Duty to Disclose and Consent to Release of Information

Accepted students to the UW-Madison School of Social Work have a *continuing* duty to update information they disclosed on all background checks required by the School of Social Work. This duty includes any addition to or change in information previously disclosed on these initial required background checks. Please note that the School of Social Work will share your background check information with agencies as part of your field placement process.

As part of the acceptance process, when they sign the Duty to Disclose document, students certify that they agree to notify the Field Education Program within 10 days of any changes or inaccuracies in and/or corrections to the information the student disclosed in all background checks required by the School of Social Work. Students also certify that they understand and agree that they have a *continuing* duty to notify the Field Education Program of any new arrests or convictions during the time that they are a student in the School of Social Work at the University of Wisconsin-Madison. Failure to meet this duty may result in any of the following sanctions:

- BSW students may be required to engage in remediation deemed appropriate by the School of Social Work, may be dismissed from their field placement, or dismissed from the Field Education Program, resulting in the student’s inability to complete their BSW degree.
- MSW students may be required to engage in remediation deemed appropriate by the School of Social Work, may be dismissed from their field placement or from the Field Education Program and Social Work Program, resulting in the student’s inability to complete their MSW degree.

Also when they sign the Duty to Disclose and Consent to Release Information document, students certify that they further consent to UW-Madison employees disclosing to and discussing with their field placement site any changes or correction to information disclosed relating to all background checks, so that the site can determine whether their continued placement is appropriate. BSW and Full-Time MSW Program students should contact Muthoni Imungi, Director of Field Education, at (608) 263-1032 or imungi@wisc.edu to provide any updates to their background check information. Part-Time MSW Program students should contact Alice Egan, Field Education Coordinator, at (608) 265-4570 or abpearson@wisc.edu.

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