



THE UNIVERSITY OF  
**CHICAGO**

SCHOOL OF SOCIAL SERVICE ADMINISTRATION

## INTRODUCTION

SSA faculty, staff, and returning students join in welcoming you to SSA and the University of Chicago. We hope that your time with us will be both satisfying and rewarding.

This handbook provides current information about the School: its policies and practices. It should be used as a supplement to the *Student Manual: University Policies and Regulations* (<http://studentmanual.uchicago.edu>). The SSA Student Handbook does not repeat material in the University's Manual, nor information on curriculum, degree requirements, and other matters described in the School's *Announcements*. Doctoral students will also receive the *Manual for Doctoral Students*.

In Autumn Quarter, an *SSA Directory* will be published and the new *Announcements* will be available.



**STUDENT HANDBOOK**  
**2011-12**  
**TABLE OF CONTENTS**  
**(Need to re-paginate depending on final format)**

<b>THE MISSION OF THE SCHOOL .....</b>	<b>1</b>
<b>GOVERNANCE OF THE SCHOOL.....</b>	<b>3</b>
<b>STANDING COMMITTEES OF THE SCHOOL .....</b>	<b>4</b>
<b>REQUIRED AND ELECTIVE COURSES .....</b>	<b>4</b>
<b>GRADING AND EVALUATION .....</b>	<b>6</b>
<i>I. Policy for Grading in SSA .....</i>	<i>6</i>
<i>II. Appeal Procedures .....</i>	<i>11</i>
<i>III. Policy for Classroom Evaluation and Written References.....</i>	<i>13</i>
<i>IV. Leaves of Absence.....</i>	<i>15</i>
<b>FINANCIAL AID: EDUCATIONAL LOANS AND SCHOLARSHIPS .....</b>	<b>23</b>
LOANS .....	23
SCHOLARSHIPS: PROCEDURES AND GUIDELINES .....	23
SCHOLARSHIP AID AND STUDENT EARNINGS .....	25
<b>FIELD INSTRUCTION.....</b>	<b>25</b>
FIRST YEAR FIELD WORK: FULL-TIME STUDENTS.....	26
SECOND-YEAR FIELD WORK: FULL-TIME STUDENTS .....	26
EXTENDED EVENING PROGRAM – FIELD WORK .....	27
FIELD WORK PERFORMANCE.....	28
REQUESTING A FIELD PLACEMENT CHANGE .....	28
PROCEDURE FOR STUDENTS REQUESTING A FIELD PLACEMENT CHANGE .....	29
DISCLOSURE OF STUDENT STATUS TO CLIENTS.....	30
CRIMINAL OFFENSE RECORD INVESTIGATION AND FIELD PLACEMENT ASSIGNMENTS .....	31
RISK MANAGEMENT.....	31
<b>STUDENTS WITH DISABILITIES .....</b>	<b>32</b>
<b>ADVISING SYSTEM.....</b>	<b>33</b>
<b>THE LIBRARIES.....</b>	<b>33</b>
INTRODUCTION TO THE SOCIAL SERVICE ADMINISTRATION LIBRARY .....	33
LIBRARY STAFF AND SCHEDULE OF HOURS.....	34
REGENSTEIN SERVICES FOR SSA STUDENTS .....	35
<b>STUDENT ACTIVITIES .....</b>	<b>35</b>

FINANCIAL SUPPORT OF STUDENT ACTIVITIES.....	37
OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS.....	37
CAMPUS EVENTS .....	37
<b>USE OF SSA BUILDING FOR STUDENT-SPONSORED ACTIVITIES .....</b>	<b>38</b>
<b>STUDENT MEMBERSHIPS.....</b>	<b>38</b>
NATIONAL ASSOCIATION OF SOCIAL WORKERS.....	39
SOCIAL SERVICE REVIEW .....	39
<b>CAREER SERVICES .....</b>	<b>40</b>
SSA OFFICE OF CAREER SERVICES .....	40
UNIVERSITY OFFICE OF CAREER ADVISING AND PLANNING SERVICES (CAPS).....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>STUDENT RIGHTS AND DISCIPLINARY PROCEDURES.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ACADEMIC HONESTY .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
UNIVERSITY ALCOHOL POLICY.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
UNIVERSITY NON-SMOKING POLICY .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>MISCELLANY.....</b>	<b>60</b>
STUDENT HEALTH SERVICES .....	60
CHICAGO CARD .....	61
CNET IDs AND EMAIL ACCOUNTS. ....	62
SERVICES AVAILABLE AT THE PRODUCTION ROOM.....	62
LOCKERS.....	62
MAIL AND MESSAGES.....	62
BULLETIN BOARDS AND NOTICES .....	63
TIME SCHEDULES.....	63
BOOKSTORES IN HYDE PARK .....	63
EATING FACILITIES .....	63
CAMPUS BUSES.....	64



## The Mission of the School

This statement of purpose, adopted in 2007 by the faculty of the master's degree program at the Chicago School of Social Service Administration, the University of Chicago establishes the commitment and direction of the School.

The University of Chicago School of Social Service Administration is dedicated to working toward a more just and humane society through research, teaching, and service to the community. As one of the oldest and most prestigious graduate schools of social work, SSA prepares working professionals to handle society's most difficult problems by developing new knowledge, promoting a deeper understanding of the causes and human costs of social inequities, and building bridges between rigorous research and the practice of helping individuals, families, and communities to achieve a better quality of life

All helping professions attract individuals committed to taking action on behalf of others. Two characteristics combine to distinguish graduates of the School of Social Service Administration from those trained in other helping and administrative disciplines:

(1) SSA graduates have learned that the foundation of effective service is an understanding of the person-in-environment. Individual distress occurs in a social context involving the interaction of biological, psychological, familial, economic, and cultural factors. Effective helping requires a broad and imaginative perspective on the context and dimensions of need and on the range of possible responses. In most cases, alleviating distress requires an emphasis on helping individuals and families acquire the resources, skills, and authority to secure adequate solutions to their own problems. Some cases require an emphasis on individual and intra-familial dynamics calling for brief interventions or for sustained emotional support and psychotherapy.



(2) SSA graduates understand that whatever the focus of their practice—direct service, community development, agency management, policy analysis or research—their activities are informed by an appreciation of service in society. Social workers and social administrators must have a critical awareness of the web of institutional relationships linking efforts to promote individual well-being with the formation and evolution of social policy. The organizational, political, economic, and social forces that shape their work are, in turn, potential avenues by which they can influence social policy decisions. Social welfare professionals must be able to scrutinize the assumptions, values, theoretical frameworks, and evidence on which service delivery and social policy are based, and from this analysis develop strategies to promote social well-being. SSA graduates are thus agents of social change, as well as advocates for the alleviation of individual distress.

This level of achievement in understanding and skills necessary for successful careers challenges both teacher and student. Yet the continuously changing nature of careers in clinical social work and social administration requires the adoption of such ambitious educational goals. Historically, social welfare professionals have been motivated by a commitment to help those in greatest distress through public and private welfare systems. The concepts of vulnerability and need have come to encompass the poor and those in precarious circumstances; the mentally and physically disabled; children and families with impaired capacities for successful growth and development; elderly people whose capacities for independent living are similarly impaired; young people with problems at home, school, or in their communities; individuals whose behavior is self-destructive or harmful to others; those who lack skills for any but the most rudimentary jobs; victims of crime, discrimination, violence, and serious illness; and residents of deteriorating, poorly-served communities and neighborhoods. The concept of alleviating need has also been broadened to include prevention as well as treatment. Graduates of SSA engage in the prevention of distress and the promotion of well-being on several levels: through education and direct service to individuals, families, and groups in



public and private agencies and community organizations; through assistance to communities in acquiring resources and authority; through supervision, management, and leadership of social organizations; through the design and implementation of public policies at federal, state, and local levels; and through research on issues of social practice and social policy.

Most graduates assume positions of increasing responsibility and opportunity for leadership. Breadth of perspective, adaptability to change, and conceptual, analytical, and organizational skills are critical to their success. The School seeks to attract students who desire positions of responsibility and leadership in social welfare and to equip them for effective work toward achievement of a just and humane society.

### **GOVERNANCE OF THE SCHOOL**

The University's structure provides the context within which governance of SSA takes place. The structure set forth in the University Statutes describes the responsibilities delegated by the Board of Trustees to the University President, the several deans, and the various faculties on campus. A copy of the Statutes is available for reference at the Office of the Dean of Students.

Governance and policy formation require the participation of those who by virtue of their position, perspective, or expertise can be expected to make valuable contributions. Particularly important to policy formation and decision making at SSA are the contributions of the School's faculty, administrative officers, and students.

The accomplishment of these functions requires the development of mechanisms capable of performing them. At SSA, a carefully planned committee structure provides such a mechanism. SSA committees are therefore the major instruments for securing joint participation and communication among faculty and students on policy matters. Membership in school standing committees dealing with issues of concern to faculty and students is open to both faculty and students.

Policy decisions referred from the individual committees to the faculty body for final enactment are those which:

- a. Affect the welfare of the entire School or involve the functioning of several committees in major ways;



- b. Require long-term policy directly affecting future generations of participants; or
- c. Contain major differences of opinion that remain unresolved.

For such matters, the faculty, as the statutory ruling body of the School, is empowered to enact policy. Student attendance at faculty meetings is limited to those occasions when a standing committee is presenting a report to the faculty. Student members of committees transmitting recommendations regarding policy decisions to the faculty are invited to attend and participate in that portion of faculty meetings during which those recommendations are discussed.

### **STANDING COMMITTEES OF THE SCHOOL**

A list of the School's standing committees, including a statement about their duties, is available in the Office of the Dean of Students.

The Dean appoints committee chairs and faculty members. The Board of the SSA Student Government Association appoints student members to specific committees as it chooses. In performing this function, the Board collaborates with the other student associations when appropriate. Committee appointments are made promptly at the beginning of the academic year and committee work begins immediately.

### **REQUIRED AND ELECTIVE COURSES**

#### **I. Required Course Section Assignment**

The Office of the Dean of Students makes section assignments for core courses. Students are given the opportunity to indicate section preference in some concentration courses. The student's section preference is respected whenever possible. The Dean of Students makes the final assignment of sections at registration. Any student who wishes to have her or his course section assignment reviewed must request such a review in writing from the Dean of Students.

#### **II. Waivers of Required Courses**



Core courses and concentration courses are required for graduation. Because of varied academic backgrounds, some students may have mastered the content of certain required courses. In such instances, students may request waiver of certain individual courses and choose an elective in its place. Students may then substitute another course for the required course to fulfill the 18-course requirement for a degree from the University. Request for waiver of required courses must be made in writing to the area Chair of the course. The instructor will evaluate the student's request and forward his/her recommendation for waiver to the Dean of Students. Petition forms for requesting waivers are available in the Office of the Dean of Students.

Core Courses:

SSA 30000 - waiver not possible

SSA 30100 - waiver not possible

SSA 30200 - waiver possible; advanced sections available

SSA 32700 - waiver possible; advanced sections available

SSA 4xx (Human Diversity Course Selection) - waiver not possible

Concentration Courses:

Clinical Practice

SSA 44500 - waiver not possible

SSA 4xx (Advanced HBSE) - waiver possible

SSA 4xx and 4xx (Clinical Sequence) - waiver not possible

SSA 4xx (Second Clinical Method) – waiver not possible

Social Administration

SSA 45400 - waiver possible

SSA 46700 - waiver not possible

SSA 46800 - waiver not possible

SSA 48500 - waiver not possible



Students must register for three quarters of the first year field practicum and three quarters of the second or concentration field practicum. The Core and Concentration Field Practica may not be waived.

III. Elective Courses

Students may choose their elective courses from any graduate department or school within the University if they are eligible to register for specific courses and if each course is relevant to their graduate studies at SSA. Eligibility relates to matters of prerequisites or other restrictions that may be attached to specific courses. Any such restrictions will be noted in the official University Time Schedule available online at <http://timeschedules.uchicago.edu>. Questions regarding relevance should be discussed with one's academic advisor or the Dean of Students. Only courses numbered 300 or above may be taken by graduate students without specific written approval of the Dean of Students.

IV. Transfer of Credits

Students are permitted to transfer one full year of work from another accredited master's program in social work if the work was done within three years of the application for transfer. Applications for transfer must include successful completion of the first year core required courses and the first year practicum. Individual courses from other institutions are not accepted for credit toward the master's degree at SSA. SSA neither awards nor transfers life experience credit.

## GRADING AND EVALUATION

I. **Policy for Grading in SSA**

A. Grading Policy for Master's Students

1. Students must take letter grades (A, B, C, D, or F) in at least 15 of the 18 courses required for graduation. The remaining three courses may be taken on a Pass-D-Fail basis. The



P/D/F system is available in any of the three courses in which the student wishes to use it.

2. All fieldwork grades are Pass-D-Fail. Students must pass their Core and Concentration fieldwork programs to receive the degree.
3. Students who previously withdrew from the School and are now resuming their studies are subject to the current policy. Transfer students who receive nine credits for courses taken outside of SSA must take all their courses for a letter grade.
4. Pluses or minuses may be assigned to all letter grades at the instructor's option.
5. The student must achieve a minimum cumulative grade point average of 2.70 to graduate from the School, and a minimum cumulative grade point average of 2.50 upon completion of the first year of full-time study, or the completion of nine courses, to continue in the School. Computation of the grade point average is based on assigned values to the letter grades as follows: A = 4, A- = 3.7, B+ = 3.3, B = 3, B- = 2.7, C+ = 2.3, C = 2, C- = 1.7, D+ = 1.3, D = 1, D- = 0.7, F = 0, I = 0. The grades P and R are not included in computation of the grade point average.

B. Grading Policy for Doctoral Students

(For more information see the *Manual for Doctoral Students*.)

Doctoral students are expected to maintain at least a 3.0 cumulative grade point average (on a four point scale). A student whose grade point average falls below 3.0 in any three consecutive quarters will be terminated from the program. Grades of P (Pass) will not be counted in the calculation of grade point averages.

- C. The choice of grading system, which will apply in any specific course, is the student's. The student must inform the instructor of each course in writing of his/her decision to take the course for a



letter grade or P/D/F no later than the fourth week of the quarter. Grading policies in other professional schools and departments of the University vary and are not always consistent with those of SSA, particularly with regard to the use of Pass-Fail. Students taking courses outside of SSA are advised to check the relevant grading policy with the course instructor before registering. It should be noted that grading is limited to Pass-Fail in certain courses in other units of the University. Such courses may not be used to meet the 15-letter grade requirement for Master's students.

D. Definition of Use of Grades

The following course marks are used at SSA: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, I, and R. The use of the plus or minus denotes somewhat more or less of the relevant grade as defined below.

- A** Denotes superior performance that is both consistent and outstanding.
- B** Denotes good, steady, adequate performance, with some of the plus values that make for an A. The B student shows understanding and ability to integrate learning and ends the course with a comprehensive grasp of the material.
- C** Denotes acceptable performance that indicates grasp of the essentials of the course and probable ability to complete the next course in the sequence. The mark C denotes lack of the comprehensive grasp and understanding of the B student. The C mark may represent uneven work or steady performance at no more than an acceptable level.
- P** Denotes satisfactory performance (that is, within the A to C range).
- D** Denotes minimum passing grade. The work is marginal, neither clearly acceptable nor clearly unacceptable. The student's grasp of the essentials is in question. The mark D denotes serious doubt that the student can complete the next course in the sequence.



- F** Denotes failure, i.e., unacceptable performance. An F grade clearly demonstrates inability of the student to grasp the essentials or to integrate learning. A grade of F, once recorded, cannot later be changed. Receiving an F grade necessitates registration and payment for an additional course; required courses must be repeated.

A student may not register for a succeeding quarter or graduate if he/she has received F's in two courses or two quarters of field work, with the following exception and condition: two F's received from the same instructor in two interrelated, concurrent courses will be treated as one F; two F's in field work must be in two different field placements with two different field instructors. The faculty liaison may be the same for both field experiences.

- I** Indicates that the student who desires course credit has not submitted all the evidence required for a qualitative grade and has made satisfactory arrangements with his instructor to complete the remaining portion of the work. A mark of I can be given only when the requirements of the course have not been completed due to circumstances beyond the student's control; it cannot be used in lieu of F when the work has not met the standards and requirements set by the instructor.

The student who is not able to complete requirements for the course due to unusual circumstances may request an incomplete by filing a "Request for Grade Incomplete" form (available in the Office of the Dean of Students) with the instructor prior to the end of the quarter. The reason for requesting an incomplete and a plan for meeting the course requirements must be given. Approval of the Request for Grade Incomplete is given at the discretion of the instructor.

The privilege of completing a course marked "I" is limited to the end of the quarter following that in which the



incomplete was granted. If an incomplete is not made up by the student by the end of the next quarter, it will be changed to an F. This policy applies in all four quarters of the academic year, including the Summer Quarter. Students who receive an incomplete in the Spring Quarter must make up their work by the end of the Summer Quarter.

- R** A mark of R (registered) is used only when the student has not submitted evidence of the quality and quantity of his work. Tuition fee is charged for an R, and the course is listed on the student's permanent record. Courses in which the student received the mark R have no credit value in the University. No stigma is attached to the mark R.

The student who wishes to take a course for an R must obtain the consent of the instructor and must register for an R by the fourth week of the quarter. An R, once entered on the student's record for a course, may not be changed.

A student may register for an R only for a course taken in addition to those courses required for the degree.

Courses may be audited under the following conditions:

1. The student must already be registered for a full-time program, i.e., three courses, for which tuition is being paid.
2. The student must have the consent of the instructor in the course to be audited.

There are two primary differences between auditing a course and taking it for an R:

1. No tuition fee is charged for an audit.
2. No official University record of auditing is kept, and no grade is posted by the Registrar for an audited course.

- E.** Time Limit for Withdrawing from a Course



A student may not drop a course after the third week of the quarter without the consent of the Dean of Students.

F. Use of Duplicate Papers for More than One Course

Students are strictly prohibited from submitting for credit the same (or essentially the same) paper (or other such assignment) in more than one course without prior written consent from all instructors involved.

## II. Academic Grievance Procedures

Any registered student may appeal a decision that s/he thinks has unfairly discriminated against her/him. If the student's concerns are actions within the grading policy, the student should first discuss her/his concerns with the instructor(s) of the relevant course(s) or practicum. This needs to be done no later than the quarter after the course is completed. If the matter is not resolved with the instructor(s), or if the student's concern is other than a grading decision, it should be discussed with the Dean of Students. This discussion is confidential.

### Grade Appeal Procedure

#### Informal Appeal

A student who believes that s/he has an error in the grading on any graded material (i.e., assignment, paper, project, examination) in a course should follow the guidelines provided by the instructor for a grade appeal. If the instructor does not provide specific guidelines, the student should use the following process:

1. Discuss the potential grading error with the instructor.
2. Submit a written request for a review of the graded material to the instructor.
3. In both the discussion and the written appeal the student should state clearly and in detail which part of the graded material has a potential grading error, why the student believes there is an error, and what the



correct grade would be. The instructor will review and re-grade all of the material and decide whether or not the grade should be changed. If the instructor decides that a grading error was made, it is the obligation of the faculty to correct that error and increase or decrease the grade accordingly. The final decision rests with the faculty member and only s/he can change the grade.

4. If the matter is not resolved with the instructor or if the instructor does not respond within ten school days, the student can pursue the appeal further by submitting a written request along with copies of correspondence with the instructor to the Dean of Students. If the Dean of Students concludes that the instructor did not fully review the student's request, the Dean will contact the instructor to discuss the re-grade and ensure that the student's request received a fair review. Appeals are limited to a review of the re-grade process and do not include a review of the instructor's evaluation of the re-grade.

#### Formal Appeal Procedure

If the student has completed filing an informal appeal and is not satisfied with the outcome, the student file a formal written appeal with the Dean of Students. The written appeal should specify the nature and particulars of the student's concerns and the reasons s/he thinks s/he has been treated unfairly.

Upon receipt of a formal appeal, the Dean of Students will discuss the matter with the Dean of the School. The Dean of Students may take one of several actions:

- 1) The appeal may be upheld. The Dean of Students will notify the student in writing.
- 2) The Dean of Students may appoint an advisory appeal committee comprised of:
  - a) a faculty chairperson,
  - b) three faculty members,



- c) three students (optional at the discretion of the student filing the appeal), and
- d) the Dean of Students serves ex-officio.

The student will have the opportunity to object to the appointment of any committee member. The Dean of Students may or may not accept such objection.

The Appeal Committee will determine the testimony and evidence that may be presented. Written documentation and testimony will be secured. A hearing may be held at the Committee's discretion or at the student's request. If a hearing is arranged, the student may appear accompanied by a representative of her/his choice.

The Committee reports its findings and recommendations to the Dean of Students. The Dean of Students makes a determination and the student is notified in writing.

- 3) The appeal may be denied. The Dean of Students will notify the student of the decision in writing.

Reference: Student Rights and Grievances, Title IX. Education Amendments of 1972; Education Code Section 76224(a)

### **III. Policy for Classroom Evaluation and Written References**

- A. The classroom faculty may prepare quarterly written evaluations of student performance on all students whom faculty members are able to individualize. Classroom evaluations are submitted by faculty to the Office of the Dean of Students with grade reports.

These written evaluations are part of the student's folder. They are available to students to read and may be photocopied at the student's expense. The classroom evaluation report does not preclude the student-initiated



evaluation described in section B, below. Classroom evaluations are for purposes of educational planning with students and serve as data for references requested by the student.

- B. Students who wish to have a discursive assessment of classroom work--in addition to the course grade and classroom evaluation--may request this of the instructor involved. This form of assessment is entirely at the initiative of the individual student and is dependent upon the instructor's ability and willingness to meet the specific request.
- C. Written Reference
  1. The School does not prepare institutional references. Students may wish to secure individual references from faculty members and/or to establish a credentials file with a personnel service such as Interfolio. More information about this service is available at [www.interfolio.com](http://www.interfolio.com) or at the University Office of Career Advising and Planning Services.

Students may request a copy of their transcripts through cMORE at <http://cmore.chicago.edu>. Students who have paid the Lifetime Transcript Fee may order transcripts at no charge.

2. References by individual faculty members.
  - a. Individual members of the faculty prepare references for students and alumni upon specific request of the student or alumnus.
  - b. The faculty member will make clear the context for which the student is/was known and the range and limitations of the data which serve as basis for the references.
  - c. The faculty member will make clear that the reference does not constitute an "institutional

reference" encompassing the entirety of the student's work at SSA.

#### **IV. Leaves of Absence**

From time to time, circumstances compel students to interrupt enrollment. These breaks in enrollment are formally recognized as leaves of absence (LOA). Masters and Doctoral Degree students who suspend work toward a degree, but who expect to resume their studies at SSA, may petition for a leave of absence. Suspension from enrollment may be granted to help students facing difficult personal circumstances or medical conditions, including childbirth or to allow them to take advantage of opportunities for intellectual development that open up elsewhere. Leaves of absence should not be considered for reasons of convenience or leisure. Students are required to petition in advance for a LOA.

Master's students may take a leave of absence from the program for up to one year (4 consecutive quarters). A request for a leave must be made in writing and include the reason for the leave, the anticipated length, and plans for completing the work upon return. A leave of an additional year may be granted under special circumstances with the approval of the Dean of Students. A letter will be sent to students on leave at the conclusion of the year inquiring about their plans for return. If they do not respond or do not request an extension of the leave, they will be administratively withdrawn from the program and will have to reapply if they wish to be readmitted.

Tuition is only fully refunded if the leave of absence is arranged either at the end of the quarter prior to the leave or by the Friday of first week of the quarter in which the leave is to begin. SSA will not assess student's additional institutional charges and the student is not eligible for additional Federal Student Aid. For the refund schedule, please contact the Bursar's Office or refer to <http://bursar.uchicago.edu>.

Availability of student health insurance, financial aid, access to University facilities, and other issues are covered below.

#### **Categories of Leave of Absence**

##### **1. Leave of absence while in good standing (Voluntary)**



2. Leave of absence while on academic warning or probation (Voluntary)
3. Leave of absence for medical reasons (Voluntary)
4. Administrative leave of absence (Involuntary)

### **Leave of Absence While in Good Standing (Voluntary)**

Most SSA students wishing to take a leave of absence may do so only after completing their first quarter of enrollment. It is required that students meet with and then submit a Leave of Absence Request form to the Dean of Students. Students in good standing will normally receive permission to take a leave of absence for up to four consecutive quarters. Petitions may be granted to extend the leave to eight quarters under extraordinary circumstances. Students may return for any quarter (within the quarter limit) by notifying in writing the Dean of Students at least six weeks in advance of that quarter.

Students are responsible for contacting the University Housing Office and the Student Loan Administration if applicable. Please see the “Financial Aid” section for more information on the latter.

### **Leave of Absence While on Academic Warning or Probation (Voluntary)**

Students placed on academic warning or probation are eligible to apply for a leave of absence under the same conditions as those seeking a leave of absence while in good standing. Students returning on academic probation who fail to meet the minimum expectations will be withdrawn from SSA and barred from further registration for at least one year. If a bar from further registration for an additional year results in a student exceeding the maximum four quarters of cumulative leave from SSA, the student will need to apply for readmission.

### **Leave of Absence for Medical Reasons (Voluntary)**

Students may be granted leave for medical reasons at any time. However, resumption of studies is contingent upon the medical condition being



resolved or managed successfully. In such cases, the Dean of Students may require information from a physician or therapist attesting to the readiness of the student to successfully resume studies.

If a leave of absence for medical reasons lasts more than four quarters, the student's status will be changed to withdrawn. However, before a student is withdrawn, the Dean of Students will seek input from the student to determine whether an additional quarter or two (at most) of leave will enable the student to resolve her or his medical issues enough to successfully resume studies.

### **Administrative Leave of Absence (Involuntary)**

As a community, our first concern is always the health and well-being of each student. To help students achieve their fullest potential and participate successfully in University life, the University provides students with a host of services, including the Student Counseling Service. Sometimes, a student's health or behavior raises concerns about the safety and well-being of the student or others or causes significant disruption to the functioning of the University. Such circumstances may require a decision to place the student on an involuntarily leave of absence. See the *Student Manual: University Policies and Regulations* for information concerning an Involuntary Leave of Absence.

### **Policies for Leaves of Absence (Voluntary and Involuntary)**

While on a leave of absence, students are placed on **inactive status**. Students should review the following guidelines to understand the implications involved.

**Registering for Classes.** Students should not register for classes for the quarter(s) they will be on leave. Students who have registered for classes for the upcoming quarter should immediately drop all classes. Tuition penalties are incurred for dropping a course after the drop/add period.



**Tuition.** For full tuition refund, a leave of absence must be arranged either at the end of the quarter prior to the leave or by the Friday of first week of the quarter that a student is going to be on leave. For the refund schedule, please contact the Bursar's Office and/or refer to <http://bursar.uchicago.edu>.

Students are not charged tuition or fees while on a leave of absence, unless a previous balance remains unpaid and incurs additional late payment fees.

**Financial Aid.** Students receiving financial aid should review their awards with the Student Loan Administration before deciding on a leave of absence. If they are recipients of Title IV loans, they are advised that their grace period for loan repayment may be exhausted should their leave of absence exceed a twelve-month period. A student who has exhausted her or his grace period and is unable to begin repayment may apply for a deferment or forbearance of payment. Failing to return from an LOA may affect the student's loan repayment terms, including the expiration of the student's grace period. Students should contact their loan servicer and the Student Loan Administration for more information.

**Field Placement.** Students on LOA do not attend the field placement. The student will receive credit for the hours completed prior to the leave. These hours will be applied to the total fieldwork hours required to graduate.

**Retaining the University Student Health Insurance Plan (U-SHIP).** Plan participants who go on leave for medical reasons may remain enrolled in U-SHIP at the registered student rate through the remainder of the plan year in which their medical leave of absence was granted (August 31). They are also eligible to utilize the Student Primary Care Service and Student Counseling Service pending payment of the student life fee. For more information, please visit <http://studenthealth.uchicago.edu/studentinsurance/>.



## **University Facilities and Computer Use**

*Athletic facilities* are available to students on leave of absence for a fee.

*Career Advising and Planning Services* resources are generally available to students on leave of absence.

*Library* book borrowing privileges are available for a fee.

*The SSA computer lab* will be available to people on leave, though there may be printing restrictions.

*Email access* continues for two quarters. After one year, all mail files, personal Web pages, and online directory data are deleted.

## **Student Life Fee**

Students do not pay the Student Life Fee while on leave of absence. The only exception is for students taking an approved medical leave of absence. In this instance, if they elect to maintain and pay for the University Student Health Insurance Plan (U-SHIP), they are required to pay for the Student Life Fee in the same quarters.

## **Graduation**

Students on leave of absence may graduate in any quarter provided they have met all graduation requirements, informed the Dean of Students, and applied for their degree by the appropriate deadline.

## **Special Considerations for International Students**

International students must complete a leave of absence form with the Office of International Affairs in addition to with the Dean of Students. They should inquire about documents that will be required upon resumption of studies.



### **Special Considerations for PhD Students**

Leaves of absence can be requested by and granted to students in PhD programs during either the Scholastic Residence or the Advanced Residence stages, subject to the conditions and procedures described in the *Student Manual: University Policies and Regulations* as well as the *Manual for Doctoral Students*. A leave of absence does not extend a doctoral student's eligibility for full-time status in Scholastic and Advanced Residence beyond the total of ten years from entry in the PhD program.

### **Specific Considerations for Students Receiving VA Benefits**

Students receiving VA benefits should speak with the designated Advisor to Veterans in the Office of the Registrar for the University.

### **Taking a Leave of Absence Without Approval**

Students absent from the program for less than five years, who have not been granted a leave of absence, will need to reapply for admission to SSA to complete requirements for the degree. Courses will be evaluated for credit toward meeting existing requirements.

Students absent from the program for five years or more will be required to reapply for admission to SSA and repeat all course work and internships. No credit will be given for previous work toward the degree. If readmitted, they will be eligible for financial aid like other students.

### **Returning After a Leave of Absence**

A student returning from a LOA must resume training at the same point in the academic program that he or she began the LOA.

In the case of a leave granted for medical reasons, the Dean of Students may require information from a physician or therapist attesting to the readiness of the student to successfully resume studies.



Students who intend to resume may wish to:

Contact the [Student Loan Administration](#) at least six weeks before matriculation to determine financial aid eligibility.

Contact the Office of Facilities Services, Residential Properties to apply for residential housing.

## **WITHDRAWAL POLICY**

### **Voluntary Withdrawal**

**Master's and doctoral students** who decide not to return to SSA must formally withdraw. To do so, students should contact the Office of the Dean of Students prior to the end of the first week of the quarter the withdrawal is to begin and complete a Request to Withdraw form. All withdrawals are assumed to be permanent. To resume study after a withdrawal requires reapplication to SSA. A student who is readmitted after a withdrawal should not expect that funding will be reinstated at the same level as previously.

**International students** must inform the [Office of International Affairs](#) of their plans to withdraw.

Withdrawing students must complete an exit interview with the [Student Loan Administration](#) (if applicable).

### **Administrative Withdrawal (Involuntary)**

#### **Leave of Absence Leading to Withdrawal**

A letter will be sent to students at the conclusion of the year that they are on leave inquiring about their plans for return. If they do not respond or do not request an extension of the leave, they will be administratively withdrawn from the program.

Students who have exceeded the time limit of their approved leave, or who failed to meet with the Dean of Students to formally request the leave, will be withdrawn from SSA and must apply for readmission.



Students who fails to clear all restrictions and officially register by the end of that same quarter will be administratively withdrawn from the University. Restrictions may result from a student's failure to fulfill financial obligations to the University or to comply with University rules and regulations. Whenever possible, students are warned of an impending restriction and are notified when one has been imposed. In order to resume studies in subsequent quarters, students need to clear the restriction with the administrative or academic office that imposed it. If a student anticipates being unable to clear the restriction in a timely manner, she or he should meet with the Dean of Students as soon as possible to request an approved leave of absence.

### **Returning After a Withdrawal**

Master's and doctoral students who have been withdrawn from SSA are required to reapply for admission. The application will be reviewed by the admissions committee. Upon return, students are expected to complete the requirements for the degree without further interruption.

Doctoral students in Advanced Residence (typically years 3-10) who have been administratively withdrawn from the PhD program and later wish to resume study must apply for readmission. If readmitted, the student will be required to register retroactively for three of every four of the intervening quarters from the time of withdrawal until the time of resumption of study and will be charged tuition at the rate current at time of reentry. In addition, the student will be required to pay a reinstatement fee of \$150 per quarter for each of those quarters, plus a one-time continuous registration penalty fee of \$250.

All students who intend to resume their studies may wish to:

Contact the [Student Loan Administration](#) at least six weeks before matriculation to determine financial aid eligibility.

Contact the Office of Facilities Services, Residential Properties to apply for residential housing.



Upon return, students are expected to complete the requirements for the degree without further interruption.

## **FINANCIAL AID: EDUCATIONAL LOANS AND SCHOLARSHIPS**

### ***Loans***

Student loans administered by the University of Chicago are available to all students with financial need who are registered for at least two courses per quarter. Under special circumstances, a student taking one course with fieldwork may be eligible for student loans. Arrangements should be made through the Dean of Students. Information and applications for University loans may be obtained on line at [www.uchicago.edu/student/loans](http://www.uchicago.edu/student/loans) or in the Office of the Dean of Students.

There are several kinds of limited emergency loans available through the Office of the Dean of Students or through the University. The Student Loan Administration (4th floor of the University Bookstore) has a maximum \$250 short-term emergency loan. This loan voucher may be cashed on the same day at the Bursar's Office. Repayment is due in 30 days.

SSA has several limited emergency loan accounts with a maximum of \$3,000 per academic year. These loans may either be short-term (to be repaid in 90 days) or long-term (to be repaid after leaving the University). Interest is charged for long-term emergency loans and a co-signer is needed. These loans are available through the Office of the Dean of Students and take up to 10 working days to process.

### ***Scholarships: Procedures and Guidelines***

Scholarship funds administered by the School are available to both full-time and part-time students. Scholarship awards are made on the basis of the student's financial need, scholastic achievement, and promise for the field of social work. Interested students must file a Scholarship Application. The student's financial need is computed by applying all financial resources of the student (including imputation of summer savings, academic year earnings, external funding, and student loans) against a standardized budget. There is no imputation of student loans for doctoral students.



Financial support is considered solely in relation to anticipated expenses while the student is at this School. Consumer debt is not considered in determining financial need. A student who has accepted a scholarship with work commitment, but subsequently rejects that scholarship, is not given priority consideration for an SSA scholarship. Students are asked to avail themselves of the scholarship aid that requires work commitment.

Evidence of financial responsibility for dependents not part of the student's household will be required. Income tax returns for the preceding year are acceptable for evidence.

It is incumbent upon the student to inform the Office of the Dean of Students of any income supplementation from whatever source (that is, earnings, field work stipends, gifts, loans, inheritances, etc.). The Office of the Dean of Students reserves the right to request and review copies of students' income tax returns. Where previously unrecorded income is evident, scholarship aid may be adjusted.

Financial need resulting from unanticipated crises must generally be met by emergency loan funds.

Certain limited awards are based upon merit as determined by Admission Committee ratings. These merit awards are made irrespective of financial need.

Scholarships and loans are awarded for one academic year only. Applications for financial aid for the second year of study will be reviewed in the Spring Quarter of the student's first year. In order to maintain eligibility for continuing scholarship aid beyond the first year, the student is required to show evidence of need and remain in good standing scholastically. Course grades of I (incomplete) and E are factors in lowering the priority given to a scholarship applicant. Financial aid is limited to two academic years for full-time students and three academic years for part-time students.



**Scholarship Aid and Non SSA Scholarships**

Full-time students receiving scholarship aid from SSA will be allowed to receive non SSA scholarships up to the following amounts without a reduction in their SSA scholarship award:

- Master's students .....\$5,000 per year
- Ph.D. students .....\$7,000 per year

**FIELD INSTRUCTION**

Field Instruction is an integral component of social work education. At SSA, the field placement is designed to engage students in practice activities that provide opportunities to reinforce and integrate the knowledge, values and skills learned in the classroom in the service of developing the competencies required for social work practice.

Under the administration of the Office of Field Education, designated field consultants serve as liaisons to students in the field and have the responsibility for monitoring students’ field experiences.

This includes:

- Working with field instructors to assess, develop, and maximize learning opportunities for students,
- Consulting with field instructors regarding students’ learning assignments and performance;

Supporting students as they reflect on their field experience and integrate theory with practice, and

- Assigning grades for students’ field performance.



Although students' primary contact is their field consultant, the Field Office staff is available for consultation to students, field instructors, faculty and staff. SSA's Field Instruction Manual is available for review through the SSA website ([www.ssa.uchicago.edu](http://www.ssa.uchicago.edu)), and the Office of Field Education. Students are encouraged to review this document.

### ***First Year Field Work: Full-Time Students***

First year students are required to register for the core fieldwork concurrent to their core practice class (SSA 301). The Field Seminar, which meets throughout the academic year, provides an opportunity for students to integrate coursework and fieldwork.

Field learning is scheduled for Tuesdays and Thursdays for the entire academic year. Students are expected to complete a minimum of 480 hours for successful completion of their first year internship. Field Instructors will be required to complete three evaluations.

During Winter Quarter, first year students will begin the process of selecting their second year field placements. They will be given an opportunity to learn about their second year concentrations and specialty areas. By the end of Spring Quarter, all first year students will have selected their second year placements.

### ***Second-Year Field Work: Full-Time Students***

The field experience in the second year is an integral part of the students' specific concentration. Students have had the opportunity to select either the Clinical or Social Administration concentration in their second year and a field placement that matches their interests.

Full-time clinical students are expected to be in the field three days a week for the entire academic year (a minimum of 640 hours). Students in school settings are in placement for the school's entire academic year. All clinical



students participate in Field Seminars that meet throughout the year. Students electing programs of study may have additional seminars.

Full-time Social Administration students may spend two or three days a week in the field for the entire academic year, depending on the field placement (a minimum of 496 hours). All Social Administration students participate in a Field Seminar throughout the year to examine field issues and integrate coursework and field experience in a seminar format.

### ***Extended Evening Program – Field Work***

The Extended Evening program is a three year program. Although EEP students must complete the same aggregate number of hours in the field as full-time students, the hours in the first and concentration practica are different as are the days and length of time the student is in the field placement. Over the course of 12 months, EEP students work a minimum of 8 hours a week and conclude the practicum by the beginning of the second academic year for a total of 400 hours. All first year students take a concurrent Field Seminar on scheduled Saturdays.

Second year students in the clinical concentration must complete 720 hours in the field over the course of their second and third years, working between 8 and 12 hours a week. Clinical concentration students are required to participate in the Field Seminar, concurrent with their practicum. Social administration students must complete a total of 576 hours over the course of the second and third years and participate in Field Seminars.

*Registration for EEP students is as follows:*

First Year EEP: Register each quarter of the first year for the core fieldwork.

Second Year EEP: DO NOT REGISTER FOR FIELDWORK IN THE SECOND YEAR.

Third Year EEP: Register each quarter of the third year for the concentration fieldwork.

### ***Field Work Performance***

If the performance in the field is not satisfactory, it may become necessary to recommend that a student reconsider their readiness to pursue the profession of social work and may be advised to take a leave from Field. This may occur even though a student's classroom performance is satisfactory. The major grounds for this decision may be any of the following actions which are subject to review by the Director of Field Education and the Dean of Students:

- Violation of the NASW Professional Code of Ethics
- Personal problems which significantly and consistently prevent a student from functioning adequately and professionally in the field
- Lack of commitment to the values of the social work profession
- Refusal to accept and follow through on a field placement assignment
- Receiving a grade of "F" in any two quarters of field instruction

A field instructor can request a student be immediately removed from a placement if the student's behavior seriously places at risk the quality of services delivered to clients and/or to the reputation of the organization.

### ***Requesting a Field Placement Change***

It is a serious request to seek a change in field placement. We know that students need exposure to a variety of experiences to become master level social work practitioners. We have chosen agencies carefully and selected field instructors because of their ability to offer students meaningful learning experiences. The Office of Field Education approaches all challenges as opportunities to enrich learning and to manage and problem-



solve difficult situations. Because of this, field placements will be changed only after efforts at resolution have been attempted.

Students are expected to spend at least four weeks in the field prior to requesting a change in placement. This allows time for the student to become oriented and settle into the agency, as well as begin to develop a relationship with their field instructor. Issues of concern that arise during this time should be addressed with the student's field instructor and field consultant.

A field placement may be changed sooner if the field instructor/agency is unable to assume the responsibilities of the field instruction role as outlined in their agreement with the School. Field Placements will not be changed due to a student's disinterest in a particular field setting or population, or because the geographic location is felt to be inconvenient.

### ***Procedure for Students Requesting a Field Placement Change***

In the event a situation arises whereby a student feels there is a reason to request a change of field placement, the following steps should be taken:

Students should discuss their concerns with their field instructor first, and then with their SSA Field Consultant. Please do not wait until the situation becomes unbearable; let the Field Consultant know of ANY concerns you may have.

The SSA Field Consultant will contact the appropriate person in the Office of Field Education and keep them informed.

The SSA Field Consultant will assess the situation and guide the student accordingly. This would include contacting the field instructor to discuss the situation and determine whether or not the issues can be resolved. This may entail a meeting with the Field Consultant, field instructor and student and a performance agreement may be developed. Most often these meetings result in workable resolutions to the student's concerns. A



follow-up meeting or phone contact is scheduled to ensure that what was decided in that meeting was implemented.

If it is deemed that the placement issues are such that they are not resolvable and a change will occur, a meeting **MUST** take place between the SSA Field Consultant, field instructor and student to properly terminate the placement. The appropriate Field Education staff person must be informed and involved.

Once the placement is terminated, the appropriate person in the Office of Field Education will meet with the student and if the student is ready to engage in another field placement, arrange another placement. It is important to understand that the time between terminating a placement and arranging a new one may vary depending on availability of placement sites and the student's ability to meet placement responsibilities. Arrangements for making up any time lost by the student will be discussed.

**A STUDENT SHOULD NEVER INITIATE OR TERMINATE A FIELD PLACEMENT WITHOUT THE KNOWLEDGE AND INVOLVEMENT OF THE SSA FIELD CONSULTANT AND THE OFFICE OF FIELD EDUCATION. SHOULD THIS OCCUR, IT CAN RESULT IN RECEIVING A GRADE OF "F" FOR THE PRACTICUM.**

### ***Disclosure of Student Status to Clients***

For ethical and legal reasons, it is the policy of SSA to require students to disclose their student status at their agency. This ensures that their representation to their clients, agency and public is an accurate reflection of their professional qualifications and credentials. This policy reinforces social work's ethical responsibility to client's right to self-determination.

It is expected that field instructors will guide their student(s) on:



- How to introduce themselves to clients, e.g., social work intern, trainee, etc.
- Ways to help the student deal with their feelings of confidence and competence as a beginning social worker
- How to anticipate, think about and respond to questions that clients might raise about their student status
- Maintaining appropriate professional boundaries with clients

### ***Criminal Offense Record Investigation and Field Placement Assignments***

The National Child Abuse Protection Act of 1993 and the Jacob Wetterling Act of 1994 allow for the use of national criminal background checks for people working or volunteering with children, the elderly or disabled individuals. Most states now have laws and regulations requiring criminal background checks for employees and volunteers who plan to work in these settings.

Increasing numbers of field placements require background checks prior to accepting interns. Students are asked to self-report any history of criminal convictions to the Director of Field Education so that appropriate field practicum planning can occur. It is not relevant or necessary for a student to share criminal background information with a field agency if the agency does not require it. In some situations, felony convictions may limit opportunities for field placements, professional licensing, and/or employment. Failure to report criminal convictions truthfully may result in withdrawal from the School of Social Service Administration at the University of Chicago.

### ***Risk Management***

Students will attend a training on Risk Management during orientation week to become familiar with issues of safety on campus and in the city.



Field instructors/agencies where students are placed will provide the necessary information concerning risk. This will include policies and procedures to be followed in performance of field assignment. Students may not transport clients in their own automobiles. Students may be trained in risk reduction and behavior management procedures, but are not allowed to administer physical restraints with clients.

If the student and/or field instructor have concerns regarding a student's safety in the performance of field assignments, these issues should be discussed IMMEDIATELY with the SSA Field Consultant or the appropriate person in the Office of Field Education.

If an incident regarding student risk, regardless of how minor, occurs in the field, the student should inform his/her field instructor and Field Consultant and an Incident Report Form should be completed and submitted to the appropriate person in the Office of Field Education. (This form is to be used strictly for the purpose of collecting data on risk management planning for students and field instructors and should NOT be considered a substitute for forms or actions taken and used by the agency.)

### **STUDENTS WITH DISABILITIES**

The University of Chicago is a community of scholars, researchers, educators, students, and staff members devoted to the pursuit of knowledge. We strive to be supportive of the academic, personal, and work-related needs of each individual. We are committed to doing our best to help those with disabilities become full participants in the life of the University.

Students with disabilities should, in as timely a fashion as possible, contact SSA's Dean of Students to request assistance for academic work or for field placements. The Dean of Students may refer the student to the University Student Disability Services Office as well as involve the Director of Field Education, faculty, or other University representatives as necessary and appropriate. The University Student Disability Services Office may



request appropriate documentation of the disability or professional review. A member of the University Student Disability Services Office may meet with the student to discuss the situation and what accommodation might be reasonable. The student and the Dean of Students will maintain contact as appropriate for ongoing efforts to accommodate the student.

In keeping with its traditions and long-standing policies and practices, the University, in admissions, employment, and access to programs, considers students and employees on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to study or work at the University

### **ADVISING SYSTEM**

Each student at SSA is assigned a faculty advisor who provides assistance in curriculum planning and course selection. Students are also encouraged to seek out any member of the faculty for consultation.

Advice, counsel, and referral on housing, finances, employment, and related matters are available through the Office of the Dean of Students.

### **THE LIBRARIES**

#### ***Introduction to the Social Service Administration Library***

The public on-line catalog in the SSA Library is a data base containing books, serials, and electronic resources in the University of Chicago library system. Titles which are on order or in process are also listed. For library information, the on-line catalogue, and internet research resources, go to the library webpage at [www.lib.uchicago.edu/e/ssa](http://www.lib.uchicago.edu/e/ssa).

Reserve books, articles, and course packets for SSA courses are available in the SSA Library. They are indexed in each course's Chalk "Course Reserve" area. They must be requested by call number at the circulation desk.

The open shelf collection in the reading room contains three types of materials.



1. General reading materials (i.e., non-reserve) may be used within the room without charging. When taken out of the room, even for brief periods, they must be charged out from the circulation desk. These materials may be charged out for one quarter and can be renewed three times. They can be recalled after seven days if needed by another reader.
2. Bound and unbound issues of journals are arranged in alphabetical order by title on open shelves. They may be borrowed for two hours at a time. (See the schedule of library hours below.) If you do not find the volume you are seeking, be sure to ask the desk attendant. The library has online content for many journals. Ask at the circulation desk for information about obtaining online journal content.
3. Reference works (directories, indices, encyclopedias, etc.) are available for use within the library and may circulate for two hour periods.

Reserve materials must be requested at the circulation desk. All materials are clearly labeled above the book pocket to indicate whether they circulate for two hours, forty-eight hours, or seven days. Two-hour books may circulate overnight two hours before closing and are due within the first hour the library is open the next day. Copies of the complete schedule of fines for overdue materials are available on the library's website, but a word of caution is appropriate here. The rate for overdue reserve books, bound and unbound journals, is \$1.00 per hour or fraction of an hour. When the SSA building is closed, books may be returned through the outside book drop, which is located at the west end of the front window wall.

### ***Library Staff and Schedule of Hours***

Eileen Libby is the SSA Librarian. Students are urged to confer with the librarian concerning problems involving use of the library or special library needs in terms of field assignments or other professional commitments.

Regular library hours while classes are in session are:

Monday-Thursday                      8:30 a.m. to 8:00 p.m.



Friday	8:30 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	12:00 noon to 5:00 p.m.

Special schedules are in force during quarter interims and Summer Quarter. The hours will be posted on the library door and at the circulation desk.

### ***Regenstein Services for SSA Students***

The Joseph Regenstein Library is a graduate research library in the social sciences and the humanities as well as business, divinity and area studies. Regenstein is home to over 4.5 million print volumes. Almost all of the study seating is in the reading areas--most of it at small tables or in carrels for individuals. Seats are not assigned, but locking shelves are available. Applications for these shelves will be accepted at the privileges office in Regenstein. The stacks are freely accessible from each reading area.

The SSA Library is one of seven collections outside the central Regenstein Library. The Law Library and the Crerar Science Library are two other collections that are frequently used by SSA students.

### **STUDENT ACTIVITIES**

The SSA Student Associations: All registered master's students are members of SSA Student Government Association and all registered doctoral students are members of SSA Doctoral Student Association.

The 2011-2012 Student Associations are:

**Student Government Association (SGA)**

**Moonlighters EEP Student Association**

**Doctoral Student Association (DSA)**

**African American Student Association (AASA)**



**Latino Student Association (LSA)**

**OUTreach: LGBTQ and Allied Social Workers**

**Pan Asian Student Association (PSA)**

**Community Economic Development Organization (CEDO)**

**Feminist Student Organization (FSO)**

**SSA Christian Fellowship**

**SSA Thrivers Group**

**SSA Career Changers**

**Advocate's Forum**

**Diversity Committee**

**International Social Welfare Association (ISW)**

**Disability Student Association**

In recent years the activities in which students have engaged have varied in response to situations of need and potential existing within the School, the University, the city, and the nation. There have been activities, formal and informal, of short duration such as food and clothing drives, tutoring, and other forms of community service. Students are also involved in ongoing activities within the University and School.



Student participation in School government is through the SSA Student Government Association. This organization provides the mechanism for appointment of students to School committees and acts as a communications center for students involved in these committees. These committees are major vehicles for policy and curriculum changes within SSA. Participation is open to all registered students and procedures for becoming involved are presented during orientation.

### ***Financial Support of Student Activities***

The School does not provide direct financial support to individual students or student organizations for nonacademic activities, including expenses incurred for attendance at conferences, institutes, board meetings, etc.

The School is able to assist recognized student organizations raise funds through making available the use of the building. A portion of the University's quarterly Student Life Fee is refunded to the School for use by the designated student association. The SSA Student Government Association is the School's designated student association for receipt of these funds. Other student associations within the school may request funding for activities from the SSA Student Government Association. Also, outside of the School, recognized student organizations may request funds from the University's Student Activities Budget which is administered by the Office of the Reynolds Club and Student Activities (ORCSA) at [www.studentactivities.uchicago.edu](http://www.studentactivities.uchicago.edu).

### ***Official Recognition of Student Organizations***

The University procedures for student groups seeking official recognition as a student organization and a statement of the rights and responsibilities of student organizations is available at the Office of the Reynolds Club and Student Activities ([www.studentactivities.uchicago.edu](http://www.studentactivities.uchicago.edu)).

### ***Campus Events***

A variety of campus events are scheduled each quarter, such as films, concerts, sports, plays, etc., some of which the Student Life Fee make possible. Check the campus student newspaper, *The Chicago Maroon*



(<http://maroon.uchicago.edu>), and the calendar of events on the University web page ([www.uchicago.edu](http://www.uchicago.edu)) for notice of activities.

### **USE OF SSA BUILDING FOR STUDENT-SPONSORED ACTIVITIES**

1. Student request for use of the building should be limited to activities to be sponsored, planned, and carried out by SSA students and faculty and attended by them and their guests.
2. University buildings may be used for fund-raising activities and benefits only when the beneficiary is a duly accredited University faculty or student organization.
3. Proposals for use of the building should be cleared first with the Dean of Students in writing.
4. Generally, use of the building will be approved only until 12 midnight.
5. Adequate security guard staff must be available for all hours that the building is in use. The sponsoring student or faculty group must pay for the cost of security staff. Groups fewer than 50 should plan on one guard; from 50 to 200, two guards; and over 200, at least three.
6. It is the responsibility of the sponsoring group to arrange and pay for cleaning up the premises used.
7. If students plan events at which alcoholic beverages are to be served, they must clear the proposed event with the Dean of Students. The University has specific regulations regarding the serving of alcoholic beverages at student activities. (For more information see the *Student Manual: University Policies and Regulations*.)
8. Unless other arrangements are specifically made, approval of use of the building extends only to use of the lobby and lavatories.

### **STUDENT MEMBERSHIPS**

Described below are professional organizations and journals that offer reduced membership rates to students. Faculty members can provide



information about others with a more specific career focus (i.e., child welfare; gerontology; etc.).

### ***National Association of Social Workers***

The National Association of Social Workers is the national membership organization for professional social workers. At the national level, it represents the social work profession and sets professional standards in such areas as education and ethics. It also serves as a forum for discussion and an avenue for action concerning broader social issues facing our nation.

The Chicago Area Chapter for NASW has one of the most varied and active programs in the country. Its many committees and special interest groups are involved in confronting the social problems of Chicago, and student members have the opportunity to hear lectures and to participate in discussions about a wide variety of social work topics and issues. Examples of the chapter's involvement in social welfare issues are its efforts to upgrade the quality of service offered to children in this state. The local chapter has also provided testimony before the state legislature on a number of social welfare issues.

The requirement for full membership in NASW is graduation from an accredited school of social work; full-time students in schools of social work are encouraged to join as student members. Student members are invited to join committees, receive all published material (including chapter announcements and the national quarterly journal *Social Work*), and vote on local and national issues. For more information see <http://www.naswdc.org/>.

### ***Social Service Review***

The *Social Service Review*, the leading scholarly journal in the fields of social work and social welfare, is edited by the faculty of the School. Established over seventy-five years ago, the *Review* covers a wide variety of subjects, ranging from issues of broad social welfare policy to issues of particular interest to social work practitioners. Throughout this range of topics, the reporting of empirical research is emphasized.



Published four times annually, the *Review* is available electronically at [www.journals.uchicago.edu/SSR/](http://www.journals.uchicago.edu/SSR/) and in libraries throughout the world as it is considered to be an important means for keeping up with recent developments in social work practice and policy.

The University of Chicago Press offers students and alumni a reduced subscription rate. Subscription forms may be obtained from the Customer Service Department at the University of Chicago Press, (773) 753-3347.

## **CAREER SERVICES**

### ***SSA Office of Career Services***

The Office of Career Services provides career and professional development programs for master's and doctoral students, including skills-building workshops, individual career counseling, job-search strategies, an alumni contact database, and posting of jobs in the Chicago area.

Quarterly workshops provide students with the skills needed to develop efficient job-search strategies, to convey transferable skills, to write effective resumes and cover letters, and to learn sound interviewing techniques.

To help provide networking opportunities, Career Services offers a database of more than 1,000 recent alumni who have volunteered to be contacts, offering advice and guidance for job-seekers. Several of these alumni also serve on quarterly career panels sponsored by Career Services to discuss their transitions from SSA and their current career paths, and to offer advice to graduating students. Alumni and students also participate in a shadow program during the summer to provide one-on-one direct workplace experiences.

The annual Career Fair is held each spring and offers diverse employers in the Chicago area with full-time jobs and/or paid summer work opportunities to meet our students one-on-one. Throughout the year, Career Services will send notices electronically to students alerting them to internships, fellowships, and recruiting opportunities.



During spring break, students can participate in SSA's Washington Week. This program brings together SSA alumni in the Washington, DC, area with currently enrolled students. Often meeting at alumni work sites, students learn about careers in the public and non-profit sectors, as well as about careers in research, advocacy, lobbying, and program management.

***University Office of Career Advising and Planning Services (CAPS)***

<https://caps.uchicago.edu/>

Career Advising and Planning Services (CAPS), located in Ida Noyes Hall, assists University students and alumni with employment resources.

The office maintains a resource library of references, employment information, and guides to job hunting. Additionally, CAPS sponsors an on-campus recruiting program hosting a variety of employers. CAPS also provides students and University alumni a national online job-listing service through which employers post full-time openings. Throughout the year, the office sponsors programs on successful job-hunting strategies and on opportunities in selected career fields.

## UNIVERSITY POLICIES

*The Student Manual: University Policies and Regulations*

(<http://studentmanual.uchicago.edu>) includes the University-wide policies pertaining to all members of the University community. SSA students should become familiar with these policies so as not to jeopardize their academic standing nor their ability to remain a member of the SSA community. These University-wide policies are listed below:

- Civil Behavior in a University Setting
- Statement of Nondiscrimination
- Policy on Unlawful Discrimination and Harassment
- Sexual Assault Policy
- Disability Accommodation Protocol



- Graduate Student Parents Policy
- Domestic Partnership Policy
- Alcohol and Other Drugs
- Networking and Information Technology Policies
- Patent, Software and Intellectual Property Policy
- Safety and Appropriate Use of Facilities

### **STUDENT DISCIPLINARY PROCEDURES**

The University student disciplinary procedures are published in the *Student Manual: University Policies and Regulations*. When a question of possible misconduct at SSA arises which, in the view of the Dean of Students is substantial enough to warrant convening a disciplinary committee, the Area Disciplinary Procedures below will be followed.

#### **AREA DISCIPLINARY SYSTEM OF THE SCHOOL OF SOCIAL SERVICE ADMINISTRATION**

In all instances, conduct involving possible violation of University policies and regulations and other breaches of standards of behavior expected of a student in the School of Social Service Administration should be brought promptly to the attention of the Dean of Students of the School of Social Service Administration.

Reports for University Police about student misconduct will routinely be brought to the area Dean of Students for possible disciplinary action. Furthermore, the area Dean of students may investigate and recommend disciplinary action based on reports from third parties of arrests, citations, or other conduct from external parties that come to the attention of the area Dean of Students.

Such violation and breaches of standards include but are not limited to: plagiarism, cheating on examinations, falsifications of documents or records, theft, vandalism, violation of computing policies, violation of the alcohol and other drug policy, physical or verbal abuse which threatens or endangers the health or safety of others, sexual harassment, sexual assault or sexual abuse, violation of an administrative department's regulations, failure to comply with



directives of University officials including the University Police, and violation of the terms of imposed disciplinary sanctions.

Generally, the person bringing the allegation of misconduct by a student in the School of Social Service Administration first will discuss the allegation with the Dean of Students of the School of Social Service Administration (or his or her designee<sup>1</sup>). The complainant must maintain the strict confidentiality of the allegation of misconduct. The Dean of Students will conduct an inquiry into the facts, which may include but is not limited to interviews with pertinent other people. If the Dean of Students thinks that the circumstances warrant it, the Dean of Students will arrange for a meeting with the accused student as soon as practicable. In the meeting, the Dean of Students will inform the accused student of the alleged misconduct and will discuss the allegation. Based on the inquiry and in consultation with the Vice President/Dean of Students in the University (or his or her designee), the Dean of Students has the discretion and authority to dismiss the complaint, to resolve the complaint informally with the parties, or to refer the complaint to the Dean of the School of Social Service Administration with a recommendation to convene a School of Social Service Administration Disciplinary Committee. Mediation and/or informal resolution are not appropriate, even on a voluntary basis, in matters involving allegations of sexual assault.

If the Dean of Students in the School of Social Service Administration resolves an allegation of misconduct informally, the Dean of Students may give the accused student an official warning and suspend specific student rights and privileges for a designated period of time. A copy of the written notice warning the accused student that he or she is violating or has violated University policies or regulations will be placed in the student's education record. If the Dean of Students later finds that the student has engaged in additional misconduct, the School of Social Service Administration Disciplinary Committee may be informed of the earlier warning. If the School of Social Service Administration Disciplinary Committee is informed of the earlier warning, the Committee must consider it in determining further sanctions.

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<sup>1</sup> On occasion it may be necessary for another administrator to fulfill the responsibilities for the Dean of Students in the disciplinary process.



*Allegation of Misconduct by an Individual (Not Sexual Harassment, Sexual Assault or a Sex Offense)*

If the Dean decides that a School of Social Service Administration Disciplinary Committee is to be convened, the Dean of Students of the School of Social Service Administration will ask the complainant to submit in writing the allegation as well as any available documentation supporting the allegation. The Dean of Students will inform the accused student of the allegation, give the accused student a copy of the School of Social Service Administration disciplinary procedures and ask the accused student to prepare a written response to the accusation. If there were witnesses to the alleged misconduct, the Dean of Students may ask the pertinent witnesses to come before the disciplinary committee to answer questions and/or may ask witnesses to submit a written statement. Witnesses asked to submit a written statement will also be asked to sign a release to share their witness statement with the accused student.

Pending the School of Social Service Administration Disciplinary Committee proceedings, the Dean of Students may impose an interim suspension or any other interim measure to ensure the safety and well-being of others or to ensure the accused student's own safety and well-being. The Dean of Students has the authority to inform the University Registrar not to release the academic record of the accused student pending the outcome of the disciplinary proceedings.

The Dean of the School of Social Service Administration (or his or her designee) will appoint the members of the School of Social Service Administration Disciplinary Committee. All members of the Disciplinary Committee are expected to maintain independent judgment and open-mindedness about the alleged misconduct. The Disciplinary Committee consists minimally of three faculty members, one student, the Dean of Students of the School of Social Service Administration (or his or her designee), and a representative of Campus and Student Life. The latter two attend the Disciplinary Committee meeting in a non-voting, advisory capacity. The Disciplinary Committee may have as many as two student members of the School of Social Service Administration. Three faculty members, the Dean of Students (or his or her designee), and a representative of the Office of the Vice



President/Dean of Students constitute a quorum. The Disciplinary Committee will meet as soon as practicable.

When a School of Social Service Administration Disciplinary Committee is convened, the accused student will be informed in writing of the alleged misconduct and the date, time, and place of the School of Social Service Administration Disciplinary Committee proceedings. The Area Disciplinary Committee may convene before meeting with the accused student to discuss procedural matters. If an accused student has been accused of misconduct before, the Dean of Students of the School of Social Service Administration may inform the Disciplinary Committee of the previous accusation, other pertinent information related to the previous accusation, and of any disciplinary action. In advance of the meeting, the accused student will be provided with a copy of all the written material furnished to the Disciplinary Committee. The accused student may bring a person to the proceedings whose role is limited to providing support to the accused student – not to serve as an active advocate or participant in the proceedings. The accused student should inform the Dean of Students three to five business days before the Disciplinary Committee is to meet if a support person will be attending the proceedings. If the person providing support is a lawyer, a representative of the University's Office of Legal Counsel also will attend the proceedings. The Disciplinary Committee may ask or summon the complainant and others to appear before the Committee to answer questions of the Disciplinary Committee.

The School of Social Service Administration Disciplinary Committee will seek to reach a complete and fair understanding of the facts of the incident at issue. The accused student will be asked to speak for himself or herself before the Disciplinary Committee. If the proceedings involve multiple students accused of participation in the same misconduct, the accused students will each be heard separately and not in the presence of the other accused students. During the proceedings, if the Disciplinary Committee hears other individuals, the accused student may choose to be present when those individuals are heard. Only the Disciplinary Committee may ask questions of the accused student and others who appear before the Committee. If the accused student refuses to appear before the Disciplinary Committee, the Disciplinary Committee shall proceed without the accused student.



The School of Social Service Administration Disciplinary Committee proceedings generally follow this outline: The chair of the Disciplinary Committee reminds all present that disciplinary proceedings are distinctly different from the legal-judicial processes of the general society; that the relation of collegiality and trust that binds all members of the University community entails an obligation of candor on the part of anyone involved in a disciplinary proceeding; that disciplinary proceedings and their outcome are to remain confidential. The chair then restates the allegation into which the Disciplinary Committee is inquiring to determine what may have happened and whether or not sanctions are to be imposed. The accused student may be asked to make a statement in response to the allegation. Subsequently, committee members ask questions of the accused and others coming before the disciplinary committee and may conduct further inquiry. During the proceedings, if the Social Service Administration Disciplinary Committee hears other individuals, the accused student may be present. At the completion of the inquiry, all present who are not members of the School of Social Service Administration Disciplinary Committee will be asked to leave while the Committee members deliberate on the allegation and inquiry, possible sanctions and implications of those sanctions, and come to a decision. The Disciplinary Committee decides, by majority vote and in consideration of all of the information before it, whether it is more likely than not that the accused student's conduct violated University policies and regulations or breached standards of behavior expected of University students. Disciplinary sanctions available to the Disciplinary Committee are set forth in the following section, called Sanctions for Misconduct.

When the School of Social Service Administration Disciplinary Committee reaches its decision, the Dean of Students of the School of Social Service Administration will inform the accused student as soon as practicable and will send a confirmation letter in which both the decision and the review process are delineated. The action of the Disciplinary Committee is reported to Campus and Student Life. Decisions of disciplinary suspension or expulsion will be recorded on the student's transcript and usually will read "Not permitted to register from [Date] to [Date]. [Name and Title of the Dean of Students in the University], [Date]." In cases of expulsion the notation includes a statement "Must Reapply." Other offices (e.g., Housing, University Registrar) are to be



notified only if the action taken by the School of Social Service Administration Disciplinary Committee affects those offices, and then only the action itself is transmitted. Where appropriate, and as permitted by law, the Dean of Students may disclose allegations of misconduct and the outcomes of disciplinary proceedings to third-parties, including to external organizations.

A written record will be kept by the Office of the Dean of Students of the School of Social Service Administration as part of the student's education record with a copy furnished to Campus and Student Life. This record should include all materials furnished to the School of Social Service Administration Disciplinary Committee, a copy of the confirmation letter sent to the accused student, a statement of the main findings which were relevant to the final outcome of the disciplinary proceedings and to the sanctions imposed, as well as the considerations of the possible implications of the sanctions.

If the School of Social Service Administration Disciplinary Committee imposes a sanction, the accused student may have the Disciplinary Committee's decision reviewed. Review procedures are set forth in the section called Review Process.

### *Allegation of Sexual Harassment, Sexual Assault or a Sex Offense*

Instances of sexual harassment, sexual assault and sex offenses fundamentally violate the University's principles of community and the shared values and trust that bind its members. For purposes of the University's disciplinary systems, sexual harassment is that conduct prohibited by the University's Policy on Unlawful Discrimination and Harassment; sexual assault is that conduct prohibited by the University's Sexual Assault Policy; and a sex offense includes rape, sodomy, sexual assault with an object, forcible fondling, incest and statutory rape (as defined by applicable federal law). This applies to incidents involving accused individuals as well as accused groups.

The University is committed to providing a prompt and thorough investigation of all complaints of sexual harassment, sexual assault, or a sex offense notwithstanding any external investigative and legal processes. The University's investigation thus may occur alongside, rather than in lieu of, an independent law enforcement investigation or civil action.



If the School of Social Service Administration Disciplinary Committee is convened for an allegation of sexual harassment, sexual assault, or a sex offense (whether made against an individual student or group), the School of Social Service Administration Disciplinary Committee procedures will be invoked with the following modifications and clarifications. The Dean of Students of the School of Social Service Administration and the School of Social Service Administration Disciplinary Committee endeavor in all cases to initiate, proceed, and complete an investigation as promptly and judiciously as feasible, and they will take special care to do so in a case of sexual harassment, sexual assault or a sex offense. The Dean of Students of the School of Social Service Administration will explain the disciplinary procedures to the accused student and a representative of the Office of Camps and Student Life will explain these procedures to the complainant. These two administrators respectively will provide the accused student and the complainant with periodic and timely updates.

As expeditiously as feasible, the School of Social Service Administration Disciplinary Committee will convene before the hearing to discuss procedural matters and to receive educational content on conducting a disciplinary proceeding for an allegation of sexual harassment, sexual assault or a sex offense. The School of Social Service Administration Disciplinary Committee will be augmented by the faculty chair of the College Disciplinary Committee or his or her designee who is outside the division or school of the complainant and the accused. The student member of the School of Social Service Administration Disciplinary Committee must be a graduate or professional school student who is from a different division or school than the complainant and the accused. Two faculty members from the division or school of the accused and the chair of the College Disciplinary Committee (or his or her designee) constitute a quorum.

To accommodate concerns for the well-being of the complainant and /or the accused student, the Dean of Students of the School of Social Service Administration may make appropriate arrangements enabling participation of the complainant without a face-to-face interaction with the accused student.

If the person providing support for the accused and/or the complainant is a lawyer, a representative of the University's Office of Legal Counsel also will



attend the proceedings. During the hearing, if the School of Social Service Administration Disciplinary Committee hears other individuals, both the accused student and the complainant may be present. The School of Social Service Administration Disciplinary Committee will apply a preponderance of evidence standard in deciding sexual harassment, sexual assault, and sex offense cases. Namely, the School of Social Service Administration Disciplinary Committee will decide whether, in consideration of all of the information before it, it is more likely than not that the alleged sexual harassment, sexual assault or sex offense occurred, or that the accused student breached standards of behavior expected of University students.

In connection with the hearing, the complainant and the accused student will receive the same materials, subject to compliance with FERPA, which may require redaction of certain identifying information. The complainant will have the same opportunity as he accused student to bring a person to the disciplinary hearing whose role is limited to providing support-not to function as an active participant in the hearing. If the person providing support is a lawyer, a representative of the University's Office of Legal Counsel also will attend the hearing. During the hearing, the School of Social Service Administration Disciplinary Committee will allow the complainant to be present when the accused student is heard. If an order of protection or other injunction has been issued by a court, is in effect at the time of the hearing, and directs one or both of the parties to have no contact with the other party, the complainant or the accused may be present in an accepted virtual means, i.e., telephone, video conferencing, etc.

The complainant will be informed of the outcome of the proceedings concurrently with the accused. "Outcome" means whether the alleged conduct was found to have occurred but does not include information about disciplinary sanctions. Both complainant and accused will be informed that the proceedings and the outcome must remain confidential and cannot be disclosed by anyone unless disclosure is authorized by law. However, the University may disclose information about the sanction when it directly relates to the alleged victim, e.g., a no-contact directive is put in place, the duration of a suspension, etc.



The complainant and the accused both may request a review of the outcome within 15 days of being informed, in writing, of the decision. As with all requests for review, the only recognized grounds for review are: (a) the prescribed procedures were not followed; (b) new and material information unavailable to the School of Social Service Administration Disciplinary Committee bears significantly in the student's favor.

*Allegation of Misconduct by a Group (Not Sexual Harassment, Sexual Assault or a Sex Offense)*

If an area Dean of Students receives a complaint alleging misconduct of a student group, the Area Disciplinary procedures will be invoked with the following clarifications and modifications. Misconduct of a student as a member of a group may have consequences for the individual student, for the group, as well as for the group leadership. Any member or members of a group and/or group leadership may also be held accountable for the misconduct if they were involved in the misconduct. Group members and/or leadership may also be held accountable if they:

- knew about the intended misconduct and failed to take appropriate steps to prevent it;
- should have anticipated the misconduct and taken appropriate steps to prevent it; or
- failed to disclose all information relevant to an investigation of misconduct of a group member or guest.

If the Dean of Students is informed of misconduct of a group and believes that the circumstances warrant it, he or she will arrange for a meeting with the group, group's leadership, or individual members as soon as practicable. In the meeting, the Dean of Students will inform the student(s) of the alleged misconduct and will discuss the allegation. When a group member or leader has knowledge that the misconduct is attributable to a specific member, members, guest, or guests of the group, he or she is expected to promptly identify the group member(s) or guest(s) to the Dean of Students.



The Dean of Students will conduct an inquiry into the facts. The inquiry may include interviews with cognizant other people. Based on the inquiry and in consultation with the Vice President of Campus and Student Life/Dean of Students in the University (or his or her designee), the Dean of Students has the discretion and authority to dismiss the complaint, resolve the complaint informally with the parties, or refer the complaint to the Academic Dean with a recommendation to convene an Area Discipline Committee for the individual group member, more than one group member (including the leaders), and/or for the whole group.

Discipline committee convened to examine allegation(s) of misconduct involving multiple students should follow, as much as reasonably possible, the procedures outlined for a hearing when an individual student is brought forward. Confidentiality of the individuals (including keeping them from knowing that others also are accused of misconduct and prohibiting them from colluding in responding to the allegations) should be given high priority.

If in the disciplinary process it becomes clear that hearing the students together would help to reach a complete and fair understanding of the facts, the accused students may be informed that other students are involved in the same alleged misconduct. The Dean of Students will ask each student if he or she will agree to appear before the committee in the presence of the other student(s). If all of the accused students agree, they will be informed of the identity of the other students and asked to appear before the disciplinary committee each to speak for himself or herself in the presence of the other accused students.

If an accused student declines the opportunity to appear before the Area Discipline Committee in the presence of other accused students, the area Discipline Committee will hear such a student separately. The committee will meet as a group with those students who have agreed to be heard in the presence of the other students.

When students are heard in the presence of each other, they are obligated to maintain confidentiality of the proceeding and must not communicate about the proceeding with others or each other outside of the committee hearing.



### **SANCTIONS FOR MISCONDUCT OF INDIVIDUAL STUDENTS**

Sanctions delineated here are imposed on individual students for misconduct whether the misconduct involved only the student or the student as part of a group. The sanctions are arranged in increasing order of severity. A School of Social Service Administration Disciplinary Committee may combine different sanctions in a given decision. A Review Board may make use of all the alternative forms of sanctions.

#### **Warning**

The School of Social Service Administration Disciplinary Committee may give the accused student an official warning. A copy of the written notice warning the accused student that he or she is violating or has violated University policies or regulations will be placed in the student's educational record. If a School of Social Service Administration Disciplinary Committee later finds that the student has engaged in additional misconduct, the Disciplinary Committee may be informed of the earlier warning and the circumstances related to the warning. If the School of Social Service Administration Disciplinary Committee is informed of the earlier warning, the Committee must consider it in determining further sanctions.

#### **Disciplinary Probation**

The School of Social Service Administration Disciplinary Committee may place the accused student on disciplinary probation during which period the student continues to enjoy all the rights and privileges of a student except as the Disciplinary Committee may specifically stipulate. If, during the period of disciplinary probation, a School of Social Service Administration Disciplinary Committee finds that the student has engaged in additional misconduct, the Disciplinary Committee will be informed of the student's probationary status and the circumstances related to the student's probationary status. The Disciplinary Committee must consider the probation in determining further sanction.

#### **Loss of Privileges**

The School of Social Service Administration Disciplinary Committee may suspend specific student rights and privileges for a designated period of time.

#### **Discretionary Sanctions**



The School of Social Service Administration Disciplinary Committee may assign the student specific academic work, community service for a specific number of hours, or other appropriate discretionary assignments to be completed by a specific date, or impose restitution or fines.

### **Disciplinary Suspension**

The School of Social Service Administration Disciplinary Committee may impose a disciplinary suspension, never exceeding nine quarters, during which period the student is prohibited from exercising any rights and privileges of a student in the University. Unless the Disciplinary Committee specifically states otherwise in its decision, at the expiration of the period of suspension, the student may resume active status as a student without any action on his or her part other than what would be required of any student who has, for a comparable period, interrupted his or her residence in the University for any other reason. However, a student under suspension who has been charged with another offense may not resume active status as a student until final action has been taken on such charge by a School of Social Service Administration Disciplinary Committee.

### **Disciplinary Expulsion**

The School of Social Service Administration Disciplinary Committee may expel a student. A student who has been expelled automatically forfeits all rights and privileges as a student in the University. Ordinarily, the University will not consider a re-application for eleven quarters following the date of expulsion.

### **Revocation of the Degree**

The School of Social Service Administration Disciplinary Committee may recommend revocation of the degree for misconduct that occurred before the degree was awarded.

### **SANCTION FOR MISCONDUCT OF A STUDENT GROUP**

Sanctions delineated here are imposed on a student group and are arranged in increasing order of severity. An Area Disciplinary committee may combine different sanctions in a given decision. A Review Board may make use of all the alternative forms of sanction.



### **Warning**

The Area Disciplinary Committee may give the group an official warning. A copy of the written notice warning the group that it is violating or has violated University policies or regulations will be placed in the group's file. If the Dean of Students later finds that the group has engaged in additional misconduct, the Area Disciplinary Committee may be informed of the earlier warning and the circumstances related to the warning. If the Area Disciplinary Committee is informed of the earlier warning, the Area Disciplinary Committee must consider it in determining further sanctions.

### **Disciplinary Probation**

The Area Disciplinary Committee may place the group on disciplinary probation, during which period the group continues to enjoy all the rights and privileges of a group except as the Area Disciplinary Committee may specifically stipulate. If, during the period of disciplinary probation, an Area Disciplinary Committee finds that the group has engaged in additional misconduct, the Area Disciplinary Committee will be informed of the group's probationary status and the circumstances related to the group's probationary status. The Area Disciplinary Committee must consider the probation in determining further sanction.

### **Loss of Privileges**

The Area Disciplinary Committee may suspend specific group rights and privileges for a designated period of time. Such loss of privileges may include but is not limited to loss of University funding, suspension or revocation of the privilege to apply for University funding, suspension or revocation of the privilege to use University space or facilities, suspension or revocation of the privilege to sponsor, co-sponsor and/or participate in any social event or other activity, and the suspension or revocation of the privilege to raise funds for the group.

### **Discretionary Sanctions**

The Area Disciplinary Committee may assign the group specific academic work, community service for a specific number of hours, or other appropriate discretionary assignments to be completed by a specific date, reporting to



local and national organizations of the misconduct, or impose restitution or fines.

### **Disciplinary Suspension**

The Area Disciplinary Committee may impose a disciplinary suspension of Recognized Student Organization status, not exceeding nine quarters, during which period the group is prohibited from exercising any rights and privileges of a Recognized Student Organization in the University. Unless the Area Disciplinary Committee specifically states otherwise in its decision, at the expiration of the period of suspension, the group may resume active status as a Recognized Student Organization without any action on the part of the group. However, a group under suspension who has been charged with another misconduct violation may not resume active status as a Recognized Student Organization until final action has been taken on such allegation by an Area Disciplinary Committee.

### **Disciplinary Withdrawal**

The Area Disciplinary Committee may withdraw Recognized Student Organization status. A group whose Recognized Student Organization status has been withdrawn automatically forfeits all rights and privileges as a Recognized Student Organization in the University. Ordinarily, the University will not consider a re-application of Recognized Student Organization status for eleven quarters following the date of withdrawal.

### **FURTHER DISCIPLINARY POLICY INFORMATION**

Disciplinary processes will proceed for anyone who has matriculated at the University whether or not he or she is in residence<sup>2</sup> and for anyone after graduation but only if the misconduct occurred before the degree was awarded. A sanction given to a student not currently in residence takes the form of a condition imposed upon resumption of active status as a student. If a complaint against a student in the School of Social Service Administration who has applied for graduation has been brought to the attention of the Dean of Students of the School of Social Service Administration but a School of Social Service Administration Disciplinary Committee has not yet been

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<sup>2</sup> A student is considered not to be in residence when, for example, he or she is studying abroad or on a leave of absence.



convened by graduation time, the Dean of Students has the discretion and authority to decide whether the accused student may receive the degree and/or participate in convocation. When a School of Social Service Administration Disciplinary Committee has been convened by the graduation date but the proceedings have not concluded, the accused student's graduation shall be postponed until the conclusion of the disciplinary proceedings including the completion of all sanctions.

The University respects the privacy of student education records and the laws protecting that privacy. The University also recognizes that participants in the area student disciplinary systems, namely complainant, accused(s), and members of the Area Discipline Committee, may benefit from broader access to information before, during, and after a hearing. Such broader access often streamlines the disciplinary process, fosters a more complete and fair understanding of the facts, and leads to more satisfying outcomes. To achieve a better process and outcome, area Deans of Students normally will ask accused students to authorize the release of their statement and, in some instances, the disciplinary outcome to the complainant. Area Deans of Students may also, following consultation with the Office of Campus and Student Life, request that accused students authorize release of additional documents, such as witness statements; it may, in such instances, be necessary for the area Deans of Students to redact certain information. The area Deans of Students will also ask the complainant to sign a non-disclosure statement, requiring the complainant not to share the accused's statement, additional documents, and/or the outcome of the disciplinary hearing with others.

If a student is accused of academic fraud and the regulations of external sponsors are involved as determined by the Office of the Provost, the allegations are subject to the University's policy on academic fraud. The inquiry will be conducted, in accordance with the external sponsor's regulations governing scientific misconduct, by the departmental chair or Academic Dean of the academic unit in which the academic fraud allegedly occurred in collaboration with the Dean of Students of the academic area of the accused student. During this fact-finding phase, the accused student generally will continue to be registered as a student and enjoy all privileges



pertaining to his or her status as a student. If the inquiry determines that there is sufficient basis to continue the investigation, the University's Standing Committee on Academic Fraud will be informed and the academic fraud investigation procedures will be initiated. Allegations of academic fraud that involve dissertations of students who have received their degrees, or work published or submitted for publications also are subject to the University's academic fraud procedures. If the academic fraud inquiry concludes in the dismissal of the allegation, the academic unit may decide that this alleged student misconduct should be heard by the School of Social Service Administration Disciplinary Committee. All other allegations of academic fraud by a student will be subject to the area disciplinary system.

A student who has been suspended or expelled is also barred from all University property for the period of the suspension or expulsion, absent written permission from the Dean of Students of the School of Social Service Administration. While employment by the University is not an exclusive right or privilege of students, in cases in which employment is reserved for students or students are given preference in employment, the fact of suspension or expulsion may adversely affect status as an employee. Further, the University is entitled to take into account the grounds on which sanctions have been imposed, as these may bear on qualifications for employment.

The outcome of disciplinary proceedings for an allegation of a crime of violence or a non-forcible sex offense will be disclosed to the alleged victim upon a written request from the victim or the next of kin if the alleged victim is deceased as a result of the crime or offense.

Under federal law, crimes of violence include arson; assault offenses (aggravated assault, simple assault, intimidation); burglary; non-criminal homicide (manslaughter by negligence); criminal homicide (murder and non-negligent manslaughter); destruction, damage or vandalism of property; kidnapping/abduction; robbery; and forcible sex offenses. Forcible sex offenses are defined as any sexual act directed against another person forcibly or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible sex offenses include rape, sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are incest and statutory rape.

Maintaining the confidentiality of the disciplinary proceedings and their outcome is the responsibility of the accused student, complainant and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcome may result in disciplinary action. However, consistent with federal law, the University does not require alleged victims of sex offenses



(forcible or non-forcible) to maintain the confidentiality of the outcome of the disciplinary proceeding regarding those alleged offenses.

The disciplinary procedures do not preclude the application of other policies such as Restriction of Registration.

### **REVIEW PROCESS**

If a disciplined student wishes to request a review of the decision, the student must make that request in writing to Campus and Student Life not more than fifteen days following the issuance of the written notification of the decision of the School of Social Service Administration Disciplinary Committee. The disciplined student must submit the request for review and supporting material in writing. At the request of the disciplined student, the student may be granted an additional fifteen days to prepare those materials. The only legitimate grounds for review are: (1) that prescribed procedures were not followed, and (2) that new and material information unavailable to the School of Social Service Administration Disciplinary Committee bears significantly in the student's favor.

A Review Board is constituted when a request for review is received by Campus and Student Life. The Review Board consists of the Vice President/Dean of Students in the University (or his or her designee), one member of the faculty of the School of Social Service Administration who serves as chair, and one student member of the School of Social Service Administration. The faculty and student members are both appointed by the Vice President/Dean of Students in the University and neither shall be a member of the School of Social Service Administration Disciplinary Committee that rendered the decision under review. All members of the Review Board are expected to maintain independent judgment and open-mindedness about the decision under review. The Review Board, whose decision is final, does not conduct a new disciplinary proceeding. Nor does the disciplined student, generally, appear before the Review Board, although the Review Board reserves the right to ask the student to appear to clarify aspects of his or her request. The Review Board, acting on the basis of the entire disciplinary record, may sustain or reduce the sanctions imposed if it determines that prescribed procedures were not followed or, if satisfied that new and material information not available to the School of Social Service Administration Disciplinary Committee might have resulted in a different decision, may

require the School of Social Service Administration Disciplinary Committee to reconvene and consider the new information in the proceedings.

### **Area Admission Review Systems**

Each academic unit—the College, graduate divisions, professional schools, and the Graham School of General Studies—has written procedures for addressing misconduct involving a student who has accepted admission but who has not yet assumed the role of a student at the University. Those procedures may be obtained from the academic unit or from the Office of Campus and Student Life. The unit-specific procedures follow the outline of the procedures described below, with variations that reflect the values and educational goals of the specific academic unit.

Authority to defer or revoke admission before matriculation rests with the area Admission Review Committee, composed of the area senior admissions officer, the cognizant academic dean (or his or her designee), and a representative from Campus and Student Life. Admission may be deferred or revoked for fraud, misrepresentation, material omission of fact, dishonesty, violation of University standards in the application for admission, violation of University academic standards, or any other pre-matriculation misconduct.

Generally, the person bringing the allegation of misconduct first will discuss the allegation with the senior admissions officer of the academic area of the accused student (or his or her designee [\*]). The complainant must maintain the strict confidentiality of the allegation of misconduct. The area senior admissions officer will notify the admitted student of the alleged infraction and request a prompt written response to the allegation. Based on the inquiry and in consultation with the Vice President for Campus and Student Life/Dean of Students in the University (or his or her designee), the senior admissions officer has the discretion and authority to dismiss the complaint, resolve the complaint informally with the parties, or refer the complaint to the area Admission Review Committee.

If convened, the area Admission Review Committee will examine expeditiously the facts related to the allegation and the response. In its discretion, the area



Admission Review Committee may seek additional information from others with knowledge about the alleged misconduct and may ask the admitted student and/or others to answer specific questions or meet with the committee. The area admission Review Committee will determine the appropriate institutional action and/or discipline, including but not limited to withdrawal of admission, deferral of matriculation, public service, etc. Matriculation may be delayed so that the area Admission Review Committee may complete its investigation and make a decision.

The decision of the area Admission Review Committee is final and unreviewable within the University.

## **MISCELLANY**

### ***Student Health Services***

Students pay a mandatory Student Life Fee which in part covers services through the Student Primary Care Service and the Student Counseling Service (<http://studenthealth.uchicago.edu>). Brochures describing the University's Student Health and Counseling Service and the University Student Health Insurance Plan (U-SHIP) are available in the Office of the Dean of Students or at <http://studenthealth.uchicago.edu>. All students are required by the University to have adequate health insurance and are automatically enrolled in the University's basic insurance plan. (Exception: Extended Evening Program students are ineligible to obtain services through the University's Student Health and Counseling Service nor are they eligible to enroll in U-SHIP.) Students who have appropriate insurance from another provider may request a waiver of the University coverage at <http://studenthealth.uchicago.edu>.

The Occupational Safety and Health Administration has issued a new standard that is intended to protect persons from occupational exposure to blood or other potentially infectious materials. Blood borne pathogens,



defined as pathogenic microorganisms that are present in human blood and that can cause disease in humans include, but are not limited to, hepatitis B virus and human immunodeficiency virus.

Because students in field agencies do not have direct contact with blood pathogens, training is not required. However, if a student is placed in a field agency where there is any question as to risk of exposure, the agency and/or the University will provide training to the student. Students will be notified of the need to receive this training by the Director of Field Education.

### ***Chicago Card***

The University of Chicago Card is the official University student identification card. Students must present the card when asked by designated University officials. The card is used to enter and borrow materials from all University libraries. It is used for identification in cashing checks at the Bursar's Office, accessing Student Health and Counseling Services, and entering University facilities such as the gym and field house. University cards are issued throughout the year at Regenstein Library, 100F. The Card Office hours are:

Monday through Thursday 8:30AM to 7PM

Friday from 8:30AM to 5:00PM

Saturday 9:00AM to 1:00PM

At this office University community members can:

- 1) Obtain a Chicago Card or replace a lost or stolen card;
- 2) Purchase CTA transit cards (including Single-Ride Card Packs, 30-Day Passes, 7-Day Passes, and \$10 or \$20 Transit Cards);
- 3) Have passport photos taken;
- 4) Obtain International Student ID cards;
- 5) Obtain or update library privileges; and
- 6) Pay library fees or fines and clear library-related restrictions.



### ***CNET IDs and Email Accounts.***

Your unique CNET ID is your account name in the University's Information Technology Service (ITS) system. You will use your CNET ID as your email address (cnetid@uchicago.edu). You will also use it to log on to a number of University services, including online registration, registrar services, and proxy services.

Information will be communicated to students by way of your CNET e-mail. Each student is provided an e-mail account and is required to activate this account. Students are held responsible for all official University communication sent by CNET email; consequently, it is important for students to read their CNET e-mail regularly. Staff and faculty will use CNET e-mail to send information to students. Students are invited to communicate with the Dean of Students via e-mail (cbergman@uchicago.edu) and with other members of the Office of the Dean of Students. Other staff and faculty e-mail addresses can be found in the SSA Directory.

### ***Services Available at the Production Room***

Extra copies of class material, articles, and bibliographies, when available, may be obtained at cost at the Production Room window (Lower level, southeast).

Copying of material can be done on the copy machines outside the SSA Library. The Chicago Card may be used to make copies on these machines.

### ***Lockers***

Lockers are available in the SSA building for student use. Anyone wishing to use a locker for the year should pay the \$5 fee in the SSA Production Room. The clerk there will provide a number and a lock combination. Lockers must be vacated by the last day of Spring Quarter.

### ***Mail and Messages***

The Student Message Center (file cabinets) is located near the Receptionist's desk in the main lobby. Students should check their folders



regularly for messages. Mail addressed to a student at SSA is also placed in the message folder.

### ***Bulletin Boards and Notices***

There are a number of bulletin boards located in the SSA building serving a variety of purposes. In order to maintain order and rationale in the use of these boards, arrangements for posting notices should be made with the Receptionist or with the Office of the Dean of Students. All notices not approved, and those posted on surfaces other than bulletin boards, will be removed. Notices ***may not*** be posted on glass or wood paneled surfaces.

### ***Time Schedules***

Issued quarterly, the University of Chicago Time Schedule lists course offerings of each University department and professional school; registration dates, deadlines, and services schedules; tuition, fees, and payment procedures; etc. Time schedules are available on line at the University of Chicago website, <http://timeschedules.uchicago.edu>.

SSA issues a quarterly supplement, listing current SSA courses with times, rooms, instructors, and new course descriptions. These supplements are placed in Student Message Center folders prior to registration and are available on SSA's intranet throughout the year.

### ***Bookstores in Hyde Park***

The University of Chicago Barnes & Noble Bookstore is located on the first two floors at 970 East 58th Street. All required reading materials for SSA courses not obtainable in the SSA Production Room can be purchased at the University Bookstore, or the Seminary Coop Bookstore, 5757 South University Avenue. Other sources of published materials are: SSA bulletin boards; O'Gara & Wilson Ltd., 1448 East 57th Street, (773) 363-0993; Powell's Bookstore, 1501 East 57th Street, (773) 955-7780.

### ***Eating Facilities***

Sandwiches, soup, and other foods and beverages are available at the SSA Cafe. The Cafe is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday and from 8:00 a.m. to 3:00 p.m. on Friday. Other eating facilities



within walking distance of SSA are: South Campus Residence Hall Cafeteria, 6031 S. Ellis; Law School Snack Shop, 1111 East 60th Street; Billings Hospital Cafeteria, 950 East 59th Street; Barnes & Noble Bookstore Cafe, 970 East 58th Street; Booth School of Business Cafeteria, 5807 South Woodlawn; Swift Commons, 1025 East 58th; International House Cafeteria, 1414 East 59th Street; Classics Cafe, 1010 East 59th Street, 2nd Floor, Classics Building.

### ***Campus Buses***

The University operates a day-time shuttle bus service. Information on routes and time schedules are available on the University web page at: <http://safety-security.uchicago.edu/transportation/>

Free evening bus service operates seven nights a week beginning at 6:00 p.m. You need only present your University identification card. Maps of routes are available online under *Bus Schedule* at <http://students.uchicago.edu>. The final run is at 2:00 a.m. on weekdays and 3:00 a.m. on weekends.

The SafeRide program is available on demand in the early morning hours Sunday through Wednesday from midnight to 4:00a.m. and Thursday through Saturday from midnight to 6:00a.m. Call (773) 702-2022 and give your exact address and a phone number where you can be reached.

A free bus service (Midway Shuttle Bus, a white bus) operates in a loop around the Midway from 6:30 to 9:30 a.m. and from 3:30 to 6:30 p.m., Monday through Friday (except University holidays). The Maroon Bus operates in a loop around the Midway from 6:30 a.m. to 6:00 p.m.