



SCHOOL OF SOCIAL WORK

NEW MEXICO STATE UNIVERSITY



Bachelor of Social Work (BSW)

STUDENT HANDBOOK



2010-2011

A Council on Social Work Education (CSWE)
Accredited Program Since 1975

www.nmsu.edu/~socwork

Welcome!

We are pleased that you have chosen to attend the School of Social Work at New Mexico State University. We want your experiences here, the classes you attend, the field settings you experience, the friendships you develop and the opportunity to work with our outstanding faculty in this exceptional multicultural environment to become the foundation for your future professional social work practice.

Guided by the principles of the strengths perspective, empowerment, and cultural competence, the School of Social Work prepares students for ethical, effective social work practice. The School of Social Work is committed to serving people through teaching, outreach, leadership, research, service and the development of knowledge, values and skills that promote the profession's ability to respond to individuals, families, groups and organizations and communities in a culturally diverse environment among populations of the Southwest. We invite you to be part of our mission by becoming a generalist social work practitioner, committed to pursuing social justice and empowering individuals and families in multicultural communities.

We look forward to meeting you and working with you as you progress through the BSW Program. If you have any questions or concerns regarding your progress in the BSW program, please schedule an advising appointment with the Student Services Coordinator as soon as possible.

We wish you success and will make every effort to support you!

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THE BSW Program – An Overview

Consistent with the overall mission of New Mexico State University -- to benefit society through service, education, and research -- the Bachelor of Social Work (BSW) Program provides academic and field work education designed to prepare undergraduate students for beginning level generalist social work practice. The curriculum has been designed according to the requirements of the Council on Social Work Education (CSWE). The educational model upon which the program is built is that of generalist practice with individuals, families, groups, organizations and communities. Practice is unified by a common core of social work values, knowledge and methods. This core is based on liberal arts education and draws heavily from the social sciences. Note: Once you have met the New Mexico State University General Education (GE) requirements, you may complete the BSW core coursework in four (4) semesters (full-time) or six (6) semesters (part-time).

Full Time Bachelor of Social Work Program

Junior Year - Fall Semester

S WK 300 Social Work Practice Skills (3)
S WK 309 Sociocultural Concepts (3)
S WK 311 Human Behavior/Social Environment I (3)
S WK 331V Introduction to Social Policy: History (3)
_____ Cultural Emphasis elective (3)

Senior Year - Fall Semester

S WK 400 Social Work Practice with Groups,
Organizations, and Communities (3)
S WK 401 Field Experience I (6)
S WK 467 Social Work Research I (3)
_____ Elective (recommend STAT 251G) (3)

Junior Year - Spring Semester

S WK 312 Human Behavior/Social Environment II (3)
S WK 313 Social Work Practice with Individuals (3)
S WK 314 Social Work Practice with Families (3)
S WK 352 Social Welfare Policy: Legislation (3)
_____ Cultural Emphasis elective (3)

Senior Year - Spring Semester

S WK 402 Field Experience II (6)
S WK 420 Social Welfare Policy: Administration (3)
S WK 468 Social Work Research II (3)
_____ Mandatory Practice elective (3)

Part Time Bachelor of Social Work Program

Junior Year – Fall Semester

S WK 300 Social Work Practice Skills (3)
S WK 311 Human Behavior/Social Environment I (3)
S WK 331V Introduction to Social Policy: History (3)

1st Senior Year – Fall Semester

S WK 309 Sociocultural Concepts (3)
_____ Cultural Emphasis elective (3)
_____ Elective (recommend STAT 251G) (3)

2nd Senior Year – Fall Semester (Fifth Year)

Fall Semester

S WK 400 Social Work Practice with Groups,
Organizations, and Communities (3)
S WK 401 Field Experience I (6)
S WK 467 Social Work Research I (3)

Junior Year – Spring Semester

S WK 312 Human Behavior/Social Environment II (3)
S WK 313 Social Work Practice with Individuals (3)
S WK 352 Social Welfare Policy: Legislation (3)

1st Senior Year – Spring Semester

S WK 314 Social Work Practice with Families (3)
S WK 420 Social Welfare Policy: Administration (3)
_____ Cultural Emphasis elective (3)

2nd Senior Year – Spring Semester

Spring Semester

S WK 402 Field Experience II (6)
S WK 468 Social Work Research II (3)
_____ Mandatory Practice elective (3)

The following is a list of *Mandatory Practice Electives* from which to choose:

- S WK 455 Social Work in Corrections
- S WK 462 Social Work Practice with Black Families
- S WK 463 Social Work Practice with Hispanic Families
- S WK 464 Social Work with American Indian Communities
- S WK 465 Practice with the Elderly
- S WK 469 Holistic Health with Families
- S WK 490 Family and Child Welfare Practice
- S WK 497 Special Topics or Special Topics: IV-E

Note: The course S WK 403 is a Field Elective that may be taken upon approval of the field director under special circumstances in conjunction with S WK 401 or S WK 402.

The BSW Program

The purpose of the BSW Program is to provide students with a foundation of professional knowledge, skills, and values that distinguishes social work from other helping professions and to prepare them for generalist social work practice. The program has selected the following definition of generalist practice based on the definition by Schatz, Jenkins and Sheafor (1990) and the current summary in the Encyclopedia of Social Work (Landon, 1995):

Generalist practice embodies the dualistic vision of social work, which focuses concurrently on private issues and social justice concerns. Central to generalist practice is work with all client systems from community to individual using multi-method, multi-level approaches based on an open assessment and not tied to a particular theoretic base.

The curriculum is arranged into five sequences: Practice, Human Behavior and the Social Environment, Policy, Research, and the Field. The practice and field sequences focus on knowledge, values and skills essential to social work practice. The human behavior sequence focuses on understanding people in their environment. The social policy sequence focuses on issues of social justice and advocacy, and the research sequence focuses on basic knowledge needed for both self-evaluation and program accountability.

Technology Expectations and Requirements: It is expected that all students admitted to the BSW program will have regular access to a computer and high-speed internet. In this advanced degree program, students are expected to demonstrate basic proficiencies in the use of word processing, presentation, email and spreadsheet programs. All program, scholarship, graduation, and other important announcements are only made via the School's online student listserv. All students must provide a current email address at the time of admission and are responsible for keeping the School notified of any email address changes. Since all students admitted to the program may obtain an NMSU email address, students are encouraged to utilize that address for all school related purposes.

Many of the courses in the program will make use of BLACKBOARD, NMSU's online instruction program. Courses have assignments that will require the use of PowerPoint and/or a word processing program for either receiving or presenting content; students are expected to use the software effectively as well as be functionally self-sufficient in using related computer hardware. In general, students must register online, access library materials, and get their grades online (none are mailed).

There are help resources provided by the university to students by NMSU Information and Communication Technologies (ICT) through their website at: <http://ict.nmsu.edu/> and by telephone: Help Desk 646-1840

NMSU is best equipped to provide technical assistance to those individuals using Windows-based systems; some limited assistance is available to Mac OS users. NMSU is also a Microsoft Licensed campus and makes available, at a profound discount, Microsoft programs to students. Students may also find good educational discounts on software at the NMSU bookstore. The student-teacher package of Microsoft Office, priced much lower than the full business package, is widely available at local retailers with the appropriate proof of student status.

Implications for Social Work Generalist Practice

BSW students apply their generalist practice knowledge, skills, values, ethics and professional use-of-self in their field practicum experience. The field manuals provided to the agency and students delineate the roles, responsibilities and performance expectations for the practicum students.

Social Work Values in the Generalist Curriculum and Guiding Ethical Principles

Students also learn about the values and ethics that inform the Generalist Curriculum. See reference: Leigh, J. W. (1998). *Communicating for Cultural Competence*, Appendix D, Code of Ethics, the National Association of Social Workers. Boston, MA: Allyn and Bacon.

1. Service – Social Workers’ primary goal is to help people in need and to address social problems.
2. Social Justice – Social Workers challenge social injustice.
3. Dignity and Worth of the person – Social Workers respect the inherent dignity and worth of the person.
4. Importance of Human Relationships – Social Workers recognize the central importance of human relationships
5. Integrity – Social Workers behave in a trustworthy manner.
6. Competence – Social Workers practice within their area of competence and develop and enhance their professional expertise.

Progressing Through the BSW Program

This section tells you what you will need to do to get started in the BSW Program.

Academic Information and Requirements

In this section, we discuss classification of students, course load suggestions and various university requirements on time limit matriculation, residency requirements, financial aid, and what you need to do to get credits transferred.

1. **Registration:** All NMSU students have access to the Banner System and are able to register for most classes on line. Those who register early are usually able to select the best schedule so try registering as soon as possible. You can find your registration eligibility date on the Class Schedule. If you are taking a class that requires a system override, you will need to complete the Add/Drop slip and get the proper signatures before you take it to the Student Services Coordinator to add the course.
2. **Transfer Students:** It is important that you make sure that an official transcript is sent from your prior college or university to NMSU Registrar’s Office after all grades are posted on your records. Once the Registrar’s office has evaluated your transferred credits and those credits are posted in the Banner System you can check your own Academic Transcript through the [MyNMSU](#) portal. You need to discuss any questions or concerns regarding transferred credits with the Student Services Coordinator as soon as you become aware of a problem.
3. **Advisement:** BSW students are advised by the School’s Student Services Coordinator (646-3529). All students are strongly encouraged to meet on a regular basis with the advisor to discuss any academic

concerns. The advisor is your primary source of support if you have difficulty in your academic program.

This section discusses information and regulations that enable students to monitor progress in the Program.

- 1. *Standards of Scholarship:*** Students are expected to maintain a high level of performance in the Program. The University requires a minimum GPA of 2.0 in order to remain in good standing. However, the School of Social Work requires a minimum GPA of 2.5 to remain in good standing. Courses graded "S" or "RR" are not be counted in determining grade-point averages. We do not accept life or work experience as a substitution for social work courses. This is a CSWE requirement.
- 2. *Degree Checks:*** All NMSU students have access to a Degree Audit through the Banner System. However, it is highly recommended that you check your progress and discuss specific requirements with your advisor at least once per year. Degree requirements change from time to time but your degree requirements will be based on the requirements in place at the time of your admission to the program.
- 3. *Grades:*** The grades awarded in all courses are indicative of the quality of work done. Their significance is as follows:

<u>Letter Grade</u>	<u>Grade Point per Credit</u>
A For excellent work	4
B For better than average work	3
C For average work	2
D For below average work	1
I Incomplete	0
F For failing work	0
W For honorable withdrawal	0
CR Credit authorized but no letter grades	0

<u>Letter Grade</u>	<u>Grade Point per Credit</u>
S For satisfactory work	0
U For unsatisfactory work	0
AU For auditing a course	0

S and U Course Option: Students with 28 credits at NMSU under traditional grading, with an overall average of 2.5 or better, may exercise the S/U option. The following limitations apply:

- No more than 7 credits per semester or 4 credits per summer session; and
- Not to exceed a total of 21 semester credits.

These limitations do not apply to interim, honors, and courses officially designated "S/U."

Each course under this option must be requested during registration. Eligibility must be determined by the student's academic dean and certified by the student. The course must be taken outside the major. If the student changes majors, the new major may require a traditional grade for a course previously passed with an "S" grade. The traditional grade change is made by the instructor or by a course challenge if the original instructor is no longer with the University. Eligibility for "S/U" grading must be reestablished after adjusted

credit has been approved. Non-degree students who do not meet the above requirements may take courses under the "S/U" option. However, these courses may not be applied toward an undergraduate degree at New Mexico State University.

Each academic college of the University may designate courses in which the grading will be on a basis of "S" or "U" for all students enrolled in the courses. Credits in such courses are not included in the 21-credit limitation.

4. ***The "Counseling In" Process:*** Students experiencing difficulties in the academic or field experience course work may request a "Counseling In" meeting to discuss the difficulties, or a faculty member may request a "Counseling In" meeting if he or she believes the student may fail a course and the issue has already been discussed with the student.

Step 1:

The faculty member or the student requests a meeting with the BSW Coordinator, the Student Services Coordinator, the student and all faculty members currently teaching the student or other people with the ability to contribute to the resolution of the issue.

Step 2:

The BSW Coordinator and the Student Services Coordinator will schedule the meeting, find a meeting room and notify everyone involved of the time and place of the meeting.

Step 3:

The meeting will start with an outline of the issues to be addressed. Every member of the team will have an opportunity to add or clarify information as needed. Once the issue has been clearly stated every member of the team will be asked to contribute ideas for the most appropriate solution to the problem. Recommendations will be summarized and copies of the summary will be given to each of those involved and a copy will be placed on the student's file.

The "Counseling In" Process is most effective when initiated as soon as difficulties are experienced and corrective action is preferable to termination from the program.

5. ***Termination from the Program:*** The faculty of the School of Social Work has the responsibility to terminate a student from the social work program at any time if the student fails to maintain minimum standards in the classroom or in the field practicum. Termination from the program may occur without a "counseling in process" if it is determined that the situation warrants termination.

A student is terminated from the social work program if one or more of the following occurs:

- a. Receipt of two "D's" in the social work professional core
- b. Receipt of one "F" in the social work professional core
- c. Receipt of one "U," or one "D" or one "F," in field practicum
- d. Earning below the minimum 2.5 cumulative grade point average
- e. Failure to comply with the University Code of Conduct
- f. Failure to comply with the NASW Code of Ethics
- g. Failure to meet the Statement of Personal Characteristics covering ethics and behavior as found on page 7 of this handbook, and/or
- h. Failure to comply with the Felony Record policy of the School

Students receiving a grade of "D" in any social work class will not be subject to termination from the program, but cannot continue in the curriculum until they successfully repeat the class the next semester it is offered. Students receiving a grade of "F" in the social work professional core, or a "U" in field practicum will be terminated from the program. Students will be notified of termination when any of the above deficiencies occur. Notice of termination is sent via certified mail to the student.

6. Reinstatement: Upon receipt of a termination notice, students who believe there are extenuating circumstances that have led to the noted deficiencies may make a request to the BSW Program Coordinator a reinstatement into the program. Requests must be made in writing within two weeks after receipt of notice of termination.

- a. Within one week, the BSW Program Coordinator will constitute a Reinstatement Committee, which shall consist of three Social Work faculty members chosen from a list of five drawn by lot. All faculty members, so selected, are required to serve.
- b. The student shall submit in writing, the reasons he/she believes that extenuating circumstances contributed to the deficiencies leading to termination. Any supporting data are accepted to assist the student in developing a rationale.
- c. The committee, in turn, may request written data from other sources (grades and feedback from other professors, feedback from field instructors, etc.) to assist in the decision-making.
- d. The committee shall deliberate in private and send a recommendation to the BSW Program Coordinator within five working days following the meeting. The program director shall consider the committee's recommendation, make a decision and notify the student of that decision within three working days after receipt of the committee's recommendation.
- e. Students who are reinstated, by appeal, but who subsequently receive a "D" or "F" in any BSW core course or a "U" in field experience are automatically and permanently terminated from the Program. Students who did not seek reinstatement or whose reinstatement is denied must wait one full calendar year before reapplying to the Program. The former student must meet all criteria for review required of other applicants, and become part of the applicant pool. This requires reapplying with a complete application packet.

7. Professional Conduct: The NMSU School of Social Work is a professional Social Work organization and is guided by the NASW Code of Ethics. Students are also expected to be guided by this professional code. In the event of academic or non-academic misconduct, students are held to the rules that are found in the NMSU Student Handbook. Student grievance and appeal processes are outlined in the General Rules and Regulations and Special Grievance Policies sections of this handbook. It is recommended that all BSW students read this handbook carefully.

Retention Policies

The GPA standard in the BSW social work program is set at a minimum of 2.5. This standard is both for continuation in the program and to graduate. (Student's who do not meet this standard will not be permitted to graduate with a BSW degree.)

Once students are admitted into the program, Social Work majors must maintain at least a 2.5 overall grade average; at least a 2.5 grade average in required social work courses; an "S" in practicum courses; and, earn at least a "C" in all required social work courses.

Students who fall below the minimum cumulative GPA standard even though they have not received a "D" or "F" in a core social work course need to immediately schedule an appointment with the social work advisor. If students wish to stay in the program, they must agree to a GPA improvement plan approved by the social work advisor. Students not meeting the GPA standard and without a reasonable GPA improvement plan and who do not voluntarily transfer to another major will be administratively dropped from the BSW program. Students who are terminated from the program may seek reinstatement by following the reinstatement procedure.

Students who receive a grade of "D" in a single, required social work course in any one semester and whose GPA remains above the required 2.5 minimum standard, will be allowed to continue in the program but will need to retake that course in the next semester the course is offered. The student may not register for courses that require the course needing to be retaken as a prerequisite or co-requisite course. The student must wait to take these courses until such time the course in question has been retaken and a grade of "C" or better has been earned. Students who receive a grade of "F" in a required social work course will be terminated from the program in accordance with the stated policy and may seek reinstatement by following that procedure.

If you have been accepted into the program provisionally, you are at risk of being terminated from the program unless your provisional requirements are met. Therefore, we strongly suggest that you: (a) meet with your advisor regularly, and (b) take advantage of the writing lab on campus. In addition, students are expected to meet the ethical and behavioral standards of the Personal Characteristics statement (see below). Further statements of student behavior and performance that also apply are found elsewhere within this BSW Student Handbook and the NMSU Student Code of Conduct.

Personal Characteristics

Ethics: In addition to the academic expectations, social work students are expected to: demonstrate professional behavior that reflects a commitment to the ethics of the social work profession. Behavior contrary to these ethics will be cause for review of the student's admission to the program or continued future in the social work major. Examples of behavior, which would warrant such a review, include derogatory oral and written statements, gestures, and/or wearing clothing with statements that are derogatory towards other students, faculty, and/or persons from populations reflecting racial, ethnic, handicapped status, religious, socio-economic, gender, and sexual orientation differences.

Behavior: Since the role of social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that the social work student not permit personal issues to interfere with this role and that he/she have the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behaviors, which suggest that their own difficulties are not sufficiently resolved to be able to help and support others at this time, students may be denied admission to the program, or once admitted may be withdrawn from the program.

Cultural Emphasis Requirement

Once you are accepted into the program, you must meet a cultural emphasis requirement. One of three tracks or a combination totaling a minimum of 6 credit hours may be chosen. These tracks are:

- a. Two additional semesters of language, including sign language, or
- b. An approved language immersion program, or
- c. Two approved upper-level courses with a multicultural emphasis (see approved list of courses from your social work advisor). If the cultural emphasis classes are also Viewing the Wider World classes, the student must assure they have taken the total number of specified (55 currently required) upper division credits necessary for graduation. A course not on the list that is deserving of approval can be done so by petitioning the Program Director through a memo with a syllabus attached. One approved course and one additional course taught in a second language will also meet this requirement.

Felony Record

Applicants to the program will be asked at the time of admission if they have ever been convicted of a felony. If the applicant indicates that he or she has been convicted of a felony, the applicant will be asked to supply documentation on the nature of the offense and its disposition. If admitted to the program, conditions may be placed on that person, such as restrictions on the choice of area of study and field placement. Applicants are further advised that some state boards of social work examiners, including New Mexico, may refuse to issue a license or certificate of registration to any person who has been convicted of a felony.

Based upon the information provided, the Admissions Committee will consider the nature of the offense, disposition, rehabilitation efforts and other relevant information to make an admissions decision. The committee can make the following choices: deny admission to the program, admit with conditions, or admit without conditions. Once admitted to the program, students must notify the School if they become convicted of a felony. They are also required to provide relevant documentation as to the nature of the offense and its disposition. Once the School is notified, a formal counseling-in process will be implemented to review the nature of the felony, disposition, rehabilitation plans, and other relevant information. Based upon the review process a student can be terminated from the program, allowed to continue with conditions, or allowed to continue without conditions. Students may be automatically denied admission, or if enrolled, terminated from the program, if that person has not been truthful or has provided inaccurate information in the application concerning felony convictions or after admission to the program fails to notify the School regarding a felony conviction.

Completing Your BSW Program

Application and Fee for Graduation: Application for graduation (Application for Degree Diploma) must be made in accordance with the deadline set forth in the Academic Calendar. The graduation application can be completed on-line and should be submitted to the registrar's office prior to the last day for registration, but no later than five days thereafter, of the final semester or summer session in which the student will be completing degree requirements. The graduation application fee must be entered on the fee card at the time of registration. When evidence that the required fee is included on the student's fee card, the College of Health and Social Services will provide the student with an application form. Failure to submit the application for graduation form by the deadline date will result in the imposition of a late fee. Students can go to www/nmsu.edu/~registra/ to access the application for diploma on-line.

Commencement Ceremony: A student who wants to walk in the commencement ceremony, but who has not completed all of the required credits must seek special permission from the College of Health and Social Services and the Registrar's Office.

Orientation to Your BSW Program

This section gives information specific to the School of Social Work.

School Governance - Undergraduate Students

BSW students, who have one elected member by the undergraduate student organization from either the junior class or the senior class, serve as the representative at school meetings. The student has non-voting rights. She/he will only be excluded from faculty discussions if financial and personnel issues or issues pertaining to the confidentiality of individual students arise.

The BSW student classes choose representatives to serve on certain departmental committees:

Curriculum - Two representatives; one from each class (juniors and seniors)

School Advisory - One represents both juniors and seniors

Field Advisory - One represents both juniors and seniors

Admissions/Minority Recruitment and Retention - One represents both juniors and seniors

Communication Folders and NMSU E-Mail

Each social work student is required to obtain an NMSU e-mail address. All important notifications and communications with students will be by the School of Social Work listserv. Students will be expected to periodically monitor their NMSU e-mail address for program notifications and communications. Please update any address, NMSU e-mail or phone number changes via email to the Student Services Coordinator at irhernan@nmsu.edu (preferred) so she can keep a copy of your request in the file. In addition, please make all official address or name changes with the Registrar's Office.

Faculty/Staff Mailboxes

Faculty and staff have mailboxes in the administrative area of the school. Students are encouraged to use these mailboxes to communicate with faculty or staff members when the individual cannot be reached in person or by phone.

Students with Special Needs

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), please contact the Services for Students with Disabilities (SSD) Office located at Corbett Center, Room 244 [Phone: 646-6840; TTY: 646-1918]. The requirements for the student and faculty are as follows:

Student Responsibilities

1. Register with SSD and obtain accommodation documents early in the semester;
2. Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence);
3. Retrieve the signed form(s) from faculty and return to SSD within (5) days of the receipt from faculty and at least one week before any scheduled exam; and,
4. Contact the SSD Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

Faculty Responsibilities

1. Sign the *Accommodation Request Form* and *Testing Accommodation Form* (when presented), retain a copy, and return the original to the student within five (5) working days of receipt;

2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and,
3. Refer the student to SSD for any additional accommodations.

Feel free to call Diana Quintana, Coordinator of Student Accessibility Services at (575) 646-6840 (Corbett Center, room 244) with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/ or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Feel free to call Gerard Nevarez, Director of Institutional Equity at (575) 646-3635 (O'Loughlin House) with any questions you may have about NMSU's Non-discrimination Policy and complaint of discrimination, including sexual harassment.

BSW Program Coordinator

The BSW Coordinator is responsible for oversight of the BSW Program. This includes coordinating and revising departmental publications (brochures, student handbooks, etc.), recruiting BSW students, overseeing the admission process for BSW applicants, teaching BSW and MSW courses as assigned, and leading the development of special projects as assigned by the Director of the School of Social Work.

Field Liability Insurance

New Mexico State University provides liability coverage for students under the Tort Claims Act (1992). Students are not required to obtain additional insurance coverage.

National Association of Social Workers

Students are encouraged to join and participate in the National Association of Social Workers (NASW). Students *may* purchase low rates on practice insurance (optional) when they are a member of NASW www.socialworkers.org (national) and www.naswnm.org (state). Students are also encouraged to participate in the annual conference of NASW/NM in Albuquerque each February and Student Legislative Advocacy Day (SLAD) (also each February) sponsored by NASW/NM. Students can receive discounts for volunteering at the annual conference and possible course credit for participating in both the conference and SLAD.

Other Professional Organizations (For more information, contact the BSW Program Coordinator)

1. ***Bertha Caplan Reynolds Society***: A progressive organization for professional social workers. For more information, contact Columbus Circle Station, P. O. Box 20563, New York, NY 10023, (518) 475-1199.
2. ***National Association of Black Social Workers***: The organization places an emphasis on issues of interest to the Black social worker.
3. ***National Association of Hispanic Social Workers***: The organization places an emphasis on issues of interest to the Hispanic social worker.
4. ***National Association of Native American Social Workers***: The organization places an emphasis on issues of interest to the Native American social worker.
5. ***North American Association of Christians in Social Work***: The organization places emphasis on effectively joining the Christian faith and social work practice.

Student Organizations

- 1. Student Social Work Association (SSWA):** The Student Social Work Association was established over twenty years ago by students as a source of peer support and involvement in the social work community. SSWA has conducted numerous fund-raising activities in order to aid community projects chosen by the students. In the past, support has been provided to elementary school children, victims of domestic violence, adolescent mentoring programs, and to social work programs in Juarez and Chihuahua, Mexico. SSWA has received national recognition for its creative service projects in New Mexico and with its affiliation with Universidad Autonoma de Ciudad Juarez, Chihuahua, Mexico. In consultation with the School Director, the BSW Coordinator will select a faculty advisor for this group.
- 2. Health and Social Services College Student Council:** HSSC Student Council - Social Work students are members of the Student Council for Health and Social Services College. The Council operates as part of **Associated Students of New Mexico State University (ASNMSU)** and student government. All students are urged to attend meetings and participate in governing their affairs.
- 3. Phi Alpha Honor Society:** Social Work students can join the Phi Alpha Honor Society when they are recognized for an outstanding academic record. For further information, contact the BSW Program Coordinator at 646-6347.

Financial Aid within the School of Social Work

In selecting individuals for any assistantship, traineeship, or fellowship, and in the administration of appointments, New Mexico State University will not discriminate on grounds of race, creed, color, gender, sexual orientation, religion, political affiliation, or national origin of any applicant.

- 1. Title IV-E Stipends Traineeships:** These traineeships are offered in partnership with New Mexico Children, Youth and Families Department on a semester basis for fall and spring semesters (as available). A student who is selected for a traineeship agrees to work for New Mexico Children, Youth and Families Department after graduation as a child welfare social worker. Various special topic classes in child welfare and permanency planning are offered and are part of the required curriculum for a student accepting a stipend. These traineeships are open to BSW and MSW students. For further information on social work traineeships contact Monica Montoya, Child Welfare Scholar Coordinator at 505-646-4665.
- 2. Perkins Student Loan Forgiveness Program:** The U.S. Department of Education has implemented legislation, as part of the Higher Education Amendments of 1992 that will allow some social work students who take out federal Perkins loans to have their obligations reduced or canceled. The new cancellation provision was promoted by NASW as part of a larger strategy to facilitate recruitment of social work students into areas of practice where they are particularly needed.
 - a. Who Qualifies?:** Any student who took out a Perkins ("NDSL") loan after July 22, 1992 and later becomes a full-time provider of early intervention services to infants with disabilities; or a full-time employee of an agency servicing high-risk children and families from low-income communities. This social work includes a variety of settings

including child welfare, juvenile justice, day care, and mental health agencies.

- b. *How Is The Loan Amount Reduced?:* Each year the student remains employed in one of the capacities described above, the student's Perkins loan obligation is partially reduced, with full cancellation occurring after five years of service.
 - Fifteen percent of the obligation is forgiven for each of the first and second years of service;
 - Twenty percent is forgiven for each of the third and fourth years; and
 - Thirty percent (the remainder) is forgiven after the fifth year of service.
 - c. *When Will It Go Into Effect?* Loan officers at participating universities have been notified of this new provision. The loan forgiveness provision is not retroactive from 1993; it will apply only to new Perkins loans. For more information call (505) 646-1703. Details may change based on legislative decisions. For other information about University financial aid call 646-2447.
- 3. Scholarships/Programs:** Each year several opportunities for scholarships and special programs arise. Following are some of these options. Notification may be provided to students through communication on folders or class announcements. Some scholarships must be pursued by the students directly.
- a. *Debra Orozco Memorial Leadership Scholarship* through the Office of the Vice President for Student Services at 646-1722. (Applications are due each October).
 - b. *Lowery H. and Doris C. Davis Scholarship* (Applications are due each spring for awarding the following fall.)
 - c. *Ronald E. McNair Post-Baccalaureate Achievement Program* prepares eligible students for doctoral study. Summer research internships and mentors assist students in preparing for post-baccalaureate education through the Center for Learning Assistance.
 - d. *Rose Praisner Scholarship* (Applications are due each spring for awarding the following fall.)

Orientation to the University

This section includes information on major University policies, the library, and other support services and associations available to you.

University Policies

Sexual Harassment: It is the policy of New Mexico State University to provide an atmosphere free of sexual harassment for all faculty, staff, and students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade; (2) submission to or rejection of such conduct by an individual is used as a basis for an academic or employment decision affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment; or (4) such conduct adversely impacts on students' educational pursuits. All employees and students should be aware that the University is prepared to take action to prevent and remedy such behavior, and individuals who engage in such behavior are subject to disciplinary action. Anyone who is violated by offensive sexual behavior is encouraged to pursue the matter by contacting the Equal Employment Opportunity and Employee Relations Office located in room 15, Hadley Hall, 646-3635.

Discrimination: The law of the land holds that "no person in the United States, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (Sec 601, Title VI, P.L. 88-352, Civil Rights Act of 1964). Pursuant to this legislation, Executive Order 11246, dated September 24, 1964, requires that a contractor with the government agrees that he/she "will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin," and that he/she "will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin." The New Mexico Human Rights Act prohibits discrimination in all employment areas on the basis of race, age, religion, color, ancestry, sex, physical or mental handicap. Sexual discrimination includes sexual harassment (defined in NMSU's policy statement against sexual harassment), pregnancy, childbirth or other related medical conditions (these conditions are treated the same as any other injury, illness or disability) and marital status (any rules restricting persons because of their marital status which do not apply equally to the opposite sex with the same status). The act also prohibits employers from engaging in any form of threats, reprisal or discrimination against any person who has opposed any unlawful discriminatory practice or has filed a complaint, testified or participated in any proceeding under the Human Rights Act. These prohibitions and definitions are an integral part of the University policy on Equal Employment Opportunity and Affirmative Action.

Library Resources

Books are classified according to the Library of Congress system. The on-line catalog includes entries of all books purchased by University funds, whether housed in the library or in office collections. Loan rules are liberal, and the library is open to anyone, but preference is given to students, faculty, and staff members. Interlibrary loan arrangements are maintained with many libraries. The library is open during *fall and spring semesters* Monday through Thursday 7:30 a.m. to 12 midnight; Friday, 7:30 a.m. to 6:00 p.m.; Saturday, 11:00 a.m. to 6:00 p.m.; Sunday, noon to midnight. Call 646-4749 for summer hours.

Off-Campus Housing

Las Cruces abounds with conveniently located houses and apartments. The best time to look for fall semester is during the months of May, June, and July. The least expensive apartments are usually gone by mid-July. The apartments vary from furnished to unfurnished and many include utilities and other amenities such as on-site security, outdoor pool, laundry facilities, etc. For larger households or those who want to room together, there are a number of houses available fairly close to the University. Almost all require a deposit and children and/or pets may or may not be permitted. Be sure to check your lease agreement carefully--know what you are signing--it is a legally binding agreement. For more information consult ASNMSU Apartment Shopper's Guide. Your free copy is available at the Corbett Center information desk.

Resident, Nonresident Status

Resident or nonresident status will be determined for all New Mexico institutions by the Council on Higher Education, State of New Mexico, and administered by the registrar of each institution. Information is available from the Registrar's Office. Members of the armed forces, their spouses and dependent children, not otherwise entitled to claim residency, are eligible for tuition payment at the resident rate while stationed on active duty. Assignment within New Mexico is required when student initially enrolls. Students approved to attend under the reciprocal tuition agreement with El Paso Community College are eligible for tuition at resident student rates upon presentation of a signed certificate from El Paso Community College. Certification is required for each academic year. A reciprocal tuition agreement is also available for a limited number of students from Colorado and for students receiving the Alumni Scholarship. Information may be obtained from the Office of Admissions. All enrolled members of the Navajo Tribe who reside on the Navajo Reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state tuition rates at all times.

Refunds

Any student officially withdrawing or dropping a course during a semester or summer session may receive a refund of tuition and fees as outlined in the current class schedule. This refund applies when courses are dropped, making a tuition adjustment necessary. No refund will be made on classes of less than six weeks duration. In cases of academic or disciplinary suspension, eligibility for refund will depend on the conditions of the suspension and will be entirely at the option of the University. Should unforeseen circumstances beyond the reasonable control of the University result in the curtailment of classes, closing dormitories, or otherwise withdrawing services that are normal functions of New Mexico State University, refunds of any nature will be at the discretion of the University administration.

STUDENT SUPPORT SERVICES

Safety Support Services

- 1. Security:** Located at College Drive and Union, the Police Department provides all police services for the University, including the following: Operation I.D. - engraving all personal property for identification; Crime Stopper - a crime prevention program; Rape prevention program; and, Defensive driving courses are provided by the Safety Office, telephone 646-3327. The department is open 24 hours a day, seven days a week. Thefts and other crimes should be reported immediately. For assistance call 646-3311, but for emergencies, first call 9-1-1.
- 2. Campus Escort Service:** The escort program is concerned with the safety of students who travel at night on campus. This free service, staffed by students who are screened before acceptance, is available from sunset - 12:30 a.m., seven days a week. For more information, call 646-3311.

Health Support Services

1. **Counseling:** The Counseling and Student Development Center addresses a broad range of services, including the following: Information on registration for a variety of national tests and administration of some of these tests; Services specific to the needs of women through the Women's Center; Career information and services through the Career Lab; Information and services specific to the needs of handicapped students; Information and services for military veterans and/or dependents of disabled veterans eligible for veterans' educational benefits; Services and information for new or transferring students to the University; and, Information regarding withdrawal from the university.

All students, full-time and part-time, enrolled at NMSU, as well as students accepted for admission at NMSU are eligible for free counseling services. Spouses of NMSU students are eligible for counseling services if the problem is affecting the student's academic functioning. Members of the faculty and staff are also eligible for counseling services related to difficulties that negatively affect job performance. All records are confidential and protected in compliance with the laws of the state of New Mexico. The office is open from 8-12 and 1-5, Monday through Friday. Appointments can be made in person or by calling 646-2731.

2. **Health Services:** Undergraduate students are eligible to use the NMSU Student Health Center if they are enrolled for 12 or more credits or if they are carrying 6-11 credits and have paid the health center fee (this does not include spouses or children). Transactions for the student health fee are processed during course registration. Hours of operation during the fall and spring semesters and summer sessions are 8:00 am - 11:30 a.m. and 1:00 pm - 4:30 p.m., Monday-Friday. During the fall and spring semesters, the Center is open on Saturdays from 8:30-11:00 a.m. In case of emergency call NMSU campus police and they will contact the physician on call. For those students who are too ill to remain at home and who do not need extensive hospitalization, the Center has a 9-bed infirmary that is open 24 hours during the fall and spring semester. Paying the health fee allows you one week of free care in the infirmary. Students who use the infirmary are responsible for additional costs such as medicine, lab work, x-rays, and consultations with outside physicians. The phone number is 646-2172.
3. **U.S. Student Accident & Sickness Insurance Policy:** NMSU offers a U.S. student accident and sickness insurance policy, but only to those students paying the health fee. A valuable optional benefit, the health insurance policy, can be purchased by NMSU students only during registration. This policy includes payment of all eligible Student Health Center pharmacy, laboratory, and miscellaneous charges. The insurance with \$50.00 deductible per semester provides coverage for hospitalization and community physicians office visits. There is an insurance policy designed specifically for foreign students, and all foreign students are required to have insurance equal to or better than this policy. It is possible to include your dependents in your insurance coverage. Specific details are available at the Business Office. For additional information on Student Health Center services call 646-2172 and student insurance call 646-5706.

Academic Support Services

1. **Bookstore in Corbett Center:** Textbook buy-back from students occur the first and last week of classes, fall and spring semesters and the last two days of classes, first summer session.

Hours: Monday through Friday, 8:00 a.m. to 5:30 p.m., and Saturday, 10:00 a.m. to 2:00 p.m. Extended weekday and weekend hours as posted during the first week of each semester. For further information call 646-7407.

2. **Computer Center:** The Computer Center is open 24 hours a day, 7 days a week (most of the time). Micro frame and mainframe terminals are located in the Center, rooms 139 and 140; Jacobs Hall, rooms 205 and 128; Corbett Center, room 213; New Library, 2nd and 3rd floors; English Building, room 121; Computing and Networking, rooms 140, 141, 142; Branson Hall, 3rd floor; Gardiner Hall, 2nd floor; Gerald Thomas, room 338; Knox, room 209; and Business Complex, room 309. Hours and assistance vary outside the Computer Center.
3. **Services for Students with Disabilities (SSD):** New Mexico State University is committed to assisting qualified students with disabilities to reach their academic goals. Reasonable efforts will be made to assist students with the problems brought to the attention of the Coordinator of Services for Students with Disabilities. The coordinator assists eligible students with academic adjustment to the University community, coordinates services and resources on and off campus, assists students when they encounter architectural barriers, and this department also provides assistance with the procurement of auxiliary aids. All students requesting assistance are encouraged to discuss their needs with the Coordinator on or before entry into the University and to complete a Petition for Students with Disabilities Accommodation available in room 100-B in Garcia Annex. For more information call 646-6840 (voice), 646-1918 (TTD/Text Telephone).
4. **Center for Learning Assistance:** Located in room 210, Hardman Hall, 646-3137. The Center for Learning Assistance offers a variety of credit and non-credit programs designed to help students to improve their study and learning skills: Personalized learning assistance in academic support skills; drop in, non-credit programs in study and learning skills, free of charge; Personal Learning Skills (UNIV 110, 111, 112) three 1, 2, or 3 credit courses in study and learning skills; Learning assistance programs or workshops for groups or classes designed and coordinated on request; The Stop Shops for academic support skills provided on weekly basis for one hour each; Focus Group, small group workshops on developing a specific learning skill for one hour a week for three or four weeks; Standardized test preparation assistance: workshops and individual help; Project Support for returning students, a pre-semester, one-half day workshop and a weekly ongoing group; and Tutorial and peer counseling services available to qualifying students.

Fee: Tuition fee for Personal Learning Skills courses only. Hours: Monday through Thursday, 8:00 a.m. - 7:00 p.m., Friday 8:00 a.m. - 5:00 p.m.

5. **Writing Center:** The Writing Center has been created to support and enrich student writing at each phase of the writing process and in every discipline. Student writers are supported with a cluster of personal computers and printers. Students who feel they need ongoing and consistent help in writing may meet with a tutor on a regular basis. The Center is located in room 102 in the English Building. The phone number is 646-5297.

Family Life Support Services

1. **Check Cashing:** The Business Office in the Educational Services Building will cash personal checks up to \$100.00 and University checks up to \$300.00 with a current student ID.
2. **Las Cruces School Registration:** To register dependents in the Las Cruces school system, contact the Elementary Curriculum Office at 527-5851. A birth certificate, an immunization record, and proof of residence must be provided. School records or address/phone number from previous school is helpful.
3. **Parking:** A parking sticker is needed to park a car, bicycle, motorcycle, or moped on campus. To obtain a sticker, students must register the vehicle at the NMSU Parking Department (at the corner of Union and College). Be prepared to provide the vehicle registration when registering. All students must park vehicles in student lots only. Parking in faculty/staff, handicapped, or visitor lots will result in a fine or having your vehicle towed. Parking stickers may be obtained at the Parking Department, on College Drive. A cashier is on duty Monday-Friday, 7:30 a.m. - 4:30 p.m.
4. **Notary Public:** A notary is located in the Office of Auxiliary Services on the second floor of Corbett Center, 646-4305.
5. **Student Legal Aid:** All full-time students currently enrolled at NMSU are entitled to the benefits of this program. The purpose of the program is to provide an opportunity for students to seek the advice of an attorney when they encounter legal problems. Student Legal Aid Program (SLAP) will provide, free of charge, the following services: Consultation and advice on any legal problem; Preparation and drafting of some legal documents and review of nearly all documents, excluding tax returns and trusts; Negotiation and correspondence with adversary parties and their attorneys in an effort to settle cases outside of court. (SLAP does not offer representation in court); Education programs are provided through campus seminars and brochures. SLAP is funded totally by ASNMSU, which does not afford their attorneys the right to advise you on any case against ASNMSU or its officers, nor can they advise on cases against the University. If the SLAP attorney cannot advise a student due to a conflict of interest or other restrictions, a referral list of local attorneys is available for the student to seek private counsel. Students who need counseling on university related matters such as discipline or grievance procedures, may meet with anyone on the ASNMSU Supreme Court for help in these areas. The staff members or a SLAP attorney will give advice on University procedures or direct the client to the proper office. SLAP can be contacted at 646-4419.

Diversity Association Support Services

1. **American Indian Programs** -- Room 136, Garcia Annex, 646-4207, 3330

Recruitment	Student Orientations
Personal Advising	Secretarial Service
News Bulletin	Tutoring
Counseling	Medical Referrals

Resource Center Program Development

Liaison between Various Tribal Communities
Sponsor for United Native American Organization
Native American Business Students Association

2. Black Programs -- Room 135, Garcia Annex, 646-4208

Academic Counseling	Recruitment
Tutoring	Black Studies Library
Typing	Seminars and Workshops
Resume Writing	Curriculum Development
Employment Opportunities	Community History Research
Cultural Activities	Community Outreach Programs
Leadership Development	
Assistance in Filling out Financial Aid Forms	

3. Chicano Programs -- Room 140, Garcia Annex, 646-4206

Academic Advisement	Typing Service
Admission Information	Chicano Studies Advisement
Chicano Studies Library	Financial Aid Assistance
Notary Public Services	Resume Service
Study Lounge	Tutoring
Hispanic Scholarship Information	
Co-op/placement/internship Information	
Career/graduate and Professional School Library	

Student Organizations:

Mozimientil Studiantil Chicano de Aztlan (MECHA)
Hispanic Business Society (HBS)
Society of Hispanic Professional Engineers (SHPE)
Hispanic Educators Association (HEA)

Miscellaneous Support Information

1. ***Identification Cards:*** Each student is issued a student identification card (ID). This card is kept during the student's academic enrollment at NMSU. A card that is worn out will be replaced free of charge, however, there is a fee for replacing a lost card. The ID Card Services Office is located in Corbett Center. For more information, go to <http://www.nmsu.edu/~idsv>.

The ID cards entitle students to a variety of University services and athletic events, including checking out library books, being admitted to athletic events, receiving student discounts, and numerous other benefits both on campus and in the community. The IDs are also required for pre-enrollment and picking up registration materials at the Registrar's Office, and to cash checks at the Business Office.

2. **Placement and Career Services:** The Placement and Career Services Center (PCS) offers comprehensive career planning services for students. Internships and cooperative education positions with business, industry, government, and non-profit organizations are designed to integrate practical application with classroom theory. Student Employment Services has a variety of on-campus positions for which students may apply. These 20 hour/week positions range from general student aide to graduate specialist. Students who are full-time and in good academic standing may apply. Advisement is also available on the practical aspects of a job search strategy, identifying appropriate employers, resume and cover letter development, and improving interviewing skills. Additional information is available on career trends, costs of living comparisons, and salary projections. The PCS is located in room 224, Garcia Annex, with Office Hours from 8:00 a.m. - 5:00 p.m. Monday-Friday. Please call 646-1631 for more specific information.

General Rules and Regulations

Disciplinary regulations at New Mexico State University are set forth in writing in order to give students general notice of prohibited conduct. These rules and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. It is recognized by New Mexico State University that students are adults and are expected to obey the law and take personal responsibility for their conduct. A student is, therefore, subject to two sources of authority, civil-criminal authority and University authority.

Violation of any municipal ordinance, law or regulation of the State of New Mexico, or law or regulation of the United States that may cause harm or endangerment to self or others, or somehow compromises the educational mission of the University, may result in disciplinary action. The University does not normally take disciplinary action for off-campus violations, but it retains the right to act in special cases. Disciplinary action imposed by New Mexico State University may precede and be in addition to any penalty that might be imposed by an off-campus authority.

When accused of a violation, a student has a right to review the evidence against him or her, but this does not necessarily mean the right to confront a witness. An attempt will be made to resolve all cases at the lowest level possible, and at no hearing should either party have the participation of a lawyer.

1. **Academic Misconduct:** Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:
 - a. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;
 - b. Plagiarism, which includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person;

- c. Unauthorized possession of examinations, reserve library materials, or laboratory materials;
- d. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records;
- e. Non-disclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.

2. *Non-Academic Misconduct:* The following list constitutes violations for which students and student organizations are subject to disciplinary action. This list is not designed to be all-inclusive, but offers examples of the types of prohibited conduct:

- a. Actual or threatened physical injury to any person (including self) on University owned or controlled property or at a University-sponsored or supervised function, or conduct that endangers the health or safety of a person.
- b. Engaging in individual or group conduct that is violent (including sexual misconduct, attempted suicide, or threats of either) abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus.
- c. Unauthorized use, possession, or storage of any weapon or explosive (including fireworks) on University premises or at University-sponsored activities.
- d. Forgery, counterfeiting, alterations, or misuse of any University record, document, or identification card of a non-academic nature (e.g., housing applications or parking permits).
- e. Unauthorized entry into, or alteration of, any University computer records, or violation of Computer Center policies.
- f. Reporting the presence of a fire, bomb, or explosive or incendiary device on the University campus without good reason to believe the facts reported are true.
- g. Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug as defined by the statutes of the State of New Mexico.
- h. Theft of, or unwarranted damage to, University property or property of any member of the University community.
- i. Failure to comply with Housing regulations.
- j. Failure to comply with the lawful directives of University employees acting within the scope of their duties, including those directives issued by a University administrator to ensure the safety and well-being of students (refer to Student Special Care Policy).
- k. Entry into, or use of, any building, facility, or room or other University property or grounds without authorized approval. This also includes the unauthorized possession or use of University keys, lock combinations, or other access codes.
- l. Participation in illegal gambling activities on University-owned or University-controlled property or at a function identified with the University.
- m. Possession, or consumption, of alcoholic beverages in contradiction of state law and/or University policy.
- n. Entering or attempting to enter any athletic contest, dance, social event, or

other event without proper credentials for admission (e.g., ticket, identification card, or invitation).

- o. Failure to make satisfactory settlement for any debts to the University.
- p. Failure to comply with University traffic rules and regulations.

Disciplinary Procedures

The procedures to be followed in matters of academic and non-academic misconduct differ and are outlined in the following sections. Additionally, for some academic misconduct, procedures for dealing with cases, which may result in expulsion or degree revocation, are located in the Administrative Policy and Procedures Manual or from the Office of the Vice President for Student Affairs.

Academic Misconduct - Undergraduate Students

1. Discipline Process:

- a. ***Course or departmental level:*** For incidents that occur at the course or academic department level, the faculty member or program director must inform the student of the alleged offense within (10) working days, and after an investigation and/or conference, will take one of the following actions: (a) the allegation may be dismissed as unfounded, or (b) the allegation may be dismissed for lack of clear and convincing evidence. The student may admit guilt and a sanction will be imposed; or the hearing officer will determine guilt based on clear and convincing evidence, and a sanction will be imposed. The hearing officer will report the decision to the student and to the University Discipline Officer.
- b. ***Other Academic Misconduct:*** For those incidents involving academic misconduct not at the course level (e.g., falsification of academic records), the student's dean, or a designee, will serve as the hearing officer and will follow the same process as outlined above.

2. Appeal Process

All possible levels of appeal should be exhausted before a case reaches a course dean. The student must always be told the next level of appeal. A student who wishes to appeal an instructor's decision may do so by writing to the course program director (course dean if the instructor is also program director) within five (5) working days. The appropriate hearing officer will consider both sides of the case and report the decision to the student, the course instructor, the student's dean (where applicable), and the university discipline officer within ten (10) working days. If extenuating circumstances prevent either party from meeting this time frame, an alternate schedule will be formulated by all parties involved. Either party may appeal a program director's decision to the dean of the College in which the course is taught. However, a request for a formal hearing need not necessarily be granted.

The following points will apply in all cases of appeal:

- a. The appeal must be made in writing to the appropriate appellate person or body within the specified period of time.
- b. The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals may be made on the basis of any or all of the following grounds:
 - Procedural or prejudicial error was committed.
 - The finding of facts contained in the decision included inaccurate information.
 - Specific evidence presented at the hearing is objectionable. Reason for the objection must be stated, i.e., why evidence should not be considered.
 - Evidence not offered during the hearing is now available. Reason why the evidence was not offered during the hearing must be stated.
 - The sanction imposed is excessive or inappropriate; reasons for believing this must be stated.
 - If warranted, the dean shall convene the Academic Appeals Board to solicit its recommendation before making a decision.
 - The highest level of appeal for academic misconduct is the executive vice president whose decision is final.

3. Academic Appeals Board Procedures

If a decision is made to seek a recommendation from the Academic Appeals Board, the College dean, or a designee, shall assemble case materials for the Board that will normally meet within three (3) weeks. The dean, or a designee, will inform all parties of procedures to be followed.

4. Appeal Process

The dean's decision may be appealed only in writing to the executive vice president or his/her designee, who retains authority on all decisions related to academic grievances. The decision of the executive vice president is final.

Non-Academic Misconduct - All Students

1. Discipline Process

All alleged violations of non-academic rules and regulations contained herein will be referred to the university discipline officer or other hearing officer (as appropriate). The following procedures will apply. As a result of an investigation and/or conference with a student or organization representative, one of the following actions may be taken:

- a. The allegation may be dismissed as unfounded;
- b. The allegation may be dismissed for lack of clear and convincing evidence;
- c. The student or organization representative may admit guilt and a sanction will be imposed; or
- d. The hearing officer will determine guilt based on clear and convincing evidence, and a sanction will be imposed.

The student or organization who wishes to appeal the decision of the hearing officer may do so in writing to the next higher level of authority within the disciplinary system. The accused must always be informed of the next level of appeal by the hearing officer. Such an appeal by the accused must be made in writing within three (3) working days after the decision has been rendered.

All appeals to the University Discipline Committee will be made through the university discipline officer. The final level of appeal for all non-academic misconduct is the Vice President for Student Affairs.

2. Appeal Process

While all members of the University community have the right to appeal, a request for a hearing need not necessarily be granted. The following points will apply in all cases of appeal:

- a. The appeal must be made in writing to the appropriate appellate person or body within the specified period of time.
- b. The appeal must include the name of the individual or organization making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals may be made on the basis of any or all of the following grounds:
 - Procedural or prejudicial error was committed.
 - The finding of facts contained in the decision included inaccurate information.
 - Specific evidence presented at the hearing is objectionable. Reason for the objection must be stated, i.e., why evidence should not be considered.
 - Evidence not offered during the hearing is now available. Reason why the evidence was not offered during the hearing must be stated.
 - The sanction imposed is excessive or inappropriate; reasons for believing this must be stated.

Student organizations have the right of appeal and are subject to the same rules and procedures that apply to individual students. Original jurisdiction for violations committed by, and charged to, student organizations, resides with the administrator responsible for student organizations. The initial appeal will be directed to the university discipline officer. If further appeals are requested, the next line of appeal rests with the University Discipline Committee, and finally the Vice President for Student Affairs. Upon review of an appeal, the appellate person or body may uphold, modify, or completely reverse the original decision. A written rationale will be provided and should be in accordance with one or more of the conditions delineated in Item b. above. The highest level of appeal for non-academic misconduct is the Vice President for Student Affairs, whose decision is final.

3. University Discipline Committee Procedures

The University Discipline Officer, or his/her representative, shall assemble case materials for the University Discipline Committee as outlined in a separate manual, "Rules and Procedures for the *University Discipline Committee*." This document may be obtained from the university discipline officer. If the accused is granted an appeal hearing, the accused shall have the right to be assisted in the appeal by an advisor chosen by the accused from the faculty, staff, or student body. Attorneys shall not participate in these proceedings. The accused shall have the right to testify and present witnesses as well as hear and question those witnesses who are testifying.

Disciplinary Actions and Sanctions

The following list is not designed to be all-inclusive, but offers examples of the more severe sanctions that may be imposed upon an individual student for infraction of regulations.

- 1. *Disciplinary Probation:*** This sanction is an official warning that the student's conduct is in violation of University regulations or local, state, and/or federal laws. Students placed on disciplinary probation are deemed "not in good standing" with the University. The duration of the probationary period, and conditions imposed, shall be in proportion to the seriousness of the misconduct. Duration will be at least 30 days, but may be extended indefinitely. Depending on the circumstances and at the discretion of the Hearing Official(s), additional stipulations may be enforced. These additional stipulations may be, but are not limited to, withholding of transcript or degree; suspension of rights and privileges; suspension of eligibility to participate in official extracurricular activities; eviction from University-operated housing; restitution; and referral for counseling. During the probationary period, reported violations of the Code of Conduct or conditions of the probation will result in further action. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, suspension, dismissal, expulsion, and notation on the student's transcript.

A student who has been placed on indefinite disciplinary probation, and/or whose probation has been permanently noted on the transcript, may petition to have the probation lifted and/or the notation removed from the transcript. This petition will not be acceptable if submitted sooner than one calendar year from the date the probation began. Students must petition the University Discipline Committee through the university discipline officer. The University Discipline Committee reviews the petition and makes a recommendation to the Vice President for Student Affairs, whose decision is final.

- 2. *Disciplinary Suspension:*** Disciplinary suspension is the disenrollment of a student from the University. Suspensions will last a minimum of one full semester. Students may re-enter the University at the conclusion of the suspension, only by consent of the vice president for student Affairs, in the case of non-academic misconduct, or the Executive Vice President, in cases of academic misconduct. Notation of a suspension will be made on the student's transcript.
- 3. *Dismissal:*** Dismissal is the disenrollment of a student for an indefinite period of time. Students may not re-enter the University for at least one year, and then, only by consent of the Vice President for Student Affairs, in cases of non-misconduct, or the

Executive Vice President, in cases of academic misconduct. Notation of dismissal is placed on the student's transcript.

4. **Expulsion:** Expulsion is the disenrollment of a student whereby the student is not eligible for readmission to the University. Notation of expulsion will be placed on the student's transcript. The following are possible sanctions that may be imposed upon a student organization for infraction of regulations:

- a. **Disciplinary Probation** - This sanction is an official warning that the organization's conduct is in violation of University regulations or local, state, and/or federal laws. Organizations placed on disciplinary probation are deemed "not in good standing" with the University. The duration of the probationary period and conditions imposed shall be in proportion to the seriousness of the misconduct. Duration will be at least thirty (30) days, but may be extended indefinitely. Depending on the circumstances, and at the discretion of the Hearing Official(s), additional stipulations may be enforced. These additional stipulations may be, but are not limited to, suspension of rights and privileges, suspension of eligibility to participate in official extracurricular activities, termination of housing privileges on University premises, and restitution for damages.

During the probationary period, reported violations of the Code of Conduct, or conditions of the probation, will result in further action. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, or suspension or termination of University recognition. The organization may return to a status "in good standing" with the University at the conclusion of the probationary period, assuming all conditions have been satisfied, and upon gaining approval from the Vice President for Student Affairs.

- b. **Suspension of University Recognition** - This sanction serves as notification to the organization that its conduct is in violation of University regulations, or local, state, and/or federal laws; and that its charter with the University, along with all privileges afforded a recognized student organization, is being withdrawn for a specified period of time. The suspension will last a minimum of one full calendar year and will take effect immediately upon notification. As with disciplinary probation, additional conditions may be attached and further disciplinary action may result if conditions are not met. Reinstatement of an organization's charter can only be granted by the Vice President for Student Affairs after the period of suspension when all conditions of the suspension have been met.

- c. **Termination of University Recognition**-This sanction serves as notification to the organization that its conduct is in violation of University regulations, or local, state, and/or federal laws, and that its charter with the University, along with all privileges afforded a recognized student organization, is being withdrawn immediately. The organization is not eligible for reinstatement of its charter for a minimum of five (5) years. Reinstatement of an organization's charter can only be granted by the Vice President for Student Affairs.

Amendments to the Code of Conduct

Recommendations for changes related to the Non-Academic Discipline Process will be referred to the University Discipline Committee through the University Discipline Officer. Recommendations for changes related to the Academic Discipline Process will be referred to the executive vice president through the college deans. The University Discipline Committee will meet, as needed, to review the Code of Conduct and recommend changes to the Vice President for Student Affairs.

Statement of Limitations

No student or student organization shall be subject to disciplinary procedures due to alleged violation of University regulations unless procedures are initiated within one year from the time the alleged misconduct occurred, or was made known to the Vice President for Student Affairs or Executive Vice President, whichever occurs later. The one-year period of limitation, as referred here, will apply only while the student is enrolled at the University. If the disciplinary procedures cannot be completed for reasons beyond the control of the University, a time limitation will not be imposed.

SEXUAL MISCONDUCT POLICY (Board of Regents 3/91)

New Mexico State University will not tolerate sexual misconduct of any kind as defined herein:

Forced Sexual Contact

Any harmful, insulting or non-consensual verbal or physical contact of a sexual nature with another person (including touching, fondling, exposure, disrobing, etc.) that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, threat, coercion, or helplessness. Forcing or intimidating a person to touch another's intimate parts shall also constitute sexual contact.

Forced Sexual Penetration

Defined as "Intercourse (vaginal penetration); sodomy (anal penetration); oral copulation (oral-genital contact); or penetration with any object (including a finger), by the use of force, threats, coercion, or by taking advantage of a victim's helplessness", a student charged with sexual misconduct, including acquaintance or date rape, can be prosecuted under New Mexico criminal statutes and disciplined under the Student Code of Conduct. Even if the law enforcement authorities choose not to prosecute, the University can pursue disciplinary action. A violation occurs when there is participation in any kind of sexual misconduct by a student individually or in concert with others. Since the university hopes to educate students in order to prevent violations, students should understand that:

1. Forced sexual penetration or other unwanted forced sexual contact is defined as sexual misconduct whether the assailant is a stranger or an acquaintance of the victim.
2. Alcohol and/or drug use, intoxication, or any impairment of the accused, does not absolve responsibility for sexual misconduct.
3. In situations where the victim is incapable of giving consent, or is unable to resist sexual advances due to alcohol/drug use or other impairments, the accused will be held responsible for sexual misconduct.

Force or coercion is defined as:

1. The use of physical force or physical violence; or
2. The use of threats, including but not limited to physical threats, abduction, extortion or retaliation directed against the victim or another when the victim believes that there is an ability to execute such threats; or
3. The use of verbal comments or nonverbal behaviors/gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.

Threat is defined as: an expression of intention to hurt, destroy, or punish the victim or another.

Where there is cause to believe that the University regulations prohibiting sexual misconduct have been violated, the University will initiate disciplinary action. Accusations of sexual misconduct will be investigated by the University Discipline Officer according to the Code of Conduct. If clear and convincing evidence is available to indicate that a student is guilty of sexual misconduct, or if guilt is admitted, the penalty for such misconduct may be as much as disciplinary suspension, dismissal or expulsion.

MENTAL HEALTH POLICY (Board of Regents 11/90)

The staff and faculty of New Mexico State University are concerned about the health and well-being of students. Occasionally, students are confronted by illnesses that interfere with their academic progress. In such situations, withdrawal from the University setting may be in the best interest of all concerned. Guidelines for the Administration of Psychiatric Withdrawals under the Mental Health Policy are available in the Vice President for Student Affairs office, Garcia Annex, Room 203.

SPECIAL GRIEVANCE POLICIES (Board of Regents 3/91)

These procedures have been established to provide a method to resolve student grievances at the lowest administrative level in a fair, expeditious manner. For the purposes of these procedures, grievances are limited to alleged violation of University policy or procedures by the University or its staff, disputes with staff members, and/or alleged unfair treatment. Under no condition should these policies be used when the student has allegedly violated the University Code of Conduct or a University contractual agreement, and at no hearing should either party have a lawyer.

Student Academic Grievance Policy

Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the following steps:

1. Discuss the grievance with the faculty member involved.
2. Discuss the grievance with the BSW Program Coordinator.
3. Discuss the grievance with the School of Social Work program director in which the course is scheduled.
4. Discuss the grievance with the dean of the College (or the dean's designee) in which the department is located.
5. Present to the dean of the College a written complaint detailing the nature of the student's grievance and requesting an Academic Appeals Board hearing. After receiving

this written complaint, if warranted, the dean will convene the Academic Appeals Board of the College, normally within three weeks.

6. The Academic Appeals Board will conduct, within a reasonable time, whatever hearings are necessary to forward to the dean a recommendation to resolve the student's grievance.
7. After reviewing the recommendation of the Academic Appeals Board, the dean will inform the student of his/her decision. The student may appeal this decision to the Executive Vice President, or his designee, who retains review authority on all decisions related to academic grievances. The decision of the Executive Vice President is final.

The student should initiate these steps as soon as possible after the alleged unfair treatment occurs, but in any case, the steps must be initiated no later than 60 days after the commencement of classes the following semester.

Student Non-Academic Grievance Policy

Any student who believes that he/she has been treated unjustly in a non-academic area, not involving a contractual agreement, can file a grievance as long as the Code of Conduct has not been violated. The grievance procedure to resolve non-academic concerns must be initiated no later than thirty (30) days following the time the alleged problem occurred. Failure of University personnel to respond within ten (10) days, at any level in the procedure, will allow the student to proceed to the next step. The channel of appeal for non-academic grievances shall be:

1. The aggrieved student must first confer with the staff member involved in an attempt to resolve the problem.
2. Unresolved grievances shall be filed in writing by the student with the appropriate director. The director will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible. This step must be concluded within ten (10) days of the date the grievance was received.
3. If the grievance is not resolved at Step 2, the student may forward a copy of the grievance and all relevant correspondence to the appropriate vice president. The Vice President (or his/her designee) will conduct an investigation and attempt to resolve the issue. This process shall be concluded within ten (10) days of the date the grievance was received.
4. If the issue is not resolved in Step 3, the student may appeal to the executive vice president. If warranted, the executive vice president will appoint a hearing panel consisting of a student, a faculty member, and a staff person from departments or colleges not involved in the grievance. If a hearing panel is appointed, the parties involved in the grievance will be allowed to submit written documentation concerning the problem, may be present at all hearing sessions, and will be given the opportunity to provide additional oral information on their behalf.

Upon completion of the hearing(s), the panel will forward a written recommendation to the Executive Vice President. This document should include findings of fact and the basis for the recommendation. The decision of the Executive Vice President is final.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

New Mexico State University maintains academic, disciplinary, and other records pertaining to students in accordance with the specifications of the Family Educational Rights and Privacy Act of 1974. Students who are interested in acquiring access to their records should make their requests to the chief administrator of the following offices:

- Admissions (646-3121)
- Counseling Center (646-2731)
- Dean, College of Agriculture and Home Economics (646-1806)
- Dean, College of Arts and Sciences (646-2001)
- Dean, College of Business Administration and Economics (646-2821)
- Dean, College of Education (646-5858)
- Dean, College of Engineering (646-2911)
- Dean, Graduate School (646-2736)
- Dean, College of Health and Social Services (646-3526)
- Financial Aid (646-2447)
- Housing (646-3202)
- Placement and Career Services (646-1631)
- Registrar (646-3412)
- Student Support Services (646-2336)
- Student Judicial Affairs (646-1232)
- Vice President (646-1722)

Directory information will be released upon request unless the student does not wish such a release and notifies the Registrar's Office in writing. Directory information includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, athletic team members' weight and height, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.

Disclosure of the types of records maintained by the institution is available upon request by the student as are all other requirements stipulated by the Family Educational Rights and Privacy Act of 1974 as they pertain to New Mexico State University. Further information regarding details may be acquired from the Registrar's office, phone number 646-3412.

FUND-RAISING/SALES AND SOLICITATIONS

Raising funds is a means for campus organizations to supplement their other resources in meeting the goals of their organization. In order to avoid conflicts, duplications, or violation of laws or regulations, it is necessary to establish guidelines to aid in coordinating such activities. Although the University supports organizational fund-raising efforts, it recognizes that the campus is not a marketplace to be exploited by opportune entrepreneurial projects. Fund raising is not the primary function of student organizations, and campus organizations do not have an implicit right to use the campus or the community for fund-raising activities. Fund-raising through sales and solicitations on and off campus are governed by University Sales and

Solicitation Policies. Full text copies of these policies are available from the Auxiliary Services Office and the Student Organizations and Programs (SOAP) Office. Interpretation of Sales and Solicitation Policies is made by the Director of Auxiliary Services whose office is located in Corbett Center Student Union.

The final section of the BSW Student Handbook is the *NASW Code of Ethics*. Read it carefully and thoroughly. Refer to the Code often, as it is your guide for ethical decision-making and appropriate professional behavior as a student in the classroom and in the field internship.

Understand that social work students are expected to abide by the Code of Ethics and are held to the same ethical standards as all licensed professional social workers.

The National Association of Social Workers (NASW) Code of Ethics

May 28, 2003

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

Preamble

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

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

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

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

This constellation of core values reflects what is unique to the social work profession. Core values, and the

principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics

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

The *NASW Code of Ethics* serves six purposes:

1. The *Code* identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

*For information on NASW adjudication procedures, see *NASW Procedures for the Adjudication of Grievances*.

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

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

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

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional

ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

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

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members. A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

Ethical Principles

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

Value: Service

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

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

Value: Social Justice

Ethical Principle: *Social workers challenge social injustice.*

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

Value: Dignity and Worth of the Person

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

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

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

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

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

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

Value: *Competence*

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

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

Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

1. Social Workers' Ethical Responsibilities to Clients

1.01 Commitment to Clients

Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited

occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

1.02 Self-Determination

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

1.03 Informed Consent

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

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

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

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

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

(f) Social workers should obtain clients' informed consent before audio taping or video -taping clients or permitting observation of services to clients by a third party.

1.04 Competence

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

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

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

1.05 Cultural Competence and Social Diversity

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

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

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

1.06 Conflicts of Interest

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

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

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

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

1.07 Privacy and Confidentiality

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

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

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

amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

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

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

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

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

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

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

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

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

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

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

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

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social

worker's termination of practice, incapacitation, or death.

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

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

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

1.08 Access to Records

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

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

1.09 Sexual Relationships

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

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

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

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

1.10 Physical Contact

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

boundaries that govern such physical contact.

1.11 Sexual Harassment

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

1.12 Derogatory Language

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

1.13 Payment for Services

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

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

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

1.14 Clients Who Lack Decision-Making Capacity

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services

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

1.16 Termination of Services

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

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue

balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

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

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

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

2. Social Workers' Ethical Responsibilities to Colleagues

2.01 Respect

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

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

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

2.02 Confidentiality

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

2.03 Interdisciplinary Collaboration

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

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

2.04 Disputes Involving Colleagues

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

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate

discussion of conflicts between social workers and their colleagues.

2.05 Consultation

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

(b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.

(c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Referral for Services

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

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

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

2.07 Sexual Relationships

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

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

2.08 Sexual Harassment

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

2.09 Impairment of Colleagues

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

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

2.10 Incompetence of Colleagues

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

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

2.11 Unethical Conduct of Colleagues

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

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

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

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

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

3. Social Workers' Ethical Responsibilities in Practice Settings

3.01 Supervision and Consultation

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

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

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

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

3.02 Education and Training

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

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

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

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

3.03 Performance Evaluation

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

3.04 Client Records

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

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

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

3.05 Billing

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

3.06 Client Transfer

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

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

3.07 Administration

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

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

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

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

3.08 Continuing Education and Staff Development

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

3.09 Commitments to Employers

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

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

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

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

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

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

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

3.10 Labor-Management Disputes

(a) Social workers may engage in organized action, including the formation of and participation in labor unions, to

improve services to clients and working conditions.

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

4. Social Workers' Ethical Responsibilities as Professionals

4.01 Competence

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

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

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

4.02 Discrimination

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

4.03 Private Conduct

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

4.04 Dishonesty, Fraud, and Deception

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

4.05 Impairment

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

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

4.06 Misrepresentation

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

4.07 Solicitations

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

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

4.08 Acknowledging Credit

(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

(b) Social workers should honestly acknowledge the work of and the contributions made by others.

5. Social Workers' Ethical Responsibilities to the Social Work Profession

5.01 Integrity of the Profession

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.

(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research

- (a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
- (b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
- (c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
- (d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
- (e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.
- (f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.
- (g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
- (h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- (i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- (j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- (k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- (l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
- (m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- (n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

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

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. Social Workers' Ethical Responsibilities to the Broader Society

6.01 Social Welfare

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

6.02 Public Participation

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

6.03 Public Emergencies

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

6.04 Social and Political Action

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

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

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

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

