Policy and Procedure in the event a student engages in a violation of the NASW Code of Ethics.

Policy: As stated in the UM-Flint Department of Social Work Student Handbook, on the Department of Social Work website, and in all core social work course syllabi, students are accountable for adhering to NASW Code of Ethics. Failure to comply with one or more of these standards provides grounds for dismissal from the social work program and possibly the University of Michigan at Flint depending on the nature of the violation. Students who have been successful in traditional college settings may not succeed in the professional education of social workers, and early success does not automatically mean continued success. Students who cannot integrate the knowledge, skills and values of social work in their interactions with their student peers, clients, and professionals in positions of authority such as faculty and agency supervisors may fail in their professional education. Failure especially in a field instruction course will result in dismissal from the cohort; re-entry in a subsequent cohort is contingent on a case by case review.

Procedure:

- Notification of an alleged ethical violation by a student either enrolled in a social work course or admitted to the social work degree program is submitted to or received by a faculty/staff member of the Department of Social Work. The faculty/staff member receiving notification immediately reports this to the Program Director/Chair who documents the date for all future procedures.
- Within 24 hours of the initial notification, the Program Director/Chair appoints a faculty/staff person to conduct an investigation into the alleged ethical violation.
- Within 3 business days of appointment, the appointed faculty/staff person conducts an investigation into the alleged ethical violation providing specific documentation of the investigation.
  - This investigation begins with interviewing all appropriate persons involved.
  - Also during this phase, the student is formally interviewed.
  - The student is given the opportunity to explain her/his perspective of the ethical violation event and is informed of the possible department responses.
  - The investigation results in a report of findings submitted to the Program Director/Chair.
- The Program Director/Chair will evaluate the findings of the investigation and then decide if a formal review is warranted. The Program Director/Chair has the authority to dismiss the case at this point.
- If the Program Director/Chair determines a formal review of the case is necessary, the Program Director/Chair will appoint and convene an ad hoc committee of no less than 3 impartial faculty/staff who will conduct a formal review and submit a recommendation to the Program Director/Chair within 2 business days of its appointment.
  - The decision options in response to an ethical violation can be one of the following, depending on the egregious nature of the ethical violation:
If the student has been formally admitted to the degree program, the decision options are:

1. The student’s case is dismissed.
2. The student is immediately dismissed from the program but is allowed to re-apply for re-admission in the following academic year with corrective conditions specified.
   - Each case is reviewed based on its own circumstances. The recommendation of readmission with corrective conditions is made based on the investigation findings and collective wisdom of the formal review committee.
3. The student is dismissed from the University of Michigan at Flint.
4. If the student holds a pre-social work status and the ethical violation occurs within the context of a social work course, the decision options are:
   1. The student’s case is dismissed.
   2. The student fails the course but is allowed to re-take the course with corrective conditions specified.
      - Each case is reviewed based on its own circumstances. The recommendation of re-taking a course with corrective conditions is made based on the investigation findings and collective wisdom of the formal review committee.
   3. The student fails the course, is allowed to re-take the course with corrective conditions specified, but is not considered for admission into the social work program for that academic year. The student is allowed to apply for admission into the program the following academic year.
   4. The student fails the course with no option of re-taking the course and no option of application to or admission into the social work program.
   5. The student is dismissed from the University of Michigan at Flint.

• Within 24 hours of receipt of the recommendation, the case is reviewed again by the Program Director/Chair who then submits a recommendation to the SEHS Dean.
• Within 24 hours of receipt of the Program Director’s/Chair’s recommendation, the case is then reviewed by the Dean and a final decision is made.
• Within 3 business days of the Dean’s final decision, the Program Director/Chair informs the student of the decision in writing.
  - The student is also informed at this time in writing of the SEHS Appeal Process.
• If the student has been removed from the social work program, the following actions are taken:
  - The Program Director/Chair immediately notifies the office of the registrar
  - The student is directed to contact university advising to see if a plan can be developed to complete another degree if their removal is only from the social work program.
• The student may be removed directly from the university if the case review shows justification for this action and is aligned with university policies.

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