

# Academic Policies

## Master's Programs

### Attendance/Preparation

Active participation and preparation are expected of all students. Faculty members may — and often do — establish their own specific attendance, participation, and preparation requirements. Failure to meet these requirements may result in the lowering of a grade or failure of the course. Repeated unexcused absences may result in referral to the Assistant Dean of the program.

### 1-Credit Course Attendance Requirements

Due to the condensed nature of short courses and skill labs, students should not enroll in these courses unless they can attend all class sessions. Because of the intensive and participatory nature of short courses/skill labs, student absences are extremely disruptive to the learning process.

**Attendance is required.** If you miss any part greater than half a day, you will receive an “F” for the course. With the exceptions of death in the immediate family, severe illness, or injury, any student who is absent for one full day of class or its equivalent will receive a failing grade.

### Auditing Courses

The Brown School allows **only** authorized visiting scholars and field instructors to audit courses. Field instructors may request to audit a course and must work with the professor to define expectations; they may not audit Intensive Trainings.

### Enrollment

Once a student has been admitted to the Brown School, they are considered “Prime” to the Brown School in the degree program to which they are admitted. Every admitted student is required to follow the policies as set by the Brown School. Following policies is especially important in situations regarding enrollment for courses at other schools within Washington University while a Brown School degree-seeking student.

A student pursuing an MSW/MPH, MSW/MSP or MPH/MSP degree is considered a dual degree student, and they remain Prime to the Brown School. Typically, dual degree students are Prime to the MSW program during the first year of study, Prime to the MPH program for the second year, and Prime to each program for one semester of the third year. Similarly, students in the MSP dual degree program typically alternate their course work, with the MSP program being completed during the second year. Some students add the MSP on at the end of their MSW or MPH program of study.

Students who are seeking dual degrees with one program outside of the Brown School (e.g., MPH/MBA or MSW/JD program) are considered Prime to the school or program depending on enrollment and the agreement of each school. Students may contact the registrar's office of either school for clarification.

Student IDs are coded to a student's Prime program. Being Prime to the Brown School affords a student evening and weekend access to Brown School buildings. Dual degree students who are Prime to another Washington University program will have their IDs coded to allow access. Dual degree students with building access concerns should contact the Office of the Brown School Registrar.

### Grades

| Grade Scale | Grade Points per Unit  |
|-------------|--|
| A           | 4.0  |
| A-          | 3.7  |
| B+          | 3.3  |
| B           | 3.0  |
| B-          | 2.7  |
| C+          | 2.3  |
| C           | 2.0  |
| C-          | 1.7  |
| F           | 0.0  |
| HP#         | High Passing grade for Practicum and Capstone II                 |
| P#          | Passing grade for Practicum, Integrative Seminar and Capstone II |
| LP#         | Low Passing grade, designated only for Practicum                 |

### Grade Policies

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress.

The MSW, MPH and MSP programs at the Brown School require that students maintain a minimum cumulative grade-point average of 3.0 (on a 4.0 scale). Failing to meet the minimum 3.0 GPA places a student on academic probation for the subsequent semester. If a student is only enrolled in practicum for the subsequent semester (during which they are on academic probation), which is calculated on a pass/fail basis, then the student's grades will be reviewed after the following semester, when grades are earned.

Students will be notified by their assistant dean regarding academic probation.

- a. Students can monitor their semester and cumulative GPA in WebSTAC.
- b. A minimum GPA of 3.0 is required for graduation.
- c. If a student is placed on academic probation, there are financial aid implications. Students in this situation should discuss their options with the assistant director of financial aid.

A student on academic probation for more than one semester will have their case reviewed by the assistant dean of their program. The assistant dean may recommend continued academic probation or a remediation plan, or they may choose to refer the case to the Academic Progress Committee.

The Academic Progress Committee is responsible for reviewing students' academic progress and making decisions regarding appropriate actions, which may include continued academic probation, a required leave of absence, or termination from the program. More specific and up-to-date information about the Academic Progress Committee for students can be found on Inside Brown.

## Academic and Professional Integrity

As local, national, and international leaders in social work, public health, and social policy, the faculty, administration, and staff of Brown School at Washington University in St. Louis are strongly committed to both academic and professional integrity. Academic integrity combines five fundamental values — honesty, trust, fairness, respect, and responsibility — for all academic work. Professional integrity involves behaviors that are consistent with the professional and ethical expectations of one's field. Brown School students must understand the unconditional imperative for honesty and ethical behavior in all scholastic and professional endeavors as well as in everyday conduct within and beyond the Brown School community.

Social work, public health, and social policy are practice professions that involve the management of complex systems and interpersonal relationships with diverse individuals, many of whom are vulnerable in a variety of ways for myriad reasons. Brown School students entrusted with practicum responsibilities are expected to be cognizant and respectful of all agency personnel and clients with whom they become associated. We require that students entering our professions possess the skills to manage these relationships responsibly.

The Brown School faculty has developed a statement of expectations and procedures that help them address issues of conduct that raise serious concerns about a student's capacity for responsible social work, public health, or public policy practice.

## Professional Integrity

The Brown School minimally expects that students will do the following inside and outside the classroom, including online, when engaged with colleagues, including faculty, staff, fellow students, practicum supervisors, clients, and other constituents in University-sponsored or related programs and/or activities.

1. Conduct themselves in a manner consistent with the Code of Ethics adopted by the National Association of Social Workers and the Public Health Code of Ethics adopted by the Public Health Leadership Society.
2. Conduct themselves in a manner consistent with the University's Student Code of Conduct.
3. Demonstrate an ability to speak, listen, and engage in a manner that is respectful, professional, and not harmful.
4. Demonstrate clarity of thinking, including an ability to process information, conceptualize, and integrate knowledge.
5. Demonstrate honesty in interactions with students, staff, and faculty and at the practicum agency and show an ability to be responsible, including such things as accurately recording and reporting practicum hours, keeping appointments, and attending class regularly and punctually in accordance with instructors' policies.
6. Demonstrate an ability to suspend personal biases in professional interactions including not imposing personal, religious, or cultural values on others.
7. Represent their backgrounds, experiences, and qualifications honestly.
8. Seek and use help for medical and emotional problems that interfere with scholastic and professional performance, including engaging in treatment for substance abuse and mental disorders when needed.
9. Respond to communication and outreach from Brown School and Washington University faculty and staff within a timely manner.
10. Respect and maintain the appearance and the functionality of all buildings, classrooms, and other facilities.

Evidence that a student is meeting or failing to meet these expectations may come from a variety of sources, including the observation of student behavior in the classroom and the field practicum; interactions with fellow students, faculty, and staff; personal statements and self-assessments; recorded interview situations; and feedback from students, staff, community members, and other sources.

## Professional Integrity Violations

Professional integrity violations consist of behavior that is inconsistent with the professional or ethical standards of the professional roles for which the student is being trained that is not necessarily covered by policies governing academic integrity. Behaviors inconsistent with the list of Academic Integrity Violations below will also be considered violations of professional integrity.

## Academic Integrity Violations

The following offenses, or attempts to commit these offenses, constitute violations of academic integrity:

### 1. Plagiarism and Other Misappropriation of the Work of Another

Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. It does not matter whether the appropriated information is published or unpublished, academic or nonacademic in content, or in the public or private domain. The act of claiming as one's own work any intellectual material created by another or others is wrong and will be treated as a serious violation of academic integrity.

It is recognized and understood that a student's work may often draw from previously published material and works for reference and inspiration, and the Brown School encourages this type of exploration. However, student work claimed or presented as original, but which has been lifted without significant change from other sources including magazines, the internet, and fellow students or colleagues, is unacceptable and will be treated as a violation of this policy.

To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement by following the citation format indicated by their instructor (typically APA or AMA), and students should do the following:

1. Enclose every short quotation in quotation marks. If the quotation is longer than 40 words or four typed lines, it should be set off by indenting it the same amount as the paragraph indent (a half inch; this kind of indentation is called a *block quote* and does not require quotation marks). Correct citation of the source must follow the quote in both cases.
2. Correctly cite the sources of quotes, summaries, paraphrases, concepts, ideas, conclusions, statistics, or other factual data that is not considered common knowledge.
3. Properly format and include in-text parenthetical, endnote, or footnote citations and match them to the list of references at the end of the paper.
4. Appropriately acknowledge and cite the source of material, whether published in print or electronically or obtained from lectures, interviews, and other oral forms of communication.

5. Follow the form of model in-text citations, footnotes, endnotes, and reference, works cited, or bibliography entries in a standard handbook of style or the form recommend by the instructor, typically including the author's(s') name(s), date of publication, title of document and publication, and physical or electronic location of document or publisher to enable the reader to locate and examine the sources.
6. Acknowledge to the instructor in the endorsement of the paper all the help of persons who have contributed to the research or writing of that assignment (the assistance of the Communication Lab need not be acknowledged).
7. Obtain explicit permission from instructors in all courses concerned before submitting written work that is substantially the same to meet the requirements of more than one course or more than one paper in the same course. Typically such submission is discouraged because it does not reflect work done to fulfill the objectives of the course in which it is submitted after the first time.
8. Avoid self-plagiarism by acknowledging and properly citing material written in other contexts (such as publications written for nonprofits or NGOs before attending the Brown School).

### 2. Cheating, Copying, or Collaborating on Assignments Without Permission

When a student submits work with their name on it, it is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to the work. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test; performing laboratory experiments; writing and/or documenting computer programs; writing papers, reports, or case write-ups; and completing problem sets. If a student has any questions regarding the instructor's definition of allowable behavior, it is their responsibility to ask for clarification prior to engaging in collaboration.

To avoid cheating, copying, or unauthorized collaboration, a student should never do the following:

1. Copy someone else's work or answers during an examination or assignment or use or provide unapproved assistance for an examination or assignment.
2. Use any device or material to assist in the completion of an exam or assignment that is not explicitly authorized by the course instructor.
3. Use, copy, or paraphrase the results of another person's work and represent that work as their own, regardless of the circumstances.

4. Permit another student to copy their work.
5. Submit work as a collaborative effort when they did not contribute a fair share of the effort.
6. Submit a group member's work as their own.

Conversely:

- When a student submits work with their name on it, they are in effect stating that the work is theirs and only theirs, unless they acknowledge in an endorsement all the help of persons who have contributed to the completion of the assignment.
- If the instructor allows group work, students must be sure they understand the degree of acceptable collaboration, and they must contribute their fair share of the effort.
- If a student's name is on an assignment, that student has attested to the integrity of the work; therefore, individual group members may be held accountable for a class group's academic integrity violation.

### 3. Fabrication or Falsification of Documents, Data, or Records

It is dishonest to fabricate, falsify, or otherwise provide misleading data or other material presented in research papers, studies, projects, reports, publications, assignments, and other academic and professional circumstances.

To avoid fabrication or falsification of one's work, a student should never do the following:

1. Alter information on any exam or class assignment being submitted for a re-grade.
2. Alter, omit, or invent data to submit as one's own findings.
3. Improperly adjust or revise data for analysis or reporting.
4. Deceptively omit conflicting data or deceptively select data to report.
5. Knowingly publish information that will mislead or deceive readers.
6. Fail to properly credit collaborators, including joint authors.
7. Forge signatures of authorization on practicum timesheets, evaluations, or other documents.
8. Falsify information on an official academic record, grade report, letter of permission or reference, drop/add form, ID card, or other document.
9. Falsify time on a timesheet at Washington University or the practicum site.

### 4. Research Misconduct

It is a violation of this policy to engage in research misconduct or otherwise fail to adhere to the University's research policies and guidelines, which can be found at [research.wustl.edu](https://research.wustl.edu). Research misconduct includes but is not limited to failure to adhere to or to receive the approval required for work under research regulations of federal, state, local, or University agencies or departments.

### 5. Obstruction of the Academic Activities of Another

Students are prohibited from obstructing or interfering with the scholarly research and academic activities of another individual. Examples include but are not limited to stealing, tampering with, damaging, or destroying research papers, data, supplies, equipment, designs, drawings, other products of research or academic work, or such other property of others that is related to academic endeavors as well as impeding access to shared resources such as library materials, studio materials, or computer software and hardware.

### 6. Abuse of Confidentiality

It is a violation of this policy for a student to release information, ideas, or data of others that were provided to them with the expectation that the student would maintain such information, ideas, or data as confidential, including client and practicum agency information. For example, a student may be exposed to or asked to participate in confidential grant proposals, review of manuscripts, or other applications for honors and awards that should be considered confidential and not disclosed to unauthorized persons.

### 7. Other Forms of Deceit, Dishonesty, or Inappropriate Conduct

Under no circumstances is it acceptable for a student to do the following:

1. Engage in any behavior that would be reasonably labeled deceit, dishonest, or inappropriate in an academic and professional setting. If you are ever in doubt, please ask either the professor or the assistant to the instructor.
2. Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in their academic career.
3. Request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
4. Misrepresent experience or ability. This includes providing false information concerning academic achievement or background in an area of study. Examples include falsely reporting the substance of an internship and omitting transcripts or other academic information on an application for admission or other University records.

5. Steal, deface, or damage academic facilities or materials or collaborate with other students planning or engaging in any form of academic or professional misconduct.
6. Submit any academic work under someone else's name or a name other than their own. This includes but is not limited to sitting for another person's exam; in a case like this, both parties will be held responsible.
7. Publish or attempt to publish collaborative works without the permission of the other participants.
8. Terminate a practicum without a client and/or organization plan.
9. In addition, any offense defined as academic misconduct within the Washington University Student Conduct Code or the Washington University Student Judicial Code may also constitute a violation of this policy.

**Violations of Academic or Professional Integrity are taken seriously at the Brown School, and such behaviors may result in disciplinary action against the offending student(s).**

## Leave of Absence (LOA)

The Brown School accepts two types of leaves: Personal and Medical.

For either a Personal or Medical LOA from the Brown School, the student must complete the appropriate LOA form on the Brown School Hub prior to leaving. The Brown School does not approve LOA paperwork submitted after the last day of classes of the semester.

- Personal leave is used for any nonmedical emergency (e.g., pregnancy, death in the family).
- Medical leaves must also be authorized by Habif Health and Wellness Center. Policies and procedures are listed on the Habif Health and Wellness Center website.

An LOA can be approved for up to one academic year. If a student anticipates being on leave for longer than one academic year, they must request an extension of their leave for up to one additional academic year, and they must complete a new LOA form with the new anticipated date of return.

A student who anticipates being on leave during any semester should discuss their situation with their academic advisor to consider all options and to assess the potential effects on their academic record. The timing of an LOA may have an impact on both academic credits and tuition charges. Prior to a student taking an LOA, a student should meet with the registrar and the assistant director of financial aid to discuss how taking an LOA may affect their record.

A student who takes a Medical or Personal LOA after the twelfth week of classes may have to take the subsequent semester off, which can include summer.

Depending on the length of the LOA and the structure of the current curriculum, previous credits may not count toward the degree. If, due to an extended LOA, a student cannot complete their degree within four years of the initial matriculation date of their program, the student must reapply for admission and may be required to retake courses and/or practicum hours.

## Voluntary Withdrawal

A student may request a voluntary withdrawal if they no longer wish to pursue their degree at the Brown School.

Before considering a voluntary withdrawal from the Brown School, the student should consult with their academic advisor to consider all options and to assess the possible consequences to their academic record. The timing of a withdrawal may have an impact on both academic credits and tuition charges. If a student then wishes to voluntarily withdraw from the Brown School, the following formal procedure is required:

1. Complete the Request to Withdraw form on the Brown School Hub. The effective date of withdrawal will determine the student's grades and any tuition refund.
2. Meet with the Director of Student Financial Services, who will advise the student regarding tuition and financial aid implications.
3. Meet with the Assistant Dean, who will advise the student on implications resulting from a voluntary withdrawal.

## Administrative Withdrawal

During any semester, a student who has not enrolled for fall or spring courses, who has not attended the classes for which they are enrolled, and who has not initiated a leave of absence or a voluntary withdrawal will be administratively withdrawn from the Brown School by the fourth week of the current semester.

## Repeating a Course

Students who have done poorly in a course have the opportunity to repeat it, in accordance with these guidelines:

- There must be space in the course.
- Courses taken at the Brown School may only be repeated at the Brown School.
- This option may only be applied a maximum of two times for the same course.
- Students must register for the same course number, although the instructor may be different. If the course is no longer offered, students may not substitute an alternative course.
- Tuition will be assessed.
- The original course will remain on the transcript and be designated with an "R" next to the original grade to indicate that the course was repeated.
- All courses designated with an "R" (i.e., a repeat note) will not be included in GPA calculations and are not applicable toward graduation requirements.

- The letter grade earned in the most recent attempt at the course will be included in cumulative credit totals, and a new GPA will be calculated.
- All subsequently repeated courses and grades will be recorded on the transcript with an "R" notation to indicate that the course has been repeated.
- A course taken for undergraduate credit may not later be changed to graduate credit. (This applies to Washington University undergraduate students only.)
- Courses taken for credit toward an undergraduate degree may not be taken for graduate credit. (This applies to Washington University undergraduate students only.)
- If a student repeats a course after their degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.
- Students who have been dropped from a degree program may not use the course repeat process to gain readmission to that degree program.