

**University of Washington Tacoma
Social Work and Criminal Justice
Professional Standards Committee**

The **Professional Standards Committee (PSC)** for the Social Work and Criminal Justice Program, University of Washington Tacoma is a body of faculty whose role is to address concerns that cannot be resolved by those directly involved in the situation. The PSC determines corrective action and issues sanctions, including up to dismissal from the program. This is an internal Social Work and Criminal Justice Program review committee for social welfare, social work, and criminal justice students. Other University procedures can and will be used when appropriate. Those individuals who are directly involved should make a concerted effort to resolve the concern prior to a referral to the PSC. Because faculty in the Social Work and Criminal Justice Program serve as gatekeepers for their respective professions, in some cases it is in the best interest of the social work and criminal justice professions as well as in the best interest of the student to realize that their interests and/or abilities seem most appropriate for another profession and program of study. **If a student fails to comply with sanctions of the PSC within the specified time frame, a recommendation for dismissal from the program will be considered by the PSC.**

Committee Structure

The PSC will consist of two co-chairs, the Graduate Program Coordinator (GPC), the Child Welfare Training and Advancement Program (CWTAP) Director, the person who referred the student to the PSC, and either the student's Faculty Adviser or a faculty advocate chosen by the student (if desired).

Chair of the PSC

Two faculty members will co-chair the PSC, one from the Criminal Justice (CJ) faculty and one from the Social Work (SW) faculty. If the review involves a CJ student, the meeting will be chaired by the CJ co-chair of the PSC. If the review involves a SW student, the meeting will be chaired by the SW co-chair. If the conflict occurs with a current co-chair of the PSC, that individual will excuse him/herself from the facilitative role of the PSC and engage as a participant in the efforts of the PSC to address the conflict. The Director of the Social Work and Criminal Justice Program will select a replacement co-chair if the conflict occurs with a current co-chair of the PSC.

Responsibilities of Chair

1. Review request to convene the PSC.
2. Contact members and coordinate date/time for meeting.
3. Notify the student of the referral, required attendance at the meeting, and the PSC process.
4. Schedule date/time for the PSC meeting as soon as possible after receipt of request to convene.
5. Arrange for a meeting room.
6. Contact PSC members and others involved in the concern (faculty, staff, and students) to inform them of date/time and location for meeting.

7. Start meeting by explaining the purpose of the PSC and the protocol that will be followed during the meeting.
8. Inform student and PSC members that this meeting is confidential within reasonable limitations.
9. Read the request to convene in order to make sure that those present understand the reason for convening the PSC. Invite the student and all participants to provide any information they feel is necessary.
10. After the concerns have been discussed and all questions addressed, those present that are not on the PSC will be asked to leave. PSC members will discuss the issue and decide what sanctions, if any, are warranted.
11. Ask the student and participants to return to the meeting and discuss decisions of the PSC.
12. Inform student that the Chair will send a letter to the student within three business days of the meeting.
13. Write and mail letter to student that clearly delineates the sanctions of the PSC. A copy of the letter is sent to the Program Administrator for placement in the student's file and to the Program Director. Be clear in the letter regarding any further action that will be recommended or taken, including dismissal from the program, if the individual fails to adhere to the sanctions. In the letter, invite the student to respond in writing regarding her/his understanding of the issues and to voice any concerns.
14. Follow up with student, to make sure she/he is adhering to all sanctions of the PSC. Notify the student that another meeting of the PSC will follow to discuss follow-up recommendations, including dismissal from the program, if sanctions are not met. Inform the student she/he will be asked to attend the follow-up meeting.
15. All follow-up documentation will be maintained by the Chair.
16. Schedule a follow-up meeting with the PSC and the student for any student who does not adhere to the sanctions within an agreed upon amount of time. Invite the student to submit a written statement as an alternative to attending, if she/he wishes. **Students who fail to comply with the PSC's sanctions will be considered for removal from the Social Work and Criminal Justice Program.**
17. Meet with the Program Director whenever there is a recommendation from the PSC that a student be removed from the Social Work and Criminal Justice Program. The purpose of this meeting is to discuss the reason for the decision and what information was used to warrant the conclusion. After this discussion, the Chair of the PSC and the Program Director will jointly determine whether the PSC's recommendation for student dismissal will be upheld.
18. If the student is dismissed from the Program, the Director of the Program and the Chair will prepare and send written notification to the student to this effect, with a copy to the Program Administrator for placement in the student's file. The letter will include next steps for the student, such as seeing an advisor to discuss the student's status with the university. The student may access existing University of Washington procedures, if any apply, to appeal the dismissal if she/he so chooses.

19. Keep a file for each request to convene the PSC and all correspondence regarding the request including letters, documentation, etc. in a locked file cabinet in the Chair's office. A copy of the file can also be kept in the program office.
20. Whenever a co-chair transitions off the PSC, transfer any related files to the Social Work and Criminal Justice Program Office or one of the current co-chairs.

Responsibilities of PSC Members

1. Attend PSC meetings at request of Chair.
2. Actively participate in the meetings.
3. Assist other members and Chair in developing sanctions.
4. Notify the Chair if student fails to follow through with a sanction such as attending meetings with you, writing and submitting a paper to you, etc.

Submission of Request to Convene the PSC

If conflicts cannot be resolved between and among students, and/or between and among students, faculty or staff it is appropriate to submit a request to convene the PSC. In addition, academic expectations also include adhering to academic professional standards and such violations might warrant submitting a request to convene the PSC. The following are some issues that may warrant a request to convene:

- Student repeatedly exhibits behavior that clearly violates the National Association of Social Workers Code of Ethics (BASW & MSW students) or the Code of Ethics of the Academy of Criminal Justice Sciences (CJ students).
- Student repeatedly engages in behavior that is disorderly or disruptive and interferes with the instructor's ability to teach and/or distracts other students.
- Student repeatedly engages in cheating and plagiarism. Because this is also a violation of the Student Conduct Code, the appropriate form should also be completed for the Division of Student Affairs.
- Student continues to post derogatory statements about other students, faculty or staff on school-related pages on social media networks such as *Twitter and/or Facebook* after the concern has been discussed with the student.
- Student engages in disrespectful and discriminatory behavior toward other students, faculty or staff, based on race, ethnicity, national origin, color, sex, sexual orientation, gender identity, age, marital status, political belief, religion, immigration status, disability, and/or other factors.
- Student repeatedly fails to meet course requirements.

To set up an appointment with the PSC, complete the attached form and mark the envelope "*Confidential.*" Staff in the Social Work and Criminal Justice Program Office will give your form to the appropriate co-chair of the PSC.

**Social Work & Criminal Justice Professional Standards Committee
Request to Convene**

Person or Persons Requesting to Convene the PSC:

Date of Request:

Brief Description of Unresolved Issue(s):

Brief Description of Attempts to Revolve the Issue:

Does the other party know that you are requesting a review?

If not, why not?

Best ways to reach you

Phone:

Email:

Best days/times to meet:

Confidentiality will be maintained within reasonable limitations.