



University  
of Windsor

## **School of Social Work Professional Suitability Policy**

### **1.0 Preamble**

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation, June 2013 (SB/M 2.4.5) requires "The academic unit has a policy regarding the professional suitability of the student for the profession of social work. Students are made aware that serious or repeated violations of the Code of Ethics put them at risk of exclusion from the program on the basis of professional unsuitability." At the University of Windsor breach of professional codes and rules are covered within Senate Bylaw 31: Student Affairs and Integrity.

The University of Windsor Bylaw 31: Student Affairs and Integrity, Academic Misconduct (2.1) states "For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in substance by the relevant professional program as part of its code of conduct in the program shall also be considered acts of academic misconduct". (2.1.1). Students should become familiar with Bylaw 31 (amended April 2013) which is located on the University of Windsor website <http://www.uwindsor.ca/secretariat/49/senate-bylaws> .

### **2.0 Suitability Criteria**

Students in the BSW and MSW programs in the School of Social Work are expected to demonstrate attitudes and behaviours that are consistent with the Canadian Association of Social Workers Code of Ethics from which the suitability criterion are drawn:

- Respect for the Inherent Dignity and Worth of Persons
- Pursuit of Social Justice
- Service to Humanity
- Integrity in Professional Practice
- Confidentiality
- Competent Application of Knowledge and Skills for Professional Practice

Examples of misconduct can be found under "Appendix A" of Senate Bylaw 31.

### **3.0 Procedures to Respond to Breach of Rules of Conduct as set out by the CASW Code of Ethics and Professional Suitability Policy**

Senate Bylaw 31 allows for informal and formal resolution if a student breaches the Code of Ethics, with the agreement of the Director of Social Work. Formal and informal resolution procedures are described in [Bylaw 31](#) (Section 3).

#### **4.0 Determining and Imposing Sanction**

Where a student has been found to have acted with misconduct and/or breached the Professional Suitability Policy, Bylaw 31 provides a range of sanctions (Bylaw 31, 2.3). Sanctions may be imposed by the Director of the School of Social Work, Associate Deans, the Vice-Provost or the Judicial Panel and the Discipline Appeal Committee, depending upon the sanction.

#### **5.0 Appeals (Bylaw 31, Section 3.3.3)**

A decision and/or penalty imposed by an Associate Dean, the Vice-Provost, Students and International, or the AAU Head of a professional program may be appealed to the Discipline Appeal Committee [Bylaw 31](#) (see 3.3.3, 3.3.4).

#### **6.0 Confidentiality and Sharing of Information**

The School recognizes that the safety, confidentiality and self-determination of students or others who have been subjected to unprofessional conduct under this Policy must be an important priority. . Personal information collected by the University shall only be disclosed and used in accordance with the University's duties and obligations under the Freedom of Information and Protection of Privacy Act (FIPPA). In developing a response to a concern about student suitability, the School must balance confidentiality against its duty to protect existing and future students or persons who might otherwise be placed in jeopardy by a student who is acting in an unprofessional manner under this Policy. As required by FIPPA, records of disciplinary action are kept only in the Office of the Senate Secretariat. The [Notice of Disclosure, Confidentiality and Use of Personal Information \(FIPPA\) policy can be found by accessing the following link: <http://www1.uwindsor.ca/registrar/notice-of-disclosure-and-use-of-personal-information-fippa>](#).

**NOTE:** It is important that students review and become familiar with the Code of Ethics, the Standards of Practice, and University policies and procedures governing academic and non-academic behaviours, including:

#### **Senate Bylaws**

[Bylaw 31 Student Affairs and Integrity](#)

[Bylaw 33: Student Rights and Freedoms](#)

#### **Senate Policies**

[Policy S6: Student Code of Conduct](#)

[Policy A4: Alcohol Use](#)

[Policy E3: Rules of Conduct for Examinations](#)

[Policy U1: Unacceptable Use of Computer Resources](#)

#### **University Policies**

[Acceptable Use Policy \(Information Technology Services\)](#)

[Human Rights Policy](#)

[Leddy Library Behaviour Code](#)

All University bylaws and policies are available at the Senate website:  
<http://www.uwindsor.ca/secretariat/47/senate-bylaws-and-policies>