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SILVER SCHOOL OF SOCIAL WORK MISSION STATEMENT

The mission of the Silver School of Social Work at New York University is to educate professionals in a global perspective for social work practice with individuals, families, groups, and communities and to provide leadership in the development of knowledge relevant to social work practice in a complex urban environment.

The School seeks to fulfill its mission by building and transmitting knowledge that will help to alleviate human suffering, enhance the vitality and caring capacity of communities, and promote the ideals of a humane and just world.

The School is committed to the core social work values of: belief in the dignity and worth of all individuals; the centrality and power of caring human relationships; a commitment to social and economic justice that includes freedom from all forms of oppression and access to social goods; and a dedication to practicing with integrity and the highest level of competence. The School offers programs at the undergraduate, master’s, and doctorate level.

The Bachelor of Science in Social Work (BS) provides students with the knowledge, skills, and ethical standards necessary for beginning social work practice. The BS program is grounded in the liberal arts and emphasizes human rights, social justice and advocacy, which establishes the foundation graduates need to effectively address the social problems of today’s world.

The Master in Social Work (MSW) educates professionals for the pursuit of social justice with an emphasis on direct social work practice that aims to improve biopsychosocial functioning through helping relationships. Dedicated to excellence in integrating teaching and learning in both classroom and community contexts, the MSW Program prepares its graduates to apply critical thinking, research-based knowledge and practice wisdom to restore, maintain, and enhance the functioning and well-being of individuals, families and communities, and promote effective and equitable social policies and social services.

The Doctor of Philosophy in Clinical Social Work (PhD) prepares its graduates to be the intellectual leaders of the social work profession. Students in the PhD program learn to engage in practice-based research and the development of theories relevant to practice, to disseminate new knowledge through professional writing and speaking, and to educate future generations of social workers.

The Doctor of Social Welfare Program in Clinical Social Work (DSW) trains advanced clinical social work practitioner-scholars to assume leadership positions in clinical social work education and agency-based behavioral health practice settings. Through the promotion of practice-relevant scholarship, the program prepares graduates to develop new clinical social work knowledge and skills to advance social work practice and education benefiting client populations-at-risk.

The School is committed to the education of its students in collaboration with community partners and the advancement of the social work profession through the scholarly contributions of its faculty.
SECTION III: RIGHTS AND RESPONSIBILITIES

Essential Abilities and Attributes for Social Work Students

The complex process of becoming a competent professional social worker begins upon entrance into the NYU Silver School of Social Work MSW program. In order to maintain matriculation in the MSW program, and to meet their obligations as professionals, students are expected to meet all of the standards for social work education and practice listed below. These standards will be part of evaluations of students made by faculty during the course of study. An inability to meet these standards will have consequences for successful continuation in, and completion of, the program.

- **Attendance and Punctuality:** Social work students are expected to attend all scheduled classes and fulfill all required field placement hours. They are expected to complete assignments on time, and to be punctual and dependable.

- **Professional Behavior:** Social work students are expected to behave in a professional manner in all classes, in their field placements, and in all interactions with faculty, staff, and other students. They are expected to communicate effectively and respectfully with other students, faculty, staff, clients and other professionals both orally and in writing.

- **Academic Integrity:** Social work students are expected to maintain the highest standards of academic integrity and adhere to NYU and Silver School of Social Work standards of academic conduct.

- **Professional Commitment:** Social work students must possess a commitment to the core values and ethical standards of professional social work. They are expected to be knowledgeable about and adhere to the National Association of Social Workers Code of Ethics.

- **Self-awareness:** Social work students must be open to examining how their values, attitudes, and beliefs affect their thinking, behavior and interpersonal interactions. Students must be willing to examine and change their attitudes and behavior when they interfere with their work with clients and with other professionals.

- **Diversity, Equity, and Inclusion:** Social work students must possess a commitment to diversity, equity, and inclusion, and they are expected to demonstrate this commitment in their field placements, classes, and in the larger School community.

- **Judgment:** Social work students are expected to apply sound professional and personal judgment and effectively attend to professional roles and boundaries.

- **Self-care:** Social work students are expected to manage the demands of the MSW program in a manner that enables them to remain consistently engaged, attentive to duties, and professional in conduct and attitude. They must be able to recognize the signs of stress, develop appropriate means of self-care, and seek supportive resources if necessary.
Ethical Use of Social Media in Practice

In order to ensure the most appropriate and effective use of social media and to avoid unique challenges that social media usage may create, students should use ethical principles as outlined in the NASW Code of Ethics as a guide to practice. Specific guidelines on social media content and presence may differ at different agencies and institutions. Students are responsible for gaining clarity on these guidelines before sharing information and experiences, whether for professional, educational, or personal purposes, on social media outlets. In general, students should keep in mind the following:

- Social work students should avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment, and should avoid dual or multiple relationships with clients.
- Students should respect a client’s right to privacy, and should not solicit private information unless it is immediately relevant.
- Students should not discuss confidential information in any setting unless privacy can be ensured.
- Students should not permit their private conduct to interfere with their professional work, and should make clear distinctions between statements and actions made as a private individual and as a social work professional.

Professional Misconduct and Discipline

Policy on Plagiarism and Academic Integrity

A professional social work degree should represent genuine learning and readiness to undertake responsibilities that include adhering to the social work Code of Ethics. The degree's integrity must be carefully safeguarded. Faculty is responsible for helping students learn to understand and value other people's ideas, to use resources and conscientiously acknowledge them, and to develop and clarify their own thinking. In addition, all the usual academic norms addressing honesty in academic performance, such as following all of the rules involving examinations of any kind, must be scrupulously followed. Failure to do so can result in dismissal from the program.

All students are expected to pursue the highest standards of academic excellence and integrity. Students must adhere to the norms of a serious professional community. A student's responsibilities include the following:

- A duty to respect the efforts of others by submitting his or her own academic work and case recordings.
- A duty to acknowledge properly the efforts of others.
- A duty to safeguard and respect the property and rights of others.

The following is a link to the University Policy on Academic Integrity for Students: www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html.
**Definition of Plagiarism**

In order to make the rules with regard to what does and does not constitute a breach of academic ethics as clear as possible, the faculty has formally clarified the definition of plagiarism for NYU School of Social Work as follows:

- Plagiarism constitutes both academic misconduct and a breach of professional trust.
- Plagiarism is presenting someone else's work, either academic or field related, as though it were your own.
- More specifically, plagiarism is to present as your own a sequence of words quoted without quotation marks from another writer; a paraphrased passage from another writer's work; facts or ideas gathered, organized, and reported by someone else, orally and/or in writing, without attribution.
- Since plagiarism is a matter of fact, not of the student's intention, it is crucial that acknowledgment of sources be accurate and complete.
- Even where there is no conscious intention to deceive, the failure to make appropriate acknowledgment constitutes plagiarism.

**Ways to Avoid Plagiarism**

- Familiarize yourself with the Publication Manual of the American Psychological Association.
- When taking notes from any written material (published or not) summarize, do not paraphrase. If you are not sure about this, check with your instructor. Even summaries should be acknowledged in your presentation since the idea and often the manner in which the material is organized is the work of someone else.
- When someone else has said something so well that you want to include it in your work, be sure to copy it exactly, follow APA quotation guidelines and cite the copied portion(s) appropriately.
- Students are fully responsible for any work they submit. If the work is typed by a typist, students must read the finished work to be sure that no references or quotation marks have been omitted.
- If you allow another student(s) to copy your work (including computer programs and research data) and submit it as their own, or if you submit a copy of someone else's work and claim it as your own, you have plagiarized.
- Understand that your reader will want to know the sources you used in your research/writing and may be concerned about phrasing that is not like your usual writing style. Online material must be clearly referenced as well.
- It is recommended that you cite electronic sources in the same manner you would non-electronic sources. Additionally, you must include all the electronic retrieval information needed for others to locate the sources you cited (i.e. web URLs or DOIs).

**Anti-Bias Policy**

Any student that has experienced bias, discrimination, or harassing behavior within the classroom, field placement, or community is advised to report the incident through the New York University Bias Response Line, which is designed to help ensure that our University community is equitable and inclusive. In order to report an incident, students can call (212) 998-2277, email bias.response@nyu.edu, or complete a Bias Response Online Form.
Committee on Academic Integrity
The Committee on Academic Integrity (CAI) will consider matters pertaining to plagiarism, cheating and fraud on the part of students enrolled in any of the School’s degree programs.

Parties concerned about a student’s academic integrity may consult with the Committee or file a formal complaint. If consultation is requested, the Committee will review relevant information and render an opinion to the consulting party or other appropriate disciplinary body if necessary. If a formal complaint is filed, the Committee will review relevant information and make a decision about the complaint.

Members of the Committee on Academic Integrity shall consist of three (3) full-time faculty members appointed by the Dean. The Dean will appoint a Chair from among the three members. All appointees will serve for two (2) year terms with the possibility of reappointment.

Procedures of The Committee on Academic Integrity
The purpose of the Committee on Academic Integrity (CAI) is to review and provide a disposition of problems or issues related to academic integrity among students. Faculty, students, and other parties may refer matters concerning academic integrity. All referring parties may consult or file a formal complaint with the Committee.

Section 1. Consultation with the Committee
a. Parties who wish to consult with the Committee may do so by sending a memo to the chairperson of the CAI setting forth the basis for the request.
b. The CAI will review the memo requesting consultation within ten (10) working days.
c. The CAI will transmit an opinion to the party requesting consultation and any other relevant party in writing within ten (10) working days of their review.

Section 2. Filing a Formal Complaint
a. A party who wishes to lodge a formal complaint may do so by sending a memo and documentation to the chairperson of the CAI. Formal complaints must be accompanied by documentation in support of the allegation concerning the violation of academic integrity.
b. The CAI Chair will share the allegation with the student within 5 working days of its receipt. A student against whom a complaint is filed may submit a written response to the CAI Chair with 5 working days.
c. The CAI will review the allegation and supporting documents, and it will make a decision within 20 working days.
d. The decision will be sent to the student and the relevant program director, and it may be kept permanently in accordance with NYU’s Retention and Destruction of Records policy.

Section 3. Appeal Process
Students may appeal the Committee’s decision in writing to the relevant program director within 10 working days. Grounds for an appeal are limited to: (1) a material procedural error; (2) previously unavailable relevant evidence that could affect the outcome; and/or (3) the sanction being substantially disproportionate to the violation.

Student Standing Committee
The Student Standing Committee (SSC) reviews complaints against students enrolled in the BS and MSW programs on the basis of reported unethical or unprofessional behavior in the classroom, field setting, or School community at large, or violation of University or School policy. The SSC will serve a triaging role for all such complaints. If the SSC determines that the
student may have violated a University policy, the complaint will be forwarded to the University Office of Student Conduct under the authority of the Senior Vice President of Student Affairs. In the absence of evidence that a University policy may have been violated, the SSC, through its procedures, will determine whether the student’s behavior meets the standards of unprofessional or unethical behavior, or if any School policy was violated. The committee expects that before any party submits a complaint for consideration, they will have engaged in a problem-solving and/or conflict resolution process with the support of the appropriate Program Director, Chair, or office (e.g., Academic Affairs, Student Affairs).

The committee will exclude matters of academic integrity, which are appropriate for the Committee on Academic Integrity. If the decision regarding the appropriate committee (SSC or CAI) is not clear, the chairs of the CAI and SSC will consult in order to determine which committee will review the matter.

All members of the School community (faculty, field instructor, students, and staff) can make a referral to the SSC.

The SSC Committee shall consist of five (5) elected faculty members (two tenured, one tenure track, two clinical full-time faculty members), and three (3) student members; one MSW student and an alternate from the MSW program, and one BS student. Student Affairs will coordinate selection of the students. Faculty members of the Committee shall serve staggered 2-year terms, and student members shall serve 1-year terms with the possibility of reappointment for an additional year.

In the event that a referral is made during the January or summer term, and should any of the Committee members be unavailable, the Dean may appoint ad hoc members of the faculty and student body to replace any unavailable member to serve for the duration of the referral under review. Appointed ad hoc members must agree to be available during the semester following the January or summer term in the event proceedings extend accordingly.

Procedures of the Student Standing Committee (SSC)

Section 1. Purpose
The Student Standing Committee (SSC) reviews complaints against students enrolled in the BS and MSW programs on the basis of reported unethical or unprofessional behavior in the classroom, field setting, or School community at large, or violation of University or School policy. The SSC will serve a triaging role for all such complaints. If the SSC determines that the student may have violated a University policy, the complaint will be forwarded to the University Office of Student Conduct under the authority of the Senior Vice President of Student Affairs. In the absence of evidence that a University policy may have been violated, the SSC will determine whether the student’s behavior meets the standards of unprofessional or unethical behavior, or if any School policy was violated. The committee expects that before any party submits a complaint for consideration, they will have engaged in a problem-solving and/or conflict resolution process with the support of the appropriate Program Director, Chair, or office (e.g., Academic Affairs, Student Affairs).

Section 2. Rights and responsibilities of each party
1. The Chair will inform the student that they have the right to exclude either or both student members from the hearing and that the exercise of that right must be made in writing to the Chair.
2. Any member of the SSC who has a conflict of interest or the appearance of such a conflict in a specific case should recuse themselves from that case.
3. The student will be given a copy of the written complaint in advance of the hearing.
4. The student has the right to submit a written response to the written complaint in advance of the meeting.
Section 3. Procedures

1. All members of the School community (faculty, field instructors, students, administrators, and staff) can make a referral to the SSC. A party who wishes to lodge a complaint may do so by sending a memo and documentation to the Chair of the SSC. Referrals must include any stated School/University policy or professional conduct violations and any attempts that have been made to resolve the issue.

2. The SSC Chair will inform the student, the complainant, and other directly relevant parties regarding the referral, about information regarding the SSC procedures, and the rights and responsibilities of all parties. In addition, the Chair will encourage the student to seek support from the Associate Dean for Student Affairs.

3. The SSC will convene to determine whether there is any evidence in the complaint that a University policy may have been violated. When there is such evidence, the Chair will forward the complaint to the University Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

4. If no evidence of possible violation of a University policy is found, the Chair will convene a hearing as soon as it can be arranged, with every effort being made to convene it within ten (10) working days. The hearing will be attended by the Associate Dean for Academic Affairs. The Chair will invite relevant participants as necessary, which may include the Faculty Field Advisor, Field Instructor (if the alleged violation occurred in a Field setting), and/or course instructor (if the alleged violation occurred in a non-Field course). The Chair will inform the student that they have the right to exclude either or both student members from the hearing and that the exercise of that right must be made in writing to the Chair.

5. The student also shall be advised that they may invite a person to attend the hearing in an advisory or support capacity. The student shall not be permitted to bring an attorney or law student. The student’s invited supporter is not allowed to question, cross-examine, or voluntarily contribute directly in the SSC hearing. Participation as an advisor/supporter is voluntary and any faculty, student, or staff member can decline the student’s invitation to attend the meeting. The SSC Chair must be notified in advance if such a person will be present.

6. The student shall be given a copy of the written complaint in advance of the hearing and will be advised that they have the right to submit a written response to the complaint in advance of the hearing.

7. Any members of the SSC who have a conflict of interest or the appearance of such a conflict in a specific case should recuse themselves from that case.

8. Prior to the hearing, the SSC and the Associate Dean for Academic Affairs will review all material submitted.

9. The hearing will consist of oral presentations from the participating parties and questions by the SSC and Associate Dean for Academic Affairs as needed.

10. Immediately following the hearing, the SSC and Associate Dean for Academic Affairs will deliberate in private and determine whether the student’s behavior meets the standards of unprofessional or unethical behavior or a policy violation.

11. The Associate Dean for Academic Affairs will make the decision regarding the alleged violation, typically within 15 working days of the hearing. Copies of the decision will be sent to the SSC Chair, the student, the complainant (only as appropriate), the Dean, and relevant others (which may include the Assistant Dean for Field Learning and Associate Dean for Student Affairs).
Section 4. Submission of Materials in Preparation for the Hearing

1. Materials pertaining to the student’s performance and prior behavioral conduct while enrolled at the School shall be assembled and made available to the SSC.
2. Written material for the hearing will be prepared and submitted by the student, the complainant, and when appropriate, by the Field instructor, classroom instructor, or other relevant parties.
3. All materials, except the student’s statement, must be submitted to the SSC at least five (5) working days before the hearing. Copies of written materials submitted to the SSC must be given to the student at least four (4) working days before the hearing. Student response statements must be submitted to the Chair at least two (2) working days before the hearing.
4. In order to protect confidentiality, all materials used by the SSC shall be returned to the Chair by all participants, including the student, with the exception that the student may retain their own notes. The Associate Dean for Academic Affairs will retain one (1) set of all material in a confidential file.

Section 5. Appeal Process

The student may appeal the decision in writing to the Dean within 10 working days of its receipt. Grounds for an appeal are limited to: (1) a material procedural error; (2) previously unavailable relevant evidence that could affect the outcome; and/or (3) the sanction being substantially disproportionate to the violation.

University Policies

Many University-wide policies, including those summarized or referenced elsewhere in this manual, apply to the Silver School of Social Work and its students. The following is a non-exhaustive list of important University-wide policies; NYU maintains a comprehensive, searchable database of all University policies. Further, because policies undergo periodic revision, students and faculty should consult the most current version of these policies, as found on the University’s and Social Work’s web pages, to verify the precise conduct prohibited and governing language.

Statement and Guidelines on Bullying, Threatening and other forms of Disruptive Behavior

Academic communities exist to facilitate the process of acquiring and exchanging knowledge and understanding, to enhance the personal and intellectual development of its members, and to advance the interests of society. Essential to this mission is that all members of the University Community are safe and free to engage in a civil process of teaching and learning through their experiences both inside and outside the classroom. Accordingly, no student should engage in any form of behavior that interferes with the academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of University programs or services. Although any action that is interpreted as being disrespectful, distracting, or even disorderly can be disturbing to others, it may not constitute a form of Disruptive Behavior that is actionable under this policy.

Examples of disruptive behavior can be found within the statement guidelines. Students can report bullying, threatening and other forms of disruptive behavior to the Associate Dean for Student Affairs at courtney.omealley@nyu.edu or 212-998-9189
New York University Non-Discrimination and Anti-Harassment Policy
To learn more about this policy, including definitions of prohibited harassment, see: https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/anti-harassment-policy-and-complaint-procedures.html

Family Educational Rights and Privacy Act of 1974 (FERPA)
For details about FERPA, see the NYU FERPA webpage. You can also contact the Office of Student Affairs, 1 Washington Square North (212-998-5926).

Sexual Misconduct, Relationship Violence, and Stalking Policy
For information about this policy, see NYU’s Sexual Misconduct, Relationship Violence, and Stalking Policy webpage.

New York University Policies on Substance Abuse and Alcoholic Beverages
University policy on substance abuse and alcohol, and information about relevant University programs and services, can be found at https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/substance-abuse-and-alcoholic-beverages.html.

University Student Conduct Policies
All university student conduct policies and general rules of conduct for students can be found at https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-policy-on-student-conduct.html