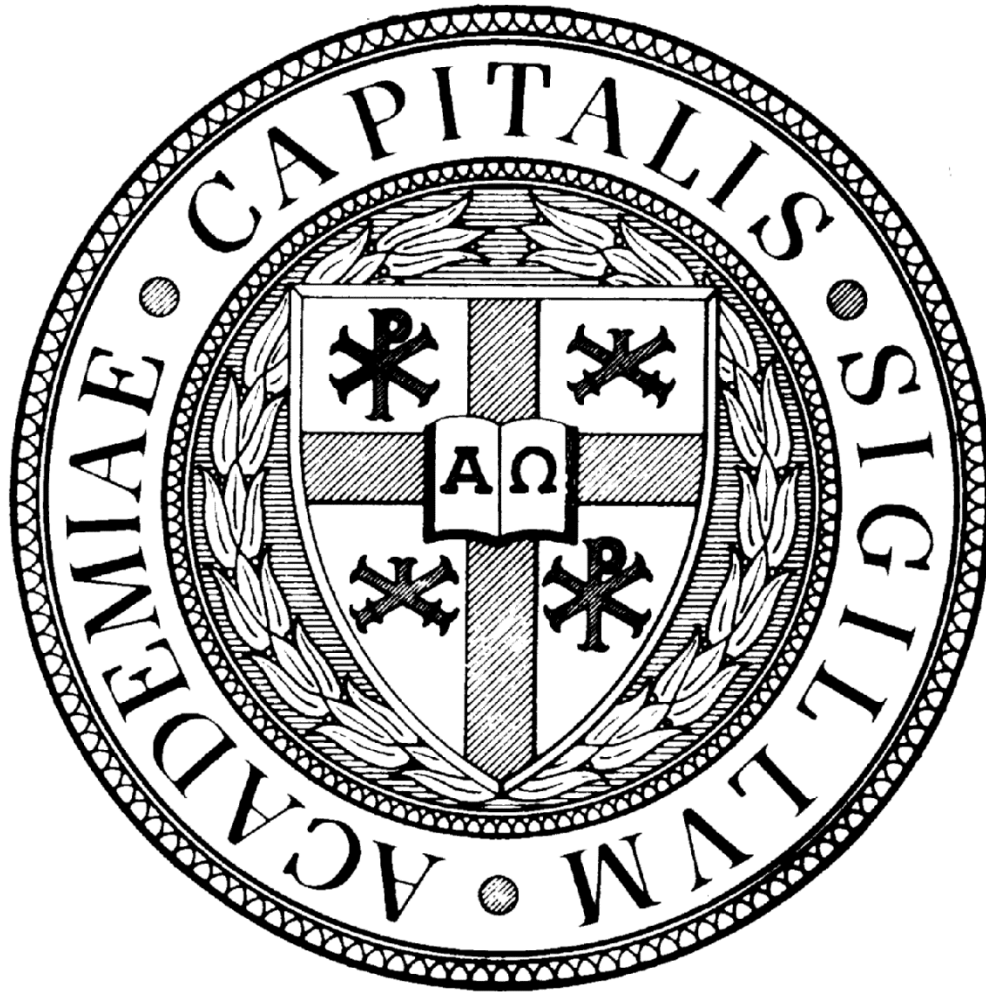


**Capital University
Social Work Program**



BSW Student Handbook

(Revised 2025)

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BSW Program Welcome

Welcome to Capital University's Baccalaureate Social Work Program

Handbook Purpose

The purpose of this handbook is to serve as a guide for Capital University's CSWE accredited BSW Program. Within the pages of this manual, you will find information about essential policies and procedures of Capital University and the BSW Program. As policies and procedures change, this guide will be updated.

University Mission Statement

(<https://www.capital.edu/about-capital/mission,-vision-and-values/>)

Capital University transforms lives by empowering an inclusive community of learners through engaging academic, co-curricular, and professional experiences.

University Vision Statement

Capital University is a vibrant and innovative leader in higher education. Our inclusive community supports access and ensures success for all.

Students engage in the relevant and collaborative experiences necessary to be knowledgeable, resilient, and ethical citizens. They leave Capital prepared to make meaningful contributions in their communities and advance the common good.

University Values

Student Success – We proactively support the academic, social, physical, mental, and spiritual development of every student as they pursue their academic and personal goals.

Educational Excellence – Expert faculty and staff use evidence-based best practices to create intellectually challenging and personally supportive learning experiences in and out of the classroom.

Diversity, Equity, and Inclusion – We respect all identities, cultures, and perspectives, promote equity in access and opportunity, and foster a sense of belonging for all members of our community.

Integrity – Through honesty, transparency, and hard work, we demonstrate our best selves and value the same in others.

University Commitment to Diversity, Equity, and Inclusion

<https://www.capital.edu/faculty-and-staff/human-resources/policies-and-handbooks/>

Diversity Statement

Diversity and inclusion are essential to Capital University's mission of transforming lives through higher education. Diversity refers to the differences that exist among people. Inclusion denotes the proactive behaviors that facilitate an environment that allows each person to feel welcomed and affirmed.

- Our community: Values and creates a welcoming and supportive environment that honors and engages the many aspects of diversity and dignity for all;
- Intentionally seeks to attract, nurture, and retain diverse students, faculty, and staff;
- Fosters acceptance, respect, and appreciation of all persons regardless of background as vital to our campus community;
- Celebrates our commonalities and unique differences and asserts that diversity broadens learning, stimulates creativity, and promotes the exchange of ideas.
- Title IX Coordinator Deanna Wagner 614-236-6904 dwagner@capital.edu

Department of Social Work Mission Statement

The Capital University Department of Social Work is committed to the provision of excellent educational preparation for generalist and advanced social work practice with individuals, families, groups, organizations, and communities. Consistent with the mission of Capital University, the Social Work program transforms the lives of students through an inclusive and supportive learning community. They learn knowledge, skills, and practice behaviors that support their work with diverse populations, cultures, and practice settings.

BSW Mission Statement

The Social Work Baccalaureate Program at Capital University mission is to provide a comprehensive social work education that prepares students for generalist practice with individuals, families, groups, organizations, and communities. A liberal arts and professional education provide students with foundational knowledge about social problems, policy, and service delivery through multiple lenses that are theory and research based. The BSW program prepares them to engage in critical thinking, self-reflection, with a commitment to anti racist practice, human rights, equity, and systemic and environmental change.

BSW Program Goals

1. To prepare students for generalist social work practice with individuals, families, groups, organizations and communities;
2. To prepare students with a foundation for lifelong learning, including graduate education, and an awareness of the responsibility to continue their professional growth and development;
3. To prepare students with a broad liberal arts foundation that

emphasizes development of critical thinking skills and a liberal arts perspective;

4. To prepare students to practice within the values and ethics of the social work profession, with an emphasis on service to vulnerable populations and the promotion of anti-racist practice, environmental, social and economic justice;
5. To prepare students to understand scientific, analytic and ethical approaches for practice and evaluation.

Generalist Practice

“The baccalaureate and master’s programs in social work prepare students for professional practice at a generalist level. The descriptions of the nine social work competencies presented in the EPAS identify the knowledge, values, skills, and cognitive and affective processes that are subsequently demonstrated in students’ observable behaviors indicative of competence at a generalist level of practice. Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities, based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social, racial, economic, and environmental justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research informed practice and are proactive in responding to the impact of context on professional practice”. [2022-Educational-Policy-and-Accreditation-Standards-\(EPAS\).pdf \(cswe.org\)](https://www.cswe.org/2022-Educational-Policy-and-Accreditation-Standards-(EPAS).pdf)

Admissions: Policies/Procedures

Any student who is granted admission to the university may declare a social work major. All of the following courses must be completed having earned a grade of C or higher, prior to beginning Field Education:

1. **General Introduction to Social Work**
SWK 200—Introduction to Social Work and Human Services
SWK 227—Diversity in a Global Society
2. **Social Work Core Classes**
SWK 300---BSW Field Education Pre-Placement
SWK 335—Human Behavior in the Social Environment I
SWK 336—Human Behavior in the Social Environment II
SWK 352—Contemporary Social Welfare Programs
SWK 353—Social Welfare Policy
SWK 370—Social Work Practice I, with individuals
Students must complete all courses from sections 1 and 2
3. **Social Work Practice I**
SWK 460—Social Work Practice II, with groups and families
SWK 462—Senior Field Instruction I

- SWK 463—Senior Field Seminar I
4. **Social Work Practice II**
- SWK 461—Social Work Practice III, macro practice
- SWK 464—Senior Field Instruction II
- SWK 465—Senior Field Seminar II

Students must also complete four supporting courses:

SOC 115—Principles of Sociology
PSYCH 121—General Psychology
Or PSYCH 120—Introduction to Psychology
SOSCI 210—Social Science Statistics
SOSCI 220—Social Science Research Methods

BSW Field Education Requirements and Eligibility

Requirements

Field education is the signature pedagogy of the BSW curriculum and represents a minimum required 210 hours/semester in both the fall and spring of a student's senior year. The intent of a field placement is for students to apply knowledge acquired in previous and concurrent Social Work courses into practice competencies within the contexts of their agency placement. Field instructors are the mentors, models, and experts in social work who guide students in this process.

<https://www.capital.edu/academics/majors-and-minors/social-work/>

Eligibility

- The student must have a 2.5 GPA to begin field placement. Should this be an issue, the student should see their social work advisor regarding conditional admission.
- Successful completion of all required social work coursework. That is completion of, 200, 227, 335, 336, 352, 353, and 370. You must also have taken Social Sciences 210 and 220.
- Successful completion of SWK 300: Field Education Pre-Placement.
- Steps required for formal Application to Field Education Program:
 1. Academic Advisor written verification of curriculum requirements begin met and verification of academic good standing and is cleared to register for SWK 300 Field Pre-Placement course.
 2. Student uploads to Intern Tracking Placement (IPT)
 - a. Students complete the Field Education Application
 - b. Resume
 - c. Self-Statement
 3. Formal Interview with Field Director and potential agency interview process.
 4. All SWK 300 required forms are uploaded and approved by Field Education Director.

Full & Conditional Status

Full status for a student in the Social Work Program is achieved when the student has fulfilled the admission requirements and has fulfilled all program prerequisites.

Conditional status as a social work major occurs once the student has fulfilled the admission process but may still need to fulfill the GPA requirement of 2.5. Student shows potential and a contract is negotiated to support students' success.

Good Standing

Good Standing occurs when a student is completing required major courses & social work prerequisites in a timely manner and has maintained a minimum of 2.5 cumulative GPA.

Students who do not meet these requirements will be counseled and may be suspended/dismissed or engage in remediation of any deficiencies.

Signature Learning Requirements for Social Work Majors are delivered across the curriculum. Additional elective hours are needed meet the undergraduate degree total requirements of 124 credit hours.

[University Course Bulletin](#)

Probation

A student may be placed on probation for not fulfilling the above requirements, or for not demonstrating appropriate ethics per the NASW Code of Ethics ([NASW CODE OF ETHICS](#)). A Student will need to develop a plan of remediation with the Social Work Program to remedy any deficiencies. The plan must be agreed upon by the student, advisor and chair, and will act as the primary source of evaluating remediation.

Transfer Students

The social work department complies with Capital University's policies and procedures for transfer students. [Office of the Registrar](#)

Transferring Credits into the Program

It is the policy of the Social Work Program to transfer credit for courses taken at another institution for certain social work courses and prerequisites, providing the following conditions are met:

1. *Transfer from an institution with a CSWE accredited program:* Courses must be similar in content and credit values to those they replace, and the student must have earned a grade of "C" or above.
2. *Transfer from an institution with a non-accredited social work program:* Course syllabi, texts, examples of course work, qualifications of the instructor(s), and course grade of "C" or higher will be reviewed to determine transferability. It is the student's responsibility to provide this information. **No credit will be given for upper level (300/400) practice or policy courses from a non-CSWE accredited program.**
3. Hours for a grade less than "C" will not transfer; however, when a student transfers in with a completed associate's or higher degree, all coursework that the institution gave credit for will be transferred in per Capital University admissions policy (see Capital University Bulletin, current academic year, re: transfer credit for further information).
4. Orientation courses will not be accepted as transfer credit.
5. Non-credit courses earned at previous colleges or universities will not transfer.

6. Transfer credit is not allowed for the following practice and field instruction courses, with the exception being offered for social work courses taken at a CSWE accredited program:
- | | |
|---------|---|
| SWK 300 | BSW Field Education Pre-Placement |
| SWK 336 | Human Behavior in Social Environment II |
| SWK 353 | Social Welfare Policy |
| SWK 370 | Social Work Practice I |
| SWK 460 | Social Work Practice II |
| SWK 461 | Social Work Practice III |
| SWK 462 | Senior Field Instruction I |
| SWK 463 | Senior Field Instruction I Seminar |
| SWK 464 | Senior Field Instruction II |
| SWK 465 | Senior Field Instruction II Seminar |
7. Grades for transfer courses are not recorded on the students' Capital University transcript. Consequently, a transfer student will establish a GPA from Capital University based only on courses taken at this university. A transfer student must, however, meet the requirements for continued enrollment, which correspond to the sum of the total transfer hours accepted and total hours attempted at this university. A cumulative total of 124 semester credit hours must be earned to receive the BSW degree. The student must satisfy requirements for the university core and the social work major.
8. Note: No credit toward social work requirements will be given for life experience for any student.

Readmission

A student who was previously enrolled in the Social Work Program, but who is not currently enrolled, may be re-admitted to the program if the student is in good standing and has an overall GPA of 2.5 or above. A student applying for readmission with an overall academic average of 2.0, but who is otherwise in good standing, will be considered on an individual basis by the Social Work Program's BSW Director. Questions regarding readmission to Capital University should be directed to the Registrar's Office.

Suspension/Dismissal

Students in the Social Work Program are subject to the disciplinary rules and academic regulations that govern all students at Capital University. The student is responsible for knowing these rules and regulations ([Office of the Registrar](#)). Students may confer with the academic advisor, BSW Program Director or the Associate Provost and Title IX Coordinator ([University Student Handbook](#)).

BSW Program Policies and Services

Academic Advising

An academic advisor from the program will be assigned to each student.

The student will be responsible for:

- Their academic decisions and actions.
- Planning their academic program of study, including scheduling and progress toward the degree.

- Their academic standing.
- Being knowledgeable about the Student Handbook, Capital Bulletin, MyCap, and policies and procedures concerning university or program regulations and degree requirements.
- Maintaining personal records of academic progress, work and achievements.
- Being prepared for academic advising sessions with all necessary materials.
- Consulting with their advisor in a timely manner.

The Academic Advisor will be responsible for:

- Assisting in the planning of the academic program of study.
- Assisting in providing information concerning academic regulations, course requirements, prerequisites, and graduation requirements.
- Acting as a mentor.

STUDENTS RIGHTS AND RESPONSIBILITIES

ACADEMIC INTEGRITY POLICY

At Capital University, all students are expected to be responsible members of a learning community and to know the Academic Code of Conduct. Although ultimate authority for addressing issues of student misconduct rests with the President, they delegate disciplinary authority to the Provost/Vice President of Learning to appoint a Director of Academic Integrity. The Academic Integrity Policy is administered by the Academic Standing and Student Affairs Committee (ASSA) and its Director under the auspices of the Provost's office. The Academic Integrity Policy is academic in nature and thus encourages education on issues of academic integrity in addition to ensuring that the policy is followed throughout the community. The Faculty created the framework for the Academic Integrity Policy and the Academic Integrity Board. The extension of this policy covers all undergraduate and graduate programs of the University.

POLICY

Capital University affirms the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding of and appreciation for academic integrity. Academic Integrity engenders trust that a student's work submitted to faculty or university personnel for academic evaluation will be the student's own. Students are expected to be honest and ethical in their academic endeavors when incorporating the intellectual ideas of others to support their academic work. A violation of Academic Integrity is considered to be any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

VALUES

Capital University, building on the principles of The Center for Academic Integrity (CAI) defines academic integrity "as a commitment, even in the face of adversity, to five fundamental values":

1. **Honesty:** An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
2. **Trust:** An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

3. **Fairness:** An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.

4. **Respect:** An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.

5. **Responsibility:** An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.

Capital University requires all students to cite or reference the source of any work or ideas being represented in their work to avoid being charged with academic misconduct. The guiding principles of citing sources include the following:

- Honesty: Acknowledging that the words or ideas are not originally yours, as well as giving credit to the originator;
- Critical Thinking: Encouraging students to clearly represent their thoughts, ideas, and opinions with supporting evidence from the recognized work of others;
- Evidence: Providing support from other sources for your thoughts; and
- Guidance: Enabling the interested reader to locate the information in question.

Academic Code of Conduct

Capital establishes expectations, policies, and procedures that are designed to protect individual freedoms and build an ethical and just community of learners. The Academic Code of Conduct outlines the expectations for student conduct on our campus and within our community.

Academic work comprises all activities including (but not limited to) examinations, tests, assignments, group work, projects, and presentations. Academic work also incorporates timeframes of before, during, and after an academic activity. Academic honesty means the use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom related activities.

Any student or group of students found to have committed or attempted to engage in the following misconduct is subject to intervention and conduct action. Below are types of academic misconduct with examples of each. Please note that this list is not exhaustive.

- Alteration or attempted alteration of University documents
- Entering a University building or office for the purpose of obtaining an administered or non-administered test
- Obtaining unauthorized digital access to an administered or non-administered test or course assignments
- Any unauthorized action taken for the purpose of changing a grade or grade record
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic record of the University that relates to grades
- Forgery of an instructor's signature on a letter of recommendation or any other document

- Submitting an altered transcript of grades to or from another institution or employer
- Putting your name on another person's exam or assignment
- Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process

Cheating

An act or an attempted act of deception by which a student seeks to misrepresent that one has mastered information or a skill on an academic evaluation instrument, such as (by example, not limitation) a test, exam, or quiz, that has not in fact been mastered.

- Copying or attempting to copy from another student's examination paper or assignment
- Communicating answers with another person during an exam.
- Allowing another student to copy from your examination paper, text, quiz, or similar evaluation instrument
- Unauthorized use of a course textbook or other materials, such as (by example, not limitation) a notebook, to complete an examination or other assignment
- Collaborating on an examination, test, quiz, or other project with any other person(s) without authorization
- Using or processing specifically prepared materials during an examination such as (by example, not limitation) notes, formula lists, notes written on the students clothing, calculators, and/or smart devices, that are not authorized
- Taking an examination for someone else or permitting someone else to take an examination for you
- Submission of the same assignment for more than one course without prior approval of all the instructors involved
- Stealing, buying, or otherwise obtaining all or part of an administered or non-administered examination
- Selling or distributing all or part of an administered or non-administered test, including questions and/or answers
- Buying or otherwise acquiring in any way a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and submitting it as your own work to fulfill academic requirements
- Selling, distributing, or otherwise supplying in any way a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic artwork to another

Collusion

The act of collaborating with someone else on an assessment exercise that is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism (Maguire, 2003). Below are some examples:

- Unsanctioned collaboration with another person or persons in preparing any academic work offered for credit.
- Bribing a person to obtain an administered or non-administered test or any information about the test
- Online exams
- Lending your assignment to another student(s)

- Any member of the group project shares submitted work with another group
- Allowing others to copy your work or share your answer to an assessment task
- Allowing someone else to write or edit your work (except for the use of a scribe approved by the Office of Accessibility Services)
- Writing or editing work for another student
- Offering to complete work or seek payment for completing academic work for other students.

Departmental or course regulations

- Violation of course rules
- Violation of program regulations

Disturbances in the classroom

Disturbances in the classroom can also serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community. Below are some examples of events that may violate the Student Code of Conduct:

- Interference with the course of instruction to the detriment of other students
- Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech
- Failure to comply with the instructions or directives of the course instructor
- Phoning in falsified bomb threats
- Unnecessarily activating fire alarms

Fabrication/Falsification

Using “invented” information or falsifying research, data, or findings with the intent to deceive, such as the following:

- Citing information not taken from the source indicated: misleading documentation of secondary source materials
- Listing sources in a bibliography not directly used in the academic exercise
- Submitting lab reports or clinical data that contains fictitious/falsified information;
- concealing/distorting the true nature, origin, or function of such data

Misrepresentation

Misrepresenting or misusing one’s relationship with the University, including the following:

- Falsifying, misusing, omitting, or tampering with information such as test scores, transcripts, or letters of recommendation
- Altering, changing, forging, or misusing academic records regarding oneself or others
- Failing to be fully cooperative and truthful if one is interviewed regarding an alleged violation of academic integrity
- Signing in, swiping in, or logging in as someone else or permitting someone to sign in, swipe in, or login for you in any academic setting such as, but not limited to, classes or common exams
- Reporting a false accusation of an academic integrity violation

Plagiarism

Plagiarism occurs when you represent the work or ideas of another person as your own. Some examples of plagiarism include the following:

- Quoting verbatim another person's words (published or unpublished) without acknowledgement of the source
- Paraphrasing another person's idea(s), opinions, or theory(ies) without giving sufficient reference
- Including facts, statistics, or other illustrative materials that are not common knowledge without acknowledgement of the source; students are expected to clarify with their instructor appropriate criteria for "common knowledge"
- Submitting another person's term paper, essay test answer, computer program, and/or project as one's own
- The presenting of one's own previously published work as though it were new; referring to your work from previous classes or assignments without appropriate citation
- Unauthorized use of A.I. as per course syllabus

Sabotage

The unauthorized interference with, modification of, or destruction of the work of others. Examples include but are not limited to the following:

- Acts that deny others access to scholarly resources or deliberately impede the progress of
- another student
- Tampering with laboratory experiments or research
- Giving misleading information
- Knowingly deceiving other members of a project team or group
- Disrupting class work
- Making library material unavailable to others
- Altering the computer files of another
- Unauthorized Use of an Electronic Device
- Using an unauthorized electronic device during a testing period for any reason

Use of AI

The College Academic Standing/Student Affairs (ASSA) Committee has determined that un-authorized use of ChatGPT or Artificial Intelligence to complete class assignments is already covered under the Academic Integrity Policy. You may not use ChatGPT or other AI tools to complete assignments in this class. EXCEPTIONS ARE MADE BY THE INSTRUCTOR, which may include in-class activities or other relevant assignments as per the syllabus. If you use Google Scholar or other search engines to access peer reviewed journal articles or scholarly work, use APA Manual guidelines to synthesize, disseminate, and cite primary sources.

Why does this policy create rigid limits on the use of AI. The work you off load to AI creates a gap in the learning process. Higher Order Thinking is enabled by your own reading of materials, taking time to consider the content as it is applied to your

discipline/vocation is part of professional development. Synthesizing the information and being able to recall, reason, and be familiar with the primary source of information does not occur using AI. The paired association between quick access to an assignment outcome creates a reliance or dependence and your brain is negatively impacted over time. Critical thinking and reasoning, problem solving, investigating, understanding the origin of information, and creating your own voice to communicate is crucial in learning and professional development [Harvard Business Publishing, Education \(2024\)](#)

For further information please refer to Capital University Student Handbook.
<https://www.capital.edu/media/xd4pabhs/student-handbook.pdf>

STUDENT RIGHTS REGARDING GRIEVANCES/PROCEDURES

Social Work Program

Within the Social Work Program, the following process has been established to allow students to resolve differences before engaging in the university grievance process. (See following section)

- In cases where the student is deemed unsuitable for the social work major, the student has the following steps they can take:
 1. Submit *in writing* to the BSW Program Director reasons for disagreement with the removal action; send copies to the Chair of Social Work Department.
 2. The Chair of the Social Work Department will give a written response to the student, with copies to other university officials as noted above, within seven (7) working days of receipt after conferring with the Social Work Program faculty.
 3. If the student is still in disagreement with this response, a meeting with the department Chair, and the Associate Provost will be scheduled by the student. The student, the Social Work Program Chair, and Associate Provost may request additional documentation to be included in the file for this action. The Associate Provost makes a final decision.
 4. If the student is not satisfied with this decision, they may follow the appeal process outlined in the university handbook.

TITLE IX – SEXUAL HARASSMENT, DISCRIMINATION, AND MISCONDUCT

Yochum Hall
614-236-6904

titleIX@capital.edu

<https://www.capital.edu/about/title-ix-and-sexual-harassment/>

Capital University is committed to ensuring a safe environment free of discrimination on the basis of sex, including sexual misconduct and harassment. If you have experienced an incident of sex or gender-based discrimination, harassment, or sexual misconduct, we encourage you to report it. Capital University faculty are committed to supporting students, and all University faculty are “responsible employees” of the University and must report incidents of sex- or gender-based discrimination, harassment, and sexual misconduct of the Title IX Coordinator, Deanna Wagner. Reporting options (including anonymous options), campus resources, confidential support contact information, supportive measures and community resources

can be found here: <https://www.capital.edu/about/title-ix-and-sexual-harassment/>.
Please contact titleix@capital.edu with any questions.

DIVERSITY AND INCLUSION

Student Union

614-236-6181

odi@capital.edu

www.capital.edu/diversity-and-inclusion

Capital University wants to know you and cultivate a college experience that accepts, respects, and celebrates you. Diversity and Inclusion provides educational and cultural leadership for university initiatives aimed at supporting and developing a diverse and inclusive community.

Dismissal

The Social Work Department reserves the right to dismiss any student at any time with good cause. Notification of dismissal is sent in writing from the Office of the Department Chair.

Equal Opportunity Policy

Capital University admits qualified students regardless of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin in admission, employment, programs, services or activities.

Persons having inquiries regarding compliance with Title VI, Title IX or Section 504 may contact University Counsel at 614/236-6425 or the U.S. Department of Education.

Graduation Requirements

Formal graduation ceremonies are scheduled once a year, at the end of the spring semester. To qualify for graduation, candidates must have a cumulative GPA of at least 2.5 after completing the requisite 124-credit hours. All candidates must complete an application for graduation, available online from the Registrar's Office during the semester BEFORE the one in which they plan to complete their course work.

The application for graduation will prompt a program evaluation regarding eligibility for graduation. Details regarding the commencement exercises are sent to students in the early Spring. Diplomas are awarded at the end of each semester; however, formal graduation ceremonies are held only at the end of spring semester.

Incompletes

A grade of Incomplete indicates that work has not been completed by the end of the semester or module due to circumstances beyond the student's control. An Incomplete is student initiated. If the Professor thinks the situation warrants an Incomplete, an Incomplete form will be filed with the Registrar's Office. To remove the "I" grade, the student must satisfy conditions set-up by the Professor within the specified time table and a new grade must be submitted to the Registrar no later than eight weeks after the last day of the semester or the Professor's discretion in which the student enrolled in a full term course (15 weeks) or three weeks after the conclusion of a modular course (7

weeks). If an Incomplete grade is not removed on or before these dates, the student will receive an “F” (Failing Grade) for the course.

Leave of Absence

A student may find that it is not possible to participate in social work course work for a period of time. In such cases, a Leave Status form must be filed through the Registrar Office for each term of leave including summer. A student can be on leave for two consecutive terms without penalty only if the appropriate forms have been completed and submitted to your advisor. By filing this leave form, the student continues to receive communications. This leave of absence does not apply to students with non-degree status.

If a student remains on leave for a third consecutive term, or if no “leave status” form is filed, the student must be readmitted to the University and the Social Work Department. The student readmitted to the University and Social Work Department will reenter under the current policies and procedures, which may differ from the original policies and procedures. Course work that is completed four or more years previous to readmission must be evaluated by the faculty at the time of readmission.

Readmission to the University

Candidates who officially withdraw from the program, have been on official leave for more than two consecutive terms and subsequently wish to return, or who fail to submit a leave form, must seek readmission through normal admission procedures. If a candidate does not register for any classes for three consecutive semesters, that candidate will be regarded as having withdrawn from the program, unless good cause can be shown. Readmission, after withdrawal, requires completion of a new application form, payment of the application fee and a current review as to whether the re-applicant meets current admissions standards. Thus, application for readmission does not guarantee acceptance.

Readmission must be approved by the Registrar in consultation with the Associate Provost and is subject to clearance from the Finance Office. Students applying for readmission who have been suspended must have the approval of the Academic Success & Student Affairs (ASSA) committee. Individuals who have been dismissed from the university must also have the approval of the Provost. The readmission process must be completed prior to the first day of classes in which the student wishes to re-enroll. Students are subject to the degree requirements in effect at the time of readmission.

Attendance and Participation

Students in the Capital University BSW Program are expected to attend, engage, and participate in their courses as per course syllabi. In cases of emergency, family crisis, illness, or other unforeseen circumstances that fall within the acceptable excused absence requirement by the University, please notify the instructor before class and bring the proper documentation to the next class.

Federal Credit Hour

Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than – (1) One hour of classroom or direct faculty instruction and

a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Academic Resources

Directory of Offices

The post office address of the university is:

Capital University
1 College and Main Street
Columbus, Ohio 43209-2394.
614-236-6011.

- **Adult and Graduate Education** Admissions are managed through the Adult and Graduate Education office; application requests, program and degree information, registration, course withdrawal or leave of absence – 614-236-6996
- **Bookstore** – 614-236-6116.
- **Career Development** – 614-236-6606.
- **Center for Excellence in Learning and Teaching (CELT)** – 614-236-6327
- **Social Work Department** – 614-236-6315
- **Finance Office** – student financial accounts, payment plans and general financial information, 614-236-6123.
- **Financial Aid** – financial assistance, including scholarships, grants, loans and part-time employment. 614-236-6511.
- **International Education** – program information about study abroad and admission information for overseas students, 614-236-7102.
- **Law School** – program, admissions, degree information, catalog requests. 614-236-6500.
- **Media Relations and Communication** – 614-236-6945.
- **Office of Diversity and Inclusion** – 614-236-6181.
- **President** – general interest of the university, 614-236-6908.
- **Publications and Marketing** – 614-236-6196.
- **Registrar** – student academic records, transcripts, graduation requirements and veterans' affairs, 614-236-6150
- **Sports Information** – athletic event publicity and publications 614-236-6174.
- **Student Activities** – 614-236-6901.
- **Student Affairs** – student services 614-236-6611.
- **Vice President for Academic Affairs/Provost** – general academic matters, 614-236-6108.

Academic Success

Academic Success provides valuable support services and resources for students as they study and work to meet their academic goals. Regular drop-in and appointment

hours are available for the Math, Science, Writing, and Advising Centers. Students can schedule an appointment ahead of time by calling Academic Success at 614/236-6327, e-mailing [/academicsuccessws@capital.edu](mailto:academicsuccessws@capital.edu), or stopping by the Academic Success location on the second floor of Blackmore Library. You may also visit the webpage at: <https://www.capital.edu/academics/academic-resources/academic-success/>

Students with Different Abilities

Capital University welcomes individuals with disabilities to be an integral part of the university community. To ensure access, and in accordance with Title III of the Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973, Capital University provides reasonable accommodations and support services to qualified individuals with different needs as defined by ADA.

Accessibility Services (AS) provides individualized services for students, faculty/staff, and other community members with disability related needs. Service areas include admissions, academics, housing, employment, facilities accessibility, and social/personal issues related to disability. Individuals with disabilities who wish to receive services from AS are responsible for disclosing their disability to AS and should complete the registration process at least 6 weeks prior to the desired start date for most services.

The forms can be located in the Office of Accessibility Services or online at <https://www.capital.edu/about/accessibility-services/>. Questions may be directed to Accessibility Services by calling 614/236-6611 or by e-mail accessibilityservices@capital.edu.

Capital University Gear Shop

The University bookstore, located on the first floor of the Campus Center, most academic supplies, personal care products, greeting cards, souvenir T-shirts and other gift items.

Textbooks are available through Capital University Gear Shop.
<https://capital.ecampus.com>

Library and Information Technology

The Blackmore Library, named for Capital's 12th president, Josiah H. Blackmore, supports classroom activities and independent learning by Capital University students.

The staff of the Blackmore Library is committed to the academic success of all Capital students. The library demonstrates this commitment with a wide range of services and resources. Library instruction is provided in various formats, including in-class sessions, personalized appointments and streaming video tutorials available on the library web page. Professional librarians staff the Reference Desk. Questions may be submitted via email to refdesk@capital.edu, by telephone 614-236-6351 or text 614-541-2767.

The library website is the gateway to a robust collection of online resources available 24/7. These include hundreds of research databases that are accessible on campus and off campus. Library resources include e-books, e-journals, DVDs, and CDs as well as traditional library materials.

The Blackmore Library is an information commons style library. Students can locate books, articles, and then write their papers on the library computers. Food and drink is permitted in all areas of the library, and there are vending machines in the 24-hour study area for snacks and beverages.

The Office of Information Technology, located in the first floor of Blackmore Library, provides services involving telecommunications, computer labs, service desk, instructional technology and academic support, ID services, website management/development, classroom/multimedia support, network/user account administration, and security and incident response. All computer, telephone questions or requests should be directed to the I.T. Service Desk by phone: 614/236-6508 or by e-mail at helpdesk@capital.edu.

Capital University has three I.T.-run computer labs on campus located in the lower level of Blackmore Library, the Campus Center and Battelle Hall. In addition, there are satellite labs located in each of the four residence halls, which are open 24 hours a day. The computer equipment located in the computer labs is networked and uses integrated software. This allows students direct access to e-mail, the Internet, and various software applications, such as word processing, spreadsheets and presentation software.

Student Life and Student Services

Harry C Moores Student Union

The Harry C. Moores Student Union is a multipurpose university facility for members of the campus community and their guests. The center is the focal point of many campus activities including dining, student and community engagement, meeting rooms, student organizations, residence life, mailroom, Capital University Gear shop, Cap Cupboard and Closet among many other student services.

Campus News

The campus newspaper, *The Chimes*, is published once a week. The new edition is available throughout campus each Thursday. *The Chimes* will keep you informed about campus-wide events and activities. Pick up a copy – it's free!

Capital Center

A state-of-the-art facility with a 2,200-seat performance arena, an indoor track, multipurpose forum, a fitness center, and classrooms. The adjacent Bernlohr Stadium has seating capacity for 3,400 people. The Capital Center hosts athletic events, commencement activities, convocations, rallies, concerts and other gatherings of the Cap Family and the Bexley community.

The Capital Center provides opportunities for intramural activities and athletics including a track and field program for men and women.

Religious Life

As an institution of the Evangelical Lutheran Church in America, Capital University believes that the religious, social, racial and ethnic diversity of the campus community is an ideal environment in which to celebrate with the implications of the Gospel of Jesus Christ.

While the tradition and heritage of the university is distinctively Lutheran, all religious programming is governed by the principle that different groups of believers will do everything together that they can, and respectfully do separately those things that their doctrines and traditions do not encourage them to do together.

In this spirit, Capital offers Sunday worship, Wednesday chapel, Thursday evening worship, Biblical and life education opportunities, service opportunities and pastoral counseling in a cooperative, ecumenical way. There are also regular opportunities for distinctive experiences (Lutheran Eucharist, Catholic mass, etc.). Capital is committed to the development of the whole person and a whole community.

ADVISING INFORMATION

The procedures for academic advising within the Social Work Program are consistent with those of the university. The basic goals for advising policies and procedures are: that students know what courses are available within the Department and supporting areas, what courses they are required to take, and the amount of time and commitment needed in their study process. Students are advised on alternatives and the consequences of their choices. The Social Work Program is not designed to limit a student's program but rather to encourage individual program planning to meet student academic need. Students, in selecting courses, are encouraged to talk with the instructor before the course is taken to assess whether course objectives, assignments or projects and teaching style will meet the student's needs. Students, who express interest in other academic fields such as Art, Business, Theology, etc., are encouraged to take courses within that area and/or to consider a double major, or an academic minor.

Student Representative on The Community Advisory Committee

The president of the Student Social Work Association is a member of the Social Work Program Advisory Council. The student's task is to suggest ways that the curriculum can better meet the needs of educating social work practitioners for agency and community work. Other student(s) may be invited to participate, particularly students who may increase diversity and represent the program's ACE student population.

Student Evaluation of Courses, and Instructors

The Social Work Program uses the standard IDEA evaluation form to provide formal evaluation of courses and instructors each semester. Because of the focus on teaching excellence in the Social Work Program, IDEA's are evaluated each semester and courses/teaching developed to integrate this feedback. Because of the relationship between the social work faculty and students, informal evaluation also takes place in discussions about classes and student's progress

Professional Development/Employment Assistance

Capital University's Office of Career Development, as well as the Social Work Program, provide employment assistance and graduate school information.

<https://www.capital.edu/student-life/career-development>

During social work field experiences/instruction, students learn how to apply to take the social work licensure exam, search for jobs, and prepare for employment. An informal network with area agencies and alumni regarding job openings and employment opportunities is maintained by the department and is regularly used to link students with opportunities.

Student Social Work Association

The Student Social Work Organization (SSWA) is a student organization open to all social work majors as well as any student who is interested in social work. SSWA is officially recognized as a student organization by the Capital University Student Government Association. SSWA members participate in many community activities, some of which are carried out in collaboration with local social service agencies and with other student organizations. Examples of community projects include used clothing drives, Thanksgiving and Christmas offerings to individual families, working with the homeless, and hunger awareness. SSWA students also participate in program activities such as Accreditation site visits. The SSWA constitution is located on the social work program's Web Site

Honors/Awards

Capital University's Upsilon Chapter of Phi Alpha *National Social Work Honor Society Student Membership* is open to students at the end of their first semester of their senior year. Eligibility is based upon student achievement of a **3.3 Overall GPA** and a **3.5 Social Work GPA**. Social work faculty review student transcripts to determine eligibility. The social work faculty, with the SSWA, holds a spring banquet to recognize new members of the honor society.

Undergraduate Scholarship Opportunities

Students are provided opportunities to participate in scholarly activities, many times interconnected with field. Faculty mentors and university funding support student development. For example, social work students have presented at local, state, and national professional meetings, including the Ohio College Association of Social Work Educators (OCASWE), CSWE – Annual Program Meeting, and the National Council on Undergraduate Research (NCUR). For 29 years Capital University has showcased undergraduate scholarship through the *Annual Symposium on Undergraduate Scholarship* and 9 years of *Graduate Research Forum*.