

# 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 a student misses any part greater than half a day, they 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.

## Enrollment

Once a student has been admitted to the Brown School, their Primary Program of Study is 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 degree is considered a dual degree student, and their Primary Program of Study remains with the Brown School. Typically, dual degree students will have the MSW program as Primary Program of Study during the first year of study, the MPH program as Primary Program of Study for the second year, and one semester each of the third year.

Students who are seeking dual degrees with one program outside of the Brown School (e.g., MPH/MBA or MSW/JD program) will have their Primary Program of Study dependent 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 Primary Program of Study. A Primary Program of Study with the Brown School affords a student evening and weekend access to Brown School buildings. Dual degree students who have a Primary Program of Study with 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.

## Pre-Enrollment Policies

### Tuition/Scholarship Assessment

A student's Primary Program of Study semester designation determines how tuition and fees are assessed, as well as scholarship eligibility. Tuition varies between the Social Work, Public Health, and Social Policy programs in the Brown School and among the various graduate and professional schools at Washington University.

When dual degree students' Primary Program of Study is the MSW, they are assessed tuition and fees according to the MSW tuition structure. They are also eligible to receive MSW scholarships. When dual degree students have a Primary Program of Study with the MPH program, they are assessed tuition and fees according to the MPH tuition structure. They are also eligible to receive MPH scholarships. A dual degree student cannot receive scholarships from both programs in a single semester.

During semesters that dual-degree students have their Primary Program of Study with the Brown School, they are assessed tuition according to their Brown School program's tuition and fee structure. They are also eligible to receive their scholarships from the Brown School. During semester that dual-degree students have their Primary Program of Study with another Washington University school or partner University, they are assessed tuition according to the program's tuition and fee structure, and are eligible to receive scholarships from the partner program. A dual-degree student cannot receive scholarships from both programs in a single semester.

### Full-Time Status

Students who meet the following criteria are considered full time:

- Fall and Spring Semesters
  - Enrolled in 9 or more credit hours of coursework, which may include practicum credits, or
  - Enrolled in 3 or more credit hours of practicum
- Summer Semesters
  - Enrolled in 6 or more credits hours of coursework which may include practicum credits, or
  - Enrolled in 3 or more credit hours of practicum

Please refer to the Brown School Registrar's Office page for Fall and Spring semester enrollment caps.

International students must maintain full-time status.

Students adding another degree after matriculation will adhere to the credit enrollment caps for the new degree for the year in which they start the new degree.

Full-time status at the Brown School allows students to enroll in Washington University health insurance and to obtain a Metro U-Pass.

### Part-Time Status

A student is part-time under the following enrollment criteria:

- Fall and Spring Semesters
  - Enrolled in 4.5 or more, but fewer than 9, credit hours of coursework, *or*
  - Enrolled in 2 or fewer credit hours of practicum
- Summer Semesters
  - Enrolled in 3-5 credit hours of coursework, *or*
  - Enrolled in 2 or fewer credit hours of practicum

If a student drops below full-time status in the Fall or Spring semesters, the student will be ineligible for their Brown School scholarship until they are once again enrolled full-time. If, however, Student Health Services or Disability Resources approves a student for a reduced course load, the student can receive a portion of their scholarship as long as they maintain part-time enrollment at the Brown School.

Part-time status at the Brown School does not allow students to enroll in Washington University health insurance nor to obtain a Metro U-Pass, and it may affect financial aid and/or scholarships.

## Employee and Student Status

*The Brown School defers to Washington University policy regarding employee/student status.*

It is the responsibility of the employee/student to refer to their department of employment and consult with their appropriate Human Resources representatives regarding University benefits, the Employee Tuition Assistance program, and any information related to earnings and employee/student taxation, such as student FICA exemptions. **Individuals should seek the counsel of an informed tax preparer or adviser regarding potential employee/student tax implications.**

## Criminal Records and Background Check Notice for Social Workers

In Missouri, persons who have been convicted of certain felonies and misdemeanors cannot be licensed to practice social work. In addition, some agencies require criminal background checks as a condition of working as a practicum student. The ability to obtain a license or to complete the practicum requirements for a social work degree could be compromised for persons with a criminal record. It is expected that students evaluate their situation before enrolling in a professional social work degree program by consulting the rules and statutes, which can be found on the Missouri Division of Professional Registration website.

## Prerequisites

### MPH Human Biology

Students are required to demonstrate that their academic background includes a college-level human biology course with a grade of B or better.

MPH students must complete the human biology prerequisite by the end of their first spring semester in the following manner:

- Enroll in and complete a campus-based or approved online human biology course prior to the end of the first spring semester. The Brown School Office of Admissions & Recruitment keeps a listing of approved courses (available upon request). Students must earn a grade of B or better in the course and have the official transcript sent to the Brown School Office of the Registrar to remove the deficiency.

Until this requirement is met, an academic hold will be placed on the student's account by the Brown School Registrar. Please contact The Office of Admissions and Recruitment with questions about this prerequisite.

## Foundation Course Proficiency Examinations

All Foundation course materials are considered a necessary basis for further study and practice. Students with relevant experience or study are invited to take proficiency exams for the following Foundation courses:

- Biostatistics
- Research Methods for MPH Students
- Research Methods for MSW Students
- Human Behavior

Proficiency Exams are given prior to New Student Orientation.

For study and test preparation, course overviews describing the content of the courses are available on the Brown School external website.

A student may take a proficiency exam only once, prior to the beginning of the semester in which the student would enroll for the course. Students who pass a proficiency exam are exempt from taking the course associated with that proficiency exam but receive no course credit. Passing a proficiency exam makes additional elective credits available in the student's degree program.

Exam results will be sent to each student's Brown School email address within approximately 3 days of testing. Per Brown School proficiency exam policy, proficiency exams may not be viewed by the student after they have been scored. After the semester begins, processed exams will be shredded or, if taken electronically, deleted to ensure student privacy. Only proficiency exams passed are entered into student records. No record of exams a student attempted but did not pass will appear in their student record.

The following are passing scores for the proficiency exams:

- Biostatistics = 80%
- Research Methods (MPH) = 80%
- Research Methods (MSW) = 70%
- Human Behavior = 70%

## Policies Regarding Graduate-Level Work Prior to Enrollment

### MPH Transfer Credit Policy

Master of Public Health program applicants who have completed graduate-level coursework in an accredited public health school or program may request from the Office of Admissions & Recruitment to have courses evaluated to meet requirement for a maximum of 9 credit hours of MPH program Foundations requirements.

Courses are evaluated independently and must meet the following criteria to be considered for meeting requirements:

- Course must have been taken at the graduate-level in a CEPH-accredited public health school or program; courses taken at international institutions are not eligible for transfer credit, unless the program was CEPH accredited.
- Course must have been taken within six years prior to matriculation at the Brown School.
- Course must not have been used toward the completion of another graduate degree.
- Course must have substantial public health content and competencies equivalent to those of the MPH program.
- Student must have received a minimum course grade of B (3.0 on a 4.0 scale; official transcript required).
- Student must be able to provide a copy of the course description and course syllabus.
- Courses taken online are not eligible for transfer credit.
- Students who transfer in the full 9 credit hours are not eligible to pursue elective credits outside of the Brown School during their enrollment in the MPH program.

Meeting eligibility criteria does not guarantee credit(s) will transfer. It is the responsibility of the student to request course credit evaluation, which requires submission of the MPH Transfer Credit Request and required documentation to the Brown School Registrar no later than the end of the first week of the term in which the student matriculates. Incomplete submissions will not be considered.

Courses are evaluated in conjunction with the MPH Program Office and the Assistant and Associate Deans for Public Health. The student will be notified via email from the Brown School Registrar of the outcome of the transfer credit evaluation. Transfer credits will be reflected on the student's Brown School academic transcript.

Credit for course requirements met may not exceed the maximum of 9 credit hours.

The Brown School does not give academic credit for life or work experience in lieu of course or practica requirements.

### MSW Transfer Credit Policy

Master of Social Work program applicants who have completed graduate-level coursework may request from the Office of Admissions & Recruitment to have courses evaluated to transfer a maximum of 9 credit hours toward MSW program requirements.

Courses completed in a CSWE accredited MSW program may be considered for credit towards either foundation or elective course requirements. Courses completed in a related discipline will be considered for credit towards elective course requirements only.

Courses are evaluated independently, and must meet the following criteria to be considered for transfer credit:

- Course must have been taken at the graduate-level in an accredited school or program.
- Course must have been taken within six years prior to matriculation at the Brown School.
- Course must not have been used towards completion of another graduate degree.
- Student must have received a minimum course grade of B (3.0 on a 4.0 scale; official transcript required).
- Student must be able to provide a copy of the course description and course syllabus.
- Courses taken online are not eligible for transfer credit.
- Courses taken at an international institution are not eligible for transfer credit.

Meeting eligibility criteria does not guarantee transfer credit. It is the responsibility of the student to request transfer credit evaluation, which requires submission of the MSW Transfer Credit Request and required documentation to the Brown School Registrar no later than the end of the first week of the term in which the student matriculates. Incomplete submissions will not be considered.

Courses are evaluated in conjunction with the MSW Program Office and the Associate Dean for Social Work. The student will be notified via email from the Brown School Registrar of the outcome of the transfer credit evaluation. Transfer credits will be reflected on the student's Brown School academic transcript.

Students who transfer in the full nine credit hours are not eligible to pursue elective credits outside of the Brown School during their enrollment.

Students receiving 9 hours of transfer credit for foundation courses are required to take SWFN 5008 Bridge to Brown (regardless of undergraduate degree) to supplement pre-existing social work knowledge and skills with specific content related to evidence-based practice.

The Brown School does not give academic credit for life or work experience in lieu of course or practica requirements.

## Degree Requirements

### Master of Social Work

The formal requirements for the MSW degree are as follows:

1. Completion of a minimum of 60 credits beyond the baccalaureate degree
2. Evidence of satisfactory performance, defined as a B average or better (3.0 or higher cumulative grade point average) for all courses, and the completion of Foundation and Concentration fieldwork with a grade of Pass
3. Satisfactory completion of 21 credits of Foundation course requirements through course credit or through proficiency exam procedures
4. Completion of a minimum of 9 credits (960 hours) in practica, comprised of the following:
  - 1-credit Integrative Foundation Practicum Field Seminar
  - 3 credits (360 hours) of Foundation level practicum
  - 5 credits (600 hours) of Concentration level practicum
  - A maximum of 14 practicum credits may be counted toward the degree, including any elective practicum credits
5. Satisfactory completion of 30 credits of Concentration course requirements for one of the approved Concentrations or an approved individualized program of study (see Individual Planning Forms for required courses for each Concentration and/or Specialization)
6. Completion of all requirements for the degree within four years of initial matriculation
7. Apply for Program Completion in Workday and receive approval by the deadlines announced by the Brown School Registrar

Learn more about declaring a concentration or specialization on the Brown School website.

### Master of Social Work (Advanced Standing)

See MSW requirements and, in addition, upon admission to the Brown School, applicants with a BSW from a CSWE-accredited program are eligible for a maximum of 19 transfer credit hours of Foundation curriculum, based on submitted transcripts. Advanced Standing is awarded only for coursework completed in a CSWE-accredited baccalaureate social work program. International Advanced Standing student's baccalaureate coursework must be approved by the International Social Work Degree Recognition and Evaluation Service (ISWDRES).

Advanced Standing requests are expected before matriculation but must be received and approved prior to the end of the second week of the fall semester.

In order to be considered for Advanced Standing credit, BSW courses must be equivalent to Brown School MSW Foundation courses. Only courses with a grade of B or better will be eligible for credit. BSW graduates are eligible to take the proficiency exams for BSW courses in which they did not receive a B or better. Advanced Standing is not awarded for coursework in other undergraduate disciplines or for life or work experiences.

All students entering the MSW program with a BSW will be required to take a two-week course, SWFN 5008 BSW Intensive: Bridge to Brown, held in August prior to the school year starting. The intensive will introduce students to essential skills for completing an accelerated MSW Program, such as evidence-based practice, social justice and human diversity, social, economic, and political environment, and research methods.

Students who are awarded the maximum of 19 transfer credits will complete 39 credits for their MSW degree.

Learn more about declaring a concentration or specialization on the Brown School website.

### Master of Public Health

The formal requirements for the MPH degree are as follows:

1. Completion of a minimum of 52 credits beyond the baccalaureate degree
2. Evidence of knowledge of human biology through previous courses completed or through an approved course with a grade of B or better
3. Evidence of satisfactory performance defined as a B average or better (3.0 or higher cumulative grade point average) across all courses and the successful completion of fieldwork with a grade of Pass
4. Satisfactory completion of program requirements through course credit or proficiency exam procedures:
  - a. Satisfactory completion of 15 credits of Foundation courses, and 34 credits of advanced-level courses (see individual planning forms on Inside Brown for required courses for each Concentration)
  - b. Satisfactory completion of 3 credits (360 hours) in practica
5. Demonstration of biostatistics competency by achieving a minimum grade of B- or better:
  - a. Students must receive a grade of B- or higher in Biostatistics in order to enroll in Applied Linear Modeling
6. Completion of all requirements for the degree within 4 years of initial matriculation
7. Receiving a passing grade in Capstone II
8. Passing the Certified Public Health exam
9. Apply for Program Completion in Workday and receive approval by the deadlines announced by the Brown School Registrar

Learn more about declaring a concentration on the Brown School website.

## Master of Social Policy

The formal requirements for the MSP degree are as follows:

1. Completion of a minimum of 31 credits beyond the baccalaureate degree
2. Completion of five required courses covering the five core areas of social policy: statistics, economics, politics of public policy, policy analysis, management
3. Successful completion of 3 credits of specialized policy
4. Successful completion of 6 credit hours of preapproved elective courses
5. Successful completion of 3 credits (minimum of 360 hours) of practicum
6. Successful completion of two short courses (4 credit hours)
7. Evidence of satisfactory performance defined as a B average or better (3.0 or higher cumulative grade point average) across all courses and the successful completion of fieldwork
8. Apply for Program Completion in Workday and receive approval by the deadlines announced by the Brown School Registrar

## Master of Social Work/Master of Public Health Dual Degree

The formal requirements for the MPH/MSW Degree are as follows:

1. Completion of a minimum of 85 credits beyond the baccalaureate degree
2. Evidence of satisfactory performance defined as a B average or better (3.0 or higher cumulative grade point average) across all courses through course credit or through advanced standing or proficiency exam procedures and successful completion of Foundation and Concentration fieldwork with a grade of Pass
  - a. Satisfactory completion of 15 social work Foundation-level credits, 12 Concentration-level credits (see individual Planning Forms on Inside Brown for required courses for each Concentration and/or Specialization)
  - b. Satisfactory completion of 15 public health Foundation-level credits, 19 advanced-level public health credits (see individual Planning Forms on Inside Brown for required courses for each Concentration)
  - c. Satisfactory completion of 15 credits of equivalent credits, which count toward both the MSW and MPH degree
  - d. Satisfactory completion of 9 credits (960 hours) in practica (3 credits [360 hours] at the MSW Foundation level, 1-credit Integrative Foundation Practicum Field Seminar, 2 credits [240 hours] at the MSW Concentration level, and 3 credits [360 hours] of MSW/MPH Dual Degree practicum)
3. Evidence of knowledge of human biology through previous courses completed or through an approved course with a grade of B or better
4. Demonstration of biostatistics competency by achieving a minimum grade of B- or better

- a. Students must receive a grade of B- or higher in Biostatistics in order to enroll in Applied Linear Modeling
5. Receiving a passing grade in Capstone II
  6. Passing the Certified Public Health Exam
  7. Completion of all requirements for the degree within six years of initial matriculation
  8. Apply for Program Completion in Workday and receive approval by the deadlines announced by the Brown School Registrar

Learn more about declaring a concentration or specialization on the Brown School website.

## Master of Social Work/Master of Public Health Dual Degree (Advanced Standing)

The formal requirements for the MSW/MPH Degree are as follows:

1. Completion of a minimum of 66 credits beyond the baccalaureate degree\*
2. Satisfactory completion of course requirements through course credit or through advanced standing or proficiency exam procedures:
  - a. Satisfactory completion of BSW Intensive: Bridge to Brown.
  - b. Satisfactory completion of 9 social work Foundation-level credits, 12 Concentration-level credits (see individual Planning Forms on Inside Brown for required courses for each Concentration and/or Specialization)
  - c. Satisfactory completion of 15 public health Foundation-level credits, 19 advanced-level public health credits (see individual Planning Forms on Inside Brown for required courses for each Concentration)
  - d. Satisfactory completion of 15 credits of equivalent credits, which count toward both the MSW and MPH degrees
  - e. Satisfactory completion of 5 credits (600 hours) in practica (2 credits [240 hours]) at the MSW Concentration level and 3 credits (360 hours) of MSW/MPH Dual Degree practicum
3. Evidence of knowledge of human biology through previous courses completed or through an approved course with a grade of B or better
4. Demonstration of biostatistics competency by achieving a minimum grade of B- or better:
  - a. Students must have a grade of B- or better in Biostatistics in order to enroll in Applied Linear Modeling
5. Pass Capstone II
6. Pass the Certified Public Health Exam
7. Evidence of satisfactory performance with a B average or better (3.0 or higher cumulative grade point average) across all courses and the successful completion fieldwork with a grade of Pass
8. Completion of all requirements for the degree within four years of initial matriculation
9. Apply for Program Completion in Workday and receive approval by the deadlines announced by the Brown School Registrar

\* MSW students admitted to the Brown School with advanced standing status receive the full 19 credits toward the MSW degree.

## Degree Requirements for Practicum

Please refer to the Field Education Handbook for all policies:

- MSW Field Education Handbook
- MPH Field Education Handbook

## Maximum Period to Complete Studies

The **MSW and MPH programs** have a maximum of 4 academic years from matriculation to complete the degree. This maximum period to complete studies includes any time away from the University. This includes Advanced Standing students.

Students in the dual **MSW/MPH program** have a maximum of 6 academic years from matriculation to complete the degree.

The maximum period to complete studies for joint degrees vary by program due to the different requirements of each program.

## Graduation Policies

In order to graduate, a student must have a minimum 3.00 Cumulative GPA, and all students must file an Apply for Program Completion task in Workday Student, prior to the anticipated degree date. A student may apply more than once if their anticipated degree date changes.

Deadlines for completing the Apply for Program Completion task in any given semester are set by the Office of the University Registrar. Anticipated degree date deadlines:

- Anticipated May graduation: late December
- Anticipated August graduation: early July
- Anticipated December graduation: early October

When the deadlines are confirmed, students will be notified via WashU email.

If a student does not Apply for Program Completion, they are in jeopardy of not graduating in their intended semester and will have to delay to the subsequent semester. Their name may not be listed in the Commencement program, and they may not be able to participate in the ceremony.

Completing this task will also be the student's only opportunity to provide a pronunciation for their name to be used at Commencement.

## Commencement Participation

Washington University hosts one Commencement ceremony each academic year, held in May. The University honors December graduates with a recognition ceremony. The Brown School is required to follow University policy and protocol with regard to Commencement events.

Students who graduated in December of the previous year and those who will graduate in May or August of the current academic year are eligible to participate in the May Washington University Commencement and Brown School Recognition Ceremony.

In order to participate, students must RSVP for either event.

For dates and more information please refer to the Commencement Website.

## Elective Credit for Work in Other Schools, Departments, Programs or Institutions

If a student would like to transfer graduate courses from institutions they attended prior to their enrollment at the Brown School, they should refer to these policies.

With preapproval, students may take up to 9 credits of graduate coursework outside of the Brown School at another Washington University school or college and/or at another U.S.-accredited institution for elective credit. Students will not receive course credit if the course is not preapproved.

Students should consult their advisor when choosing electives in order to make sure the set of electives meets the student's long-term career objectives and that courses are consistent with achieving competencies.

Work completed at another school or institution can be considered if all of the following conditions are met:

- Some MPH concentrations already have approved electives. Please see the concentration curriculum schematic for specific courses.
- Courses not on the approved elective list require the completion of the preapproval form, permission of the student's advisor and Assistant Dean, and required documentation.
- The form and documentation must be submitted prior to enrolling in the course and by the semester deadline to ensure that coursework will be accepted:
  - Required documentation includes the course syllabus and a statement from the student indicating the course's relevance to their education.
  - Preapproval transfer requests must be submitted by the following deadlines to be considered:
    - Fall semester: six weeks prior to the first day of the Fall semester
    - Summer semester: four weeks prior to the first day of the Summer semester
    - Spring semester: six weeks prior to the first day of the Spring semester
- The course is at the graduate level.
- *For MPH students only:* Any 400-level course; these courses will need the approval of the instructor as well as additional work added to the student's work to elevate these courses to graduate status.



- A grade of B or better is earned.
- A transcript for the coursework must be submitted to the Brown School Registrar upon completion.
- No online courses are allowed.

Applicants interested in receiving graduate transfer credit must indicate this status in their application for admission to the MSW program. The Office of Admissions & Recruitment will provide instructions for completing the "MSW Transfer Credit Request" form via email upon submission of the application for admission.

It is the applicant's responsibility to request transfer credit evaluation by submitting the "MSW Transfer Credit Request" form and all supporting documents as early as possible in their admissions process. **Requests for credit evaluation will not be accepted after September 1** of the first term in which a student matriculates. **Incomplete submissions will not be evaluated.**

Courses are evaluated in conjunction with the MSW Program Office. Applicants will be notified of evaluation results via email from the Brown School Registrar within two to three weeks of submission.

Courses completed in a CSWE accredited MSW program may be evaluated for credit towards **foundation-level coursework, concentration-level coursework, or elective requirements (maximum of 19 credit hours)**. Students transferring MSW course credit may be required to complete the 4-credit hour Advanced Standing Bridge to Brown program.

Courses completed in a related discipline will be considered for credit toward elective requirements only (maximum of 9 credit hours).

Transfer credits will be reflected on the student's Brown School academic transcript.

Students transferring 9 or more credit hours are not eligible to pursue elective credits outside of the Brown School during their MSW enrollment. A merit-based scholarship award may be modified if transfer credit significantly reduces the duration of the MSW program.

## Degree Candidates

Students may enroll in a course at another university during their final semester in the program. If that course is required to fulfill graduation requirements, the Brown School's Office of the Registrar must receive a transcript indicating successful completion of the course prior to the grade deadline. Adherence to this deadline allows the student to be approved for graduation. Should an official transcript not be available until after that date, a letter on university letterhead must be sent directly to the Brown School Registrar indicating successful completion of course and received prior to the grade deadline. Once final grades are made available, an official transcript must be submitted to the Office of the Registrar. If the student does not end up enrolling or completing the approved course, the Brown School Registrar should be notified.

## Taking Courses at Other Schools

Students at the Brown School are assessed tuition based on enrollments caps and their Primary Program of Study every semester. If a student wishes to take a course at Washington University but outside of the Brown School, and they are within their credit cap for the semester, they may do so. If the Primary Program of Study is with the Brown School, they will be assessed Brown School tuition and any financial aid, including scholarships will be applied with the following stipulations:

## Graduate Courses Counting Toward Graduation Requirements

Students must request that the courses count toward graduation credit by submitting an Elective Credit request through the Brown School Hub, and this must be approved by the Assistant Dean of the program.

## Graduate and Undergraduate Courses Not Counting Toward Graduation Requirements

Students may take courses in the other schools.

### Notes:

- During their first year, 3/2 students are allowed to take up to 21 credit hours (but the cap for Brown School courses applies) by submitting an Exception Request through the Brown School Hub, which must then be approved by the Assistant Dean of the program.
- 400-level courses taken in an undergraduate school may be counted as elective credit as long as the student works with the teaching professor to add additional work to bring the course to graduate-level requirements.

## Courses Not Eligible

The programs within the university that are *not* eligible under this policy are the GX, PB, and PM divisions of the Olin School, the TG division and T courses in Engineering, Architecture A44 courses, and those offered by the School of Continuing & Professional Studies.

## Washington University Courses

For graduate courses outside of the Brown School but within Washington University in St. Louis, a student must contact the other school's Registrar's Office for relevant approval processes and registration dates. Information about graduate courses offered at each school within Washington University can be found in Workday.

Tuition for a course taken outside the Brown School but within Washington University is included in the Brown School semester tuition calculations.

School of Continuing & Professional Studies\* and/or Washington University undergraduate courses\*\* do not count toward a student's degree requirements.

- \* Students will be charged additional per-credit-hour tuition for any School of Continuing & Professional Studies credits. In addition, any credits taken at the School of Continuing & Professional Studies will not be counted toward the Brown School semester cap nor toward full-time enrollment.
- \*\* 400-level courses can be accepted for MPH electives if the course is brought to graduate-level status with approval from the Assistant Dean for Public Health.

## Inter-University Exchange Program

With preapproval, students can take graduate-level courses toward elective or graduation requirements that are not offered at the Brown School, in the accredited social work programs at SLU and UMSL through the Inter-University Exchange Program. Please review the Inter-University Exchange Program page of the University's Registrar's website for more information about the program.

The following provisions apply to all coursework taken by Washington University students at Saint Louis University (SLU) or the University of Missouri-St. Louis (UMSL) through the Inter-University Exchange (IUE) program:

- Such courses can be used in the fulfillment of degree requirements and for elective credit only.
- Such courses are not regularly offered at Washington University.
- Registration for such courses requires preliminary approval from the Brown School Registrar and course instructor, with the required documentation submitted through the Brown School Hub.
- Students at the home institution have first priority on course enrollment (i.e., a desired course at SLU or UMSL may be fully enrolled and unable to accept WashU students).
- Academic credit earned in such courses will be considered as resident credit, not transfer credit.
- Online courses are not eligible for credit.
- Tuition for such courses will be paid to Washington University at the prevailing WashU rates; there is no additional tuition cost to the student who enrolls in IUE coursework on another campus. However, students are responsible for any and all fees charged by the other school.
- Every University Library has a unique set of privileges accessible to guest students. Students are advised to ask the library what privileges they will be granted during the course.

## Enrollment Instructions

1. Washington University students must be enrolled full-time in order to participate in the IUE program and have no holds, financial or otherwise, on their academic record at WashU or at the host institution.
2. The student must complete the Inter-University Exchange application form which is located on the Brown School Hub.
3. The student must complete an elective credit request also located on the Brown School Hub, if the course is to count as an elective.

4. The student must provide all information requested in the top portion of the form and indicate the course in which they wish to enroll.
5. The student must obtain the approval signature of the professor teaching the class (or department chair) at SLU or UMSL, preferably in person, but it can be done via email and attach it with the submission on the Hub request.
6. IUE Hub submissions must be submitted prior to registering for the semester in which the course will be taken.
7. Course enrollment is handled administratively by the university registrar's office of the home and host institutions. WashU students registered for IUE coursework will see these courses on their class schedule and academic record in Workday under departments I97 (SLU) and I98 (UMSL).

Final grades are recorded when received from the host institution. The student does not need to obtain an official transcript from SLU or UMSL to receive academic credit for IUE coursework at WashU.

## Work/Life Experience

The Brown School does not grant academic credit for life or work experience.

## Other Institutions

Once a course is approved prior to enrollment, an official transcript must be sent to the Registrar's Office for final credit/course satisfaction from any outside institution. A grade of B or better is required for transfer credit.

Taking coursework outside of the Brown School in a student's final semester is not recommended as an official transcript may not be received by the grade deadline for graduation.

The Brown School does not accept courses offered online as transfer credit.

## Class Information

### Registration

Students register for classes via Workday Student. Once registered, students can see their registration under the Current Classes tab. For all matters pertaining to registration, timing is critical. Students should pay close attention to the Preregistration deadline for certain courses and to the online registration dates noted on Inside Brown.

### Adding/Dropping/Withdrawing From Individual Courses

Students may add or drop courses via Workday Student for Fall and Spring semesters within a specified time frame as established by the Brown School Office of the Registrar.

If a course is dropped prior to the drop deadline, the course will no longer appear on the student's record.



## Course Add/Withdrawal Deadlines

Students should discuss these decisions with the course instructor and/or their Academic Advisor as well as the Financial Aid Office in advance of requesting the withdrawal to determine any curricular and/or financial implications. Students who are terminated from their practicum after the drop deadline, will receive a "W" on their transcript and have to retake their practicum requirements in a subsequent semester.

For all course add/drop deadlines, please check the Brown School Academic Calendar for exact dates.

## Full Semester Courses

- Adding Deadline: 9 p.m. on the second Thursday of the semester
- Drop Deadline (not visible on transcript): 9 p.m. on the second Thursday of the semester
- Drop Deadline (W [for Withdrawal] on transcript): After drop deadline and before the end of fourth week

## All Other Courses

### Fall/Spring/Summer: Courses starting *before* the regular add/drop deadline in Week 2:

- Adding Deadline: 5 p.m. on the day *before* the first class
- Drop Deadline (not visible on transcript): 5 p.m. on the first day of class
- Drop Deadline (W [for Withdrawal] on transcript): 9 p.m. on the first day of class

### Fall/Spring/Summer: Courses starting *after* the regular add/drop deadline in Week 2:

- Adding Deadline: 5 p.m. on the day *before* the first class
- Drop Deadline (Not visible on Transcript): 5 p.m. on the day *before* the first class.
- Drop Deadline ("W" for Withdrawal on Transcript): 9 p.m. on the first day of class.

## Brown School Waitlist Overview

The waitlist feature in the registration system allows students to place themselves in line to enroll in a closed course (maximum enrollment reached) as seats become available. This tool is designed to give students a chance to get into these courses. It is not intended to assist students in getting a "preferred" schedule.

Students are placed on the waitlist in the order in which they requested to waitlist the class. The first person to submit a waitlist request will be first on the waitlist. When a seat in the class becomes available, the registration system will fill the opening with the first eligible person on the waitlist.

Once you join a waitlist, it is your responsibility to monitor your requests. If you decide not to take a waitlisted course, you must drop the waitlist request to ensure you are not placed in the class. Students are responsible for monitoring their active waitlist requests via Workday Student. Visit the Waitlists in Workday Student page for more information on Waitlists in Workday Student.

## Waitlist Tips

- Students should enroll in available classes *prior* to submitting any waitlist requests.
- Waitlist positions are displayed on the student's "My Waitlisted Courses" table in Workday Student. Students should check their waitlist request daily until they are enrolled into the course or until waitlist processing ends. Workday will notify you if you are accepted off of a waitlist, at which point you will need to take action.
- After the last day of waitlist processing (end of the second week), all waitlisted students (for full semester courses) will expire and students will be removed from the waitlist.
- Waitlist requests may be added or dropped, but they cannot be modified.
- If a student no longer wishes to take a course that they are waitlisted for, they must drop the waitlist request in order to be certain that they will not be enrolled into the course. Waitlists may be dropped via the "My Waitlisted Courses" table in Workday Student.

## What Is a Waitlist?

Each class has a set capacity or maximum number of students who can be accommodated in the course. When enough students register into the course so that all those spaces are taken, the next student who attempts to register will be denied registration, and have the option of adding themselves to the waitlist. The waitlist is simply a list of students who would like to get into the course but could not fit into the maximum capacity currently allowed for that course.

## How Do I Add Myself to a Waitlist?

If the course that you want is fully enrolled (closed), you may put yourself on the waitlist via Workday Student. Since there is no guarantee that you will be granted a seat in that course/section, you should also enroll in an alternate course that fits your schedule and satisfies requirements for your degree program.

## What Is Controlled Registration?

Each class has a set capacity or maximum number of students who can be accommodated in the course. Those students graduating and needing a specific course to graduate are given priority based on this information, and they are given priority enrollment into the course, from the waitlist.

## Why Can't I Add Myself to the Waitlist?

If a course is full and you are not able to add yourself to the waitlist, it means that this specific course does not allow waitlists or the waitlist itself is full. You will need to find another open section of this course.

## Why Is Adding Myself to the Waitlist My *Only* Option?

Some courses require prerequisites and corequisites, which have to be checked manually by the Registrar's Office; this is why students only have the option to add themselves to the waitlist.

## Does it Matter Whether I Am #1 on the Waitlist vs. #20?

Sometimes. Generally, having a lower number on the waitlist (#1) is more advantageous than a higher number, because the Brown School Registrar often uses position on the waitlist in making decisions at the start of the semester about which student on the waitlist to admit into the course if a space opens up. However, position is not the only factor. Also taken into consideration are your class year, anticipated graduation date, concentration and/or specialization, and other dimensions.

## What Are My Chances of Getting Into the Course?

This is hard to determine, at the outset. Once all cohorts and programs have a chance to register for courses, waitlists are evaluated on a weekly basis. Several factors are taken into consideration for students on each waitlist (e.g., class year, anticipated graduation date, concentration/specialization, other variables).

## How Can I Drop Myself From a Waitlist?

You can see what waitlists you are on by logging into the "My Waitlisted Courses" section of Workday Student. If you want to drop yourself from a waitlist because you are no longer interested in admission to that course, select the "Drop" action for that course.

## How Will I Know if I Get Off the Waitlist and Into the Course?

Promotion from any waitlist into registered status in the course is not automatic. You will need to check Workday Student regularly to see whether you have been admitted into the course. Pay attention to the add/drop the start dates of the course. For short or weekend courses, students will not be added to the course after the start date.

## Cancellation of Classes

Whenever possible, professors will send students an email notification regarding class cancellation and make-ups. Especially in the event of severe weather, students are encouraged to check their email for updates on class cancellations.

## Classes: Start and End Times

Unless otherwise noted, all Brown School classes begin and end at the time published in the WashU course listings.

## Classroom Location Assignments

Classroom location assignments are finalized within the week before courses begin. Once finalized, students may log into Workday Student where they can view and print their schedules.

## Off-Campus Locations for Courses

If a course is being offered at an off-campus location, this information will be listed in course listings and on the course syllabus. Students are expected to arrange their own transportation to and from the specified off-campus location. Students who elect to carpool to courses taught off campus are not covered by WashU insurance, and a student's personal automobile insurance will be the primary coverage. Washington University's automobile policy provides no coverage for students driving their personal vehicles. Students are encouraged to seek alternate transportation. Please review the Student Resources and Non-Classroom Policies page of the Inside Brown website for more information about alternate transportation options.

## Course Conflicts and Overlaps

Students are not permitted to take courses whose class meeting times conflict or overlap. It is the student's responsibility to make sure courses do not conflict.

## Electronic Devices in the Classroom

Computers or other electronic devices, including "smart pens" (devices with an embedded computer and digital audio recorder that records the classroom lecture/discussion and links that recording to the notes taken by the student), may be used by students at the discretion of the faculty member to support the learning activities in the classroom. These activities include taking notes and accessing course readings under discussion. If a student wishes to use a smart-pen or other electronic device to audio record lectures or class discussions, they must notify the instructor in advance of doing so. Permission to use recording devices is at the discretion of the instructor, unless this use is an accommodation approved by Disability Resources.

Nonacademic use of laptops and other devices and use of laptops or other devices for other coursework is distracting and seriously disrupts the learning process for other people in the classroom. Neither computers nor other electronic devices are to be used in the classroom during class for nonacademic reasons or for work on other coursework. Nonacademic use includes emailing, texting, social networking, playing games, instant messaging, and use of the Internet. Work on other coursework may include, but is not limited to, use of the Internet, writing papers, using statistical software, analyzing data, and working on quizzes or exams. The nonacademic use of cell phones during class time is prohibited, and they should be set on silent before class begins. In the case of an emergency, please step

out of the room to take the call. The instructor has the right to hold students accountable for meeting these expectations, and failure to do so may result in a loss of participation or attendance points, a loss of the privilege of device use in the classroom, or being asked to leave the classroom.

## 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.

## Disability Resources

The Brown School is committed to making its programs accessible to students with disabilities.

Students with disabilities who wish to request academic accommodations are advised to complete a request for academic adjustments or services form as early as possible. Students are also welcome to contact Disability Resources (DR) to discuss any questions.

In order to create an effective accommodation plan, students must provide documentation of the disability, including information from a health care provider and schedule a meeting with DR to discuss their request. This information is used to clarify the functional impact of disability, which in turn helps DR develop an effective accommodation plan.

Once an accommodation plan is determined, DR will create a letter of accommodation, known as a VISA letter. Students are advised to share the VISA with each course instructor and discuss how accommodations can be implemented in each course. Students are encouraged to let DR know if an accommodation needs a change or revision.

While students work with DR to have accommodations approved, it is advised that students also speak with the Director of Student Affairs at the Brown School to discuss accommodation and accessibility needs.

## Declaring a Concentration or Specialization

Students can declare and/or change their concentration and/or specialization in Workday Student.

## Master of Social Work

### Concentrations (Required)

- American Indian and Alaska Native
- Children, Youth and Families
- Health
- Mental Health
- Domestic Social and Economic Development

- International Social and Economic Development
- Social Impact Leadership
- Individualized\*

### Specializations (Optional)

- Management
- Older Adults and Aging Societies
- Policy
- Research
- Sexual Health and Education
- Social Entrepreneurship
- System Dynamics
- Violence and Injury Prevention

MSW students are encouraged to declare a concentration prior to completing their first semester. Students may declare a specialization any time prior to their final semester. MSW Advanced Standing students must declare a concentration prior to their first semester.

Concentrations (not requiring approval) and Specializations can be declared via Workday Student.

\* MSW students who plan to Individualize will need to complete the Individualized Program of Study Approval Process, located in the Brown Hub, adhering to the same deadline outlined above.

## Master of Public Health

MPH students are required to declare a concentration in Workday prior to completing their second semester.

### Concentrations (Required)

- Epidemiology/Biostatistics\*
- Global Health
- Health Policy Analysis
- Mental and Behavioral Health
- Urban Design
- Generalist\*\*

Concentrations (not requiring approval) can be declared via Workday Student.

\* The deadline to declare the Epi/Bio Concentration may be extended to the end of the first spring semester in the MPH program.

\*\* MPH students who plan to declare Generalist will need to complete the Generalist approval form located in the Brown Hub under the MPH program.

## Master of Social Policy

There are no concentrations or specializations for the Master of Social Policy degree. Students are encouraged to use their elective course requirement (six credits) to select courses that build knowledge and skills in-line with their academic and professional objectives.

## Grades

Academic achievement at the Brown School is measured by letter grades. The Brown School utilizes a 4.0 GPA scale. Students pursuing a degree are graded accordingly to the following classification and point scale. A plus (+) or minus (-) sign after a grade indicates a greater or lesser degree of the assigned grade, based on the merit of the work.

| 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 the Associate Dean for Student Affairs and Enrollment Management regarding academic probation.

- Students can monitor their semester and cumulative GPA in Workday.
- A minimum GPA of 3.0 is required for graduation.
- 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.

## Pass/No Pass Courses

Few courses offered at the Brown School are strictly Pass/No Pass, and students are not permitted to choose whether to take a course Pass/No Pass. The only courses offered as Pass/No Pass are Practicum, Integrative Seminar, and CACE.

Courses taken outside of the Brown School that are approved to count towards a degree must be for credit/a letter grade.

## Viewing Grades

Students can view their grades in Workday Student by clicking on Academic History. Grades will be displayed as soon as they have been recorded but the GPA calculation is performed overnight. The GPA shown on Workday Student will not reflect any grades recorded that day. Grades are not mailed.

## Grade Appeals

Upon receipt of a failing grade, a student may wish to request a regrade with the instructor. Students may initiate grade change requests for the following reasons:

- Criteria used in grading were not consistent with stated learning expectations in the syllabus.
- Criteria established for evaluation of student performance were not communicated to the student.

- Sufficient opportunities for student learning were not available or provided.
- Opportunities for remedial action regarding learning problems were not made available to the student.
- A discrepancy between the student's evaluation of their performance and the instructor's evaluation exists.

If, after consultation, the instructor maintains the grade, the student may then make a written appeal to the Associate Dean of their program using the procedure outlined below.

## Appeal Procedure to Associate Deans

1. The student will present a written appeal to the Associate Dean, describing their wish to appeal the failing grade accompanied by specific reasons for the appeal, based on any of the five criteria outlined above.
2. The Associate Dean will review the appeal and may render a final decision or can refer the case to the Academic Progress Committee, which is an ad hoc committee of three full-time faculty members. Faculty appointed to this ad-hoc Academic Progress committee shall not have a conflict of interest with the student (instructor, advisor, employer, supervisor).

## Academic Progress Committee

1. The Academic Progress Committee will examine materials demonstrating the student's performance, stated learning expectations, stated evaluative comments, and statements of the instructor's and student's position and recommendations. The Committee will call the instructor and/or the student into the review session. Evidence must be limited to what can be made available and is relevant to the course in which there has been a pending grade of failure or as determined by the Committee.
2. Following examination of materials and discussion with the involved parties, the Committee, in a session closed to the involved parties, will deliberate and will make a written recommendation to the Associate Dean.
3. After receipt of the Committee's recommendation, the Associate Dean will communicate their decision in writing to the student, the instructor, the Chair of the Academic Progress Committee, and the student's advisor.

## Grade Assignment for Withdrawals

If a student withdraws from either program or course after a semester's Add/Drop deadline, a W (Withdraw) is recorded on their transcript.

## Final Grade Deadline

The final date to enter grades is generally the Monday after the last day of the semester. Final grades are due by noon. This date is subject to change depending on holidays. Please refer to the Academic Calendar for the current year for specific dates.

All courses are required to have grades posted by this date with no exceptions.

## Practicum Grades

The Office of Field Education will submit grades of "CIP," Course in Progress, for practicum grades at the end of each semester by the grade deadlines outlined by the University Registrar's office. These grades will be updated to HP# or P# when the student has completed their practicum requirements. All grades are required to be updated to a passing grade prior to graduation.

## Incomplete Course Grade Policy

An interim placeholder of I, for Incomplete, is used by an instructor when a student experiences an extenuating circumstance preventing completion of the course requirements by the conclusion of the semester.

## Incomplete Request Procedure

- Students must first discuss an Incomplete with their faculty.\*
- If an Incomplete is agreed upon, a faculty member will submit an "I" grade for that semester.
- An Incomplete Course Completion Plan, crafted by both the faculty member and student is encouraged.

Students cannot graduate with an Incomplete on their record.

\* MSW Students must have completed and received a grade for Human Behavior, Social Work Practice with Individuals, Families & Groups (Practice II), and Social Justice & Human Diversity in order to begin their Foundation Practicum. If students receive an Incomplete in one of these courses, their Foundation Practicum start date will be delayed.

## Timeline for Satisfying Course Requirements

- Students have 60 days from when semester grades are due, or the date the instructor sets (whichever comes first), to complete any outstanding work and submit to the instructor.
- *For the first 30 days, the grade for the course will be an Incomplete or blank.*
- *After day 30, any course with a blank grade will be assigned an N, for No Grade.*
- At the 60-day (or instructor-set) deadline, whatever work is completed will be graded, and any work not submitted will receive a zero. Based on this, an appropriate grade will be assigned with full acknowledgment that the final grade may result in an F.

## Incompletes and Restricted Registration/Enrollment

Students cannot enroll in a class if the prerequisite is incomplete.

Students with two or more incomplete grades, who are enrolled in practicum, are required to be on a Practicum Support Plan in collaboration with their Field Faculty Advisor. Additionally, students are only allowed to be enrolled in 1 credit of practicum until at least one of the incompletes is satisfied.

Students cannot start a new semester with 7 or more credits of incompletes; the deadline to clear below 7 credits is 11:59 p.m. on the Friday of the first week of the new semester.

- If incompletes do not fall below 7 credits by the deadline, the Registrar's Office will withdraw the student from all semester courses.

Students with an incomplete who are scheduled to go on a Leave of Absence (LOA) must have a grade posted prior to the first date of leave. Whatever work is completed will be graded and any work not submitted will receive a zero. Based on this, an appropriate grade will be assigned with full acknowledgement that the final grade may result in an F grade.

- Students are encouraged to have their LOA officially start on the first day of the subsequent semester so that they can take the time in between the two terms to complete as much outstanding work as possible, prior to losing access to WashU systems.
- Note: barring any extenuating circumstances, students who take a LOA prior to the completion of the semester will be withdrawn from all classes and will need to retake said classes upon return to the university.

## Incomplete Practicum Grade Policy

An interim placeholder of N, No Grade, is assigned by the system for the semester when a student has not completed all practicum requirements and/or the following practicum-related documentation:

- Student Self-Evaluation of Competencies and Performance (Accessible on Inside Brown)
- Student Assessment of Practicum Experience (Accessible on Inside Brown)
- Field Instructor Evaluation of Practicum
  - (Student: Send to Field Instructor after Self-Evaluation is completed.)
- Practicum Timesheet (Accessible on Inside Brown)
  - (Student: This document requires student and field instructor signatures)

If a student is completing practicum credits at the same organization for more than one semester, the N grade will stand until the end of that experience and all documentation has been completed. A grade will then be assigned for all semesters.

If an interim placeholder of N has been assigned, it is the student's responsibility to ensure the completion of all registered practicum hours and the submission of all practicum-related documentation to OFE by the following deadlines:

- Practicum Credits registered for Fall Semester: May 1 of the current academic year
- Practicum Credits registered for Spring Semester: August 1 of the current year
- Practicum Credits registered for Summer Semester: December 1 of the subsequent academic year

If a student has not met the required semester deadlines to replace the N, the Brown School Registrar's Office will assign an F for the registered practicum credits. Final practicum grades are HP# (high pass)/P# (pass)/F# (fail).

If the grade is F#, the student must re-register and pay for the required practicum credits. No credit for previously accrued practicum hours will be counted. Students cannot graduate with an incomplete on their record.

## 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 that course.
- Courses taken at the Brown school may only be repeated at the Brown School.
- This option may only be applied once for the same course. A student may only attempt a single course two times. If the student takes a course (one that is a graduation requirement) for the second time and receives a failing grade, the student will be withdrawn from the program.
- Students must register for the same course number (instructor may be different). If a course is no longer offered, students may not substitute an alternative course.
- Tuition will be assessed.
- On the transcript, the original course will remain on the transcript, but be designated with a note indicating that the course was repeated. The grade for the second and final attempt of the course will be recorded on the transcript as a letter grade.
- A repeated course will not be included in grade point average calculations in the first instance. If the course is repeated a third time, the first grade of F will stand.
- The letter grade earned in the most recent attempt will be included in cumulative credit totals and a new grade point average will be calculated.
- All subsequently repeated courses and grades will be recorded on the transcript and noted that the course has been repeated.
- A course taken for undergraduate credit may not later be changed to graduate credit (Washington University undergraduate students only).
- Courses taken for credit towards an undergraduate degree may not be taken for graduate credit (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.
- Students who have been dropped from a degree program may not use the course repeat process to gain readmission to that degree program.

## Minimum GPA Policy and Academic Progress

All degree programs at the Brown School require that students maintain a minimum cumulative GPA of 3.0 (on a 4.0 scale). The first semester that a student fails to meet the minimum 3.0 cumulative GPA, they will automatically be placed on Academic Probation for the next semester. If the student is only enrolled in practicum credit (Pass/Fail) for the next semester, then the student's grades will be reviewed the following semester, when grades are earned. Students will be notified by their program's Assistant Dean regarding Academic Probation.

There may be financial aid implications for a student placed on Academic Probation. Students 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, a remediation plan or may choose to refer the case to the Academic Progress Committee.

## Academic Progress Committee

The Academic Progress Committee is responsible for reviewing students' academic progress and making decisions regarding appropriate actions, which may include but is not limited to continued academic probation, a remediation plan, a required leave of absence, or termination from the program.

## Student Rights and Responsibilities

If a student's case is being sent to the Academic Progress Committee, they are entitled to the following:

- Receive written notice of the hearing meeting
- Be advised of the relevant evidence of their case
- Ask any questions
- Offer an explanation as to what occurred
- Present relevant material that would be helpful in understanding the circumstances under which their GPA fell below a 3.0 or they are not meeting other satisfactory academic progress

After the student has been advised of the hearing and the relevant accompanying evidence, the student has several options:

- Agree to attend the hearing
- Decline to attend the hearing
- Request a leave of absence from the university
- Request to withdraw permanently from the university

The student may request to delay their response to the complaint by up to three business days. If no response is obtained within that time period, they will be referred for a hearing.

If the student refuses to respond or refuses to participate in the hearing, the Assistant Dean and/or the Academic Progress Committee may immediately proceed to recommend actions in accordance with this Policy.

## Academic Progress Committee Procedures

These procedures are subject to change per any updates made to the Professional Integrity Policy. When updates are made to the Professional Integrity Process, those procedures will take the place of this policy for the Academic Progress Committee, including the procedures, outcomes and appeal process.

The Academic Progress Committee is composed of three full-time faculty members. The Assistant Dean of the program will be responsible for scheduling hearings at the earliest convenient time and for notifying the person(s) who are to appear before the committee. A copy of the procedures for the conduct of the hearing will be provided in writing to the person(s) who are scheduled to appear, together with notification of the time and place of the hearing. A copy of these documents will be provided to the Associate Dean of the Program.

In exceptional cases, upon the student's request, the Assistant Dean may postpone a hearing, but every effort should be made to arrange a prompt and thorough hearing of the matter. A student may decline to attend the hearing. In such a case, a student may advise the Assistant Dean in writing of any mitigating circumstance(s) that should be weighed by the committee in its consideration of its decision. Any student who does not appear at the formal hearing retains the right to appeal any actions imposed by the Academic Progress Committee.

The formal hearing will be held as a closed hearing. The hearing may include the committee, the Assistant Dean, the student, and one additional observer chosen by the student. All observers must respect the confidentiality of the disciplinary process and are there only for support.

The Academic Progress Committee will employ the following specific procedures in hearing a case:

- The Assistant Dean and student shall have the opportunity to present statements summarizing their respective cases and the evidence to be presented.
- The Assistant Dean shall present their evidence. Except as otherwise noted in this subsection, the student and members of the Committee may ask questions.
- The student shall have the opportunity to present evidence. Except as otherwise noted in this subsection, the Assistant Dean and members of the Committee may ask questions.
- The Assistant Dean and the student shall have the opportunity to present concluding remarks.

- In any hearing, the Committee may ask questions of any participant in the hearing (including the Assistant Dean, the student, and any witness) at any time during the hearing, and may also recall witnesses and/or request that additional witnesses be called

The student will have the right to examine documentary evidence presented during the hearing and have the right to hear and cross-examine witnesses at the hearing.

Immediately following the hearing, the Academic Progress Committee will meet in closed session to consider all the evidence and information presented. The committee will, by majority vote, determine a recommendation for action. The Assistant Dean will notify the Associate Dean of the program concerning the committee's decision.

The Associate Dean will accept or modify the recommended action from the Committee and notify the student in writing within five business days.

## Actions

The following academic actions may be taken if a student's case is sent to the Academic Progress Committee:

- Continuing in the program on academic probation.
- Continuing in the program if certain conditions are met.
- Counseling the student to voluntarily withdraw from the program.
- Dismissal from the program.
- Other actions as deemed appropriate by the committee

## Appeals

The student will have the right to appeal in writing to the Dean of the Brown School within 14 days after being notified by the Associate Dean. Such appeal shall be made in writing to the appeal officer and shall be limited to grounds that a fair hearing was not provided or that the recommendation was insufficient or excessive.

The appeal must outline the reason for the appeal and provide all information relevant to the case for consideration of the appeal. The Dean then will have the opportunity to request additional information. The Dean will then determine whether an unfair hearing has occurred or whether the recommendations are insufficient or excessive. If the Dean grants the appeal, they may order a new hearing or may reduce or modify the sanctions imposed.

All decisions are final, except that expulsions and suspensions may be appealed to the Chancellor designee under the provisions of the Washington University Student Conduct Code.

## Record Keeping

It is the responsibility of the Assistant Dean to maintain the records concerning academic progress. When a student has been sent to an Academic Progress Hearing, a letter summarizing the case, the outcome, and recommendation will be placed in the student's official file in the Brown School Registrar's Office.

## GPA Requirements to Maintain Scholarships/Financial Aid

### Brown School Scholarships

If a student drops below full-time status in the Fall or Spring semester, the student will be ineligible for their Brown School scholarship until they are once again enrolled full-time. If, however, Student Health Services or Disability Resources approves a student for a reduced course load, the student can receive half of their scholarship as long as they maintain part-time enrollment at the Brown School.

Students who have been given scholarships must maintain a GPA of 3.0\* each semester, fulfill any additional eligibility requirements, and enroll full time in the Fall and Spring semesters. Failure to meet a 3.0 GPA requirement after each semester places the scholarship at risk.

If a student fails to meet the GPA requirement, they will receive a one-semester probation period. During the semester of probation, the student will continue to receive scholarship funds. If the student fails to meet the GPA requirement at the end of the probation semester, the scholarship may be rescinded. The Assistant Dean of the Program will do a holistic review of the student's progress and with consultation from the Assistant Director of Financial Aid, may approve continuation of scholarships after a second semester below a 3.0 cumulative GPA, based on demonstrated academic improvement.

Once a student attains the required 3.0 cumulative GPA, their scholarship will be reinstated.

\* Students receiving the full-tuition Buder Foundation Scholarship must maintain a cumulative GPA of at least 3.1.

### Federal Financial Aid

The Department of Education (DOE) requires students to meet Satisfactory Academic Progress (SAP) standards in order to receive federal financial aid (loans and Work-Study). In order to maintain SAP, students must maintain minimum requirements for cumulative GPA and pace. Students must also complete their degree within the maximum time frame allowed for the program, as defined below:

- The DOE SAP cumulative GPA requirement is 3.0 for a Fall or Spring semester. Summer semesters are not included.
- The pace requirement for maintaining SAP requires students earn credit for at least 67% of the credits attempted. Pace is defined as the number of credits earned divided by the number of credits attempted.

If a student does not meet either the semester DOE GPA requirement or the pace requirement, federal financial aid is cancelled for the following semester. An appeal may be submitted to the Assistant Director of Financial Aid and must include the following:

- An explanation of why the SAP requirements were not achieved
- How the student's situation has changed in order to achieve SAP requirements in the following semester

Students will be notified by the Assistant Director of Financial aid regarding the decision on the appeal within two weeks of the appeal submission.

## Transcripts

- Requests for an official transcript must be submitted online through the Office of the University Registrar.
- Online orders are submitted through Workday Student via the "Request Official Transcripts for Students" task, or through the public access webpage (access with consent form and signature).
- Students are encouraged to review their Unofficial Transcript in Workday Student before requesting an official transcript, particularly when final grades are being posted; an unofficial transcript report is available in Workday Student for this purpose.
- There is a \$10 fee per official transcript, payable upon submission of an order.

## Record Retention

The Office of the Registrar maintains a record for each enrolled graduate student. Records generally contain the student's application to the Brown School at Washington University in St. Louis (excluding letters of recommendation), the student's transcripts from other universities, and, when applicable, various records from the student's tenure at Washington University in St. Louis. The Office of the Registrar also stores historical evidence of student completion of forms such as grade change requests, registration commitment forms, graduation applications, student submitted forms, and final transcripts after graduation.

## Academic Integrity

Academic Integrity in the Office of the Provost aims to create a fair, consistent, clear, effective, and timely process to address academic integrity violations, to bolster trust in the process, to provide structured takeaways for students, and to increase overall support for faculty, staff and students regarding academic integrity. The Academic Integrity Coordinators are dedicated to encouraging responsible community behavior, educating students, and facilitating accountability in situations where violations of academic integrity policies have occurred. These standards and intervention efforts contribute to a positive university climate that encourages students to take responsibility for their actions, learn conflict resolution skills, enhance decision-making ability, and advance the development of social awareness and ethical values.

The success and effectiveness of the academic integrity process will rely on a community committed to upholding a culture of honesty, responsibility, and integrity. Our community must prioritize this commitment by incorporating the values of academic integrity into our daily interactions including course lessons, group meetings, and beyond.

## Policy

Academic or professional misconduct includes but is not limited to cheating, plagiarism, unauthorized use of artificially generated content, fabrication of data or records, unauthorized collaboration, resume or credential falsification, unauthorized use of resources, violation of test-taking conditions, or otherwise engaging in activity prohibited by the University or Academic Integrity policy.

## Cheating

The term cheating includes but is not limited to: (i) use of any unauthorized assistance or source in taking quizzes, tests, examinations or other assessments; (ii) use of or referral to sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, examinations, or other assessments.

## Plagiarism

The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published work of another source without properly crediting the author or source with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or by an individual or company engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others.

## Unauthorized Use of Artificially Generated Content

The term unauthorized use of artificially generated content, includes, but is not limited to: (i) use of artificial intelligence tools or other tools that generate artificial content in taking quizzes, tests, examinations, or other assessments without permission from the instructor; (ii) submitting work for evaluation as one's own that was produced in material or substantial part through use of artificial intelligence tools or other tools that generate artificial content without permission from the instructor; (iii) using artificial intelligence tools or other tools that generate artificial content in a manner contrary to instructions from the instructor; or (iv) using artificial intelligence tools or other tools that generate artificial content in a manner that violates any other provision of these rules concerning academic dishonesty.

## Fabrication or Falsification of Data or Records

Fabrication or falsification could include but is not limited to: (i) altering information on any exam, problem set, or class assignment being submitted for a re-grade; (ii) altering, omitting or inventing laboratory data to submit as one's own findings (this includes copying laboratory data from another student to present as one's own; modifying data

in a write-up, and/or providing data to another student to submit as one's own); (iii) falsification of experiential learning records, including practicum/internship hours, feedback forms and evaluations, and authorizing signatures.

## Other Forms of Academic Misconduct

- Knowingly make false allegations of academic misconduct against another student.
- 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.
- Make any changes (including adding material or erasing material) on any test paper, problem set, or class assignment being submitted for a re-grade.
- Willful sabotage or damage to the efforts or work of others. The term sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.
- Steal, deface, or damage academic facilities or materials. Collaborate with other students planning or engaging in any form of academic misconduct.
- Submit any academic work under someone else's name other than one's own. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- Engage in any other form of academic misconduct not covered here.

## Procedures

Provided here is a step-by-step explanation of the academic integrity conduct process to help clarify expectations.

1. When a faculty, student, or staff member is made aware of an alleged academic integrity violation, they should file a report online with Academic Integrity in the Office of the Provost within five business days of becoming aware of the incident.
2. The report is reviewed by an Academic Integrity Coordinator (AIC) to determine whether there is enough information to move forward with the academic integrity process. If there is insufficient information, the AIC may choose to investigate the report further, including if the AIC deems appropriate, conducting meetings with the parties and witnesses in an informal manner to obtain relevant information.
3. The student who has been accused of the academic integrity violation will receive an email with a notice of the alleged violation and a request to meet with an Academic Integrity Coordinator to discuss the allegation. This meeting is an opportunity to respond and share their perspective on the allegation that was reported. Failure to attend a meeting with the AIC will not prevent the case moving forward in the academic integrity process.
4. After the meeting the student will receive a letter via email outlining possible next steps. The responding student will choose to move forward with one of the following options, as stated in the Option Letter:

- Accepts responsibility for the violation and agrees to the proposed sanctions: If the student chooses to accept the responsibility for the violation, the process ends here. Non-response to the notification email after five business days will be considered as acceptance of responsibility for the alleged violation and proposed sanctions.
- Requests to participate in a facilitated conversation with the reporting party: This conversation provides the reporting party with the opportunity to explain why the student's actions led to an allegation of academic misconduct and the student the chance to provide context for their actions in a more informal environment than that of a hearing. As a result of this meeting, the allegation may be resolved with either the student accepting responsibility for the violation and consequence or the reporting party dropping the allegation, or progressing to a hearing panel with members from the Academic Integrity Board. (**Note:** Although a student may request a facilitation, the reporting party may decline to participate. In that circumstance, the case will be resolved via an AIB panel hearing.)
- Requests a panel hearing with members of the Academic Integrity Board (two faculty members and one student member).

### 5. The Academic Integrity Board Panel Hearing:

- If the responding student chooses to move forward with an AIB panel hearing, three members of the Academic Integrity Board (AIB) will convene to hear the academic integrity case. The AIB panel hearing will be chaired by a Student Conduct Officer or an Academic Integrity Coordinator. The reporting party will be asked to share information and respond to questions. The student will be asked to share information and respond to questions. At the conclusion of the hearing, the Panel will determine whether the responding student is more likely than not responsible for the alleged academic integrity violation. If the Panel finds a violation, the Panel will assign sanctions. The sanctions assigned by the Board may be different than those included in the Option Letter.
- The responding student and reporting party will be requested to provide witness names and contact information, documentation and evidence, relevant communication documents, a written statement, and other materials pertinent to the case five business days prior to the hearing. Please send all information to [academicintegrity@wustl.edu](mailto:academicintegrity@wustl.edu).
- All parties involved in the hearing panel will receive the evidence packet three business days prior to the scheduled hearing panel.
- Please note that the student may bring a support person to an Academic Integrity hearing panel with the AI Board. A support person is any one person chosen by a Respondent, Complainant or Witness to accompany them at any meeting or interview throughout the student conduct procedure. A Support Person will serve at the student's own expense and may include, for example, a friend, faculty member, advisor, or parent. The function and role of the Support Person is to provide support, advice, or assistance to the person requesting

their presence. The Support Person shall not be permitted to actively participate in any part of the procedure and may not serve as a fact Witness or a party in the proceedings. Therefore, if the individual personally witnessed the events at issue or has other information relevant to the factual circumstances, they may not serve as the Support Person.

- Faculty always hold the authority to assign the grade they deem appropriate.
- If you need accommodations, including translation services, please alert the Academic Integrity Coordinator as soon as possible. You may also access English Language Support for Academic and Professional Communication.

6. Appeal Process:

- If a student believes the Panel did not conduct a fair hearing, or if a student believes the sanction imposed is excessive, they may seek an appeal within 14 days of the original decision. In cases in which the decision resulted in suspension or expulsion, the appellate officer will be the Vice Provost of Educational Initiatives or the Vice Provost for Graduate Education. For all other cases, the appellate officer will be the Chair of the Student Conduct Board. Appeals are governed by Section VI of the university Student Conduct Code.

## Outcomes

If a student is found responsible for an academic integrity violation, they will receive a grade penalty and one or more sanctions.

## Grade Penalty Recommendation

The Academic Integrity Coordinator and/or the AI Board may recommend a grade penalty that corresponds with the level of infraction; a level one violation may result in a lowered grade on the assignment, a level two violation may result in a failing grade on the assignment, a level three violation may result in a lowered grade or failing grade in the class. The course faculty will determine grade penalties for the assignment and/or the course.

## Sanctions

- **Educational Remedy:** In addition to potential grade penalties, students responsible for an academic integrity violation will participate in an educational remedy to strengthen their understanding of academic integrity, identify the circumstances which led to their violation, and develop behaviors that will reduce the likelihood of future violations. The educational remedy will not negate or replace a grade penalty, which recognizes the coursework that was not authentically completed by the student.
- **University Warning:** A warning is a written notice of a Code violation finding and that a continuation or repetition of violations under the Code will result in more severe Sanctions.
- **University Probation:** A specific period of time during which the Student may be expected to complete an additional Sanction or may be restricted from participating in specified University events and activities. A continuation or repetition of Code violations may result in a more severe Sanction.

- **University Suspension:** Suspension is the removal from student status in the University for a specified period of time. This sanction will be permanently noted in a student's University record and on a student's official transcript.
- **University Expulsion:** Expulsion is the permanent removal from student status in the University. This sanction will be permanently noted in a student's University record and on a student's official transcript.
- For more information about the process, visit the Office of the Provost's Academic Integrity website.

## Professional Integrity Policy

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 professional integrity. 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. This includes emotional self-regulation in that students are expected to respond to feedback and academic criticism professionally, including as it relates to their behaviors in and out of the classroom, and at any practicum site.

4. Demonstrate clarity of thinking, including an ability to process information, conceptualize, and integrate knowledge. This is best demonstrated through in-class participation, attending classes on time, as well as timely completion of all assignments and projects.
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 recognize and address 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. Failure to care for oneself is a professionalism concern and may be addressed within this policy.
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.
11. Engage with Brown School Administration, Faculty, and Staff professionally at all times and assume the ethical and well-meaning intent of any individual with whom you engage.
12. Treat all members of the Brown School community, including fellow students and faculty, as professional colleagues, to whom respect, grace and kindness is warranted.
13. Communicate effectively with the Brown School community, which includes, but is not limited to, the following: reading and answering all emails in a timely fashion, preferably within 24-48 hours; emailing faculty at appropriate hours; using professional language in emails; responding to classmates for group work in a timely manner; responding to outreach from any Brown School staff, administration, or your advisor as soon as you receive it.
14. Maintain the confidentiality of any documents or information deemed to be confidential or private. This may include any documents shared via a professional integrity process.

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.

Information regarding the process for Professional Integrity cases can be found on the Inside Brown website.

## Time Away: Leave of Absence (LOA)

Degree-seeking students may request a leave of absence/time away for health or personal reasons. The process and requirements for requesting a leave are outlined on the Office of the University Registrar's website as well as the Brown School Bulletin. Leaves may not exceed two years from the effective date of the leave, although individual programs may impose shorter limits.

Students are responsible for verifying their school and program policies, as well as any relevant immigration, financial aid, or institutional support requirements. Students who do not request and receive approval for reentry after two years will have their records withdrawn.

For federal reporting purposes, an approved leave of absence is reflected as such for 180 days. Any leave exceeding this duration is recorded as a withdrawal in federal systems.

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

- Personal leave\* is used for any non-medical reasons (e.g. pregnancy, family obligations, military service, religious missions).
- Medical leave is used for medical purposes such as evidence-based treatment, management of a health condition, and so on. Students must be approved by WashU Cares for a Medical LOA

A student who takes a Medical or Personal LOA after the 12th week of classes may have to take the subsequent semester off, which can include summer. The Brown School does not approve LOA paperwork submitted on or after the last day of classes of the semester.

A student who anticipates being on leave in any semester should discuss their situation with their academic advisor to consider all options and assess the potential consequences to their academic record. The timing of a Leave of Absence (LOA) may impact both academic credits and tuition charges. Prior to a student taking a LOA they should meet with their academic advisor and someone in the Brown School Student Financial Services department to discuss how taking a leave may affect them.

\* International students requesting a personal leave of absence must leave the country within 15 days after submitting their request and are responsible for their visa. They must also meet with a staff member in the Office for International Students and Scholars.

## Access During Time Away

Students on an approved leave will retain their Washington University email accounts and access to Workday to review records. However, access to university resources — including recreation facilities, libraries, and participation in activities — is paused during the leave.

## Voluntary Withdrawal

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



Before initiating a voluntary withdrawal, students should do the following:

- Consult with their academic advisor to discuss all available options and understand the potential consequences for their academic record.
- Consider how the timing of their withdrawal might affect academic credits and tuition charges.

If a student decides to proceed with the voluntary withdrawal, the following formal procedure must be followed:

1. Complete the Time Away form in Workday.
2. Complete the Request to Withdraw Form.
  - Access and submit the Request to Withdraw form on the Brown School Hub.
  - The effective date of withdrawal will determine the student's grades and any potential tuition refund.
3. Meet with a Student Financial Services Advisor.
  - Schedule a meeting with a student financial services advisor to understand the impact of the withdrawal on any financial aid or scholarships.
4. Tuition Refund Policy
  - Refer to the tuition refund policy for details on potential tuition reimbursement based on the timing of the withdrawal.

## Administrative Withdrawal

- **Enrollment and Attendance Requirement**
  - Students who fail to enroll in Fall or Spring courses or do not attend classes for which they are enrolled, without initiating a Leave of Absence or Voluntary Withdrawal, will be administratively withdrawn from the Brown School.
  - This withdrawal will occur by the second week of the current semester if no corrective action is taken.
- **Unresponsiveness**
  - Students who fail to attend classes and become unresponsive to the Brown School or WashU administration may also be subject to administrative withdrawal.
  - The Brown School or WashU will make reasonable efforts to contact the student.
- **Final Warning**
  - A final warning will be sent to the student if they remain unresponsive.
  - If no response or corrective action is taken after the warning, the student may be administratively withdrawn from their program.
- **Termination**
  - A student may be terminated from the Brown School for the following reasons:
    - i. Failure to meet academic standards
    - ii. Inability to meet or maintain satisfactory academic progress

### Expulsion

#### 1. Academic Dishonesty

- Acts of academic dishonesty, including but not limited to cheating, lying, and plagiarism.

#### 2. Ethics Violations

- Behavior deemed to violate the NASW Code of Ethics and/or the Public Health Code of Ethics.

#### 3. Policy Violations

- Breach of University or School policies and procedures, including standards of professionalism.

The **Professional Integrity Committee** may be convened to address concerns regarding a student's capacity, suitability, or appropriateness for studies or practice in social work, social policy, or public health. Academic Integrity concerns will be addressed by the Office of Academic Integrity within the Office of the Provost, in collaboration with Dean's Staff.

Students who have been expelled from the Brown School are not eligible for reinstatement or readmission.

## Reentry/Readmission After Time Away

### Overview

Students seeking to resume their studies must request reentry through the process outlined on the Brown School Bulletin and the Office of the University Registrar website. A reentry application is required, and depending on the nature of the leave, additional steps or documentation may be necessary.

### Reinstatement Guidelines

#### Return From Time Away

Applies to students who:

- Are returning from an approved personal or medical leave of absence
- Voluntarily withdrew from the program
- Returning *within* 180 days of separation

#### Reentry (Reenter)

Applies to students who:

- Are returning from an approved personal or medical leave of absence
- Voluntarily withdrew from the program
- Returning *after* 180+ days of separation
- Returning *within* the maximum time to degree completion

#### Readmission (Reapply)

Applies to students who:

- Were administratively withdrawn
- Were unable to complete the program within the required timeframe from their original matriculation date
- Returning *after* 180+ days of separation
- Requesting to return outside the maximum time to degree completion

## Ineligible to Return

Applies to students who:

- Were academically withdrawn
- Were expelled or terminated from the program

## Maximum Time for Degree Completion

- Degree requirements must be completed within the following timelines, measured from the *new* matriculation semester:
  - **Program Length/Maximum Time Allowed**
    - 2-year program: 4 years
    - 3-year program: 5 years
    - 4-year program: 6 years
    - 5-year program: 7 years
    - 6-year program: 8 years

## Reinstatement Request Process

To be considered for reentry or readmission, students must first initiate the request for reinstatement on the Office of the University Registrar's website and then complete the Brown School Reinstatement Request application. Upon submission, the Brown School Registrar's Office will conduct an academic record audit and notify the student via email regarding next steps.

Reentry and Readmission Outcomes Based on the review, one of the following outcomes will be determined:

### Outcome 1: Return From Time Away

Students returning *within 180 days* must complete the Request to Return from Time Away form in Workday.

- The application must be submitted at least six weeks before the semester start date.
- Late applications may be considered for the following semester.
- The Brown School only reinstates students for Fall and Spring semesters (not Summer).
- Students returning from a Medical Leave of Absence (MLOA) must follow WashU Cares' reentry policies and deadlines.

### Outcome 2: Request to Reenter

Students returning *after 180 days* must complete the Request to Re-Enter form in Slate.

- The application must be submitted at least six weeks before the semester start date.
- Late applications may be considered for the following semester.
- The Brown School only reinstates students for Fall and Spring semesters (not Summer).
- Students returning from a Medical Leave of Absence (MLOA) must follow WashU Cares' reentry policies and deadlines.

## Outcome 3: Request for Readmission

Students who were voluntarily withdrawn and have exceeded the maximum time allowed for degree completion, must reapply for admission as a new student.

- Students must complete an admission application in Slate for a Brown School program.
- Applicants must follow admissions deadlines, policies, and requirements set by the Office of Admissions & Recruitment.
- If accepted, students will be enrolled as new students.

## Outcome 4: Ineligible to Return

Students who were academically withdrawn or expelled are not eligible to return.

If a reinstatement request is denied, the student will receive an official email notification from the Registrar or the Associate Dean of Student Affairs & Enrollment Management.

## Decision-Making Factors

Decisions are based on the following:

- The student's academic standing at the time of last enrollment.
- Activities undertaken during the time away.
- The length of absence from the program.
- Potential for successful completion of the program, as determined by the Brown School.
- Availability of academic and financial resources to support the student's return.
- Any other relevant factors.

Approval for Reentry or Readmission is not guaranteed. The student will receive an email with detailed instructions based on their assigned outcome. Some conditions may apply.

## Additional Requirements

### Resolving Accounting Holds

- Students with outstanding balances must resolve their Student Accounting holds before their application for Reentry or Reapplication can be considered.

## Credits for Previous Coursework

- Credits for Brown School coursework taken before a student's return are not automatically counted toward the degree. They require review by the Office of Admissions & Recruitment and/or the Brown School Registrar.
- Coursework completed more than six years prior to Reentry or Readmission will not be considered for credit toward the degree.

## Returning from Medical Leave of Absence (MLOA)

- Students requesting return from a Medical LOA must follow the WashU Cares reentry policies and deadlines and obtain approval from Washington University Student Health Services (SHS) before returning.
- Deadlines for Medical LOA Reinstatement:
  - Fall Semester: Submit request to SHS between June 1 – July 1
  - Spring Semester: Submit request to SHS between Nov. 1 – Dec. 1
- Summer reinstatement is not permitted by SHS.

## Students Approved for Reentry

- Within the first two weeks of the semester in which the student returns from a Leave of Absence (LOA), the student is required to meet with the Associate Dean of Student Affairs and Enrollment Management (or designee) to develop an academic success plan for the remainder of their program.
- Students must complete degree requirements within the original time frame for degree completion based on their original matriculation date.

## Changes in Course Offerings

- If course offerings or degree requirements have been revised, the program may require the student to complete additional courses, exams, or other requisites to fulfill degree completion.

## Scholarships/Tuition

### Reentry

1. **Scholarship Eligibility**
  - Students approved for re-entry will retain eligibility for any remaining funds from the scholarship award granted at the time of their original admission to the program.
2. **Tuition and Fees**
  - Reinstated students will be assessed tuition and fees based on the current tuition rate and fee structure in effect for the academic year in which they return to the Brown School.

## Readmission

1. **Scholarship Eligibility**
  - Students approved for readmission are no longer eligible to receive scholarships previously awarded by the Brown School.
2. **Scholarship Reconsideration**
  - Students will be reconsidered for merit-based scholarships by the Office of Admissions & Recruitment. This process will follow the same criteria and procedures as for new applicants to the Brown School.
3. **Financial Assistance**
  - Students should contact the Brown School Office of Student Financial Services for information on available financial aid and funding options.
4. **Tuition and Fees**
  - Returning students will be assessed tuition and fees according to the current tuition rates and fee structure in effect for the academic year of their return to the Brown School.

## Holds

The University and the Brown School can place a Hold on a student's record for various reasons. If you have a Hold on your record you will not be allowed to register for classes in the following semester, order a transcript, or use Bear Bucks. Holds should be cleared with the department that placed it (such as by paying your bill at Student Financial Services).

The University Registrar's Office places holds on records of students who do not enter current address (Home and Local) and telephone information.

The Brown School Registrar places holds on records of students for neglecting and/or being delinquent in completing the following requirements:

- Online orientation
- Entering emergency contact in Workday Student
- Having over 6 credit hours marked Incomplete
- Declaring a concentration (MSW only)
- Submitting completed Advancing Standing paperwork (MSW Adv. Standing only)
- Human biology prerequisite (MPH only)

Other university holds may include past due balances, parking tickets, student conduct, not completing required university processes (e.g., immunizations, Title IX training), and other issues.

Students can find specific details about any holds on their account within Workday Student.

## Independent Study

The Brown School allows for Independent Study credits to be earned, in accordance with the following policies.

The purpose of an independent study is to enable a student to gain an in-depth knowledge of an area germane to a student's course of study, which is not offered in a course at the Brown School. The need for and value of an independent study will be evaluated very carefully to determine if an independent study is justified. The student and the supervising full-time Brown School faculty member will arrange objectives for the content of each independent study. All independent studies should result in a tangible output as a basis for evaluation (e.g., a notebook, written paper, web page, or media presentation).

- Independent Study can only be applied toward fulfilling elective credit requirements credits.
- Independent Study must be taken for a letter grade.
- Only full-time Brown School faculty are eligible to serve as the faculty of record/independent study supervisor/liaison.
- Students must have a cumulative GPA of 3.0 or higher in their graduate program and must have completed a minimum of five courses at the Brown School.
- No more than 6 Independent Study credits may be applied towards satisfying elective credit degree requirements at the Brown School.
- No more than 3 credits of independent study may be taken in a single semester.
- One credit hour is equal to 15 hours of contact between the student and faculty member. Long distance independent studies may be permitted with the approval of the Associate Dean.
- No more than two students may work on the same independent study simultaneously and there must be a clear delineation of tasks.
- The content of an Independent Study course, and the reason for requesting it, must be detailed in an Independent Study proposal developed by the student and the instructor (graduate full-time Brown School faculty member).
- Before the proposal is submitted to the Brown School Registrar for approval by the Associate or Assistant Dean of your program, the instructor who will direct the study must approve it.
- The scope and rigor as well as the intellectual demands of an Independent Study proposal must equal or exceed those of regular graduate courses offered at the Brown School.
- A student may not audit or sit in on a course to receive independent study credit.
- Independent Studies may not be done retroactively. That is, the agreement for Independent Study is to be completed, signed, and approved by all parties prior to the initiation of the project, and no later than the add deadline.
- Independent Studies adhere to the add deadline of full semester courses. Students may not add or drop an independent study course after these posted deadlines.

You may request an Independent Study through the Brown School Hub.

## Faculty Responsibilities

The faculty member has several major roles, including teacher, scholar-researcher, and citizen in the school, University, and community. The role of faculty carries clear responsibilities to students and the institution.

Students are entitled to an atmosphere conducive to learning and to evenhanded treatment in all aspects of the teacher-student relationship. Faculty members may not refuse enrollment or refuse to teach students on the grounds of students' beliefs or the possible uses to which they may put the knowledge to be gained in a course. A faculty member may not use the authority inherent in the instructional role to sexually harass, to discriminate against by reason of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information, or to compel a student to make particular personal choices as to political action or their role in society.

## Grading, Testing & Evaluation

Evaluation of students and awarding of credit must be based on academic performance, professionally judged, and not on matters irrelevant to that performance, such as personality, race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability information or genetic information, or personal beliefs.

Tests must be designed to cover only the subject matter and material that the faculty member has assigned. The faculty member should take reasonable steps to prevent student cheating such as plagiarism, copying from other students, or use of other types of unfair aids.

## Regularly Scheduled Classes

Faculty members have a responsibility to provide instruction during regularly scheduled classes. When illness or other factors necessitate absence from class, the faculty member is responsible for rescheduling the canceled class or providing some type of substitute. When professors cancel a class, an email will be sent to enrolled students whenever possible. Professors also use email to notify students of cancellations and make-ups. When severe weather occurs, some professors may cancel class. Students should check the WashU website and their email before traveling to campus when the weather is particularly severe.

## Adherence to Curriculum

It is a faculty member's position, based on mastery of their subject and scholarship that entitles them to freedom in the presentation of subject matter. Thus, it is improper for a faculty member to include material that has no relation to the subject or to fail to present the subject matter of courses as approved generally by the faculty in its collective responsibility for the curriculum and in adherence to Council on Social

Work Education (CSWE) and Council on Education for Public Health (CEPH) accreditation standards. Students enroll in courses on the basis of descriptions provided in course listings. Thus, it is important that faculty members adhere to them in teaching their courses.

## Accessibility

Faculty members have a responsibility to make themselves accessible to students at times other than class periods. They should provide regularly scheduled office hours and procedures through which students can schedule appointments as well as timely response to email.

## Office Hours

All full-time faculty teaching during a particular semester should post their office hours each semester. In addition, faculty may be available by appointment during the academic year. To meet with an adjunct faculty member, students should speak with the instructor after class or email them to arrange an appointment.

## Course Descriptions and Outlines/Syllabi

Course descriptions for the Brown School and all other Washington University colleges and schools are available in Workday.

Course syllabi are available to enrolled students via the Canvas course page.

## Course Evaluations

Students are expected to complete a confidential, online course evaluation at the middle and/or end of each course. These evaluations are used by the faculty and Associate Deans of Social Work and Public Health to improve course content and quality of instruction. Online course evaluation results for recent semesters can also be viewed at the evaluation website.

## Application for Program Completion

In order to graduate, a student must have a minimum cumulative GPA of 3.00 (*GPA's are never rounded up*), complete all program requirements, and fill out the Application for Program Completion in Workday Student. The student must be registered for *all* required credits to complete their Program of Study in this final semester in order to complete the application.

The deadline to submit this form will be listed on the University's Academic Calendar. Students who miss this deadline *will not* graduate in that semester.

If a student does not file an Application for Program Completion:

1. They are in jeopardy of not graduating in their intended semester and will have to delay to the subsequent semester.
2. Their name may not be listed in the Commencement program.
3. They may not be able to participate in the ceremony.

Filling out this application will also be the student's only opportunity to provide a pronunciation for their name to be used at Commencement.

## Statement of Student Rights

The Brown School Faculty has developed and approved the following list of student rights. Students have:

- The right to organize in their own interests as students.
- The right to have representation and participation on approved standing committees of the Brown School.
- The right, individually or in association with other individuals, to engage freely in off-campus activities, exercising their rights as citizens of community, state, and nation. Students shall not claim to formally represent the Brown School or Washington University during these activities.
- The right to establish and issue electronic or print publications free of any censorship or other pressure aimed at controlling editorial policy. Such publications shall not claim to represent the Brown School or Washington University.
- The right to petition through proper channels for changes in curriculum, professional practicum, faculty/concentration, academic and/or field advisor, and failing grades and to petition through proper channels in cases of grievance.
- The right to receive appropriate recognition for their contribution to the process of research or scholarly endeavors under faculty direction as part of their formal academic program.
- The right of equal opportunity to enjoy these rights without regard to race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability, or genetic information.

Enumeration of certain rights herein shall not be construed as to nullify or limit any other rights possessed by students; exercise of these rights falls within more general Washington University-wide policies.

## Student Grievances

From time to time, students may have concerns regarding a peer, faculty or staff member's conduct within or beyond the classroom. It is important that students, faculty, and staff have a common understanding of how such concerns may be expressed.

## Addressing Concerns to an Individual

Some concerns students have regarding interactions with peers, faculty classroom conduct or meetings with staff result from poor communication or misperceptions of interactions. Many such problems can best be resolved through discussion between individuals. If a

student has a concern and they feel comfortable, they should contact the student, faculty or staff member as quickly as possible to request a meeting to respectfully discuss the matter. Everyone should be willing to listen to legitimate concerns and to rectify the problems.

Students may choose to consult with another faculty or staff member for advice prior to any conversation.

## Addressing Concerns to Administration

Some concerns may not be appropriate for discussion with the individual student, faculty or staff member, may be related to larger systemic issues, or may not be resolved through discussion with the student, faculty or staff member. In these cases, students may report a concern using any or all of the following processes:

- Student of Concern Report
- Mid and Final Course Evaluations
- Exit Survey given at time of graduation
- Student Experience Survey in the spring
- Academic and Student Affairs and other departmental surveys
- Utilizing the Tell Brown online submission form available 24/7
- Assistant or Associate Dean for Social Work, Public Health or Social Policy (for faculty concerns)
- Assistant Dean for Student Affairs (for staff concerns)
- Associate Dean for Diversity, Inclusion and Equity (for incidents of bias, micro-aggressions, and so on)
- The Bias Report and Support System

Student concerns are taken seriously by the administration. In no circumstances will retaliatory actions against a student for submitting such a concern be tolerated. Once a concern is received, an administrator will review and determine whether it should be referred to another administrator or department. If the student submitting the concern has identified themselves and indicates a wish to meet to discuss further, an administrator will contact the student to discuss the matter further, discuss the student's formal and informal options to address the concern and, if appropriate, refer the student to additional resources.