



GEORGE FOX UNIVERSITY

Masters of Social Work

Student Handbook

2016-2017

Social Work Program
George Fox University
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WELCOME!

Welcome! The faculty and staff of the School of Social Work at George Fox University are glad you have made a decision to join our Masters of Social Work program. We look forward to working with you to reach your goal of being a masters-level social worker. To that end, the Student Handbook serves as a guide for policies and procedures important for your successful completion of the MSW degree. It is vital that you read the handbook thoroughly.

The policies and procedures for the MSW program have been developed through a collaborative process with interaction between faculty, administrators, advisory board members, community partners, and students.

George Fox University School of Social Work Mission Statement

The mission of the George Fox University School of Social Work is to prepare graduates for worldwide leadership and service as social work professionals who integrate the values, knowledge, and skills of social work and with the highest competence and ethical integrity.

Masters of Social Work Mission Statement

The mission of George Fox University's School of Social Work Masters Program is to prepare graduates for worldwide leadership and service as social work professionals who integrate the values, knowledge, and skills of social work with the highest competence and ethical integrity within public and private human service organizations, faith communities, and religiously affiliated agencies.

Program's Context: University's Mission

The mission of the university is as follows: "George Fox University, a Christ-centered community, prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion."

The university mission statement is further articulated by the institutional values that relate clearly to the mission, nature, and purposes of the current the masters in social work program. For example:

1. Living like Christ as Agents of Love and Reconciliation
2. Creating a Transformational Learning Community
3. Pursuing Scholarly Inquiry
4. Engaging Globally and Connecting Culturally
5. Reflecting the Diversity of God's People
6. Preparing Innovators and Risk Takers in Pursuit of God's Kingdom
7. Serving and Leading in Communities of Trust
8. Promoting Peace, Justice, and Care of the Earth

Three particular themes relevant to the convergence of mission between the university and the masters' degree in social work emerge:

- Competent, ethical integration of Christian faith and the highest standards of social work scholarship and professional practice;
- Leadership in professionally-oriented, globally engaged, experientially-grounded education; and
- Commitment to justice and service.

The George Fox University Masters of Social Work Program's mission statement is consistent with the profession's purpose and values as outlined in the CSWE EPAS (CSWE, 2012) and NASW Code of Ethics (NASW, 2008).

“The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons” (CSWE, 2012 p. 1).

The George Fox University Masters of Social Work mission broadly addresses the preparation of competent practitioners at advanced levels of practice to serve and to lead as social work professionals intent on promoting human and community well-being. The Masters program is built on the values, knowledge, and skills that undergird the purpose of the social work profession.

Consistent with the university and program mission, infused into both concentrations will be themes relating to the ethical integration of personal beliefs and competent professional practice; working effectively with diverse spiritual and religious beliefs, practices, and organizations; and meeting human needs and seeking social justice, locally, nationally, and globally.

Distinctives of the George Fox University Masters of Social Work Program

The School of Social Work seeks to integrate Christian scholarship within the discipline of social work. Upon completion of the prescribed curriculum the student should be able to demonstrate mastery of the theories, methods, techniques, and values of the social work profession as prescribed by the Council on Social Work Education (CSWE) and the National Association of Social Workers (NASW). The student should be able to integrate their personal faith within the program's curriculum and understand how this impacts them both personally and professionally. It is the program's goal that students graduate with the ability to differentiate personal belief systems from their client's beliefs and conduct themselves ethically as advanced practice social workers, working with diverse and vulnerable populations in a variety of settings.

Within the context of a Christian university, this program is dedicated to providing a community environment where each individual is viewed as unique and valuable with varied gifts and abilities to use in service to others.

Goals of the Masters of Social Work Program

Students completing the MSW program will be able, at an advanced level, to:

1. Exhibit competence in generalist and advanced social work practice with diverse individuals, families, groups, organizations, and communities.
2. Demonstrate critical thinking skills in applying knowledge and ethical principles to social work practice and in evaluating scientific inquiry including practice-based research.

3. Consider and apply the values and ethics of the profession in every aspect of practice and understand the ethical integration of Christian faith in practice, including nondiscrimination in the areas of age, class, culture, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
4. Enhance the well-being of people and communities locally, regionally, nationally, and around the world.
5. Apply an ecological systems perspective, empirically supported theoretical frameworks, and evidence-based social work practice methods to all levels of practice.

Social Work Program Nondiscrimination Policy

All students who meet the minimum requirements for admission to the Social Work Program at George Fox University are invited to apply, and no student will be denied admission on the basis of race, color, national or ethnic origin, gender, age, marital or veteran status, disability, religion, political affiliation or sexual orientation. All students are expected to be in compliance with the standards set forth in the University Standards of Conduct.

In addition, it is the policy of George Fox University that all employees and students work in an environment where the dignity of each individual is respected. Harassment due to race, color, sex, marital status, religion, creed, age, national origin, citizenship status, political affiliation, workers' compensation status, physical or mental disability, veteran's status, or any other status protected under applicable local, state or federal law is prohibited. Such harassing behavior should be avoided because conduct appearing to be welcomed or tolerated by one employee or student may be very offensive to another employee or student.

Inquiries about the University Nondiscrimination and Diversity Policy may be directed to the University Department of Human Resources.

Program Accreditation

Students frequently ask us if the Social Work Program is accredited. It is important to understand that there are **two** different types of accreditation that affect the Social Work Program. The regional accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), grants the first type of accreditation. This regional body reviews entire universities and programs for the Council on Higher Education Accreditation (CHEA).

A second type of accreditation is **professional** accreditation. Professional accreditation is granted in social work through the Council on Social Work Education (CSWE). The George Fox University BSW Program is fully accredited by CSWE and awards the Bachelors in Social Work (BSW) degree upon graduation.

The Masters of Social Work program is currently in candidacy status with the Council on Social Work Education. Achieving accreditation is a multi-year process. Our program is currently in the third year of the accreditation process and is working toward having initial accreditation by February 2017.

State licensure as a Social Worker

In most cases, social work licensure exams can only be taken by students who have graduated from a CSWE accredited program. Oregon currently has certification for a Registered Bachelors in Social Work (RBSW), which generally requires passing a test, submitting transcripts and a background check, and paying a fee. The RBSW designates that you have professional certification versus an academic degree. See the web site for the Oregon Board of Licensed Social Workers, <http://www.oregon.gov/BLSW/Pages/index.aspx>. When students are seeking employment in states requiring licensure, they will be eligible to do so with their BSW degree from George Fox University.

Licensure at the master's level varies state by state. The State of Oregon has three different categories for licenses at the master's level. These include Licensed Clinical Social Worker (LCSW), Clinical Social Work Associate (CSWA), and Licensed Master's of Social Work (LMSW). Detailed information for each license can be found at the following website: <http://www.oregon.gov/BLSW/Pages/index.aspx>.

GFU Social Work Faculty

The people who compose the faculty of the George Fox University Social Work Program bring a rich mixture of professional and teaching experience to their tasks. A sample of their experience and interests is noted below.

Clifford Rosenbohm, PhD, ACSW, LCSW, Associate Professor of Social Work and Director of the School of Social Work.

Dr. Rosenbohm has been teaching fulltime for 16 years. He has taught every course in the BSW curriculum except statistics. He was awarded "Undergraduate Teacher of the Year/ Faculty Achievement Award," for 2012-2013. He has authored multiple self-study documents for CSWE accreditation. He continues to use his skills in assessment to develop, implement, and report on program outcomes. He has helped develop curriculum in three different undergraduate social work programs. He holds an Academy of Certified Social Workers credential and also maintains his Licensed Clinical Social Workers credential in the State of Oregon (active). He has LCSW credentials in the State of Alaska (inactive) and the State of Kentucky (inactive). Clifford joined the GFU faculty in 2002. His academic credentials are listed below.

Education:

Ph.D. in Social Welfare, Case Western Reserve University, Mandel School of Applied Social Sciences, Cleveland, Ohio.

Master of Social Work, The Southern Baptist Theological Seminary, Louisville, Kentucky.

Certificate in Theology, The Southern Baptist Theological Seminary, Louisville, Kentucky.

Bachelor of Arts, Psychology, Louisiana College - Pineville, Louisiana

Sik Yin Chan, MSW, LCSW, Assistant Professor, is the MSW Director of Field Education. Mr. Chan has an MSW, is a licensed clinical social worker with strong practice experience and more than 20 years experience in social work.

Mr. Chan completed his MSW degree from Portland State University in 1994. He is currently expected to complete his Doctor of Education in 2017 from Concordia University, Portland, Oregon. He is a licensed clinical social worker in the State of Oregon. Mr. Chan's practice experience has been within a variety of contexts that include direct practice with a broad spectrum of clients (4 years), quality assurance, supervision, and administration in a non-profit agency (18 years).

Education:

MSW, Graduate School of Social Work, Portland State University;
BA, Social Work, Concordia University, Portland, Oregon

Jeongah Kim, PhD, MPA, BSW, Associate Professor of Social Work

Dr. Kim has taught human behavior and the social environment, social welfare policies, social work and spirituality, program evaluation, and human diversity in both BSW and MSW programs. Her research interests have revolved around factors associated with substance abuse and HIV/AIDS. Her scholarly activities also focus on addressing challenges related to various social welfare policies unique to developing nations. Dr. Kim's scholarly productivity reflects her recognition of the importance of contributing to the professional literature in the areas of HIV/AIDS, substance abuse and social welfare policy.

Dr. Kim has had more than 20 publications in both national and international journals. In addition, she was chosen by the Substance Abuse and Mental Health Services Administration (SAMHSA) as one of 14 emerging scholars to receive training and mentoring to assume a leadership role in the field of addictions and their impact on minority populations. Her current interdisciplinary research is centered on mental health, particularly among vulnerable populations who experience the disproportionate consequences of health disparities. Dr. Kim is dedicated to social justice and attention to spirituality in social work and related philosophical, practice and policy concerns. Jeongah joined the GFU faculty in the fall of 2014.

Education

Ph.D., Ohio State University;
M. A. in Public Administration, Eastern Washington University;
BA in Social Work, Seoul Theological University

Leslie Wuest, PhD, Assistant Professor of Social Work

Leslie has a background in spirituality and social work education and family and child therapy. She has published in the areas of depression and work-family issues of employed parents of children with mental health disorders. Leslie joined the faculty in the fall of 2010.

Education

Ph.D., Social Work and Social Research, Portland State University, Portland, Oregon
MSW, Graduate School, University of Georgia, Athens, Georgia
BA, Social Psychology, Occidental College, Los Angeles, California

Muh Bi Lin, PhD, Associate Professor of Social Work

Dr. Lin have been teaching social work full time in the U.S. and Taiwan for more than 16 years. The primary areas of his teaching include research methods, macro practice, non-profit

leadership and management, social marketing and fundraising, marriage and family. He has also engaged in marriage/family, community development and administration practice in Taiwan and China for more than 15 years. His current research interest is in the integration of rationality, art and spirituality in social work. He has extensive cross-cultural working and living experiences especially in Taiwan, Hong Kong, China, and USA.

Education

Ph.D., Graduate School of Social Work, University of Denver, Denver, Colorado
MSW, Graduate School of Social Work, University of Denver, Denver, Colorado
B.A. in Sociology, Soochow University, Taipei, Taiwan

Rebecca A. Yazzie, ABD, MSW, LCSW, Assistant Professor of Social Work

Rebecca has been teaching as an adjunct professor since 2007 in various human service and social work programs in Oregon. She has taught in undergraduate programs preparing students for entry into the field of human and social services. She has authored a publication with the Children and Youth Services Review Journal exploring availability of treatment to youth offenders. She has an interest in using her practice experience to explore further gaps in research to advocate for vulnerable populations, specifically incarcerated youth. She has over ten years experience in the field of social work working with various populations including community based programs, crisis intervention, children and families and incarcerated youth. She currently holds a Licensed Clinical Social Work credential in the State of Oregon (active). Rebecca joined the George Fox University faculty full-time in fall 2015.

Education

Ph.D., (expected 2015-2016 academic year), Social Work and Social Research, Portland State University, Portland, OR
MSW, Arizona State University, Tempe, Arizona
BS, Justice Studies, Arizona State University, Tempe, AZ

Yongqiang Zheng, PhD, MSW, Assistant Professor of Social Work

Yongqiang spent five years (2007-12) as a lecturer and one as an assistant professor (2006-07) in the Department of Social Work, School of Law at Shandong University of Finance and Economics. In addition, from 2009 to 2012, he was supervisor at the Shanquan Social Work Service Agency in Jinan, China. In addition to his two degrees from the University of Louisville, he holds both a masters of arts in sociology degree (2006) and a bachelor's degree in sociology (2000) from Shandong University in China.

Education

Ph.D., Kent School of Social Work, University of Louisville, Louisville, Kentucky
MSW, Kent School of Social Work, University of Louisville, Louisville, Kentucky
MA, Sociology, Shandong University, China
B.A. in Sociology, Shandong University, China

The following faculty member's principal assignment is in the BSW program, however, she also teaches a course in the MSW program.

Rhonda Andrews, MSW, LCSW, Assistant Professor of Social Work

Rhonda is a Registered Play Therapist and holds a Post-Graduate Certificate in Adoption Therapy. As a young social worker, she worked for Child Protective Services in Hawaii and

Oregon. She became passionate about adoption when she worked for International Family Services, conducting home studies for adoptive families. Rhonda has taught as an adjunct professor in the Social Work Department at GFU since 2000, and has taught a variety of the BSW courses. Since 2007, Rhonda has had a private counseling practice, where she specialized in Play Therapy and working with adoptive families. Rhonda joined the GFU faculty full-time in fall 2015.

Education

MSW, University of Hawaii, Manoa, Hawaii

B.S, Sociology, University of Oregon, Eugene, Oregon

A.A, Criminal Justice, Lane Community College, Eugene, Oregon

Adjunct Faculty

Additional adjunct professors are contracted in their areas of practical and academic expertise as needed by school enrollments.

Admissions Criteria (Accreditation Standard M3.2.1)

Two-Year Program

Admission to the School of Social Work graduate program is conducted by formal application. All students who meet the minimum requirements for admission to the Social Work Program at George Fox University are invited to apply, and no student will be denied admission on the basis of race, color, national or ethnic origin, gender, age, marital or veteran status, disability, religion, political affiliation or sexual orientation.

The applicant's packet will be considered complete when the following parts have been received:

1. A completed online application and application fee; an official transcript from each junior college, college, or university in which baccalaureate coursework was taken.
2. A written response to questions related to the applicant's reason for applying, professional goals and interest, work and/or volunteer experiences, and how they see the GFU MSW helping them pursue their goals and interests.
3. Recommendations: Three professional references who can attest to and rate the applicant's ability in these areas: intellectual competence; potential for academic success; the ability to work with people around sensitive issues, including people from diverse backgrounds; possession of critical thinking and communication skills; a sense of values and ethics; and potential as a professional social worker. At least one of the recommenders must be an academic reference having been the instructor of the applicant in a classroom setting. Recommenders must submit these directly to the School of Social Work graduate program through the web link provided by the applicant. If a letter is included, the letters must be written on institutional or business letterhead.
4. Current resume. The resume should include both experience in social work related positions and non-social work related positions. Please indicate whether positions were full-time or part-time and the length of time in a position.

Minimum Admissions Requirements

The graduate program requires that all applicants have either a bachelor's degree from an accredited institution in the United States or proof of equivalent education at an international institution of higher learning.

Applicants are expected to have a record of undergraduate study and experience that is predictive of success in graduate study.

A minimum cumulative GPA of 2.75 for the two-year program. Applicants must have completed all the [prerequisite courses](#) with a minimum GPA of 2.75 prior to entry to the program.

A satisfactory grade point average in and of itself does not guarantee admission to a graduate program. The graduate admissions committee considers approval for admission after the assessment and review processes are concluded.

The Admissions Committee will only review an application that is missing no more than one prerequisite course. The applicant will be expected to complete all undergraduate prerequisites prior to enrolling in the program.

Prerequisite baccalaureate coursework that demonstrates a strong liberal arts background is required. Courses in the following areas are required:

Natural Science: 3 semester credits, (4-5 quarter credits) Examples include Anatomy, Biology, Chemistry, Environmental Science, Physics, and Geology.

Communication or Language Skills: foreign languages, speech, grammar, linguistics, written communication, or media (minimum 6 semester credits)

Social and Behavioral Science: sociology, social work, anthropology, psychology, social psychology, or diversity (minimum 6 semester credits)

Humanities and/or History: philosophy, religion, arts, government, political science, economics, history, or literature (minimum 9 semester credits)

Statistics (minimum 3 semester credits)

Acceptable performance on a writing assessment, demonstrating ability to think critically and communicate effectively and clearly in writing.

Statement of professional interest in MSW graduate study at George Fox University and support of the stated mission of GFU's MSW program.

Self-statement that there is no pre-existing criminal record or disclosure of any criminal record, and that there is no physical or mental impairment, which would preclude licensure as a professional social worker.

Profile of all the above criteria which demonstrates commitment to social work values and potential for growth toward skilled, competent, advanced level social work practice.

Willingness to participate in an admission interview.

All applicants must complete a Financial Aid application provided on the website. If the applicant does not want to apply for financial aid from the University, they must indicate that on their submitted Financial Aid application.

A student desiring admission to the graduate program must complete the application process, even if another graduate degree has been earned at George Fox University.

Advanced Standing Admissions Criteria (AS M3.2.3)

Students who have a baccalaureate degree in social work from George Fox University, as well as students who have earned a baccalaureate degree in social work from another program accredited by the Council on Social Work Education, may apply for admission into Advanced Standing at George Fox University. If admitted, full time students can complete their MSW at GFU in nine months taking 32 credit hours of graduate work.

Candidates for admission into Advanced Standing must participate in 12-18 clock hours of orientation prior to the beginning of courses in the fall semester. Orientation may be delivered through a hybrid of online and face-to-face meetings with faculty and staff from the School of Social Work. Applicants to the GFU Advanced Standing Program with a degree from an international social work program must provide evidence through CSWE's International Social Work Degree Recognition and Evaluation Service that the program from which they have graduated or anticipate graduating is certified by CSWE.

Preference will be given to admitting to Advanced Standing those students who completed their baccalaureate degrees no more than five years prior to application. If students completed their baccalaureate degree in social work more than five years before applying to the MSW program, they must demonstrate that they have engaged in continuing education and professional social work practice during a majority of the years since their baccalaureate education. Decisions about applicants' admission to Advanced Standing will be based on the following, in addition to the standard graduate social work application:

An overall grade point average of 3.0 or higher on a 4.0 scale, a grade point average of 3.0 or higher in all social work coursework, to include a minimum grade of B in all practice and field courses.

Applicants need to submit a copy of the Field Evaluation from baccalaureate social work field experience(s) documenting satisfactory generalist practice experience and skills in the internship. (While prospective students may be admitted conditionally based on their performance in the field, full admission is contingent upon receipt of final field evaluation. When the final field evaluation is not available, a positive reference from a social work supervisor familiar with the applicant's skills in social work practice is necessary.)

Process and Procedures for evaluating applications and notifying applicants of decisions (AS 3.2.2).

Applicants for the two-year program are evaluated based on the admissions criteria specified in the previous section. Applicants for the advanced-standing program are evaluated on the criteria in specified in the previous section.

Once an applicant's file is completed it is assigned to a social work faculty member for review and is rated based on academic records, writing ability, work and volunteer experience, and references. Applicants who meet the minimum requirements are invited for a campus visit that includes a face-to-face on interview with a faculty member, a group exercise with other

applicants, and a fifteen-minute writing exercise.

The graduate program's letter of admission constitutes the University's official notification of the admission decision. Admitted students will have a maximum of one year from the date of admission within which to enroll. Attempts to enroll after the one-year period will require completion of another application. The University reserves the right to refuse admission to any applicant whose previous academic record and/or readiness for graduate study in social work is deemed unsatisfactory.

Transfer of Credit (AS 3.2.4)

For matriculating students who wish to transfer from another CSWE accredited graduate social work program, the MSW program has a written policy stipulating the transfer of credits as follows. For students requesting to transfer credits from graduate programs not accredited by CSWE, courses will be considered on a case-by-case basis.

The Director of the School of Social Work (SSW) may approve up to 15 hours of course work for inclusion into the MSW standard two-year degree requirements or up to 9 hours of course work in the advanced standing program. Students may only transfer a maximum of 15 semester credits for the 2-year program or 9 semester credits for the advanced standing program in order to preserve the integrity of his/her education at the degree granting institution; field practicum credits will not be transferred.

The Director, in consultation with MSW faculty, will make decisions about acceptance of transfer of credit.

The conditions outlined below for transfer credit consideration must be met regardless of the institution's accrediting body.

No credit will be given toward required MSW courses unless the following conditions apply:

The courses were taken in a graduate program accredited by the Council on Social work Education or in a graduate program accredited by one of the regional accrediting organizations.

A course description and syllabus is available and the Director judges the courses to be an appropriate substitution for a specific course in the graduate program.

Once the Director has advised the student concerning which courses are approved for transfer credit, the student prepares a letter of petition specifying how the courses will be applied to the degree plan.

A petition for transfer credit must fulfill the conditions listed below:

Students who wish to transfer credits must make the request and present relevant syllabi and transcripts six (6) weeks prior to the beginning of the first semester of matriculation.

The work must have been done while the student was enrolled in good standing as a

graduate student.

The work must have been done within five years prior to the award of the master's degree from George Fox University.

The school from which the credits are transferred must be accredited by a regional accreditation agency.

No earned grade for transfer credit is less than a —B.

None of the transfer coursework consists of extension or workshop courses.

Petition for transfer of credit occurs after enrollment in the School of Social Work graduate program.

A student may not use a course from a previous degree to count in their MSW degree completion. This is also in accordance to the University's policy on credit for transfer graduate work.

For matriculating students who wish to transfer credit from an accredited graduate program that is not social work, the MSW program has a written policy stipulating the transfer of such credits as follows.

Students who seek to transfer credits from another graduate program must make the request and present relevant syllabi and transcripts at least six (6) weeks prior to the beginning of the first semester of matriculation.

The work must have been done while the student was enrolled in good standing as a graduate student.

The work must have been done within five years prior to the award of the master's degree from George Fox University.

The school from which the credits are transferred must be accredited by a regional accreditation agency.

No earned grade for transfer is less than a —B.

None of the transfer coursework consists of extension or workshop courses.

Petition for transfer of credit occurs after enrollment in the School of Social Work graduate program.

Students may only transfer a maximum of six (6) semester units, or two (2) courses to replace one (1) elective course and/or one (1) research course.

Life Experience Course Credit (AS 3.2.5)

The Social Work Program does not grant credit for either life or work experience in lieu of any required social work courses or the internship. Students who have completed social work courses at other CSWE accredited programs will have their materials reviewed on a case - by - case basis by the Registrar and Director of the School of Social Work to determine comparability with CSWE social work requirements.

Academic and Professional Advising (AS 3.2.6)

Each student in the George Fox University Masters of Social Work is assigned an academic advisor who is a member of the graduate faculty; students are introduced to the faculty advisor at orientation, and are expected to meet with their advisor each semester prior to enrollment in the following semester's courses. MSW students complete a plan of study in consultation with the academic advisor, and it is submitted and kept on file in the MSW office once approved. Advisors are available to students during office hours and by appointment, where matters pertaining to academic, personal, and professional issues may be discussed with the advisor.

As developing advanced practitioners, students may benefit from the assistance and counsel of a social work advisor. The goals of advisors include, but are not limited to:

1. Providing role modeling in the area of social work values and professionalism.
2. Providing academic guidance (e.g. course selection, preparation for practice and serving as a broker to link students to needed services).
3. Providing for regular review of the student's educational performance.
4. Being available to discuss the personal/academic concerns of the student, and serving as a broker to link students to needed services.

Advisors will assist students in meeting all George Fox University and major requirements, but **the student is ultimately responsible** for completing all requirements and for knowledge regarding any and all requirements of the degree.

The role of advisor is not a therapeutic one. Faculty does not provide personal counseling to social work students, since this could easily place faculty in a situation of dual-role conflict. It is department policy to refer students needing personal counseling to other resources. An exception to this involves personal/professional dilemmas a student may experience during field practicum.

Academic and Professional Performance (AS 3.2.7)

Procedures for Complaints, Appeal Procedures, and Grievance Policy

George Fox University's School of Social Work has established complaint procedures, an appeal process, and grievance policies governing academic and professional matters. These policies and procedures outline general rules regarding what issues may be appealed and the procedure to be followed for filing a grievance. Academic actions can be appealed to appropriate university authorities and an Academic Appeals Board. Appeals are taken to be good faith actions that request reexamination of academic decisions. All appeals must be made within limited time frames depending upon the action being appealed. Additional information is available in the Academic Affairs Office.

General Student Complaint Procedures

Informal Complaint Procedures

It is the wish of the University to provide an education and services of high quality to its students and to provide equity and harmony in the application of policies and procedures.

When a student has a complaint, the University encourages resolution to be sought through informal communication with the appropriate instructor, college dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

Formal Complaint Procedures

This Complaint Policy does not supersede specific policies involving special cases such as grade appeals, sexual harassment, appeal and due process, etc. that are further defined in the Student Handbook, Catalog, Graduate/DPS Policies or elsewhere.

Lodging a Formal Student Complaint: A student who wishes to lodge a formal complaint with the University must complete and submit the formal complaint form to the appropriate Director, Dean, Vice President, or Provost. A form is available in the Office of Student Life and Office of Academic Affairs, as well as online. (http://www.georgefox.edu/grad-dps-policies/Formal%20Complaint%20Form%20For%20Students_Web.pdf).

Administrative Complaint Acknowledgment: Formal student complaints will be forwarded to the administrator most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) that the student will receive a written response after deliberation within fifteen working days. Copies of the written student complaint and the acknowledgement letter will be sent to the Director, Dean, Vice President, or Provost over that area.

Administrative Deliberation and Response: If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate Director, Dean, Vice President, or Provost. All formal student complaints will be forwarded upon resolution to the Vice President for Student Life's office where a log will be kept.

Student Appeal Process: Upon receiving a deliberation response to the written complaint, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five working days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the appeal within five working days upon receipt of the complaint and a deliberation response within fifteen working days from the date of the acknowledgment letter.

Administrative Levels for Student Complaints: The appropriate office for student complaints will be as follows:

- Provost and Academic Deans (academic, accreditation, institutional research, library, academic departments and programs, International recruitment and student services)
- Executive Vice President and Chief Operating Officer (administrative services, bookstore, facilities, plant services, finance, human resources, financial aid, athletics, student accounts, information technology)
- Vice President of Advancement (alumni, parent relations, fundraising, event services)
- Executive Vice President of Enrollment and Marketing (admissions, registrar, marketing and communications, publications)
- Vice President for Student Life and Student Life Deans (residence life, housing, spiritual life, intercultural life, student activities, student organizations, health and counseling services, IDEA Center, security services, and food services)

The only appeal beyond the offices listed above is to the President of the University. The appeal timeline stated above applies. The decision of the President will be final.

1. The George Fox University Policy on Academic Honesty

It is assumed that you and all other students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to your university life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misuse of keys and facilities, removing books and other property not one's own, defacing and altering property, and disrupting classes.

Cheating is defined as “intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.” It is assumed that whatever work you submit is your own work and is new work for that course. Fabrication is defined as “intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form.” Plagiarism is defined as “intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.” One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, a failing grade on an individual paper or exam, loss of campus position or employment, a failing grade for the course, disciplinary probation, suspension, or dismissal. The Office of Academic Affairs handles academic dishonesty issues in conjunction with the School of Social Work.

2. Criteria for Possible Dismissal or Termination From the George Fox University Social Work Program

All social work students of George Fox University are expected to abide by the National Association of Social Workers *Code of Ethics*, the Standards of Conduct, as stated in the University catalog, and the Expectations and Responsibilities, stated in the University Student

Handbook. Along with these expectations the Social Work Program expects students enrolled in the Social Work Program to comply with the following guidelines:

1. The student shall not destroy or conceal library holdings or other resources needed by others.
2. The student shall not misrepresent himself/herself professionally (e.g. events surrounding an incident involving professional conduct or fabrication of client data pertaining to course or internship assignments).
3. The student shall not misrepresent his/her professional qualifications, education, experience, or affiliations.
4. The student shall not engage in the practice of social work while under the influence of drugs, alcohol, or other chemicals.
5. The student shall not commit breaches of professional confidentiality.
6. The student shall not verbally, physically, or sexually harass, threaten, stalk, etc. patients/clients, colleagues, or supervisors.
7. The student shall not exploit professional relationships for personal gain.
8. The student shall not engage in any form of discrimination on the basis of political affiliation, race, color, gender, sexual orientation, age, religion, national origin, or physical/mental handicap.
9. The student is expected to comply with the George Fox University Nondiscrimination and Diversity policy.
10. The student shall comply with the department policy on plagiarism and cheating.

3. Dismissal of a Student from the Social Work Program – Non-Academic Issues

Social work is a difficult, challenging, and very rewarding profession for those interested in others and committed to serving. Professional social work requires a high level of emotional and intellectual resources, as well as an acceptance of the values and ethics of the profession. Many students find themselves initially attracted to social work for a number of reasons. Later, however, they may come to realize that they are unsuited for the profession for various reasons (e.g. their own values, academic ability, or degree of emotional strength which is often required which make this career choice inappropriate for them.) Such a decision demonstrates wisdom and real caring for the needs of potential clients and co-workers. The social work faculty always stands ready to assist students in considering their best academic alternatives in such situations.

This process is designed to resolve complaints against students, facilitate students' professional growth, and help correct unprofessional behavior when possible. As such the goal of this process is to restore students to professional functioning as deemed reasonable and possible by the faculty. The GFU Student Life Office will handle an alleged violation of George Fox University policies as stated in the Student Life Handbook with procedures as noted in the handbook.

Consistent with the National Association of Social Work's *Code of Ethics* (2008), it is strongly recommended that informal resolution be the first step in resolving a conflict or concern with a student. When concerns arise, the complainant should contact the student in question and frankly discuss the concerns. If resolution is not reached, one may engage in the following formal complaint process.

Complaints may be made against students for the following reasons:

1. Alleged violation of the NASW *Code of Ethics* or state law.
2. Concerns about a student's suitability for the practice of generalist social work
3. Concerns about a student's physical, intellectual, or emotional abilities to perform the essential functions of a generalist social worker.
4. Alleged violation of the Social Work Program's "Criteria for possible dismissal or termination from the George Fox University School of Social Work" found in the Social Work MSW Student Handbook and the Field Experience Manual

A faculty member, George Fox University student, Agency Field Instructor, Agency Coordinator, or client may make complaints. Because of the nature of a formal complaint, the confidentiality of the complainant cannot be maintained. A complainant must be willing to submit the complaint(s) in writing and be interviewed by the appropriate parties. Written documentation of the complaint and outcome are kept in the student's permanent file.

Complaints against students will be handled in the following manner:

1. Complaints against a student must be written, signed, dated and sent to the Director of the School of Social Work.
2. The Director of the School of Social Work sends the written complaint to the Academic and Professional Performance Committee within five working days of receipt of the complaint.
3. The Committee Chair notifies the student that a complaint(s) has been made within two working days of the complaint from the Director of the School of Social Work.
4. The Academic and Professional Performance Committee gathers necessary information from faculty, concerned students, Agency Field Instructors, Agency Coordinators, or the client.
5. The Academic and Professional Performance Committee provides the student with written documentation of the specific complaint(s) and concerns of the Committee within 20 working days of receipt of complaint from the Director of the School of Social Work.
6. The Academic and Professional Performance Committee interviews the student to obtain additional information and his/her response to the allegations within 10 working days of written notification to the student of specific complaints(s). The student may offer the Committee names of persons who may provide information on behalf of the student. This is not a litigious process, and attorneys should not be involved at this level.
7. The Academic and Professional Performance Committee recommends a decision to the Social Work Program faculty within ten working days of the student interview. Possible recommendations include:
 - a. Dismiss complaint
 - b. Letter of reprimand
 - c. Remedial actions without probation. The student must submit documentation of satisfaction of remedial recommendations by a specific date. The student will be informed in writing of what he/she must do to be reinstated to good standing. Remedial actions may include, but are not limited to, mandatory counseling, additional courses, additional practicum experience, or additional supervision.

- d. Remedial actions as above with probation. Probation implies on-going monitoring of the student's functioning by the Academic and Professional Performance Committee or its representative for a length of time determined appropriate by the Committee.
 - e. Dismissal from the Social Work Program.
8. The Social Work Program faculty decides on the committee recommendation and the student is notified of the decision in writing within three working days.
 9. The Director of the School of Social Work notifies the Director of Field Education, the Agency Field Instructor, Agency Coordinator, and Academic Affairs of the faculty decision.
 10. Students who are dismissed from the Social Work Program may not continue in the Field Practicum and lose credit for the current semester. In addition, they cannot reapply to the Social Work Program for six months following the dismissal action unless an appeal reverses the decision of the faculty.

4. Appeals Process – Non-Academic Issues

Decisions by the faculty that come through the student complaint process can be appealed. In the event of an appeal the following process must be followed:

1. The student makes a written appeal to the Director of the School of Social Work within ten working days of receipt of the faculty decision. Copies of the appeal are sent to the Director of Field Education if the complaint deals directly with a field issue, and the Dean of the School of Behavioral and Health Sciences.
2. The director appoints an ad hoc committee composed of three faculty members, at least one of which must be from the Social Work Program, to review the appeal and the faculty decision.
3. The ad hoc committee investigates the decision to the extent the committee believes it is necessary, which may include interviews of the student and those involved in the complaint.
4. The ad hoc committee makes a decision to support, modify, or overturn the faculty decision within 30 working days of receipt of the appeal. Written notification is provided to the student, Director of the School of Social Work, Director of Field Education, the Agency Field Instructor, Agency Contact, the GFU Field Education Director, and the Dean of the School of Behavioral and Health Sciences. The decision of the ad hoc appeal committee is final.

5. Dismissal of a Student From the Social Work Program – Academic Issues

George Fox University guidelines for faculty response to academic integrity issues: (These policies can be found in the Office of Academic Affairs)

In order to bring order and consistency to dealing with academic integrity issues, the following guidelines for administering penalties and processing appeals were developed. This is not intended to be a legal document, but rather a tool for faculty. The examples given are designed to aid the faculty member in making decisions about what kind of penalties are appropriate and who should be involved in dealing with the issue. While the document is not exhaustive, the

examples and procedures will fit most of the situations that arise. Contact your school dean if you have questions about how a case should be handled.

The Office of Academic Affairs monitors academic offenses in conjunction with Student Life and in cases where students are violating standards in two or more classes additional penalties may be warranted.

6. Appeals Process for Academic Issues:

Faculty Response Examples and Guidelines

Case One: Cheating (one time, limited in scope)

Examples: Incident of plagiarism, cheating on a test, copying an assignment from other students, or having someone else sign student into a class.

Faculty action: grade penalty up to and including fail or zero on an assignment or test, “F” or zero on a paper. (Faculty member files report with Academic Affairs Office with copy to student.)

Appeals process:

1. Student sends written appeal to Academic Affairs Office. The appeal should be submitted within five working days of meeting with the faculty member (forms available in AAO office.)
2. Academic dean, faculty member, and student meet; the decision from the school dean will be rendered in writing to the faculty member and student.
3. Student or faculty member may request hearing with Appeals Board. The student or faculty member must submit a written appeal within two working days after receipt of written decision from school dean.
4. Academic Appeals Board meets to hear appeal. The decision is rendered in writing to the school dean, faculty member and student. The decision of the Academic Appeals Board is final.

Case Two: Severe Dishonesty (persistent and/or profound)

Examples: Extensive plagiarism, evidence of a pattern of cheating, insubordination, systematic cheating.

Desired faculty action: “F” for course, suspension or dismissal

1. The faculty member meets with the academic dean to discuss case and consequences. (Faculty member files report with Academic Affairs office with copy to student.)
2. Faculty member and academic dean meet with student to discuss case and consequences. Decision in writing from academic dean to faculty member and student.

Appeals Process

1. Student and/or faculty sends written appeal to the Office of Academic Affairs. The appeal must be sent within five working days of receipt of written decision from academic dean. (Forms available in the Office of Academic Affairs.)

3. Provost, academic dean, faculty member and student meet. The decision is rendered in writing from the Provost to the faculty member, academic dean, and student.
4. Student or faculty member may request hearing with Academic Appeals Board. The appeal must be submitted within two working days after receipt of written decision from the Provost.
5. Academic Appeals Board meets to hear appeal. The decision is rendered in writing to the Provost, academic dean, and student. The decision of the Academic Appeals Board is final.

7. *Procedures for Appealing an Academic Disciplinary Action*

1. Student meets with faculty member to discuss rationale for reversing the disciplinary action. The student wishing to appeal a disciplinary action must meet with the faculty member within the first three (3) academic weeks, excluding May term, following the imposed disciplinary action. After meeting with the faculty member, the student may elect to pursue the appeal.
2. Student sends written appeal to the Academic Affairs Office. Students wishing to pursue an appeal must do so within five (5) working days of meeting with the faculty member.
3. Academic dean discusses appeal with the faculty member and student. The decision from the academic dean will be rendered in writing to the faculty member and student.
4. The academic dean's decision may be appealed to the Academic Appeals Board. To request a hearing, the student or faculty member must submit a written appeal to the Academic Appeals Board within two (2) working days after receipt of written decision from the academic dean.
5. Academic Appeals Board decides whether or not to hear the appeal. If the Board meets to consider the appeal, then the decision is submitted in writing to the Vice President of Academic Affairs, faculty member, academic dean, and the student.

The decision of the Academic Appeals Board is final.

8. *Student Complaints Against Social Work Program Faculty*

Other faculty members, staff or students may make complaints against faculty members. Complaints must be written, signed, dated, and sent to the Dean of the College Behavioral and Health Sciences with a copy sent to the Director of the School of Social Work.

Suspension/Termination Policies and Procedures (AS 3.2.8)

Termination from the MSW program may be the recommendation of the Professional Development Committee or determined by the MSW Program Director based on GPA. A student's right to due process is a priority. Reasons for suspension or termination may include the following:

1. Failure to meet or maintain academic grade point requirement as established by George Fox University and the MSW Program. Students who are on academic probation for two consecutive semesters without achieving a 3.0 GPA must step out of the program. At least one semester (not including winter or summer) must elapse before reapplying.
2. Behavior judged to be in violation of the NASW Code of Ethics.

3. Evidence of academic cheating, lying, or plagiarism.
4. Behavioral disturbances that, in the professional judgment of the Social Work faculty and the committee charged with reviewing such issues, could impair quality provision of services to clients while enrolled and functioning in GFU's MSW Program. (An example is the student's inability to show insight to one's own behavior and receive feedback.)
5. Evidence of current illegal drug or alcohol dependency documented as occurring during the course of study in George Fox University's MSW program.
6. Documented evidence of criminal activity occurring while enrolled and functioning in GFU's MSW Program that could impair quality provision of services to clients.
7. Submitting false or misleading information as a part of the application process.

Termination/suspension means a student will no longer be enrolled in the MSW program.

Student Resources

Students' Rights and Responsibilities (AS 3.2.9)

Students have the right and the opportunity to participate in the evaluation of their educational experience. The Social Work Program implements this opportunity through a variety of mechanisms. Each semester students have the opportunity to provide feedback to the university, via evaluation forms, on the quality of the instruction received in every course. Normally, evaluations occur at the end of the semester and within a classroom setting. To ensure greater candor, the results of student evaluations of faculty are not shared with faculty until after grades have been turned in for that semester. The results are maintained in a confidential manner.

Currently undergraduate social work majors, in accordance with George Fox University policy, have the right to organize in their own interests in matters concerning academic and student affairs. Students may elect to join the Association of Student Social Workers in order to pursue those interests and concerns. With the development of the MSW program students will be made aware of their rights, opportunities, and responsibilities to organize in their interests.

Students are provided the opportunity and encouraged to organize in their interests. Faculty members are available to serve as sponsors for student clubs and organizations. Undergraduate students currently maintain an active Social Work Club. The club has its own bylaws, elects its own leaders, and manages its own budget. The club is involved in community service projects and coordinates projects with other campus organizations. The club meets regularly for both business and social events.

Student Organizations (AS 3.2.10)

Social work students, in accordance with George Fox University policy, have the right to organize in their own interests in matters concerning academic and student affairs. Students may elect to join the "Association of Student Social Workers" in order to pursue those interests and concerns.

Student Educational Files

All educational records of George Fox University students are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. Students may refer related questions to George Fox University Student Life office.

Student files maintained by the Social Work Program are kept under double lock. Access to individual student files will be limited to the Social Work Program faculty/staff and the Social Work Program Admissions Committee. Individual social work students may access all information in their own files excluding any personal recommendations that have been denoted for non-release.

Writing Policy

The George Fox University Social Work Program is strongly committed to ensuring that graduates receiving a social work degree possess competent writing skills. To that end, it is program policy that:

1. All social work courses will contain assignments requiring students to engage in writing. This may include research papers, article reviews, journals, essay test questions or any other assignment that allows the student the opportunity to demonstrate an appropriate level of writing skill.
2. Correct grammar, punctuation, syntax, organization, and clarity of content, etc. will be one criteria used for grading all writing assignments within social work courses including essay examinations.
3. Students may be referred to university resources to assist in improving writing skills. The university provides writing assistance through the Writing Center on the Portland campus.
4. APA writing style is required by the program. APA learning workshops are offered by the Academic Resource Center and are available online.

Other Resources

Council on Social Work Education (CSWE)

<http://www.cswe.org>

George Fox University MSW Field Forms and Manual

<http://www.georgefox.edu/social-work/forms-for-students-and-supervisors.html>

International Federation of Social Workers

<http://ifsw.org>

National Association of Social Workers (NASW)

<http://www.naswdc.org>

North American Association of Christians in Social Work (NACSW)

<http://www.nacsw.org/index.shtml>

State of Oregon: Board of Licensed Social Workers

<http://www.oregon.gov/BLSW/Pages/index.aspx>