://www.albany.edu/diversityandinclusion/sexual_harassment_policy.shtml on 8/10/12
SERVICES AVAILABLE ON U ALBANY MAIN CAMPUS

Bookstores – Faculty may select one or both of the following bookstores for class text book orders.

Barnes & Noble – Campus Center Basement
442-5690

Mary Jane Books – 215 Western Avenue, Albany
465-2238

Disability Resource Center – Campus Center Room 137
442-5490
Provides various services to individuals with disabilities, such as career counseling, coordination of assistants and various other services. An electric scooter is available to students on the Rockefeller College campus. Contact the Associate Dean’s Office for more information regarding this equipment.

International Student Services – Science Library Room G 40
591-8189
Provides a broad range of counseling and referral services. The office assists students in areas, such as orientation, immigrant regulations and documents, and cross-cultural workshops. English Language services are available through the Intensive English Language Program located in Science Library room G 14 (http://www.albany.edu/ielp/)

Uptown Cafeteria and Food Court
Offers a variety of food shops such as Wendy’s, Sbarro and Au Bon Pain as well as a cafeteria; Located in the basement of the Campus Center, the many tables in this area make for a good study and meeting place.

Student Involvement: 442-5566
Referral source for student activities.

Department of Residential Life: 442-5875
Provides On-Campus housing information.
Located in the Tower Basement of State Quad.
www.albany.edu/housing

University Gym: 442-2627
Fitness Center - Nautilus and universal equipment, open recreation, swimming, squash, handball, racquet ball courts, bubble with basketball, volleyball, tennis courts & jogging area.

University Health Center: 442-5454 (To make an appointment: 442-5229)
Located at 400 Patroon Creek Blvd., Suite 200 (off Washington Avenue.) Professional staff including full time physicians, psychiatrist and nurses. All student medical records are confidential.

*Outpatient Service* - No charge for services for registered students.
*In-House Pharmacy* - prescriptions written by staff physicians filled at substantially lower costs than outside pharmacies.
*Gynecology Services*
*Ambulance* - 911

Middle Earth Counseling: hotline 442-5777; info tape line 442-5893
Middle Earth operates a peer assistance hotline and an info-tape line; uses peer theater to help shape students' perceptions of alcohol and other drugs; and publishes a weekly column on mental health and physical health issues. The hotline is available Monday-Thursday from noon-midnight and 24 hours on Friday and Saturday when classes are in session.

University Counseling Center: 442-5800
Located in the Health and Counseling Services Building. Services available to all students currently enrolled at the University. The Center provides psychological diagnostic assessment and referral as well as short term psychotherapy. Staffed by psychologists and advanced-level doctoral students.

Student Accident and Sickness Insurance Plan: (contact University Health Center: 442-5454)
The University offers a comprehensive form of accident and sickness insurance for domestic students enrolled in 6 or more on campus credit hours.

UnitedHealthcare StudentResources will again be the insurance carrier for the 2010-2011 academic year. Enrollment will be done directly with UnitedHealthcare. The brochure, rates for Spouse, Children, Optional Coverage and enrollment forms can be found at www.uhcsr.com.

Insurance for International Students is administered by the Office of International Education. Please contact the Office of International Education for information on this topic.

Computer Room – Draper Hall
The computing facilities in Draper basement (down the hall from the cafeteria) are free of charge for students. Students have access to an e-mail account, the library catalog, statistical software, word-processing, spreadsheets, and graphics; IBM-compatible PCs; Macintosh PCs; and printers. Hours as posted. A Scholar's Station in Dewey library includes additional computers and software.
University Police Department
Located on the uptown campus in the University Police Building (Indian Parking lot off University Drive East.) For emergencies dial 911 or 442-3131. For non-emergencies, dial 442-3130. The University Police are also located on the first floor of Husted Hall (442-5981).
APPENDICES
School of Social Welfare  
University at Albany-State University of New York  
MSW Curriculum Beginning Fall 2008

First-Year For All Students

First Semester (Fall)  
SSW 600 Social Welfare Policy and Services (3 credits)  
SSW 610 Human Behavior and Social Environment I (3 credits)  
SSW 620 Micro Practice in Social Work I (3 credits)  
SSW 630 Macro Practice in Social Work I (3 credits)  
SSW 650 Field Instruction I (3 credits)

Second Semester (Spring)  
SSW 611 Human Behavior and Social Environment II (3 credits)  
SSW 621 Micro Practice in Social Work II (3 credits)  
SSW 631 Macro Practice in Social Work II (3 credits)  
SSW 660 Introductory Research Methodology (3 credits)  
SSW 651 Field Instruction II (4 credits)

Second-Year Clinical Program

Third Semester (Fall)  
SSW xxx Advanced Clinical Practice (3 credits)  
SSW xxx Advanced Clinical Practice (3 credits)  
SSW 661 Evaluation of Clinical Practice (3 credits)  
SSW xxx elective (3 credits)  
SSW 752 Field Instruction III (4 credits)

Fourth Semester (Spring)  
SSW 7xx Advanced Policy (3 credits)  
SSW 7xx Advanced Clinical Practice (3 credits)  
SSW xxx elective (3 credits)  
SSW 753 Field Instruction IV (4 credits)

Second-Year MACRO Practice Program

Third Semester (Fall)  
SSW 665 Research Methods in Social Work Management (3 credits)  
SSW 752 Field Instruction III (4 credits)  
SSW 790 Human Service Organizations in a Changing Environment (3 credits)  
SSW 792 Community Building (3 credits)  
SSW 7xx Advanced MACRO course* (3 credits)

Fourth Semester (Spring)  
SSW 753 Field Instruction IV (4 credits)  
SSW 791 Managing Systems in Human Service Organizations (3 credits)  
SSW 7xx Advanced Policy** (3 credits)  
SSW xxx Elective (3 credits)

*Advanced MACRO courses may be selected from the following approved courses: SSW 793 Leadership in Human Services, SSW 794 Community Economic Development, SSW 795 Development (Fundraising, Marketing, Grants), SSW 796 Action Research, SSW 730 Interprofessional Leadership for School, Family, and Community Partnerships, SSW 705 Managed Care and Social Work, SSW 705 Social Work and the Law, SSW 705 Legislative Advocacy, or SSW 705 Social Work Practice in Public Sector Bureaucracies. SSW 731 Homelessness: Prevention and Intervention is approved as Advanced MACRO
and Advanced Clinical Practice.; however, this course can be used only once for students’ program requirements).

**Although you may take an advanced policy course from any of the advanced policy options, SSW 782 International Social Work is dedicated to MACRO issues.

Electives may be chosen from any courses classified as an Advanced Behavior, Advanced MACRO, Advanced Clinical Practice, Advanced Policy, Electives, or any graduate level course in another department. Clinical practice students may also take MACRO Core Courses as electives.
School of Social Welfare University at Albany-State University of New York
Part-time Program for the Master of Social Work (MSW)

Foundation for All Students
Fall 1  SSW 610 Human Behavior and Social Environment I (3 credits)
         SSW 630 Macro Practice in Social Work I (3 credits)

Spring 1 SSW 611 Human Behavior and Social Environment II (3 credits)
         SSW 631 Macro Practice in Social Work II (3 credits)

Summer 1 SSW 600 Social Welfare Policy and Services (3 credits)

Fall 2  SSW 620 Micro Practice in Social Work I (3 credits)
         SSW 650 Field Instruction I (3 credits)

Spring 2 SSW 621 Micro Practice in Social Work II (3 credits)
         SSW 651 Field Instruction II (4 credits)

Summer 2 SSW 660 Introductory Research Methodology (3 credits)

Advanced Requirements in the Clinical Concentration (effective for cohort entering Fall 2005; implemented Fall 2006)
Fall 3  SSW 7xx Advanced Clinical Practice (3 credits)
         SSW xxx Elective (3 credits)

Spring 3 SSW 7xx Advanced Clinical Practice (3 credits)
          SSW 7xx Advanced Policy (3 credits)

Summer 3 SSW xxx Elective (3 credits)

Fall 4  SSW 661 Evaluation of Clinical Practice (3 credits)
         SSW 752 Field Instruction III (4 credits)

Spring 4 SSW 7xx Advanced Clinical Practice (3 credits)
          SSW 753 Field Instruction IV (4 credits)

Advanced Requirements in the MACRO Concentration
Fall 3  SSW 790 Human Service Organizations in a Changing Environment (3 credits)
         SSW 792 Community Building (3 credits)

Spring 3 SSW 791 Managing Systems in Human Service Organizations (3 credits)
          SSW 7xx Advanced Policy** (3 credits)

Summer 3 SSW 7xx Advanced MACRO course* (3 credits)

Fall 4  SSW 665 Research Methods in Social Work Management (3 credits)
         SSW 752 Field Instruction III (4 credits)

Spring 4 SSW xxx Elective (3 credits)
          SSW 753 Field Instruction IV (4 credits)

*Advanced MACRO courses may be selected from the following approved courses: SSW 793 Leadership in Human Services, SSW 794 Community Economic Development, SSW 795 Development (Fundraising, Marketing, Grants), SSW 796 Action Research, SSW 730 Interprofessional Leadership for School, Family, and Community Partnerships, SSW 705 Managed Care and Social Work, SSW 705 Social Work and the Law, SSW 705 Legislative Advocacy, or SSW 705 Social Work Practice in Public Sector Bureaucracies. SSW 731 Homelessness: Prevention and Intervention is approved as Advanced MACRO
and Advanced Clinical Practice.; however, this course can be used only once for students’ program requirements).

**Although you may take an advanced policy course from any of the advanced policy options, SSW 782 International Social Work is dedicated to MACRO issues.

Electives may be chosen from any courses classified as an Advanced Behavior, Advanced MACRO, Advanced Clinical Practice, Advanced Policy, Electives, or any graduate level course in another department. Clinical practice students may also take MACRO Core Courses as electives.

The following programs models can be obtained from the School of Social Welfare Help Desk in Richardson Hall Room 117:

Advanced standing (for BSW degree holders only)
Internships in Aging (MSW with specified curriculum)
MSW and Certificate from the Center for Women in Government
MSW and Certificate in Nonprofit Management and Leadership
MSW and Health Disparities
Dual Degree, MSW-PhD in Social Welfare (Albany)
Dual Degree, MSW-MA in Criminal Justice (Albany)
Dual Degree, MSW-MPH in Public Health (Albany)
Dual Degree, MSW-MSB in Bioethics (Union Graduate College & Mt. Sinai School of Medicine)
Dual Jointly Registered Degree, MSW (Albany) – JD (Albany Law School)
CLINICAL PRACTICE CONCENTRATION

Objectives
The objectives of the clinical practice concentration are to prepare practitioners who:

1. Provide competent, independent clinical social work practice to individuals, families and groups. This includes:
   a. Demonstrating knowledge and proficiency in human behavior and clinical practice skills to work with a range of clients.
   b. Differentially applying practice knowledge and skills in varied settings.
   c. Using evidence-based practice and evaluating the effectiveness of the practice.
   d. The ability to work with clients from diverse backgrounds and cultures in a nondiscriminatory manner that maximizes client strengths and counters the effects of oppression.
   e. Critical assessment and application of relevant practice theories and models for their differential application to varied clients and problems.
   f. Continued breadth and depth in basic interviewing, relationship building and intervention skills as applied to complex and advanced clinical practice situations.
   g. Integrating policy, organizational and community context in clinical practice that benefits the client
2. Demonstrate a strong sense of professional self.
3. Integrate professional attitudes, values and ethics in practice.
4. Demonstrate leadership skills. This includes taking responsibility and proactive action appropriate to the situation and engaging others in solving problems.
5. Constructively use supervision and consultation appropriate to the area of practice.
6. Work collaboratively with other disciplines in order to benefit clients.
7. Are committed to and able to identify knowledge and skills for continuing personal and professional development.

CRITERIA FOR ADVANCED CLINICAL PRACTICE COURSES

1. Specification of empirically-based models of intervention, use of critical thinking to assess such models and underlying theories, use of critical thinking principles for areas in which an empirical evidence base is lacking.
2. Uses a conceptual framework that is consistent with the person-in-environment perspective in social work and builds on task-centered (goal-directed) first year base.
3. Specification of advanced skills that will be developed at different stages of the intervention process.
4. Incorporation of relevant social science (human behavior) knowledge base.
5. Attention to social work values and ethics.
6. Skills for working with diverse clients, skills for culturally competent practice, and skills to combat social injustice
   Prerequisites: SSW 621, SSW 631, SSW 651
   Courses approved as meeting the criteria for Advanced Clinical Practice are:

SSW 724 Social Work Practice with Groups
SSW 731 Art Therapy in Social Work Practice
SSW 731 Crisis Intervention
SSW 731 Disasters: Social Work Interventions
MACRO CONCENTRATION

CRITERIA FOR ADVANCED MACRO COURSES

1. Focus on and provide in-depth treatment of one or more of the MACRO concentration areas (i.e., management, advocacy, policy, community development, resource development, and evaluation) and extend substantially the basic knowledge of Macro Practice I and II.

2. Provide a background in the relevant conceptual work in its area of focus, as well as delineate the major practice strategies and skills currently in use. Methods for students to demonstrate their ability to use these concepts, strategies, and skills in their own practice must be included.

3. Maintain a critical perspective on theory, practice, and outcome and evaluation so as to help students think about shortcomings in current approaches and possible new directions for practice.

4. Include attention to issues of diversity, populations at risk, and oppression and social and economic justice relevant to the practice areas under consideration.

Courses approved as meeting the criteria for Advanced Macro are:

SSW 705 Legislative Advocacy
SSW 705 Managed Care and Social Work
SSW 705 Social Work and the Law
SSW 705 Social Work Practice in Public Sector Bureaucracies
SSW 730 Interprofessional Leadership for School, Family and Community Partnerships
SSW 731 Homelessness: Prevention and Intervention
(Approved as Advanced Practice and Advanced MACRO; course can be used only once for students’ program requirements)
SSW 793 Leadership in Human Services
SSW 794 Community Economic Development
SSW 795 Development (Fundraising, Marketing, Grants)
SSW 796 Action Theory, Research and Learning
SSW 786 Policy and Practice of International Development (approved as Advanced Policy and Advanced MACRO; course can be used only once for students’ program requirements)

Updated 8/10/12
CRITERIA FOR ADVANCED POLICY COURSES
APPLICABLE TO BOTH CLINICAL PRACTICE AND MACRO CONCENTRATIONS

1. Must have a specialized focus, allowing for in-depth examination of a particular social policy area (e.g., health) or of social policies relevant to particular populations (e.g., women).

2. Must build on and substantially extend basic knowledge of the policy formulation, development, and implementation.

3. Must include attention to issues of diversity, populations at risk, and oppression and social and economic justice relevant to the policy area(s) under consideration.

4. Must consider implications for social work practice and must integrate knowledge of human behavior and the social environment relevant to areas under consideration.

Prerequisite: SSW 600.

Courses currently approved as meeting the criteria for Advanced Policy are:

SSW 705 Substance Abuse Policies and Services
SSW 740 Social Gerontology: Policies, Programs and Services
SSW 780 Child Welfare
SSW 781 Poverty, Health and Health Policy
SSW 782 International Social Welfare Policy
SSW 783 SW in Rural Settings
SSW 784 Women and Social Policy
SSW 785 Mental Health Policy
SSW 786 Policy and Practice of International Development (approved as Advanced Policy and Advanced MACRO; course can be used only once for students’ program requirements)

Updated 8/10/12
Code of Ethics
of the
National Association of Social Workers
Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly.

Preamble
The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of clinical practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics
Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:
1. The Code identifies core values on which social work's mission is based.
2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.

5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.

6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

The Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the Code must take into account the context in which it is being considered and the possibility of conflicts among the Code's values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the NASW Code of Ethics does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this Code.

In addition to this Code, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the NASW Code of Ethics as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The NASW Code of Ethics is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this Code does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial
proceedings. Alleged violations of the Code would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The NASW Code of Ethics reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

**Ethical Principles**

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

**Value: Service**

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

**Value: Social Justice**

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

**Value: Dignity and Worth of the Person**

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

**Value: Importance of Human Relationships**

**Ethical Principle:** Social workers recognize the central importance of human relationships. Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value: Integrity**

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

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

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

**Ethical Standards**

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society. Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

1. **Social Workers' Ethical Responsibilities to Clients**

   1.01 **Commitment to Clients**

   Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

   1.02 **Self-Determination**

   Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

   1.03 **Informed Consent**

   (a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

   (b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

   (c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

   (d) In instances when clients are receiving services involuntarily, social workers should
information about the nature and extent of services and about the extent of clients' right to refuse service.

c) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

1.05 Cultural Competence and Social Diversity

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.

(c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

1.06 Conflicts of Interest

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform
in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

1.07 Privacy and Confidentiality

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

(d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

(h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

(i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

(k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients' written and electronic records and
other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.

(m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

1.08 Access to Records

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers--not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship--assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers--not their clients--who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a
prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact
Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment
Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

1.12 Derogatory Language
Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

1.13 Payment for Services
(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

1.14 Clients Who Lack Decision-Making Capacity
When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services
Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

1.16 Termination of Services
(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.
(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

2. Social Workers' Ethical Responsibilities to Colleagues

2.01 Respect

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues’ level of competence or to individuals’ attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2.02 Confidentiality

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

2.03 Interdisciplinary Collaboration

(a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

2.04 Disputes Involving Colleagues

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

2.05 Consultation

(a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.

(b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
(c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Referral for Services
(a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

2.07 Sexual Relationships
(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

2.08 Sexual Harassment
Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2.09 Impairment of Colleagues
(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Incompetence of Colleagues
(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.11 Unethical Conduct of Colleagues
(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

(b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and
procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

(d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

3. Social Workers' Ethical Responsibilities in Practice Settings

3.01 Supervision and Consultation

(a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.

(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.

(d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

3.02 Education and Training

(a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.

(b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

3.04 Client Records

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.
(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

3.05 Billing

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

3.06 Client Transfer

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

3.07 Administration

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

3.08 Continuing Education and Staff Development

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

3.09 Commitments to Employers

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.

(e) Social workers should act to prevent and eliminate discrimination in the employing
organization's work assignments and in its employment policies and practices.

(f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.

(g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

3.10 Labor-Management Disputes

(a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.

(b) The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

4. Social Workers' Ethical Responsibilities as Professionals

4.01 Competence

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

4.02 Discrimination

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

4.03 Private Conduct

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

4.04 Dishonesty, Fraud, and Deception

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

4.05 Impairment

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other
steps necessary to protect clients and others.

4.06 Misrepresentation
(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.
(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.
(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

4.07 Solicitations
(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
(b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

4.08 Acknowledging Credit
(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
(b) Social workers should honestly acknowledge the work of and the contributions made by others.

5. Social Workers' Ethical Responsibilities to the Social Work Profession
5.01 Integrity of the Profession
(a) Social workers should work toward the maintenance and promotion of high standards of practice.
(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.
(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to con-tribute to the profession's literature and to share their knowledge at professional meetings and conferences.
(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research
(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
(b) Social workers should promote and facilitate evaluation and research to contribute to the
development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.

(d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

(h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.

(l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

(m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

(o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.
6. Social Workers’ Ethical Responsibilities to the Broader Society

6.01 Social Welfare
Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

6.02 Public Participation
Social workers should facilitate informed participation by the public in shaping social policies and institutions.

6.03 Public Emergencies
Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

6.04 Social and Political Action
(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.
In America today, no Black person, except the selfish or irrational, can claim neutrality in the quest for Black liberation nor fail to consider the implications of the events taking place in our society. Given the necessity for committing ourselves to the struggle for freedom, we as Black Americans practicing in the field of social welfare, set forth this statement of ideals and guiding principles.

If a sense of community awareness is a precondition to humanitarian acts, then we as Black social workers must use our knowledge of the Black community, our commitments to its determination, and our helping skills for the benefit of Black people as we marshal our expertise to improve the quality of life of Black people. Our activities will be guided by our Black consciousness, our determination to protect the security of the Black community, and to serve as advocates to relieve suffering of Black people by any means necessary.

Therefore, as Black social workers we commit ourselves, collectively, to the interests of our Black brethren and as individuals subscribe to the following statements:

- I regard as my primary obligation the welfare of the Black individual, Black family, and Black community and will engage in action for improving social conditions.
- I give precedence to this mission over my personal interest.
- I adopt the concept of a Black extended family and embrace all Black people as my brothers and sisters, making no distinction between their destiny and my own.
- I hold myself responsible for the quality and extent of service I perform and the quality and extent of service performed by the agency or organization in which I am employed, as it relates to the Black community.
- I accept the responsibility to protect the Black community against unethical and hypocritical practice by any individual or organizations engaged in social welfare activities.
- I stand ready to supplement my paid or professional advocacy with voluntary service in the Black public interest.
- I will consciously use my skills, and my whole being as an instrument for social change, with particular attention directed to the establishment of Black social institutions.

ACADEMIC STANDARDS

Unless more rigorous performance standards are otherwise required by a particular program, graduate students who are candidates for a graduate degree or certificate must earn an average of B in all resident graduate courses and credits applicable to their degree completed with grades other than S (satisfactory) or U (unsatisfactory) and receive grades of S in all resident graduate courses applicable to their degree which may be graded S/U.

Only courses completed with grades of A, B, C, or S may be applied to graduate course requirements and to credit requirements for graduate degrees.

Undergraduate courses or credits specified as required in conjunction with a graduate program must be completed according to the following academic standards:

1. A prerequisite course in the subject field central to the graduate program or in the principal teaching field in a program leading to state teacher certification must be completed with a grade of C or better.
2. A prerequisite in a supporting subject field must be completed with a grade of C or better.

Graduate students in nondegree study are expected to meet and maintain the same academic standards as students in degree programs.

All graduate students are expected to remain in good academic standing during the course of their study; that is, to maintain an academic record consistent with the standard above. A student whose record falls much below those standards or which otherwise indicates a lack of ability or effort needed to succeed in graduate study will be denied permission for further study.

The candidacy of graduate students who receive a grade of U in a required seminar or research course, in a practicum, student teaching course, internship, field course or similar application course, on a thesis, or in a dissertation course, is terminated unless an exception is recommended for compelling reasons by their department or school, and they may not register for further study unless they are later reinstated. Under certain conditions, and with the recommendations of the student's major department, such a student may apply to the Dean of Graduate Studies for reinstatement, but ordinarily at least one session must intervene before a reinstatement.

Graduate students who are not in good standing academically and who have been denied the privilege of further study on those grounds may petition the Graduate Academic Council for reinstatement provided extenuating circumstances were involved which, in their opinion, warrant review.

The term in good standing (satisfactory academic standing) means that a student is eligible or has been allowed to register and take academic coursework at this campus for the current session. Although in some cases students have been warned and advised that their academic average needs improvement in order to qualify for their degree, they are still considered to be in good standing since they are still authorized to continue studying toward their degrees. Only those students officially terminated from their programs of study are considered not to be in good academic standing.
## Graduate Grades

Grades in graduate courses are recorded on University records according to the following scale:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0 (not applicable to a graduate degree)</td>
</tr>
<tr>
<td>E</td>
<td>Failure: (academic)</td>
</tr>
<tr>
<td>N</td>
<td>Audit only: noncredit</td>
</tr>
<tr>
<td>NR</td>
<td>No grade reported: study in progress</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete: A tentative grade given only when the student has nearly completed the course but due to circumstances beyond the student's control the work is not completed on schedule. The date for the completion of the work is specified by the instructor. The date stipulated will not be later than one month before the end of the session following that in which the Incomplete is received. The grade I is automatically changed to E or U unless work is completed as agreed between the student and the instructor.</td>
</tr>
<tr>
<td>L</td>
<td>Load only: Noncredit: Used to indicate that a student is engaged in a specified scholarly activity in a particular session.</td>
</tr>
<tr>
<td>R</td>
<td>Research credit: Assigned for satisfactory progress in thesis and dissertation research courses. Credits apply to the appropriate degree when the research project is satisfactorily completed and the thesis or dissertation is accepted by the faculty and Office of Graduate Studies.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory: Awarded in graduate seminars, student teaching, and special courses.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory: Awarded in graduate seminars, student teaching, and special courses.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn: Assigned by the appropriate administrative officer for withdrawal from a course or from the University (without penalty).</td>
</tr>
<tr>
<td>Z</td>
<td>Failing (penalty grade): Assigned by the appropriate administrative officer for excessive absence, unofficial withdrawal, and like situations.</td>
</tr>
</tbody>
</table>
Grading of Graduate Courses

The evaluation of student performance in most graduate courses requires the awarding of A-E grades. In its totality, graduate instruction here is not conceived, organized, and offered to reflect a general S/U or "pass-fail" pattern of evaluation, even though most graduate degree programs do require one or more appropriate graduate courses graded S/U.

The grading system for all formally organized and structured graduate courses requires the use of the following A-E scale: A; A--; B++; B; B-; C++; C; and E; other grades which may temporarily or permanently be substituted for the above grades are I (incomplete), W (withdrawn), and Z (failure).

The grading system for all graduate courses which by design are unstructured or are organized primarily to provide an independent learning experience are required to be graded on the S (satisfactory) or U (unsatisfactory) scale. In this graduate scale S is equivalent to a B or better, and U is equivalent to a B- or lower. The courses which must be graded on the graduate S/U scale include student teaching, seminars, field courses, clinical courses, internships, practicums, workshops, independent study, directed study or reading, research courses, special projects in community-work courses, and special laboratory courses. Theses are also graded S/U. Theses courses for which students register automatically carry a grade of I until notification of the assignment of an S/U grade for the thesis course by the Graduate Office.

According to graduate academic standards, only courses completed with grades of A, A-, B+, B, and S may be applied to graduate course requirements and to credit requirements for graduate degrees. These requirements can also be met by courses graded B-, C+, and C only if they are balanced to a B (3.0). (Example: Three credits of B- must be balanced at least by three credits of B+).

Exceptions to the above pattern of grading practices may be authorized by the Dean of Graduate Studies. Requests for exceptions should be submitted to the dean in writing by the department chair or by the instructor of a course with the endorsement of the department chair. The request should be supported by the rationale for changing the grading pattern and should state whether this change is sought on a temporary or permanent basis. Upon review, the Dean of Graduate Studies notifies the department chair officially of the decision regarding the request. The Registrar is also notified about such grading decisions.

Additionally, an instructor may not award simultaneously both A/E grades and S/U grades in the same graduate course; grades assigned in a course must be either all A/E grades or all S/U grades. All undergraduates enrolled in graduate courses are evaluated by the grading system authorized in graduate instruction. An instructor should not make arrangements with students which vary from the authorized grading practices without having received in advance formal approval from the Dean of Graduate Studies for grading on a different pattern.

Grade Changes

An instructor may not permit students to submit additional work or be re-examined for the purpose of improving their grades once the course has been completed and final grades assigned.

Other than for conversion of grades from Incomplete (I) to an appropriate final grade, all proposed corrective graduate grade changes, with rationale provided, must be approved by the Dean of Graduate Studies before the Registrar may record them.
Standards of Academic Integrity

As a community of scholars, the University at Albany has a special responsibility to integrity and truth. By testing, analyzing, and scrutinizing ideas and assumptions, scholarly inquiry produces the timely and valuable knowledge that guide and inform important and significant decisions, policies, and choices. Our duty to be honest, methodical and careful in the attribution of data and ideas to their sources establishes the foundations of our work. Misrepresenting or falsifying scholarship undermines the essential trust on which our community depends. Every member of the community, including both faculty and students, shares an interest in maintaining the highest standards of academic integrity.

Violations of trust harm everyone. The academic community has to trust that its members do not misrepresent their data, take credit for another's ideas or labor, misrepresent or interfere with the work of other scholars, or present previous work as if it were new. Acts of academic dishonesty undermine the value and credibility of the institution as a whole, and may distract others from important scholarship or divert resources away from critical research. In particular, students who plagiarize or falsify their work have not only failed to adhere to the principles of scholarly inquiry and failed their peers by taking undeserved credit or reward, they have failed to learn.

When the entire University community upholds the principles of academic integrity, it creates an environment where students value their education and embrace experiences of discovery and intellectual growth. In this environment, grades and degrees are awarded and applauded as the recognition of years of achievement, discipline, and hard work. Maintaining the highest standards of academic integrity insures the value and reputation of our degree programs; these standards represent an ethical obligation for faculty intrinsic to their role as educators, as well as a pledge of honor on the part of UAlbany students. If a violation of academic integrity occurs, faculty, deans, and students all share in the responsibility to report it.

These guidelines define a shared context of values to help both students and faculty to make individual and institutional decisions about academic integrity. Every student has the responsibility to become familiar with the standards of academic integrity at the University. While it is strongly recommended that faculty specify in their syllabi information about academic integrity, as well as a description of the possible responses to violations, claims of ignorance, unintentional error, or personal or academic pressures are not sufficient reasons for violations of academic integrity. Students are responsible for familiarizing themselves with the standards and behaving accordingly, and UAlbany faculty are responsible for teaching, modeling and upholding them. Anything less undermines the worth and value of our intellectual work, and the reputation and credibility of the University at Albany degree.

Resources for Students

The University Libraries offers the following helpful information:

You have access to many research and information literacy resources here at the University at Albany.

Take an information literacy course. These courses will help you to locate and evaluate information effectively — skills that will help you not only with your studies, but also in the workplace. For more information, check the list of courses (http://www.albany.edu/gened/search/search.shtml) that meet the General Education Information Literacy Requirement. The University Libraries offer two such courses, one targeted towards the sciences. More information is available on both courses at: http://library.albany.edu/usered/unl205/index.html

Check out helpful tip sheets and other tutorials (http://library.albany.edu/usered/). The University Libraries provide a wide array of guides and other instruction to answer your research-related questions. These include help on the research process, citation tip sheets, explanations of types of resources,
information on how to locate a wide range of materials and how to evaluate them effectively, and much more. You will also find up to date Internet Tutorials (http://library.albany.edu/usered/tutorials.html) that will help make you a pro at searching the Web!

The University Libraries homepage (http://library.albany.edu/) will provide you with access to all sorts of resources for doing research, including the online catalog and a wide variety of research databases. You will find links to contact librarians and to ask for help, and a great deal more. Take a look!

**Examples of Academic Dishonesty**

The following is a list of types of behaviors considered to be academically dishonest and therefore unacceptable. Even the attempt to commit such acts is a breach of integrity and is subject to penalty. No such list can, of course, describe all possible types or degrees of academic dishonesty, so these should be understood as examples rather than as a comprehensive list. Individual faculty members, Deans of Schools and Colleges as appropriate, and the Office of Conflict Resolution and Civic Responsibility will continue to judge each case according to its particular merit.

**Plagiarism:** Presenting as one's own work, the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else). Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences for violating University regulations.

Examples of plagiarism include: failure to acknowledge the source(s) of even a few phrases, sentences, or paragraphs; failure to acknowledge a quotation or paraphrase of paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) for an ordering principle central to the paper's or project's structure; failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method; submitting as one's own work, work borrowed, stolen, or purchased from someone else. For more information concerning plagiarism, see the library’s tutorial on the subject on the library web site. Graduate students will find additional information concerning Academic Integrity, Conduct, and Research Regulations on the Graduate Studies web site.

**Cheating on Examinations:** Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an examination (unless permitted by the instructor); arranging for another person to take an examination in one's place; looking upon someone else's examination during the examination period; intentionally allowing another student to look upon one's exam; the unauthorized discussing of the test items during the examination period; and the passing of any examination information to students who have not yet taken the examination. There can be no conversation while an examination is in progress unless specifically authorized by the instructor.

**Multiple Submission:** Submitting substantial portions of the same work for credit more than once without receiving the prior explicit consent of the instructor to whom the material is being submitted the second or subsequent time.

**Forgery:** Imitating another person's signature on academic or other official documents.
**Sabotage:** Destroying, damaging, or stealing of another's work or working materials (including lab experiments, computer programs, term papers, or projects).

**Unauthorized Collaboration:** Collaborating on projects, papers, or other academic exercises when this is regarded as inappropriate by the instructor(s). Although the usual faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty and the different disciplines. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor's expectations and standards.

**Falsification:** Misrepresenting material or fabricating information in an academic exercise or assignment (for example, the false or misleading citation of sources, the falsification of experimental or computer data, etc.)

**Bribery:** Offering or giving any article of value or service to an instructor in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class.

**Theft, Damage, or Misuse of Library or IT Resources:** Removing uncharged library materials from the library, defacing or damaging library materials, intentionally displacing or hoarding materials within the library for one's unauthorized private use, or other abuse of reserve-book privileges. Any violation of the University’s Responsible Use of Information Technology policy. This includes, but is not limited to, unauthorized use of the University's or another person's computer accounts, codes, passwords, or facilities; damaging computer equipment or interfering with the operation of the computing system of the University. All students are expected to be familiar with the Responsible Use Policy, which can be viewed at [http://www.albany.edu/its](http://www.albany.edu/its)

### Penalties and Procedures

The faculty member responsible for educating the student is also responsible for determining when that student has violated academic integrity. When a faculty member determines that a student has violated academic integrity, he or she will inform the student and impose an appropriate sanction. A faculty member may make any one or a combination of the following responses to the infractions of academic dishonesty cited above:

1. Lowering of a paper or project grade by one full grade or more;
2. Giving a failing grade on a paper containing plagiarized material;
3. Giving a failing grade on any examination in which cheating occurred;
4. Lowering a course grade by one full grade or more; or
5. Giving a failing grade in a course or other academic exercise.

In addition, faculty members will complete the **Violation of Academic Integrity Report**, including the sanction they have imposed along with a brief description of the incident, and send it to the Dean of Undergraduate or Graduate Studies, as appropriate. A copy of the report is to be given to the student. The Deans of Undergraduate or Graduate Studies will maintain a copy of such reports for the duration of a student's enrollment at the University.

If a faculty member informs the student that he or she will receive a failing grade in the course or other academic exercise as a result of academic dishonesty, the student receiving such a penalty will not be permitted to withdraw from the course unless the grievance process or Office of Conflict Resolution and Civic Responsibility rules in favor of the student. Students who feel they have been erroneously penalized for an academic integrity infraction or think that a penalty is inappropriate may grieve these issues through procedures developed for each college, school, program, or department of the University. Copies of the procedures are maintained in the School and College Deans' Offices or on their respective websites.
A copy of the disposition of any grievance arising in matters of academic dishonesty will be attached to the Violation of Academic Integrity Report filed in the Offices of the Deans of Undergraduate or Graduate Studies.

Any faculty member or School or College Dean encountering matters of academic dishonesty in a class or academic program for which he or she has responsibility may, in addition to, or in lieu of, the actions cited above,

(6) refer a case to the Office of Conflict Resolution and Civic Responsibility.

After considering the case, the Office of Conflict Resolution and Civic Responsibility will recommend to the Dean of Undergraduate or Graduate Studies, as appropriate, the disposition of the case, which can include revoking a student’s scholarship or fellowship, or teaching or research assistantship, as well as or in addition to disciplinary probation, suspension, or expulsion. Students should be aware that violations of academic integrity may cause subsequent difficulties in admission to graduate or professional schools and/or in employment in certain professions.

When a student violates academic integrity in more than one academic exercise, whether those infractions occurred during the same or different periods of time, or in the same or different courses, the University regards the offense as an especially serious subversion of academic integrity. The matter becomes particularly severe when the student has been confronted with the first infraction before the second is committed. Whenever the Offices of Undergraduate or Graduate Studies receive a second Violation of Academic Integrity report on a student, the Dean will request a hearing before the Office of Conflict Resolution and Civic Responsibility.

The Director of Libraries or Chief Information Officer, upon a finding of theft, damage, misuse of facilities or resources, or a violation of University policies, will forward all such cases to the Office of Conflict Resolution and Civic Responsibility for review and disposition, which can include suspension or expulsion from the University. The Director of the Libraries or Chief Information Officer may, in individual cases, limit access to the Library or IT resources pending action by the Office of Conflict Resolution and Civic Responsibility. In all other cases of academic dishonesty by students which come to the attention of any staff, faculty, or student, it is expected that the Dean of Undergraduate or Graduate Studies, as appropriate, will be consulted about such infractions.

The Office of Conflict Resolution and Civic Responsibility was established by the governing bodies of this campus and is administratively the responsibility of the Vice President for Student Success. Any questions about the procedures of the Office of Conflict Resolution and Civic Responsibility may be secured by inquiry to that office.

Exceptions to Regulations

In some instances, students may seek to be excepted from a University, school, college, or departmental regulation or from a program requirement.

Program Requirements: A request for an exception from the program requirements should be submitted in writing initially to the department chair or an appropriate departmental committee. If the department is not authorized to act on the request, it will refer the request to the official or committee responsible.

Departmental Regulations: A request for an exception from a departmental regulation should be submitted in writing to the chair or the departmental committee responsible. If the department is not authorized to act on the request, it will refer the request to the committee or official responsible.
School or College Regulations: A request for an exception from a school or college regulation should be discussed first with the department chair. If the request is within the responsibility of the department, it should then be submitted in writing to the chair or departmental committee responsible. If the department is not authorized to act, the request should be submitted in writing to the dean of the school or college or to the school or college committee responsible. If the school or college is not authorized to act on the request, it will refer the request via the Dean of Graduate Studies to the Graduate Academic Council.

University Regulations: A request for an exception from a University regulation shall be discussed with the department chair. If the request is within the responsibility of the department, it should then be submitted in writing to the chair or departmental committee responsible. If the department is not authorized to act, the request should be submitted in writing to school or college officials or committees if they are responsible, or to the Dean of Graduate Studies and the Graduate Academic Council if they are responsible.

Requests for exceptions to any of the following regulations established for the award of a graduate degree will not be considered:

1. academic grade standards;
2. credit requirements;
3. residence study requirements;
4. seminar, thesis, research, and field course requirements for a master's degree; field examination for a master's degree;
5. tool and foreign language requirements;
6. requirements established for admission to candidacy for a doctoral degree;
7. dissertation requirements for a doctoral degree.

Procedures for Resolving Academic Grievances

Students who seek to challenge an academic grade or evaluation of their work in a course or seminar, or in research or another educational activity may request a review of the evaluation by filing an academic grievance.

The Graduate Academic Council (GAC) and the Undergraduate Academic Council (UAC), through the work of their respective Committees on Admission and Academic Standing (CAAS) are responsible for insuring that approved procedures exist within the schools, colleges, departments (if applicable) and programs of the University for students to file academic grievances. Copies of established grievance procedures shall be filed by each academic unit with the Offices of the Dean of Graduate Studies and the Dean of Undergraduate Studies and available to students at each school/college dean’s office.

It is expected that the grounds upon which an academic grievance may be based should be clearly identified. Such grounds may include variance from University grading standards/policies, grade calculation inconsistencies with that announced in published course syllabi, procedural abnormalities, or other factors that are alleged to have denied the student a fair evaluation. It is not expected that grievances will propose that the professional obligation of faculty to fairly evaluate academic material within their field of expertise will be supplanted by alternate means without procedural cause.

A student who seeks to dispute a grade or evaluation must initially pursue the matter directly with the faculty member involved. If not satisfactorily resolved directly with the faculty member, a written grievance may be filed with the program/department, or directly with school/college for units that are not departmentalized.
Should the grievance not be satisfactorily resolved at this initial level of review, students may pursue further consideration of the grievance at the next organizational level until such time as the grievance is considered at the University level by the GAC or UAC CAAS, as appropriate. Action on an academic grievance by the appropriate CAAS, upon acceptance by the GAC or UAC, as appropriate, is final and not subject to further formal review within the University. Only at this final level of grievance determination by the CAAS may a grade or other such evaluation be changed against the will of the faculty member(s) involved. In such rare cases, the Chair of the GAC or UAC, or its respective CAAS, as appropriate, may consult at his/her discretion with departmental faculty and/or appropriate scholars to determine an appropriate grade and authorize its recording by the Registrar.

In reviewing an academic grievance, the CAAS will consider the formal written petition from the student and corresponding written response/comment from the faculty, along with all records of consideration of the matter at prior levels of review. Although rare, the CAAS reserves the right to conduct a hearing with all parties present or it may decide to meet with each party separately. The nature and number of the representatives attending any such meeting will be at the discretion of the CAAS. These procedures adopted are those which the University believes will provide all parties involved the opportunity to present complete and factual information as necessary for the CAAS to render a fair decision.

**Academic Termination and Transcripts**

Graduate students who are terminated for academic reasons will have placed on their graduate transcripts a notation that they were academically terminated and date of termination. If such students are subsequently readmitted to the program from which they were terminated, their termination notations will be deleted from their transcripts.

**Reinstatement**

A graduate student whose authorization to register for further study has been terminated officially by the Dean of Graduate Studies and who seeks reinstatement should submit a formal request for reinstatement along with a supporting statement to the Dean of Graduate Studies.

The Dean of Graduate Studies will refer such a request to the Graduate Academic Council and its Committee on Admissions and Academic Standing for review and action.

_Taken from University at Albany Graduate Bulletin_

[http://www.albany.edu/graduatebulletin/admission_graduate_requirements.htm](http://www.albany.edu/graduatebulletin/admission_graduate_requirements.htm)
_Last updated on 8/8/12_
POLICY FOR FREEDOM OF EXPRESSION

1. The University reaffirms its commitment to the principle that the widest possible scope for freedom of expression is the foundation of an institution dedicated to vigorous inquiry, robust debate, and the continuous search for a proper balance between freedom and order. The University seeks to foster an environment in which persons who are on its campus legitimately may express their views as widely and as passionately as possible; at the same time, the University pledges to provide the greatest protection available for controversial, unpopular, dissident, or minority opinions. The University believes that censorship is always suspect, that intimidation is always repugnant, and that attempts to discourage constitutionally protected expression may be antithetical to the University's essential missions: to discover new knowledge and to educate.

2. All persons on University-controlled premises are bound by the Rules and Regulations for Maintenance of Public Order, which deal in part with freedom of expression (adopted by the Board of Trustees of the State University of New York June 18, 1969; amended 1969, 1980). Members of the University community should familiarize themselves with those rules and regulations. In addition, University faculty are protected by and bound by Article XI, Title I, Sec. 1 of the Policies of the Board of Trustees (adopted January 1987), entitled "Academic Freedom."

3. University officials or other members of the University community in a position to review posters, publications, speakers, performances, or any other form of expression may establish legitimate time, place, and manner regulations for the maintenance of an orderly educational environment; however, they may not prohibit expression for any reason related to the content of the expression, except as permitted in those narrow areas of expression devoid of federal or state constitutional protection.

4. Speakers invited to campus by University groups or individuals, and other speakers who may be legitimately present on campus, will be given the utmost protection to communicate their messages without disruptive harassment or interference. Opponents to those speakers enjoy the same protections for expressing their dissent.

5. All members of the University community share the duty to support, protect, and extend the commitment to the principle of freedom of expression, and to discuss this commitment with groups or individuals who seek to take part in University life. While all persons may seek to discourage peaceably speech that may be unnecessarily offensive to particular individuals or groups, speech that may be antithetical to the University's values, those persons must support the legal right of free speech.

6. Under Section VII.7.3.2.3 of its charge, the Committee on Academic Freedom, Freedom of Expression, and Community Responsibility (CAFFECoR) will serve as a hearing body available to those members of the University community who feel their freedom of expression has been unfairly suppressed. The Committee will report its findings to the President for further review and action.

Updated on 8/8/12 from
http://www.albany.edu/graduatebulletin/requirements_policy_freedom_expression.htm
REGULATIONS AND REQUIREMENTS GOVERNING THE MASTER'S DEGREE

Requirements given in this section are those which generally apply to all master's programs except as indicated. However, the programs of individual colleges or schools may involve additional requirements applicable only to particular programs.

Master's Degrees Conferred
Graduate programs in the arts and sciences, public health sciences, nanosciences and nanoengineering, public affairs, and education lead to the M.A., M.S., or M.F.A. degrees. Graduate programs in business lead to the M.S. or M.B.A. degrees, graduate programs in criminal justice to the M.A. degree, graduate programs in library and information science to the M.S. degree, graduate programs in public administration to the M.P.A. degree, and graduate programs in social welfare to the M.S.W. degree. Graduate programs in regional planning lead to the Master of Regional Planning (M.R.P.) degree. Graduate programs in public health lead to the Master of Public Health (M.P.H.) degree.

Credit Requirements
Each program leading to a M.A. or M.S. degree includes as a minimum 30 credits of appropriate graduate study (31 credits minimum in public affairs; 54 credits minimum in rehabilitation counseling; 54 credits in counseling; and 30-64 credits minimum for one- and two-year programs in accounting). Programs leading to professional master's degrees include the following minimum number of credits of appropriate graduate study: for the M.B.A., 43 to 63 credits, depending on previous preparation in business; for the M.S. in Information Science, 42 credits; for the M.P.A., 40 credits; for the M.S.W., 60 credits; and for the M.R.P., 48 credits; for the M.P.H., 51 credits; and for the M.S. in Health Policy and Management, 56 credits. Refer to descriptions of individual programs for required courses and distributions. Candidacy is terminated for students who fail to meet the requirements for the degree within the minimum of credits of graduate study required for a particular degree and applied to their degree programs at this University or, for students whose required graduate programs exceed the usual minimum for the degree, within the minimum number of hours specified in the letter of admission.

Students who fail to qualify under the conditions above may take additional courses at this University for not more than 6 credits in an attempt to qualify, provided their records do not include an unsatisfactory seminar or thesis, except that students in 60-credit programs for the M.B.A. or M.S.W. may be permitted an additional nine credits in an attempt to qualify. Courses taken for this purpose must be selected by the student's advisor, and a record of the recommended courses must be filed with and approved by the dean of the appropriate school before the additional study is undertaken. Forms for this purpose may be obtained in the offices of the separate schools.

Independent study courses or work or research in absentia will not be approved for this purpose.

Statute of Limitations
All requirements for a master's degree must be completed within six calendar years from the date on initial registration in the program, unless the Graduate Academic Council grants an extension of time. This provision applies equally to students who enter with or without advanced standing or transfer credit.

Taken from University at Albany Graduate Bulletin
http://www.albany.edu/graduatebulletin/requirements_governing_masters_degree.htm
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