

Boston University

Master of Social Work

Academic Policies & Procedures

2025-2026

This document is subject to change. Students, faculty, and staff should always refer to the online version to ensure they have the most current document.

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1. INTRODUCTION

Welcome to Boston University School of Social Work Academic Policies and Procedures for Students. The policies listed below represent variations or additional stipulations affecting certain general [University policies](#). Students are responsible for familiarizing themselves with the regulations of the University and their school or college of enrollment. We hope that the information provided in this document will provide guidance throughout your enrollment.

As a Boston University School of Social Work student, you are responsible for knowing and abiding by the Boston University and the School of Social Work's academic policies and procedures, and the [National Association of Social Work Code of Ethics](#). Not following these policies and procedures may impact your enrollment and ability to graduate from BUSSW.

2. BUSSW DEGREE REQUIREMENTS

2.1 PROGRAM REQUIREMENT ATTESTATION

All incoming students are required to complete a Program Requirement Attestation Form that outlines the expectations and requirements of the program. Students must review, complete the outlined tasks, and sign the form prior to the beginning of their program. Information will be sent to students prior to orientation.

2.2 COURSE REQUIREMENTS

In addition to their practicum placement(s), Traditional Track and Human Service Experience students are required to take the following courses:

All Students		Clinical Students	Macro Students
CP 755	SR 743	CP 756	MP 773
ET 753	SR 744	CP 757	MP 781
HB 720	WP 700	One advanced clinical elective	MP 783
HB 735	WP 701	Three SSW electives	One advanced macro elective
HB Elective	WP Elective		Two SSW electives
MP 759			

In addition to their practicum placement, all Advanced Standing students are required to take the following courses:

All Students	Clinical Students	Macro Students
ET 753	Two of: CP 755, CP 756, or CP 757	MP 773
HB 735	One advanced clinical elective	MP 781
SR 743	Three SSW electives	MP 783
SR 744		One advanced macro elective
WP Elective		Two SSW electives

2.3 ACADEMIC STANDING

In accordance with the Federal Satisfactory Academic Progress Policy 34 CFR 668.34, all School of Social Work degree candidates must maintain Good Standing during their studies. The academic status of every degree and graduate student is reviewed at the end of each semester. Failure to make satisfactory academic progress and remain in Good Standing can result in Academic Probation and Dismissal. In addition, students must meet

satisfactory academic progress to be eligible for renewal of need based [financial aid and credit-based loan certification](#).

Good Academic Standing: Graduate students must have a grade point average of at least 3.0 to be in good academic standing.

Academic Probation

Students will be placed on academic probation if any of the following occur in any semester:

- 1) GPA falls below 3.0.
- 2) Student does not make progress toward a 3.0 GPA.
- 3) Student earns an F in a required course.
- 4) Unresolved Incomplete or F grades, missing grades, and/or MSW program requirements.

At the completion of each semester, students will receive written notification of probationary status from the Office of Academic Affairs. A copy of the notification will be sent to the student's academic advisor/SSA and the Registrar. The Registrar will place the student on Academic Probation status.

The student's academic advisor/SSA will connect with the student, following the steps outlined in section 5 of this handbook (The Problem Solving, Resolution, and Academic and Professional Standards Review Processes). The goal of this process is to identify support options and resources, and to implement strategies to ensure the student's academic success. This plan will include targeted resources, specific milestones, and an individualized strategy to support the student's progress.

In cases where a reduced course load is recommended, this will be part of a supportive approach to ensure success in the following semester. The Office of Financial Aid may determine that these students are no longer eligible for financial aid.

Reinstatement of Good Academic Standing

Students on academic probation are reviewed at the end of each semester. To be reinstated to Good Academic Standing, a student must achieve a GPA of 3.0 or above by the end of two full semesters in which they are enrolled. Those students who do not achieve Good Academic Standing during the probationary term will be considered for dismissal from BU School of Social Work. Typically, students are only permitted two cumulative semesters of Academic Probation. Students may be approved for an additional term of Academic Probation if they have demonstrated progress toward Good Academic Standing.

Academic Dismissal

Students who do not achieve Good Academic Standing after two cumulative semesters and have not demonstrated upward progress will be subject to dismissal from the MSW program. Specifically, students are subject to Academic Dismissal if any of the following occur in subsequent semesters:

- (1) lack of upward progress toward a 3.0 GPA,
- (2) unresolved deficient grades, including F, Incomplete, or MG

In addition, students will be subject to academic dismissal if any of the following occur:

- (1) they have failed the same required course twice,
- (2) they have earned three failing grades across all classes at SSW, or

- (3) it is not mathematically possible for them to achieve a 3.0 GPA with 6 additional credit hours (see section titled Below Minimum GPA at the End of the Degree Program).

Right to Appeal Dismissal

You have the right to appeal this decision. All actions concerning academic standing, including dismissal, may be appealed to the Office of the Dean. A student who wishes to appeal dismissal may do so by sending the petition to the Office of Academic Affairs. The written appeal must be received by the Office of Academic Affairs within 14 calendar days of the dismissal notice.

2.4 GRADUATION ELIGIBILITY

Students must have at least a “B” average (3.0) to graduate. Students must have resolved incomplete (I), missing grades (MG), and F grades at least one month prior to the scheduled graduation date for a student to be eligible for graduation. In addition, account holds must be resolved for a student to receive the degree.

Students may graduate in January, May, or August depending on their program. The University and the BUSSW graduation ceremonies are held in May. January and August graduates are invited to participate in the May ceremony in the year in which they graduate. Degree conferral and commencement dates can be found [here](#).

2.5 BELOW MINIMUM GPA AT THE END OF THE DEGREE PROGRAM

If a student does not attain a 3.0 GPA after they have met the credit requirements of their degree program, then the student is not eligible to graduate. In this case, the student may register for up to 2 courses at the graduate-level in order to raise their GPA to the minimum 3.0 standard. If it is not mathematically possible for a student to increase their GPA to 3.0 with the allotted additional credits, the student will be dismissed from SSW without possibility of reinstatement.

3. CLASS POLICIES, EXPECTATIONS & REQUIREMENTS

3.1 CLASS ATTENDANCE POLICY

Students are expected to attend each class session unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance, either by personal explanation to their instructor(s), advisor, or associate dean or by written statement from another authority. Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Students who expect to be absent from class or seminars should notify their instructor in a timely manner and are responsible for any missed content.

3.2 CLASS CANCELLATIONS AND RELIGIOUS HOLIDAYS

Class Cancellations

On occasion a Charles River, Off-Campus or Hybrid Program class may be canceled if the instructor is unable to attend (e.g., illness, emergency) or if the weather makes travel unsafe. Students will be notified via email if a class is cancelled or delayed. Due to their condensed nature, all cancelled Off-Campus class sessions are rescheduled to occur during pre-determined make-up dates as listed on the syllabus. Please be sure to keep these make-up dates available.

Absence Due to Religious Observance

BUSSW follows the University's policy, which can be found [here](#).

3.3 ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Boston University strives to be accessible, inclusive, and diverse in our facilities, programming, and academic offerings. If you have a disability (including but not limited to learning or attention, mental health, concussion, vision, mobility, hearing, physical or other health-related concerns), require communication access services for the deaf or hard hearing, or believe that you require a reasonable accommodation for another reason please contact the Office of Disabilities and Access Services at <https://www.bu.edu/disability/>

3.4 RECORDING OF CLASSES, ELECTRONIC DEVICES, & TECHNOLOGY IN SOCIAL WORK PRACTICE

Recording of Classes

Massachusetts statute, MGL c. 272 section 99, prohibits the taping of any oral communication without notice to all parties involved. It is important, therefore, that any taping of classroom proceedings (e.g., for the benefit of absent students or as a study aid to all students) occurs only with effective prior notice to all.

In-person class lectures in BUSSW courses are not routinely audiotaped/recorded, but occasionally a student or faculty member may wish to do so. If a specific class session is to be recorded (e.g., required as part of an approved disability accommodation), the faculty member should notify students at the beginning of the course or class that the session will be taped. When a course will be audiotaped throughout the semester (e.g., as an academic accommodation for a student with a documented disability or for other educational purposes), the faculty member will inform students (in the course syllabus or in a written communication) that the class lectures will be taped and the student and faculty member will sign the [SSW Audiotape Permission Form](#).

Please note that all Online Live Classroom except for Clinical Practice (CP) course sessions are recorded, archived, and made available to students for their course section.

Electronic Devices

Computers may be used to support the learning activities in the classroom, with the permission of your instructor. These include such activities as taking notes and accessing course readings under discussion. However, non-academic use of laptops and other devices is distracting and can disrupt the learning process for everyone. Therefore, computers and other electronic devices are not to be used in the classroom for non-academic reasons. This includes e-mailing, texting, social networking, and use of the Internet. Cell phones should be on vibrate or silent for the duration of class. Phone use should be limited during class in order to maintain a focused and respectful learning environment. If you anticipate needing to take an urgent call (e.g., you're on call or managing a time-sensitive situation), please notify the instructor beforehand. In these cases, please sit near the door, and step out quietly if needed.

Standard for Technology in Social Work Practice

Standard for Technology in Social Work Practice by NASW, ASWB, CSWE, and CSWA can be reviewed [here](#). Additional information is available at [BUSSW's Conduct & Netiquette](#).

3.5 ROLES AND RESPONSIBILITIES IN LEARNING

Faculty are responsible for establishing the competencies to be achieved; setting the course objectives; choosing

the framework, assignments, and readings; and creating the overall learning contract. Faculty present core content and guide students in the selection, presentation, and study of major issues; they promote class discussion and provide opportunities for small and large group learning. Faculty may share their own experiences and emphasize particular areas of specialization; they may bring in experts from the field to lecture on particular topics. Faculty are responsible for evaluation, feedback, and grading of students.

Students are responsible for their participation in the course and for achieving the competencies set forth in the syllabus. Students participate through classroom discussion and by working together in small groups. Students are responsible for reading and articulating learning from required readings, grappling with clinical dilemmas in class, and for reflection on their personal/professional values and ethics. Additional expectations include the following:

- **Punctuality:** When students come to class on time, they demonstrate positive participation.
- **Attendance:** Students are expected to attend all class sessions and to inform the instructor in advance of any absences. Failure to attend class sessions is likely to have a negative effect on your course grade.
- **Class preparation:** Class participation is often contingent upon having done the preparation. Reading the assigned material and completing the assigned exercises demonstrates planning ahead and an investment in the work of the course. It is also essential for informed classroom discussion.
- **Participating in classroom discussion:** The classroom is a laboratory for the building of future professional skills and competencies. Being able to speak responsibly, clearly and appropriately in a group context is both an academic and professional requirement. Therefore, the classroom is a perfect environment for students to hone their “speaking aloud” skills. Students are expected to move outside their comfort zone and take risks on behalf of strengthening this important competency. Participation should exemplify at least the following professional values:
 - a. Elevating service to others above self-interest.
 - b. Seeking to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity.
 - c. Respecting others’ inherent dignity and self-worth.
 - d. Treating each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity.
 - e. Seeking to enhance others’ capacity and opportunity to change and to address their own needs.
 - f. *Recognizing the central importance of human relationships.*
 - g. Understanding that relationships between and among people are an important vehicle for change.
 - h. Engaging people as partners in the learning process.
 - i. Seeking to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance wellbeing.
 - j. Acting honestly and responsibly and promoting ethical practices.
 - k. Continually striving to increase my professional knowledge and skills and to apply them in the classroom.
 - l. Aspiring to contribute to the knowledge base of the profession.

3.6 WRITING STYLE AND REFERENCES

Students are expected to follow the editorial and reference standards set out in the Publication Manual of the American Psychological Association (7th Edition). A helpful BUSSW APA Style Guide can be found at:

<https://www.bu.edu/ssw/students/current/academic-resources/writing-tutoring-resources/>

For more information and tutorials go to:

- <https://extras.apa.org/apastyle/basics-7e/#/>
- https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html

3.7 PROTECTING CLIENT CONFIDENTIALITY

Federal health regulations of 2003 mandate the protection of client confidentiality by changing the name of the client, significant others, agency, conditions, other descriptors, and geographic locations that could lead to client identification.

Students are expected to protect client and agency confidentiality in all academic oral and written presentations and communications by altering or disguising client and agency names, locales, and potentially revealing demographics. For example, if a client is one of only two recipients nationwide of an experimental cardiac device making the news, the student will disguise the client by simply describing her as a local resident undergoing high-risk surgery. A mental health agency might be disguised as “Central Counseling,” or “Neighborhood Health.” To provide additional professional protection and respect to all clients, clients should not be discussed informally in public areas such as lounges, corridors, elevators, dining halls, restrooms, or in friendly conversation.

3.8 ACADEMIC HONESTY

Papers and presentations in the School of Social Work must meet standards of academic honesty and integrity, avoiding any possibility of plagiarism or other forms of academic misconduct.

3.9 COURSE EVALUATION PROCESS

At the end of each course, students are asked to complete an anonymous course evaluation. One purpose of the evaluation is to provide information for the instructor to improve the course. All course evaluations are also reviewed by the Associate Dean for Academic Affairs and Department Chairs to ensure continuous high-quality teaching and to identify areas of improvement. Course evaluations are also reviewed by academic administrators as one measure in determining faculty appointments, raises, promotions, and tenure. For the purpose of feedback, periodic informal evaluations may also be requested by the instructor throughout the course.

Course evaluations are completed electronically and are confidential. Feedback is not tied to individual respondents. Students are prompted to complete an electronic course evaluation form at either the penultimate or final class of the course. Students will receive an automated email from Blue when each class evaluation opens, and a reminder email before the evaluation closes. While the evaluations are open, students will also receive a pop-up reminder each time they log into Blackboard. Instructors should not be present in the classroom when students complete course evaluations. Additionally, instructors do not have access to the course evaluations until all grades are submitted.

4. ACADEMIC CONDUCT AND BEHAVIORAL STANDARDS FOR SOCIAL WORK STUDENTS

4.1 BUSSW STUDENT EXPECTATIONS

Becoming a social worker involves acquiring knowledge and skills as well as demonstrating attitudes and values that are congruent with professional standards. Attention to these standards will be paid by faculty responsible for evaluating students' classroom performance, by instructors, advisors, and other agency personnel responsible for evaluating practicum performance, and by administrators and others with whom the students interact within the School of Social Work community.

Social work students are expected to adhere to the following standards in the classroom, practicum, and within the larger Boston University School of Social Work community:

- A. Behavior: in interactions with faculty, administrators, staff, agency personnel, clients/consumers, and other students, act in accordance with the mission of the Boston University School of Social Work, and the goals

and standards of social work as outlined here, in the [NASW Code of Ethics](#) (e.g., commitment to social and economic justice, client self-determination, integrity, human dignity and human diversity), and the Boston University [Code of Student Responsibilities](#).

- B. Self-awareness: openness to new ideas, differing opinions and feedback from others and integration of these into professional and student roles and performance; an understanding of the effect of one's statements and behaviors on others; the ability to modulate one's behavior to promote a productive professional environment and appropriate relationships; a willingness to examine one's beliefs, values and assumptions and change one's behavior to ensure ethical professional practice.
- C. Academic: critical evaluation and application of knowledge and research findings to professional performance; classroom participation that promotes academic freedom, complies with respectful classroom behavior, complies with instructor's directives; and allows course instruction and participation of all students.
- D. Interpersonal: interpersonal skills needed to relate effectively to students, faculty, school personnel, agency staff, clients, and other professionals; these include compassion, empathy, integrity, respect and consideration, reliability, and responsibility for one's own behavior.
- E. Self-care: the ability to engage in appropriate self-care and seek resources and/or treatment for medical and personal problems that interfere with academic and professional performance.
- F. Appropriate use of existing channels of communication: (e.g., advisor, classroom instructors, Department Chairs, Boston University School of Social Work administrators, practicum instructors) and procedures for addressing problems and concerns at the School of Social Work as outlined in BUSSW Policies and Procedures.

All students enrolled at Boston University are expected to comply with the full [Code of Student Responsibilities](#). In addition to meeting the standards of Boston University, students are expected to meet the standards for conduct and professional behavior set forth by the NASW Code of Ethics and professional training site(s). The BUSSW Behavioral Standard for Social Work Students addresses this below.

4.2 ACADEMIC CONDUCT AND ACADEMIC INTEGRITY ADDENDUM FOR GRADUATE STUDENTS

Students should familiarize themselves with the University's [Academic Conduct Code](#) and [Academic Integrity Addendum for Graduate Students](#). The Associate Dean for Academic Affairs (ADAA) is responsible for administering the procedures set forth in the University Code of Student Responsibilities.

5. THE PROBLEM SOLVING, RESOLUTION, AND ACADEMIC AND PROFESSIONAL STANDARDS REVIEW PROCESSES

5.1 STEP 1 - PROBLEM SOLVING (AN INFORMAL CONVERSATION)

As is appropriate for graduate-level professional training, it is expected that students will attempt to solve conflicts and challenges in accordance with professional behavior. When conflicts arise in the classroom, in a practicum placement, or in the SSW community, students are advised to speak directly with the parties involved (i.e., their course instructor, their practicum instructor, fellow students and/or their advisor) as one would in a professional setting.

Students are encouraged to consult with their student services administrator and/or other SSW administrators who can serve as resources or provide guidance in this process. In some cases, such as when a knowledge of resources or one's program plan needs modification, advisors, and students are encouraged to meet with the appropriate Student Services and Practicum Education representatives. These representatives may know of additional resources and supports to help students and are well versed in program planning options.

Contact information and guidance for reporting and resolving issues you may experience during your time at BUSSW may be found on School's website at this link: <https://www.bu.edu/ssw/students/current/reporting-resolving-issues/>

5.2 STEP 2 - THE PROBLEM RESOLUTION PROCESS (A FORMAL PROCESS)

The Problem Resolution Process (PR) is a formalized problem-solving and mediation process utilized when violations of the BU Code of Conduct have not occurred, but when a concern regarding a student's educational experience has not been resolved directly by the parties involved. A Problem Resolution meeting can be initiated by a faculty member, an advisor, or any other member of the school faculty or administration. Areas of concern may include:

- Academic, for example: low or failing grades, multiple incomplete grades, difficulties with assignments or communication with instructors, chronic tardiness and/or class absences, or a GPA below the required 3.0.
- Practicum related, for example: difficulty demonstrating professional skills, completing documentation or recordings, relating with clients or staff, carrying out professional roles and responsibilities, communicating professionally with practicum instructors and colleagues and/or agencies not being able to fulfill their commitment to the student.
- Behavioral, for example: lack of understanding of the effect that statements or behaviors have on others, inability to accept constructive feedback from others, inability to be self-reflective.
- A combination of academic, practicum, and/or behavioral concerns.

The goal of the Problem Resolution Process meeting is to make recommendations for resolution of the area(s) of concern and document an agreement to resolve identified issues.

The following outlines the steps of the Problem Resolution Process:

- 1) When a concern arises in the classroom and/or practicum, the advisor or the appropriate student services administrator should be informed.
- 2) The advisor/student services administrator informs the student of the reported concern and informs the student that they will gather information pertinent to the stated concerns from instructors, practicum instructors, and student services administrators/advisors.
- 3) The advisor/student services administrator develops a Problem Statement that summarizes the concern as presented by the involved parties, including an overview of the student's academic and practicum history at School. The Statement is reviewed by the administrator who will chair the meeting.
- 4) A notice of the meeting is sent to all participants via BU email.

The Problem Resolution meeting is convened by the appropriate BUSSW administrator. Attendees at the meeting may include:

- The student

- The advisor/student services administrator
- The practicum instructor (if the problem involves practicum internship)
- Classroom instructors (if the problem is occurring in the classroom or relates to academic performance in a specific class)
- Faculty and administrators considered to have information about the problem under discussion or about the student in general.

Students may invite an observer/support person (often another student) to accompany them to the Problem Resolution meeting. Before the meeting, the student should tell the administrator that a support person will be present. This person's role is to support the student during and after the meeting and/or to observe the meeting process. This person does not actively participate in the meeting. The administrator chairing the meeting will review this person's role when introducing those present at the meeting. In general, the goals of the meeting are to:

- Develop a clear understanding of concerns and contributing factors.
- Identify strategies and steps to resolve the situation.
- Establish goals to be reached.
- Identify who is responsible for each step.
- Establish dates by which goals are to be met or issue(s) are to be reconsidered.

In most cases, the group agrees on the direction to be taken. If there is no agreement, consultation may be sought with the Associate Dean for Academic Affairs.

The advisor or student services administrator will write a summary of the meeting identifying the meeting goals and steps to be taken. Only those individuals who have responsibility for implementing or monitoring the resolution of the concerns will receive a copy of the summary. An electronic copy of all Problem Resolution documents will be kept in a confidential electronic folder in the Academic Affairs server and are to be expunged when the student graduates. Advisors and relevant administrators may keep copies of notes and meeting material in their own separate electronic file to be expunged when the student is no longer their advisee and/or has graduated.

In situations where the goals and plan has been established but progress toward identified goals has not been made, or new issues emerge, another Problem Resolution meeting may be convened, or a request to the Associate Dean of Academic Affairs may be made for an Academic and Professional Standards Review. At any time, if a concern is deemed to be related to the student's status at the school, a request for an Academic and Professional Standards Review will be made.

Ethical academic conduct is a critical component of such an academic environment, giving faculty the freedom to extend their role as educators to include serving as mentors and colleagues as well as instructors. For administrative staff, the Code gives them the ability to deal more effectively with students, and to work on a student's behalf both within the University and outside it.

5.3 STEP 3- ACADEMIC AND PROFESSIONAL STANDARDS REVIEW

Any faculty, staff, or administrator may refer a student to the Associate Dean for Academic Affairs for a review by the Academic and Professional Standards (APS) Committee. An APS Review will be initiated under one or more of the following circumstances:

1. **Academic Standing:** After the Problem Resolution process has been exhausted and/or if adequate progress has not been made in resolving the problem(s)

2. **Academic Misconduct:** Any violation of the University's Academic Conduct Code beyond a first offense or when the instructor and student do not come to an agreement about the misconduct.
3. **Behavioral Standards:** If a student's behavior in the classroom, practicum placement or in the school's overall community environment appears in violation of the BUSSW Behavioral Standards for Social Work Students, the Boston University Code of Student Responsibility, and/or the NASW Code of Ethics.

Academic and Professional Standards Committee

The BUSSW Associate Dean of Academic Affairs will institute proceedings before the Committee by forwarding the case to the Chair of the APS Committee. The APS Committee shall consist of faculty and staff members appointed by the Dean, one of whom shall serve as Chair, and three (3) students: two 2nd year graduate students. The quorum for hearings shall be five (5) voting members of the committee, at least three of whom shall be faculty members. Students on the Committee are voting members.

The Committee has jurisdiction over: (a) acts of academic misconduct on the part of any student enrolled in a course taught in BUSSW, whether that student is enrolled in BUSSW or some other academic unit at the University or any other college or university; and (b) any act of academic misconduct not related to a course by any student enrolled in BUSSW. The Committee will have jurisdiction over acts of misconduct pertaining to course credits earned in the BUSSW by any person. This shall include any person who has received an MSW or PhD degree from BUSSW.

The Committee will follow the same procedures for suspected violations of non-academic violations of the Code of Conduct.

Academic and Professional Standards Review Procedures

- A. **When students are referred to an Academic Conduct Committee of another School/College in the University**, the BUSSW Associate Dean for Academic Affairs shall inform the designated Dean of the School/College of enrollment of the nature of the charge and the time of the hearing. Whenever possible, a representative from the School/College of enrollment should be present at the hearing and deliberations.
- B. **When a case is referred to the APS for review, the office of the Associate Dean for Academic Affairs refers the case to the APS Committee**, the ADAA's office shall inform the student and the APS Review Committee Chair by email at least twelve days prior to the hearing. The APS Chair shall send an email (read receipt/delivery notification enabled) to the student's official university email account. It shall include the following:
 - 1) The charges and copies of all documents that will be used as evidence in the hearing.
 - 2) The date, time, and location of the hearing.
 - 3) The fact that the student may request to reschedule the hearing, within a limited time period, for a valid reason.
 - 4) The fact that the student may be accompanied by an advisor of their choice. At the discretion of the committee chair, the advisor may be allowed to make a brief statement on behalf of the student. The advisor may not otherwise participate directly in the hearing.

- 5) The fact that the student may also bring witnesses to provide additional information related to the alleged offense. The Chair may limit or exclude the matters presented by any individual to the extent that such information is repetitive or is not pertinent to the guilt or innocence of the student.
- 6) The fact that the student shall have the right to examine the person bringing the charges, and at the discretion of the chair and in a manner to be prescribed by the chair, to examine all witnesses.
- 7) The fact that the student may, but is not required, to submit a written statement and/or other documents for review by the APS Committee, provided that any such written statement is prepared by the student (and not by their advisor), and provided that any statement or documents that the student wishes the APS Committee to review are received by the Associate Dean's Office at least seven (7) days prior to the scheduled date of the hearing. The APS Committee reserves the right not to accept or review any materials that are submitted after this deadline.

C. **Waiver of Twelve-Day Notice.** A student may waive the twelve-day (12) notice requirement. The APS Committee may hold an expedited hearing when the Chair and student both believe that doing so is in the interest of fairness.

- 1) Members of the APS Committee may be excused if the case might involve a conflict of interest (e.g., kinship, teacher-student relationship, etc.).
- 2) The Associate Dean may appoint pro tempore members to replace regular faculty members unable to attend or who have been excused.
- 3) When students are called before Academic Conduct Committees of another School/College in the University, a representative from the home School/College student shall be invited to attend but will not vote.
- 4) No student shall be found guilty except on the vote of a majority of the voting members present at the hearing.
- 5) Once the meeting is called to order, the departure of one or more committee members shall not defeat the quorum and the meeting may continue to conclusion. If committee members do depart before deliberations occur, final decisions about the case should be suspended until the departing member(s) has/have had a chance to review the sound recording of the hearing and express their judgment. In no case shall a decision be suspended for more than 7 days after the hearing.
- 6) The Chair shall be counted as a voting member but shall vote only to break a tie.
- 7) A hearing shall proceed in the absence of the accused student only if:
 - a. The student waives the right to be present or
 - b. The committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence.
- 8) The hearing shall be recorded by sound recording. The recordings are to be preserved for one year. Any participant in the hearing may obtain a copy of the recording or the transcript of the hearing (if one is

made, though the University is under no obligation to produce a transcript) at actual cost. Deliberations are private and are not recorded.

- 9) The Chair in their discretion shall administer the hearing to promote fairness. Subject to that discretion, the hearing shall include:
 - a. Presentation of charges by the Committee chair.
 - b. Presentation and examination of material evidence and witnesses by the Committee and by the accused student(s) excluding material relevant to sanctions to be imposed. In appropriate circumstances, the Chair may take steps to protect a witness through actions such as sequestering, withholding a witness's identity, or taking testimony prior to a hearing.
 - c. Statement by the accused student(s) and examination of the student(s) by the committee.
 - d. Additional examination of witnesses if required.
 - e. After excusing the accused student, and advisor, and witnesses, deliberation of the Committee, **which shall not be recorded.**
 - f. Formulation of the judgment and assessment of any appropriate penalty by a majority vote of the members present providing there is a quorum.
10. The Chair shall make the necessary determination of the scope of the inquiry with a view to according full and fair exploration of relevant material. It is on the discretion of the Chair whether to accept additional documents prepared by any of the witnesses and first offered at the time of the hearing.
11. Because the hearing is not a court hearing, the Committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible.
12. The hearing shall not be public, and information gained at the hearing shall be treated as privileged information by all participants. This does not bar the disclosure of the findings and recommendations of the Committee to those authorized to receive such information. Inasmuch as this provision is for the protection of accused students, it does not bar them from disclosing information pertaining solely to themselves, if they wish to do so, provided, however that in proceedings involving multiple students, no student should disclose information learned about any other accused student to any persons not participating in the hearing.
13. At the request of the student, the Chair of the APS Committee may, at their discretion, elect to admit parents or legal guardians.
14. The hearing shall be conducted with proper decorum. The hearing may be recessed by the chair if (a) additional evidence or witnesses are needed or (b) it is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes.
15. The School may, from time to time, make public the facts and decisions of cases that come before the committee. However, such reports shall not reveal the name of any student, professor, or course involved in a case that has been heard by the committee.

D. Recommendations

1) Cases involving students enrolled in SSW

The Committee shall write up its recommendation including a statement of the charges, evidence, judgment, and recommended penalty, which shall be transmitted to the Associate Dean for Academic

Affairs within seven (7) days after the hearing at which the judgment was made. With regard to the judgment, the Associate Dean for Academic Affairs shall review the evidence supporting the Committee's findings.

If necessary, the Associate Dean for Academic Affairs may refer the matter back to the Committee for further consideration and/or elaboration or may request the transcript or recording of the hearing and/or copies of the evidence. However, the judgment of the Committee shall not be replaced by a judgment more damaging to the student unless new evidence has been considered upon a rehearing. Similarly, with regard to the recommended penalty, the Associate Dean for Academic Affairs shall not impose more severe penalties than those recommended by the Committee.

2) Cases involving students enrolled in another School/College

If the accused student is not enrolled in the School/College where the infraction occurred, the designated Dean of the school/college conducting the hearing shall transmit the Committee's judgment and recommended penalty to the Associate Dean for Academic Affairs in the BUSSW within 7 days. With regards to the judgment and recommended penalty, the Associate Dean for Academic Affairs shall review the evidence supporting the Committee's findings. If necessary, the Associate Dean for Academic Affairs may refer the matter back to the committee for further consideration and/or elaboration or may request the transcript or recording of the hearing and/or copies of the evidence. However, the judgment of the Committee shall not be replaced by a judgment more damaging to the student unless new evidence has been considered upon a rehearing. With regard to the recommended penalty, the Associate Dean for Academic Affairs is not bound by the committee's recommendation but shall make an independent determination of the appropriateness of the recommended penalty and may impose a penalty that is greater or lesser than that recommended by the Committee.

E. Within 14 days of the date of the APS Committee's final recommendation, the Associate Dean for Academic Affairs shall send an email (read receipt/delivery notification enabled) to the student's official university email account notifying the student of the judgment and penalty imposed.

F. Penalties

1) Students Who Sign Approved Agreement for Resolution Forms

Students who sign the Agreement for Resolution Form shall receive the grading penalty noted on the form. Students will also receive a letter of reprimand from the Associate Dean for Academic Affairs. The form and the letter of reprimand will be retained in the student's internal record in the school or college but shall not be recorded on the student's transcript. It may, however, be considered when reviewing the student's eligibility for University programs and when imposing sanctions for future offenses.

2) Students Whose Cases are Referred to the APS Committee

Students who are not allowed the option of a grading penalty or who elect to have their cases heard by the APS Committee may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion only through action of the APS Committee. If applicable, a faculty member may assign a grade of "I" in a course while a matter is pending before the APS Committee. In a case in which the APS Committee has found a violation of the Code, the ultimate grade assigned by the faculty member may also reflect the faculty member's determination of how seriously overall course goals and expectations of the academic discipline are compromised by work involved in an incident of academic misconduct, and how that work should in consequence contribute to the final course grade.

- 3) **Students who believe that a faculty member has penalized them for alleged acts of academic misconduct without having followed the procedures** set forth in this Code should make their concerns known as soon as possible to the Associate Dean for Academic Affairs.
- 4) **If the student is found by the APS Committee to have committed academic misconduct**, the APS Committee may recommend any reasonably appropriate penalty. The penalty may be one or more of those listed below; however, because it is impossible to anticipate all variations of misconduct, the APS Committee has broad power to fashion a sanction that is fair to the student, suitable to the offense, and effective as a future deterrent. The APS Committee may recommend such other appropriate sanctions as it sees fit.

a. No penalty for minor violations that do not warrant sanction.

b. Reprimand

- 1) For violations of a minor nature or mitigated by extenuating circumstances.
- 2) A copy of the reprimand shall be placed in the student's internal record but shall not be recorded on the student's transcript. Past reprimands may be considered in imposing sanctions for future offenses.
- 3) Reprimands place no restriction on the student's participation in academic or non-academic School/College or all-University activities.

c. Disciplinary Probation

- 1) For violations deemed serious enough to warrant some abridgement of the student's rights and privileges.
- 2) Given for a specified period of time.
- 3) Prohibits the student from being an officer in any recognized all-University or School/College student organization, and from participating in intercollegiate activities during the specified probation period.

d. Suspension

- 1) For violations deemed serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion.
- 2) Given for a period of one to three semesters.
- 3) Recorded on the student's transcript; the student's transcript shall carry the statement "withdrawn."
- 4) The student must apply to the Dean of their School/College for readmission, making a satisfactory statement concerning their interim activities and their intended future conduct.
- 5) No academic coursework may be undertaken for Boston University credit, nor may any Boston University degree be conferred, during the period of suspension.

e. Expulsion

- 1) For extremely serious academic misconduct.
- 2) Recorded on the student's transcript.
- 3) Expulsion is permanent.

f. Other Sanctions

- 1) Successful completion of one of the Educational Resource Center's periodic academic integrity workshops. The record of successful completion shall be maintained for purposes of documenting a first offense.
- 2) Removal from a Professional Program. For violations involving conduct that is considered serious enough to withdraw the student from a program leading to a professional endorsement from the University. Such conduct may take place within a professional practicum assignment as well as the University. Removal from a professional program does not, in itself, bar the student from graduation.
- 3) Revocation of the degree. For serious misconduct, including but not limited to misconduct that occurred while the student was enrolled at the University but was discovered after graduation, conduct involving fraudulent use of University transcripts or degree certificates after graduation, or similar serious misconduct.

G. Dissemination of Information

- 1) Notice of suspension or expulsion is sent to the student, Student Services representative, SSW Registrar, and Associate Dean of Academic Affairs.
- 2) Dissemination of information is governed by the Family Educational Rights and Privacy Act of 1974 and GDPR (if applicable).
- 3) Any sanction resulting in a separation from the University, i.e., suspension, expulsion, and/or revocation of admission or degree, will be recorded on the student's transcript. See the [BU FERPA Policy](#) for more information.
- 4) Any record created pursuant to this Code may be disclosed with or without a waiver if required by law.
- 5) Students receive a copy of the Academic Conduct Code at their first registration at the University. The URL to the code will be provided centrally through the University Bulletin and located on the Academic Integrity website.

H. Record Retention

- 1) Academic Integrity records will be retained by the school or college of enrollment for seven years after the student graduates or otherwise leaves the University.
- 2) Records relating to suspension, expulsion, or revocation of a degree shall be retained by the University indefinitely.

I. Appeals

- 1) All decisions may be appealed to the Dean of the school/college in which the student is enrolled. Such appeals must be filed within fourteen (14) days of receipt of the final decision and penalty.
- 2) A student who is appealing is entitled to receive a copy of all materials considered by the Committee, a copy of the tape recording of the hearing, and a copy of the Committee's report.
- 3) When a student is enrolled in a school/college other than the school/college where the case was heard and is appealing both the judgment and penalty, the Dean of the student's school/college shall request that the Dean of the school/college where the case was heard render a decision on the appeal of the judgment. Thereafter, the Dean of the student's school/college of enrollment will render a decision on the appeal of the penalty.
- 4) Standard on Appeal: The decision of the Dean should be upheld unless it appears on appeal that the decision was unreasonable and unfair. The Dean will notify the student of the decision. The letter shall also inform the student of the procedure for appealing to the University Provost.
- 5) Within fourteen (14) days of the receipt of the Dean's final response to appeals within the school/college, a student may appeal the judgment or the penalty to the University Provost. Appeals are

to be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both.

- 6) The Provost shall review the documentation, and when deemed necessary, may refer the appeal back to the original committee for clarification and comments.
- 7) A rehearing will be ordered only if new evidence is presented, or a procedural error is identified. The procedure at a rehearing is the same.
- 8) After the hearing, a recommendation to the Provost is to be made, as described in section E. I. (Recommendation”), above.
- 9) Before making a decision, the Provost may conduct their own investigation if they feel it is warranted.
- 10) The decision of the Provost is final.

6. REGISTRATION INFORMATION AND POLICIES

6.1 REGISTRATION INFORMATION

Students register for classes through the MyBU Student Portal. Registration information and other accompanying documents are available in the “forms” section [here](#).

Students are encouraged to meet with Student Services and/or Practicum Education administrators (when there is a need to modify the student’s program plan, or if there is need for a referral to appropriate resources. Administrators may know of additional resources and support to help students and are well versed in program planning options.

6.2 COURSE ADDS, DROPS, AND SECTION CHANGES

Adding Classes

Before the BUSSW semester start date, students may make changes using the [MyBU Student Portal](#). After the BUSSW semester start day, students may add or change sections of classes until the add deadline (this may differ for each individual class), which can be found in the MyBU Student Portal, under “Class Information.”

Waitlists

For courses that are full, students may place themselves on a waitlist if one is available. As seats become available, students will be enrolled from the waitlist in the order they were added.

Important: CRC students interested in online courses should **not** join the waitlist through the registration system. Online course enrollment is managed separately by the Online Program, and seats—including those on the waitlist—are reserved for online students. As a result, even if a seat opens, CRC students on the waitlist will be bypassed due to reserve seat restrictions.

CRC students who wish to be considered for an online course should email sswulp@bu.edu to request placement on the waitlist.

Dropping Classes

A course may be "dropped" by using the [MyBU Student Portal](#) before the last day to drop a course with a “W” (the grade indicating withdrawal). Off-Campus, Hybrid and Online students should consult with their Campus Administrator before dropping a course. Remember that a student must be registered for six credits per semester to be eligible for federal financial aid.

Failure to attend a class is not considered a “dropped” class. Students who no longer attend a course but remain

registered for it are still considered actively enrolled. Absence from classes does not reduce a student's financial obligation, nor guarantee that a final grade will not be recorded.

Due to the structure of Off-Campus, Worcester Hybrid, and Online programs, dropping a course may delay the student progress and continuation in the program, or the student may have to enroll in courses at the Charles River Campus in Boston, at another Off-Campus location, or in the Online Program. Please note that the tuition rate is campus specific; a student may pay a higher tuition rate depending on the campus where the course is offered.

Off-Campus, Hybrid and Online students will receive a tuition refund for a dropped course if it is dropped before the start date of the course. Keep in mind that a student must be registered for six credits per semester to be eligible for financial aid. Look for posted academic schedules each semester that indicate the dates for withdrawing “without a W on the student’s record” or “with a W on the student’s record.” There is a tuition refund schedule for each semester, and it is based on program and date of withdrawal. CRC and OCHP students may reach out to the Registrar for refund schedules. Class cancellation and refund policies for OLP students are available [here](#).

Students who plan to drop ALL courses in a semester should refer to section 8.5: “Leave of Absence and Withdrawal.

6.3 TRANSFER CREDITS AND CROSS REGISTRATION

Transfer Credits from Other Colleges and Universities

Petitions for transfer credits for individual graduate social work or other graduate courses are to be submitted upon acceptance to the School. Up to nine credits may be received for courses taken at another accredited graduate school of social work. Up to six credits may be received for courses taken in another accredited graduate program other than social work. Credits that have been applied to a prior degree cannot be transferred. In all cases, a course grade of B or higher must have been received and the course must have been taken within the past five years to be eligible for consideration for transfer credit. BUSSW does not grant social work course credit for life experience or previous work experience.

A [Request to Transfer Credit form](#) must be completed for each course the student is petitioning for and for which the student earned a grade of B or better. All courses must have been completed within five years of your anticipated enrollment. For all transfer inquiries contact the [Manager of Admissions](#).

Cross Registration within another BU Graduate School

SSW students are eligible to cross-register for graduate courses in other graduate schools and programs within Boston University. The student must complete the [Transfer Credit Request form](#).

Approval letters must be filed by the Office of Academic Affairs with the SSW Registrar. Although the number of credits per course varies from school to school, the student will receive credit for one SSW course (3 credits), for each approved course taken elsewhere at Boston University. Once the course has been approved, students should use the [MyBU Student Portal](#) to register prior to the University start date. After the University start date, students should follow regular registration procedures outlined above.

Cross Registration with the Boston Area Consortia

The cross-registration privilege applies for the following Consortium members: Boston College, Hebrew College, Tufts University, and Brandeis University. Students will be charged BUSSW tuition. Students wishing to cross-

register at a consortium school can obtain information [here](#).

SSW students are allowed to take one Consortium class per semester. A Consortium class will automatically appear on the BU transcript and no additional tuition charges will be added for full-time students.

After completion of an approved course taken at a Consortium School, grades will be submitted by the Consortium School. If a course at a non-Consortium School is approved, the student must submit an official transcript to the SSW Registrar to receive transfer credit. The grade for a transfer course will not be factored in to determine a student's grade point average.

Pre-Approval for Transfer Credits at Non-Consortia Colleges and Other Universities

It may be possible to obtain permission to take a graduate level course at a college or university that is not part of the Boston Area Consortia. The process for approval is the same for used for transfer credits. Please complete the [Transfer Credit Request Form](#) to apply for pre-approval of transfer courses outside of the Consortia.

Transfer courses taken at non-consortia schools will be listed at the bottom of the transcript after the class is approved and recorded. Tuition for non-Consortium transfer courses is paid for at the selected University or College where the course was taken.

Cross Registration with Another BUSSW Program

Students who wish to take courses on another campus (CRC, OCP, Worcester Hybrid, or OLP) may do so provided there is space. Interested students must meet the prerequisite requirements and should contact the administrator of the program of interest to review the appropriate processes. Please note that courses in the Off-Campus, Hybrid and Online programs are taught in a shorter and more intense format, the schedule is different than that of the Charles River campus and there are differential tuition rates based on the campus/program.

Students must meet the appropriate pre-requisites prior to enrolling in courses through another BUSSW campus and should adhere to the following procedures:

Off-Campus Program (OCP), Worcester Hybrid or Charles River Campus (CRC) students requesting to take an Online Program (OLP) course:

- 1) CRC incoming students should discuss this request with the Director of Student Services, who will provide guidance on the next steps.
- 2) CRC continuing students should send an email to sswolp@bu.edu with their request.
- 3) OCP/Hybrid students should discuss their request with the appropriate Student Services representative to receive guidance on the next steps.
- 4) Once the request is made to OLP, students will be placed on a waitlist for the OLP course, if appropriate. Please note that online students have priority registration for online courses.
- 5) Student will be notified within one month of the course start date if there is space.
- 6) Once permission is granted, student should register for the course with SSW Registrar
- 7) Prior to the beginning of the course, student will meet with OLP team member for BUSSW & the ODE Orientations and review of course requirements.

OLP/CRC Requesting to Take a Course at OCP/Hybrid:

- 1) Students should discuss their request with their home program administrator (Director for Student Services for CRC/OLP) who will provide guidance on next steps.

- 2) Students wishing to take a course at OCP/Hybrid should send an email to sswocp@bu.edu with their request; students wishing to take a course at CRC should send an email to swreg@bu.edu with their request.
- 3) Once the request is made, the student will be placed on a wait list for the course, if appropriate; the student will be notified within one month of the course start date if there is space.
- 4) Once permission is granted, the student should register for the course by contacting SSW Registrar swreg@bu.edu.
- 5) Prior to the beginning of the course, the student must meet with appropriate campus/platform administrator to participate in the appropriate orientation/training steps for the new platform/campus.

Off-Campus Program (OCP), Worcester Hybrid or Online Program (OLP) students requesting to take a Charles River Campus (CRC) course:

- 1) OLP students wishing to take a course at the CRC should discuss their request with their Student Services Administrator. OCP and Worcester Hybrid students should discuss their request with their Student Services representative.
- 2) Once guidance is received from the appropriate administrator who will revise the students' program plan, the students email swreg@bu.edu to register for the course.

6.4 AUDITING COURSES

An auditor is a student who enrolls in a course to acquire knowledge, but who does not earn credits or a grade. Audited courses do not count toward completing degree requirements. An auditor may not change his or her status after the fifth week of classes. Auditors must attend classes regularly, complete assigned reading, and participate in discussions but they are excused from handing in paper assignments. Auditors are admitted to a course on a space-available basis and in accordance with the rules of the School of Social Work. Auditors are subject to the full tuition and fees for the course. An auditor must fill out the audit class section of an [Audit Form](#) and obtain instructor's signature and return the form to the SSW Registrar.

6.5 COURSE OVERLOAD POLICY

Full-time students wishing to take more than 18 credits in a semester must have a GPA of 3.50 or better, complete the [Course Overload Approval Form](#), and obtain permission from the [Registrar](#) or their designee. Students may be responsible for paying for additional credits.

6.6 DIRECTED/INDEPENDENT STUDY

A Directed Study or Independent Study is a course of guided learning in which a faculty member provides an opportunity for learning, jointly structured by the faculty member and student, and the student acquires knowledge and skills by studying and working autonomously. Such a course is often more challenging than a standard course because the student meets alone with the faculty member and is responsible for reporting on activities and demonstrating that learning is taking place.

There is wide variation in Directed Studies in terms of the type of work, the amount of reading, the number of assignments, and the number of meetings with the faculty member. However, at least one assignment is required so the student can show mastery of the material. This should be a substantive product and can take whatever form the faculty and student agree upon. Students who want to do a Directed Study should work with the sponsoring instructor to develop a contract outlining the agreed upon components of the directed study and give to the SSW Registrar. Download the [Directed Study Agreement Form here](#).

6.7 RESEARCH WAIVER EXAM

Students who enter the MSW program with a research background are eligible to take a proficiency examination to waive the Research I (SSW SR 743) three-credit course requirement. All students who successfully pass the research proficiency examination are required to substitute a three-credit advanced elective as part of their MSW plan of study. Advanced Standing students who pass the Research I waiver examination are not required to take substitute credits. Students can review the social work waiver exam requirements [here](#).

The Research Waiver examination is typically completed prior to the semester in which the student would enroll in SR743 ("Research 1").

6.8 GRADUATION REVIEW

Students must complete a Graduation Review form at least one semester prior to graduation. Students will be considered potential graduates only after they have submitted a signed Graduation Review form indicating they understand and are responsible for completion of indicated courses to complete graduation requirements. Students must submit their Graduation Review Form to their Student Services Representative, who will prompt students to attend graduation review meetings.

Other information that students provide to the University pertaining to graduation (name for diploma, etc.) is completed through the MyBU Student Portal.

7. GRADING POLICIES

7.1 GRADES

A letter grading system is used for all courses.

<u>Grade</u>	<u>Honor Points</u>	<u>Grade</u>	<u>Honor Points</u>	<u>Grade</u>	<u>Honor Points</u>
A	4.0	C+	2.0	P	Not Applicable
A-	3.7	C	2.0	I	Not Applicable
B+	3.3	C-	1.7	J	Not Applicable
B	3.0	D	1.0	AU	Not Applicable
B-	2.7	F	0.0	W	Not Applicable

Students may view their grades through the [MyBU Student Portal](#) under Academics. Printed copies of grades may be obtained by request through the MyBU Student Portal or in person at the Office of the University Registrar. Students are responsible for checking their grade reports for accuracy and for contacting the SSW Registrar if there are discrepancies.

Academic courses are graded A-F except for practicum education courses, which are graded on a Pass/Fail basis. The Practicum Education grade is assigned by the advisor in consultation with the practicum instructor(s). Practicum Education is a multi-semester experience and students must complete the required semesters in their practicum to receive a passing grade for the practicum education course. At the conclusion of the first term of a practicum education internship a "J" grade is accorded to indicate completion of the term. No credit will be given for a single semester of Practicum Education. Additionally, there are not-for-credit seminars graded on a Pass/Fail basis.

7.2 MINIMUM GRADE REQUIREMENTS

Although the grade range for courses is A–F, students earn no academic units for an “F” grade. Students should refer to the Failing Grades policy for more information. On the [MyBU Student Portal](#) students may:

- Check their grades.
- Obtain printed copies of grades (Students are responsible for checking their grade reports for accuracy and for contacting the [SSW Registrar](#) if there are discrepancies).

7.3 CONTESTING GRADES

If a student has questions or concerns about a grade (assignment grade or final course grade), the instructor should explain/clarify the basis for the grade assigned, including assignment outline, rubrics, etc. If a student asks to rewrite an assignment in hopes of improving the grade, it is up to the instructor to decide whether to allow this option and what the process should be. The instructor may want to consult with another faculty member who is familiar with the course and/or assignment.

If the student contesting a grade is in their last semester at SSW, the instructor should check with the Registrar about timing of a possible grade change with respect to graduation.

If a student’s grade concerns are not resolved with the instructor, the student can appeal the grade to the Department Chair who will meet independently with student and the instructor to obtain information about the course assignment and grading criteria and then decide whether to allow a grade appeal. The Department Chair may recommend that the student’s assignment(s) be reviewed and graded independently by another faculty member. Based on the external reader’s assessment, the Department Chair may recommend to the course instructor that the student’s grade be changed.

7.4 FAILING GRADES (EXCLUDING PRACTICUM EDUCATION)

A grade of “F” indicates a failing grade of a course. If a student earns a failing grade in a required course, they must repeat and pass that course in the next available term. If a student earns a failing grade in an elective course, they must subsequently repeat that course or take another elective and earn a passing grade. If students take a different elective, they should work with their SSA/advisor to ensure that the course selected will fulfil program plan requirements.

Students repeating a course for a passing grade should be aware of the following:

- Students may not attempt a course more than twice. Failing the same course twice is grounds for dismissal from the program.
- Students must pay for the course again.
- No form is required to repeat a failed course.
- Students will not receive degree credit for any failed course.
- When a course is repeated, both the “F” and the subsequent grade remain on the student’s permanent record, and both grades are included in the calculation of the cumulative grade point average.

7.5 INCOMPLETE GRADES (EXCLUDING PRACTICUM EDUCATION)

Students may drop or withdraw from courses within the University designated period. Students needing extended time to complete a course must contact their instructor and request an extension. Should the instructor approve the request, an [Incomplete Grade Request form](#), signed by both student and instructor and listing a specific completion date of all outstanding work must be submitted to the registrar when final course grades are due.

The date for the completion of all outstanding course work must allow adequate time for the instructor to grade the assignment and to submit a Change of Grade form no later than two weeks from the last meeting date of the course.

It is the student's responsibility to connect with the instructor who granted the incomplete to ensure that a Change of Grade form is submitted after all outstanding work has been submitted.

Please Note:

- 1) At the time that grades are due, any Incomplete grade without a signed **Incomplete Grade Request form** will be converted to an "F" grade by the registrar.
- 2) If the instructor does not submit the Change of Grade to the registrar by the agreed upon deadline, the Incomplete will be converted to an "F" grade.
- 3) If the student does not submit the outstanding course assignments by the agreed upon date, the student's grade will be the Provisional Grade submitted on the Incomplete Request Form by the instructor (this grade is based upon previously submitted coursework).
- 4) For a student on a Leave of Absence, Incomplete grades will be converted to an "F" grade after one year, **as required by university policy.**

8. STUDENT STATUS AND ACCOUNTS

8.1 FULL-TIME VERSUS PART-TIME STATUS

A student's status may change if the total number of registered credits changes in a given semester. Part-time status is designated for students taking less than 12 credits per semester. All students in the Off-Campus, Hybrid, and Online programs are enrolled as part-time students.

Charles River Campus students wanting to change status from full-time to part-time or vice versa must meet with and obtain permission from the CRC Director of Student Services to discuss the programmatic and financial implication on these changes and to revise the student's program plan before a change can take place. Part-time students will receive a tuition refund for a dropped course as long as they are still enrolled in other classes(es).

Students who plan to drop ALL courses in a semester must meet with their Student Services administrator to complete an Exit Interview and the [University Withdrawal/Leave of Absence Form](#). Please be sure to check the tuition refund schedules which is based on the date of withdrawal.

8.2 TRANSFERRING BETWEEN SSW CAMPUSES/PROGRAMS

Students who want to transfer to a different SSW campus program should consult with their appropriate Student Services and Practicum Education administrators. These administrators will determine if the student is in 'Good Standing'; specifically, GPA of at least 3.0, no outstanding incompletes, have been successful in practicum, and not involved in an unresolved Problem Resolution Process, Academic Misconduct Process or Academic and Professional Standards Review. Students who have had an Academic and Professional Standards Review need approval from the Associate Dean for Academic Affairs to transfer to another campus/program.

- a. **Students in Good Standing:** If the student is in good standing, the administrator should review with the student their ability to succeed in the different class structure and format, discuss the impact of the transfer on the student's program plan, date of graduation, tuition cost and financial aid, and practicum placement. Together the student and administrator complete the [Campus Transfer Request Form](#).
- b. **Students on Academic Probation:** If the student is not in good standing, the current campus administrator,

in consultation with the administrator, and with input from the student's advisor, will conduct a review to determine if permission to transfer should be granted. The administrator should review with the student their ability to succeed in the different class structure and format, discuss the impact of the transfer on the student's program plan, date of graduation, tuition cost and financial aid, and practicum placement. If approved, the students must submit a [Campus Transfer Request Form](#) within one week.

- c. **Students Receiving Financial Aid:** Students who receive financial aid should contact the Financial Aid Office to review the financial aid implications of the transfer.

Finally, students should include the [Campus Transfer Request Form](#). Please contact the designated person at the campus they wish to transfer to with the completed Campus Transfer Form to determine space availability. Assuming that there is space, the student should inform their current administrator of the change. The administrator will confirm with the administrator from transfer campus, notify financial aid, practicum education and the student's advisor.

8.3 CHANGES IN PERSONAL INFORMATION

In order to keep BUSSW records accurate, please update the [MyBU Student Portal](#) with changes in address or telephone number. Name changes require completing a [Personal Data Update Form](#).

8.4 PAYMENT AND STUDENT ACCOUNTS

Payment of the tuition bill, through the [MyBU Student Portal](#), constitutes official registration and enrollment for the semester. Students are responsible for settling their accounts as quickly as possible.

The University may administratively withdraw students who have not settled their accounts within five weeks of the beginning of each semester. If a student is administratively withdrawn, the advisor and all instructors will be notified. The student may not be allowed to continue in classes or to register for the next semester.

8.5 LEAVES OF ABSENCE AND WITHDRAWALS

Leave of Absence and Withdrawal Policies

- MSW students must complete their degree within six years of the original start date of their program. Those whose revised graduation date will not be able to fall within this time limit must re-apply to the program by completing the full admissions process. Students with time limitation questions or concerns are welcome to discuss program plan options with the administrator of the program at which they wish to attend to determine whether their program can be completed within the required time limit.
- Previous credits earned at BUSSW will count towards completion of the degree. These credits will expire 6 years from the original start date of the student's program. When credits expire, they are no longer counted towards the degree and will need to be taken again. However, grades for expired courses are included in the calculation of the cumulative grade point average.
- If a student has formally withdrawn from BU, they should apply as a new incoming applicant and their degree completion timeline starts again.
 - Please note that if a student has any intention of returning to BUSSW, they should take a leave of absence, not withdraw. This ensures an easier return to the program.

- University account balances must be paid before a student can register for classes or obtain a new loan. There are credit-based (non-federal) loans available to students to use for their prior balance, but such loans are contingent on how long a student has been on leave. More information is available at [SSW Financial Aid](#).

Leave of Absence and Withdrawal Procedures

To withdraw or to take a Leave of Absence from the University a student must their appropriate campus Administrator and submit an official [Withdrawal/Leave of Absence Form](#) (within five days of withdrawal/leave of their absence) to the SSW Registrar at swreg@bu.edu .

The appropriate SSW administrator will conduct an exit interview section of the form with the student, review any concerns, and explore a plan for return. The Exit Interview form should list any educational or behavioral concerns and indicate if there is a need for a Problem Resolution meeting, Academic and Professional Standards Review and/or required documentation indicating readiness to return upon the student's request to return. The exit form will be housed in the student's registration file to be utilized when a student requests to return.

Note: Students who take a leave of absence or withdraw are required to complete the Withdrawal/Leave of Absence process in order drop their courses. Students who no longer attend a course but remain registered for it are still considered actively enrolled. Absence from classes does not reduce a student's financial obligation, nor guarantee that a final grade will not be recorded.

Return from a Leave of Absence

Students wishing to return to the school must initiate a Request to Return from a LOA by completing the form at the following link: <https://www.bu.edu/ssw/students/current/return/>

If a student is requesting to return within a year of taking an LOA, they will only need to submit the Request to Return from a Leave form. If a student is requesting to return after more than one year, they will need to submit the form along with the documentation below:

- 1) List of any new paid and/or volunteer experiences
- 2) One new reference
- 3) A personal biographical update
- 4) Any new transcripts

Please note: if necessary, the Student Services administrator can also request these documents from any student returning after less than one year and/or can ask any student for additional material.

The request for ***Return from a Leave form*** allows for documents to be uploaded directly on the website and is then sent to the appropriate administrator.

Charles River Campus	sswoss@bu.edu
Off-Campus and Worcester Hybrid Programs	sswocp@bu.edu
Online Program	sswolp@bu.edu

The administrator then gathers and reviews the submitted information and meets with the student to make the decision as to whether the student can return (and, if needed, under what conditions). For MSW students, the

administrator will review the student's BUSSW Exit Interview Forms (completed at the time the student took a leave from the program). If this review indicates any concerns or recommendations, a referral will be made to the Dean of Academic Affairs for review, and/or a Problem Resolution Meeting or Academic and Professional Standards Review may be required before a re-entry decision can be made.

After all reviews are completed, the student is notified of the decision to return via email. If the student is allowed to return, administrator will update the student's program plan, upload any submitted documents to OnBase, and refer the student to Practicum Education, as necessary. The paperwork should also be forwarded to the Registrar's office so that the student can be reinstated.

Protocol for Students Returning from a Leave of Absence for Medical Reasons

[University policy](#) requires that students interrupting studies for medical, mental, or behavioral health reasons complete a review process that is initiated through Student Health Services. Please note online students are exempt from this protocol.

Students returning from a Medical Leave of Absence should review the [LOA Instructions](#) and then complete and submit the following required documentation to Student Health Services:

1. [Community Provider Report](#)
2. [Student Report](#)
3. [General Authorization to Third Parties to Disclose Health Information](#)

Students must be cleared by Student Health Services prior to return. Graduate students' request to return from a medical LOA will be reviewed by SHS and an email to the student and academic contacts with one of the messages below. Again, online students are exempt from this protocol.

Cleared/reviewed:

You have been cleared from a medical perspective to return from your Medical Leave of Absence. You should be aware that being cleared to return from a medical perspective does not guarantee that your program will determine that you are entitled to continue your academic work at Boston University. The next step in the process is for you to communicate with your academic area (School/College/Department/Program, as appropriate) to discuss your eligibility to return to your academic program.

Students will be notified if they are required to speak with a clinician as part of their return from leave.

For additional information describing the specific steps go to: <https://www.bu.edu/shs/getting-started/too-sick-to-keep-up-with-course-load/>

Timeline for a Return from Leave of Absence

MSW STUDENT REQUEST TO RETURN	
Term of Planned Return	Submission Deadline for Request
Fall Semester	January 15
Spring Semester	May 15

Summer Semester	September 15
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Please note that if a student will not need a practicum placement upon their return from a leave of absence, there may be some flexibility in the request submission deadlines listed above. Students in this category should contact the appropriate Student Services administrator for additional information.

9. SOCIAL WORK LICENSING ELIGIBILITY AND PROGRAM PLANNING

Graduates of the BUSSW program can apply for social work license by following the appropriate steps as required by their state of residence or practice. We recommend that students contact their state's social work licensing board to determine all requirements for licensure. Requirements may include, but are not limited to, specific MSW course content, additional post-graduation examinations or experience, application and licensing fees, criminal background checks, reference checks, and other requirements. It is important that you be aware of all such requirements and that you plan accordingly to ensure that you enroll in coursework required by your state of residence or practice.

Additional information regarding social work state specific licensing regulations is available [here](#).

10. STATE AUTHORIZATION COMPLIANCE

Boston University School of Social Work State Authorization Reciprocity Agreement (SARA) and Boston University Approval

The State Authorization Reciprocity Agreement (SARA) is a voluntary agreement amongst member states, territories, and districts of the United States that establishes one set of national standards and rules for distance education offerings. States that wish to become members of SARA apply to their regional education compact for approval. Once a state has been approved, institutions within that state may apply to the designated state portal entity for approval to participate in SARA. Currently, 49 states (all but California), the District of Columbia, Puerto Rico, and the U.S. Virgin Islands have joined SARA.

Boston University has been approved under the terms and provisions of SARA to operate its distance education programs in SARA-approved locations. [State Authorization and Distance Education](#)

[Boston University State Authorization and Distance Education Disclosures](#) site provides a variety of information regarding distance education programs, including:

- [Complaint Resolution](#) process for Massachusetts, and each state
- Information on the [Refund Policy](#) applicable to students in distance education programs
- Information about distance education programs that lead to professional [licensure and certification](#); and
- [Authorizations by State](#): State-by-state authorizations and information, including complaint procedure information for the location and any state-specific disclosures.

11. BOSTON UNIVERSITY SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICIES

11.1 TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex- based discrimination in federally funded education programs and activities. Sex-based discrimination includes sexual harassment and

sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The law covers sex-based discrimination against students, faculty, and staff. To view policies, go to the following link: [Title IX & BU Policies](#)

11.2 BUSSW SEXUAL HARASSMENT PROCEDURE

Should any student have a question, wish to discuss an issue, or wish to file a complaint for concerns regarding interactions in the classroom or in the BUSSW environment, students may contact the University's Equal Opportunity Officer, at (617) 353-9286.

Please refer to the [Interim Equal Opportunity and Title IX Procedures](#) for a description of the investigation process. Students who have concerns or complaints about sexual harassment with the University's Equal Opportunity Title IX Officer at (617) 353-9286. You may also contact the Deputy Title IX Officer at SSW at title9sw@bu.edu.

11.3 WORKPLACE VIOLENCE PREVENTION

Boston University is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the Boston University workplace. If such conduct occurs, it should be promptly reported to the proper authority and investigated. To view policies, go to the following link: <https://www.bu.edu/policies/workplace-violence-prevention>

11.4 STUDENT COMPLIANCE REQUIREMENT

All students at Boston University are required to complete the following [Sexual Misconduct Prevention trainings](#):

- 1) Students entering the program will receive a notification from the university to complete the *Sexual Assault Prevention Training*.
- 2) Returning students will complete a follow-up training (*RespectEdu Ongoing: Taking Action*) that builds upon information and skills learned in the first training.

Information on the trainings is available at [BU Student Health Services Wellness & Prevention](#). Check the Personal tab in the [MyBU Student Portal](#) to see your compliance status. **You must complete the assigned trainings during your first semester at BU, or you will be prevented from registration activity until the trainings are complete.**

12. BOSTON UNIVERSITY NOTICE OF NON-DISCRIMINATION

Boston University's full Notice of Nondiscrimination is available at <https://www.bu.edu/policies/boston-university-notice-of-nondiscrimination/>.