# Admission to the MSW Program Policy

**RATIONALE**

The Master of Social Work (MSW) is a professional degree based on the mission and values of the social work profession. In the interest of serving vulnerable and diverse populations, all applicants admitted to the MSW Program must be committed to promoting the human and social well-being of all people. Thus, the program emphasizes admitting professionals who endeavor to value diversity within society, advocate for social, economic, and environmental justice, practice with integrity and competence, and view serving others as integral to their life purpose.

In order to ensure a goodness-of-fit between individuals seeking admission to the MSW Program and the social work profession, the program requires applicants to demonstrate the ability for scholarly work in graduate school and potential for clinical social work practice. In order to do so, the admission criteria assesses the professional and scholarly work of the applicant. The following sections discuss the admission process, criteria, application documents, due dates, and decision making process.

**POLICY**

The admission policy for the MSW Program is composed of the following:

* Admission Process
* Admission Roles & Responsibilities
* Admission Criteria & Supporting Documents
* Admission Committee Decisions
* Admission Notification

**Admission Process**

The MSW Program uses the following admission process.

1. The applicant works with the Director of Adult & Graduate Enrollment and the Academic Program Liaison regarding questions about the MSW Program including the admission process.
2. The applicant applies for admission to the university by completing an online application. In order to do so, go to [www.seu.edu](http://www.seu.edu) and click on Admissions > Graduate > Apply Now.
3. The applicant applies to the MSW Program by submitting all admission documents to the Academic Program Liaison or the Director of Adult & Graduate Enrollment. See the Admission Criteria and Supporting Documents in this policy for specific information.
4. The MSW Program Admissions Committee evaluates the application based on an admissions rubric and makes a decision about the applicant’s admission status to the program. The committee may grant full, provisional, or denial of admission to the MSW Program. For specific information, see Admissions Committee Decisions at the end of this policy.
5. An email message followed by a letter notifies the applicant of the admission decision.

**Admission Roles & Responsibilities**

The following description articulates the roles and responsibilities of the applicant, Academic Program Liaison, Director of Adult & Graduate Enrollment, and MSW Program Admission Committee.

*Applicant Role & Responsibilities*

Those considering social work as a career must carefully evaluate their professional commitment to caring for others who are hurting, embracing all people regardless of difference, and advocating for the needs of vulnerable and oppressed people. An applicant, applying for admission to the MSW Program, must also commit to upholding the ethical standards of the profession. In addition, the applicant must be willing to participate in challenging experiences where knowledge deepens, values clarified, scholarly and clinical skills developed, and advocacy occurs with and on behalf of vulnerable and hurting people.

Throughout the application process, the applicant should engage in self-assessment regarding his or her goodness-of-fit with the social work profession. The admission documents demonstrate the best scholarly and professional work aligning with the mission, vision, and values of the social work profession. In addition, the applicant self-manages the submission of all the required documentation.

*Academic Program Liaison & Director of Adult & Graduate Enrollment Role & Responsibilities*

The Academic Program Liaison and Director of Adult & Graduate Enrollment answer questions about the university and MSW Program. They provide guidance to the applicant throughout the admission process and are the recipients of all admission documents. After the MSW Program Admission Committee makes an admission decision, the Director of Adult & Graduate Enrollment notifies the applicant of the decision.

*MSW Program Admission Committee Role & Responsibilities*

The MSW Program Admission Committee consists of the MSW Program Chair, MSW Field Education Coordinator, and at least one additional social work faculty member. The purpose of the committee is to evaluate an applicant’s potential for scholarly and professional work in graduate school. The committee uses a blind review process and an admission rubric to evaluate each document submitted by the applicant. Once the committee makes an admission decision, the MSW Program Director notifies the Director of Adult & Graduate Enrollment. The Social Work Department Chair and Dean of the College of Behavioral and Social Sciences provide consultation as needed.

**Admission Criteria & Supporting Documents**

The MSW Program establishes admission criteria indicating the potential for success in graduate school. The supporting documentation submitted for admission to the MSW Program must represent the best professional and scholarly work of the applicant. The ability to write with correct grammar, spelling, punctuation, and use of APA writing style is necessary.

Admission is not contingent on age, class, color, culture, disability, ethnicity or national origin, gender, marital status, political ideology, race, religion/spirituality, sexual orientation, tribal sovereign status, or veteran status. While past convictions do not necessarily preclude admission to the MSW Program, they may affect availability of field practicum placements and future employability. In addition, individuals with felony convictions might not be eligible for licensure as a clinical social worker (LCSW) in the State of Florida or other jurisdictions within the United States.

The MSW Program offers admission to the following categories:

1. Traditional Admission in Generalist Social Work Practice
2. Advanced Standing Admission in Clinical Social Work Practice

The following information outlines the admission criteria for each category and describes the required documents supporting the request for admission to the MSW Program.

## *Traditional Admission in Generalist Social Work Practice*

## Generalist social work applicants who want to begin their MSW Program in 2020-2021 may begin submitting their applications on July 1st, 2019 and no later than July 1st, 2020. The applicant must submit:

* Official transcripts from all universities attended. The transcripts must show the applicant:
* Holds a baccalaureate degree from a regionally accredited liberal arts institution
* Has a minimum GPA of 3.0\* in the last 60 credit hours of undergraduate coursework. (\*Applicants with a GPA below 3.0 must submit a request for exception. The request is in the form of a letter explaining reasons for the low GPA and identifying future changes to ensure academic achievement in the MSW Program.)
* Completed the following required prerequisite courses with a grade of “C” or better in Introduction to Psychology and English Composition.
* Submit a writing sample on the form provided by the Academic Program Liaison or Director of Graduate Enrollment. The writing sample requests scholarly written narratives regarding:
* Professional Social Work Goals
* Diversity and Values
* Professional Self-Awareness
* A professional resume demonstrating experiences related to employment, volunteer, service, and/or mission work and continuing education trainings, certifications, licenses, or registrations related to professional practice
* Two references using the College of Behavioral and Social Science forms provided by the Academic Program Liaison or the Director of Adult & Graduate Enrollment. References include:
* One academic reference
* One professional/volunteer/work-related reference
* Submit a notarized Florida Department of Children and Families “Affidavit of Good Moral Character” form provided by the Academic Program Liaison or Director of Graduate Enrollment
* If requested by the admission committee, complete an interview in order to clarify information in the application documents.

## *Advanced Standing Admission in Clinical Social Work Practice*

## Clinical social work applicants who want to begin their MSW Program in 2020-2021 may begin submitting their applications on July 1st, 2019 and no later than May 1st, 2020. The applicant must submit:

* An official transcript from the degree granting university. The transcript must show the applicant:
  + Graduated with a bachelor of social work degree from an undergraduate program accredited by the Council on Social Work Education (CSWE) or recognized through its International Social Work Degree Recognition and Evaluation Services. Baccalaureate social work graduates entering the MSW Program will not be asked to repeat curriculum achieved in their baccalaureate social work programs.
* Completed the BSW Program with a minimum GPA of 3.0\* in the last 60 credit hours of undergraduate coursework. (\*Applicants with a GPA below 3.0 must submit a request for exception. The request is in the form of a letter explaining reasons for the low GPA and identifying future changes to ensure academic achievement in the MSW Program.)
  + Earned grades of “B-” or higher in all BSW practice and field education/seminar courses
* Submit a writing sample on the form provided by the Academic Program Liaison or Director of Graduate Enrollment. The writing sample requests scholarly written narratives regarding:
* Professional Social Work Goals
* Diversity and Values
* Professional Self-Awareness
* A professional resume demonstrating experiences related to employment, volunteer, service, and/or mission work and continuing education trainings, certifications, licenses, or registrations related to professional practice
* Two references\*\* using the College of Behavioral and Social Science forms provided by the Academic Program Liaison or the Director of Adult & Graduate Enrollment. References include:
* One academic reference
* One professional/volunteer/work-related reference

(\*\*Southeastern University BSW students may elect to complete a Comprehensive Reference Review instead of submitting two references from individuals other than Southeastern University social work faculty. Inquiry about the review process from the Academic Program Liaison.)

* Submit a notarized Florida Department of Children and Families “Affidavit of Good Moral Character” form provided by the Academic Program Liaison or Director of Graduate Enrollment
* If requested by the admission committee, complete an interview in order to clarify information in the application documents.

**Admission Committee Decisions**

The overall strength of an applicant’s academic and professional performance, ability for scholarly work on a graduate level, and potential for generalist and clinical social work practice guides the admission decision process. The committee uses a blind review process and an admission rubric to evaluate the supporting documents submitted by each applicant.

*Admission Committee Decisions: Full, Provisional, or Denial of Admission*

The Admission Committee may decide to admit an applicant to full, provisional, or denial status. Descriptions of each admission status follows.

* **Full admission.** Full admission allows the applicant to matriculate into the MSW Program. While in the MSW Program, the student must comply with all program requirements set forth in the MSW Handbook.
* **Provisional admission.** Provisional admission allows the applicant to matriculate into the MSW Program with stipulations for completion of coursework or other areas of improvement. Requirements to move to full admission status and maintain enrollment in the MSW Program are in the admission email and letter. In cases where provisional admission warrants a Student Development Plan, the MSW Program Director meets with the student to create the plan.
* **Denial of admission.** Denial of admission does not permit the applicant to matriculate into the MSW Program. The program is not obligated to provide a rationale for the denial.

*Applicant Decision: Deferred Enrollment*

If an applicant has full admission into the MSW Program, an applicant may request a deferred enrollment for one year. If the applicant wishes to enter the program at the completion of a one-year deferment, the MSW Program may ask for additional information to support the original admission decision. If an applicant completes a one-year deferment then chooses not to enter the program, the applicant may do so. However, an applicant must re-apply to the program if more than a one-year deferment is necessary.

**Admission Decision Notification**

Applicants receive information about their admission status from the Director of Adult & Graduate Enrollment and the Academic Program Liaison. Communication of the decision occurs through an email message. If granted full and provisional admission, the Academic Program Liaison continues to provide instructions about the next steps for matriculation into the program.