



**UNC CHARLOTTE**  
**College of Health and Human Services**



School of Social Work  
Admission Policies & Procedures  
2015

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**Mission:**

The UNC Charlotte School of Social Work Admissions Committee assists the Admissions Director in developing, maintaining, and implementing admission policies for the BSW and MSW program; reviewing applications and making admission decisions based on standardized admission criteria; and by making recommendations to improve the admission process and recruiting efforts.

**Specific Tasks:**

1. Review admissions materials and procedures
2. Recommend and approve revisions in admissions policies and procedures
3. Process applications to the BSW and MSW Programs and select the classes for the coming academic year
4. Make recommendations to improve the admission process for the following year
5. Inform and solicit feedback from faculty regarding admission issues
6. Make suggestions to improve effectiveness of recruitment efforts

**Membership:**

The UNC Charlotte School of Social Work Admission Committee is organized into two subcommittees, referred to as the BSW Admissions subcommittee and the MSW Admissions subcommittee. The Admissions Director and Program Directors are standing members of the committee. A minimum of two faculty members, not including the Admissions Director or Program Directors, will serve staggered terms of up to three years on the committee. When selecting members, attention is to be given to program teaching assignments.

**Meetings:**

The BSW Admissions subcommittee meets in November of each year to prepare and approve materials for admission review including the Upper Division Application, the Upper Division Agreement form, forms letters to applicants, and the scoring chart. The BSW Admissions Subcommittee meets in January and July to select the BSW Upper Division class.

The MSW Admissions subcommittee meets in November of each year to prepare and approve materials for admission review, including the application scoring chart. The MSW Admissions subcommittee meets as needed from January through March to process MSW Program applications.

Phone and electronic communication may also be used to support the decision-making processes. Electronic communication should be marked as “confidential” in the subject line. Confidential communications should only be shared with members of the Admissions Committee, the Administrative Assistant, and Director of the School of Social Work.

**Reports:**

The Admissions Director prepares an annual report each August summarizing BSW and MSW data from the previous year's admission cycle. Admissions data is also provided to the Director of the School of Social Work, MSW Program Director, and/or the BSW Program Director when requested.

An agenda is sent out prior to meetings and minutes are sent out following meetings. Minutes from all meetings stored on the shared drive: SOWK\Admissions\Admission Committee Meetings. Minutes are to be approved by the related subcommittee at the next committee meeting.

## **BSW Admission Subcommittee Policies & Procedures**

In order to earn the BSW degree at UNC Charlotte, students must be admitted to and successfully complete the BSW Program, also referred to as *Upper Division*. When using the terms *BSW Program* or *Upper Division*, this document is referring to the final two years (four semesters) of study. Students who declare social work as their major, but who have not yet applied and been admitted to Upper Division, are considered to be pre-social work majors, also referred to as *Lower Division*. Lower division students are eligible to apply for Upper Division once they have completed the necessary prerequisite courses outlined in the BSW Student Handbook. This handbook is posted annually at [BSW Program Webpage](#).

The information that follows describes the policies and procedures related to the application, selection, and enrollment process for Upper Division.

### **I. Prospective Student Inquiries**

The Admissions Director in the School of Social Work takes the lead role in responding to inquiries from prospective students, in addition to planning and attending recruiting events. The BSW Program Director, Administrative Assistant, and advisors in the CHHS Advising Center support this work such as by providing consultation to the Admissions Director and also sharing information with prospective students.

### **II. Application Submission**

Applications to the BSW Program are submitted electronically to an Administrative Assistant in the School of Social Work.

### **III. Application Deadline**

The School of Social Work accepts and reviews applications for the BSW Program twice per year for an August program start. The application deadlines vary by calendar year and are posted on the website at the beginning of each academic year:

- Spring Term - First Friday of UNC Charlotte's spring semester
- Summer Term - First Monday following July 4<sup>th</sup>

### **IV. Criteria for Admission**

The minimum criteria for admission are a 2.25 GPA and having completed the prerequisite courses for the program. The application process for the BSW Program (also referred to as Upper Division) is competitive and, due to limited space, not all applicants who meet the minimum criteria for admission will be accepted. Application components receive scores based on a 100 points system. The scoring chart is reviewed

annually with revisions, if any, being incorporated prior to the commencement of the review period in January.

Academic credit is not given for life experience, nor is life experience part of the admission scoring chart. This is communicated to applicants via the School of Social Work website at [BSW Admissions Web Page](#), as well as in the BSW Student Handbook found at [BSW Program Web Page](#).

The admissions scoring chart consists of three components:

**a. Satisfactory Undergraduate Preparation – GPA = 30pts; Grade in SOWK 1101 = 10pts; Grade in SOWK 2182 = 10pts**

Students admitted to the BSW Program must have met the 2.25 minimum GPA requirement.

In addition, students admitted to the BSW Program must have earned satisfactory grades in the program prerequisites. A list of these prerequisites can be found in the BSW Student Handbook. This handbook is posted annually at [BSW Program Webpage](#). They are also listed below:

- A D or greater in BIO 1110, BIO 1110L, PSYC 1101, & SOCY 1101 AND
- A C or greater in SOWK 1101 & SOWK 2182

Students can be admitted, but cannot begin Upper Division courses until they have also earned satisfactory grades in the following:

- A C or greater in SOWK 2183
- A D or greater in STATS 1222

The subcommittee considers grades earned at UNC Charlotte and grades transferred into the University from other institutions as part of the scoring system.

**b. Competitive Essays – 40 points**

Applicants are required to submit two essays, each one page in length, which are reviewed for writing skills (grammar, sentence structure, spelling, etc.), the applicant's ability to self-reflect, and the applicant's understanding of social work values.

**c. Relevant Paid/Volunteer Experience Indicated on Application – 10 points**

The extent of the applicant's relevant paid/volunteer experience, which the applicant outlines within the application, is given consideration in the scoring system.

The above scoring system helps the BSW Admissions Subcommittee gauge the competitiveness of application. The committee will select students for the program based on space and where the application fell among the pool of applications. Very high scoring applications (75-100 point range) are selected over much lower scoring applicants (0-49 point range). Middle scoring applications (50-74) require much scrutiny, discernment, and deliberation by the committee members. As space permits, the committee comes to consensus on which applications they consider to be the most competitive among the average applications.

**V. Processing of New Applications by the School of Social Work**

**a. Initial Review**

An advisor in the College of Health and Human Services first reviews each application to confirm that the applicant has completed the prerequisite courses for Upper Division and meets the minimum GPA requirement. If an applicant has not completed or is not registered to complete all prerequisites and/or does not meet the minimum GPA requirement, the Admissions Director contacts the applicant by email to inform him or her that the application will not be reviewed as the application is considered to be ineligible.

Applications that meet the minimum course and GPA requirements are then referred to a full-time faculty member who regularly teaches in the undergraduate program for an initial review. During this review, the faculty member assigns a score for the applicant's essays and volunteer/paid experience.

After an application is scored by a faculty member, it is reviewed by the BSW Admissions subcommittee.

**b. Second Reviews**

The faculty member conducting the initial review and/or any member of the BSW Admissions Subcommittee can request a second review of an application. Second reviews are automatically completed if it is an applicant's second application. The purpose of a second review is to confirm an application was scored fairly. If requested, the Administrative Assistant reassigns the application for a second (blind) review by the Admissions Director or BSW Program Director.



If the Admissions Director or BSW Program Director is unavailable, members of the BSW Admissions subcommittee will complete second reviews.

**c. Admission Data Entry**

Using a chart and the scores submitted by the faculty reviewer, points are assigned by the Administrative Assistant for each component of the application considered for admission. Once the application scores have been entered into the admission spreadsheet, the application is ready for review by the BSW Admissions subcommittee.

**d. BSW Admission Decisions**

The BSW Admissions subcommittee reviews each application, giving consideration to the admission criteria and scores. A decision is then rendered as to whether the applicant be admitted or denied. There is not an option to Waitlist applicants for the BSW Program.

Applicants intending to enroll in August who apply during the spring admission cycle will be notified of a decision by February 15<sup>th</sup>. Applicants intending to enroll in August who apply during the summer admission cycle will be notified of a decision by August 1<sup>st</sup>. The BSW Admissions subcommittee aims to select approximately 45% of the upcoming class during the spring admissions cycle and 55% of the upcoming class during the summer admission cycle, taking into account that historically there have been an average of 10% more applications during the summer. The BSW Admissions Committee reserves 5% of the total available seats for the *Rising Star* Program. See the *Rising Star* section of this document for more information.

Each application and applicant will be treated in a consistent manner. Discussion of applications by the committee will focus only on the admission criteria and information presented in the application materials. No member of the committee will introduce information to the committee derived from individual contact with an applicant. This includes information about the applicant's performance, attitude, and/or behavior that may have been observed through phone, written communication or class contact.

**e. Notification**

The Administrative Assistant, with oversight by the Admissions Director, is responsible for communicating the admission decision to the applicant through an electronic letter sent by February 15<sup>th</sup> during the spring admission process and August 1<sup>st</sup> during the summer admission process. Applicants who have been offered admission will receive an *Upper Division Agreement* form, in addition to

their acceptance letter. The form will outline any contingent conditions associated with admission, such as the need to complete SOWK 2183 or statistics prior to beginning Upper Division courses.

**f. Enrolling**

Applicants who have been offered admission to the BSW Program and who wish to accept the offer will need to return a signed *Upper Division Agreement* form by the deadline identified in the acceptance letter. The admission offer is rescinded, if the letter is not returned by the deadline.

**g. Maintaining List of Enrolled Students and Transition to Upper Division Status**

Within five business days of the deadline to submit *Upper Division Agreement* forms, the Administrative Assistant, under the direction of the Admissions Director, will create a list of students who have enrolled in the BSW Program. This list will be electronically sent to:

- Office of the Registrar – Change to Upper Division Status
- Academic Technology Office – Create/Update Listserv
- Admissions Director
- BSW Program Director
- Administrative Assistant to the Director of the School of Social Work
- CHHS Advising Office

In January, this list will include students accepted during the January admission cycle. In July, this list will include students who enrolled in January and those who enrolled in July.

It will be the Administrative Assistant's responsibility, with oversight by the Admissions Director, to ensure that the Office of the Registrar has changed the students' status from *Lower Division* status to *Upper Division* status and to ensure that the BSW Listserv has been updated.

**h. Denial Appeal Procedure**

Applicants can apply a maximum of two times to the BSW Program. Applicants who are denied program admission are encouraged to meet with an advisor in the CHHS Advising Office for career guidance and the Admissions Director for feedback on the submitted application.

An applicant who has been denied and wishes to challenge the denial must first request a second review on the merits of the application by the Director of the

School of Social Work. Requests for a second review, including any additional materials the applicant desires to submit, must be received in writing prior to the term for which the applicant is seeking admission. If there is insufficient time to complete the review before the beginning of the term for which the applicant seeks admission, the Director of the School of Social Work may decline to perform the review. Insufficient time is defined as less than five days before the start of the term. If a second review is to be completed, the Director of the School of Social Work will complete a holistic review of the student's credentials, in consultation with the BSW Program Director, including any additional materials the applicant submits, and will render a decision in writing to the applicant within ten business days (excluding weekends and University holidays) following the meeting at which the review takes place.

If an applicant is denied admission by the Director of the School of Social Work, the applicant may appeal the decision, but only on the grounds that the denial was based on a violation of UNC Charlotte Policy #207 – Section II – *Policy on Admission to the University - [UNC Charlotte Legal Policy #207](#)* which states, "The University of North Carolina at Charlotte does not discriminate in offering access to its educational programs and activities on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression." The applicant's appeal must be in writing, must set forth with specificity the grounds for the appeal, and must be directed and delivered to the Associate Dean of the College of Health and Human Services. Upon receipt of the appeal, the Associate Dean will review the applicant-appellant's file and appeal letter. The Associate Dean will communicate his or her decision to the applicant-appellant in writing within 30 calendar days of receipt of the appeal. The appeal must be received in writing prior to the term for which the applicant is seeking admission. If there is insufficient time to complete the appeal process before the beginning of the term for which the applicant seeks admission, the Associate Dean may decline to review the appeal.

## **VI. Rising Star Program**

The BSW Admissions subcommittee retains the right to reserve up to 5% of the total seats each year for BSW Upper Division Admission for the Rising Star Program. Rising Star seats are reserved for applicants identified by the BSW Admissions subcommittee as having great potential for success. These are applicants that the committee identifies as having compelling strengths such as leadership skills, significant grade improvement during the last two semesters, or outstanding community service, despite their ranking in the pool. All applicants will be given consideration for selection as a Rising Star Student. Those who enroll as Rising Star Students will be asked to sign an additional form, agreeing to mentoring and advising throughout their tenure in the program to help ensure success. The names of Rising Star Students will not be made public to other

students in the program, but will be shared with their advisors for the purposes of close academic monitoring.

## **VII. Educational Access**

University admissions policy does not discriminate in offering access to its educational programs and activities on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

## **VIII. Criminal Backgrounds**

Applicants are not asked about past convictions or pending charges in the application. Criminal backgrounds are not given consideration for admission to the BSW Program. Applicants with convictions on their criminal backgrounds may have difficulty being accepted for field placements and/or participating in courses with community based activities. Applicants with past convictions who are offered admission and opt to enroll would be doing so with the understanding that this background could be a potential barrier to graduation. The BSW Program does make every effort to assist students with a positive criminal background check in finding field placements.

## **IX. Application Assistance for Persons with Disabilities**

Persons with disabilities who need assistance in the admission process must contact the Admissions Director, to request such assistance a minimum of fifteen days prior to the application deadline. The Admissions Director will connect the applicant with the Office of Disability Services, requesting that a staff member assist the applicant with completing the application.

## **X. Transfer Credit**

The policy on Transfer Credit can be found in the BSW Student Handbook. This handbook is posted annually at [BSW Program Web Page](#).

## **XI. Quality Improvement**

### **a. Applicant Survey**

A survey will be sent every two years, beginning in 2015, to applicants who were offered admission as a means of gathering information to be used to improve recruitment efforts and the admission process.

**b. Faculty Survey**

A survey will be distributed every two years, beginning in 2015, to faculty members who participated in the admission process for feedback to be used for the purpose of process improvement.

## **MSW Admission Subcommittee Policies & Procedures**

### **I. Programs Offered**

The MSW Program is available in the following three formats:

#### **a. Advanced Standing**

Advanced standing is awarded only to applicants holding degrees from baccalaureate social work programs accredited by CSWE, those recognized through its International Social Work Degree Recognition and Evaluation Service, or covered under a memorandum of understanding with international social work accreditors; eligible students start the program in the first Summer Session and complete 44 credit hours over three semesters. See Section VIII for additional information regarding admission with Advanced Standing.

#### **b. Full-time**

Students start the program in the fall semester and complete 62 credit hours in four semesters.

#### **c. Extended Study**

Students start in the fall semester and complete 62 credit hours over a three year period. These students take fewer credits per semester than the full-time students.

### **II. Prospective Student Inquiries**

The Administrative Assistant, Admissions Director and MSW Program Director regularly respond to phone and electronic program inquiries. In addition, the Admissions Director and MSW Program Director meet with prospective students individually and host recruiting events annually. The Admissions Director takes the lead role with planning recruiting events and responding to prospective student inquiries.

Prospective students are encouraged by the Administrative Assistant, Admissions Director and MSW Program Director to complete a Prospect form in the eGrad system so that they can be invited by the Graduate School to information sessions and events.

### **III. Application Submission**

Applications to the MSW Program are submitted via the UNC Charlotte Graduate School's application system at <https://mygradschool.uncc.edu>.

#### **IV. Application Deadline**

The application and all related materials must be received by The Graduate School to be considered for Summer (Advanced Standing) or Fall (Full-time and Extended Study) admission to the MSW Program by February 1<sup>st</sup> of the prior academic year. Applications that are submitted by February 1<sup>st</sup>, but are found by the Graduate School to be missing supporting documentation (i.e., transcripts), will only be reviewed by the School of Social Work on a space-available basis. The applicant may check the status of the application through the Graduate School's electronic application system where outstanding components of the application are cited, dates of receipt are noted and the disposition is available to the applicant.

#### **V. Referral of Applications to School of Social Work**

Once an application to the MSW Program has been determined to be complete by the UNC Charlotte Graduate School, it is then electronically referred to the School of Social Work for review and for a recommendation regarding admission.

#### **VI. Criteria for Admission**

Applications which have reached the School of Social Work are assigned to full-time faculty members who evaluate the applications using a scoring chart developed by the MSW Admissions Subcommittee. The scoring chart is reviewed each fall. Revisions, if any, are incorporated prior to the commencement of the review period in January. Faculty member reviewers, with the exception of the Admissions Director, have met the criteria for Graduate Faculty status in the School of Social Work. Their names are listed in the MSW Student Handbook posted annually at [MSW Program Webpage](#). Faculty members review applications through the UNC Charlotte Graduate School's password protected eGrad system. Following the faculty review process, applications are reviewed by the MSW Admissions Committee.

Academic credit is not given for life experience, nor is life experience part of the admission scoring chart. This is communicated to applicants via the School of Social Work's website at [MSW Admissions Web Page](#).

The admissions scoring equation consists of five components totaling 100 points:

##### **a. Competitive GRE scores – Quantitative = 8 points; Verbal = 12 points**

The UNC Charlotte Graduate School requires applicants to graduate degree programs to submit aptitude test scores. Applicants to the MSW program must submit Graduate Record Examination (GRE) scores. An exception may be made for applicants who have already earned a doctorate in another field. The Graduate School does not set minimum GRE scores, but does give greater

scrutiny to applicants who present test scores lower than the 30<sup>th</sup> percentile. If an applicant presents quantitative or verbal scores below the 30<sup>th</sup> percentile, but appears to offer other qualities that can contribute to the program, the MSW Admissions Committee submits a statement of further explanation to the UNC Charlotte Graduate School when recommending acceptance. The Graduate School can accept or deny the request to admit the applicant to the Graduate School.

**b. Satisfactory Undergraduate Preparation – 15 points**

Students admitted to the MSW Program must have earned a bachelor's degree from a college or university accredited by a recognized regional accrediting association or its equivalent, in addition to having a competitive GPA. Applicants should have a liberal arts background defined as a minimum of 24 undergraduate course credit hours in the humanities and theories of human and cultural development. This includes, but is not limited to, history, sociology, anthropology, psychology, political science, philosophy, the arts, cultural studies, and gender studies. The UNC Charlotte Graduate School sets a minimum undergraduate GPA at 3.0. The MSW Admissions Subcommittee can request an exception be made by the Graduate School for an applicant who fails to meet this minimum standard, if an applicant appears to offer other qualities that can contribute to the program. The Graduate School can accept or deny the request to admit the applicant to the Graduate School.

**c. Positive Recommendations – 5 points**

Recommendation providers receive requests electronically from the UNC Charlotte Graduate School, after the applicant submits the recommender's contact information into the application system. There are two parts to the recommendation. The first is a brief online form. The second is a personal letter written and uploaded by the recommendation provider. Applicants are advised to notify recommendation providers that the UNC Charlotte MSW program requires both the form and a narrative letter to be uploaded.

For applicants who have graduated within the past three years, at least two letters must be from faculty members or supervisors of internships for college credit.

For applicants who have been out of the education system for more than three years, letters may be from employment or volunteer supervisors.

Ideally, recommenders will be written by social workers with MSW's or others who can speak to the applicant's suitability for the MSW Program. The letters of



recommendation should describe the applicant's aptitude for graduate education.

**d. Strong Personal Statement – 55 points**

Applicants are required to submit a Personal Statement of up to five pages in length. The Personal Statement is a component of the scoring system. The personal statement addresses the applicant's writing skills, attentiveness to self-care, career interests, congruency with social work values, ability to incorporate critical feedback, personal strengths, and skills in human services.

**e. Relevant Paid/Volunteer Experience Indicated on Resume – 5 points**

Applicants are required to submit a resume as part of the supporting materials. The extent of the applicant's relevant paid/volunteer experience as indicated on the resume is given consideration on the scoring chart.

The above scoring system helps the MSW Admissions Subcommittee gauge the strengths of all applications. The committee will select students for the program based on space and application scores. Very high scoring applications (75-100 point range) are selected over much lower scoring applicants (0-49 point range). Middle scoring applications (50-74) require more scrutiny, discernment, and deliberation by the committee members. The committee comes to consensus on which applications they consider to be the most competitive among the applications.

**VII. Advanced Standing**

The Advanced Standing Program is completed in three semesters (Summer, Fall, Spring). In order to be selected for Advanced Standing, within five years of the semester the applicant intends to enroll, the applicant must have earned a BSW from a baccalaureate social work program accredited by CSWE; a BSW recognized by CSWE through its International Social Work Degree Recognition and Evaluation Services; or a BSW covered under a memorandum of understanding by CSWE with international social work accreditors.

The application, the supporting documentation submitted with the application, and the scoring chart used to assess applications are the same for Advanced Standing as for the Full-time and Extended Study programs.

Applicants who are not considered by the MSW Admissions Subcommittee to be ready for Advanced Standing will be reviewed for the Full-time and Extended Study programs.

Applicants denied Advanced Standing, but offered acceptance into the Full-time program or Extended Study program, will not be expected to repeat courses where they

have demonstrated mastery of the criteria. Likewise, applicants eligible for Advanced Standing, but who opt to apply instead to the Full-time program or Extended Study program and are accepted, will not be expected to repeat courses where they have demonstrate mastery of the criteria. See the *Course Substitution Policy* in the MSW Student Handbook for more information. The MSW Student Handbook is posted annually at [MSW Program Webpage](#).

International applicants applying for Advanced Standing should also review Section XI of this document for additional requirements.

## **VIII. Processing of new applications by the School of Social Work**

### **a. Initial Faculty Member Review**

Each application is referred to a member of the Graduate Faculty or the Admissions Director within the School of Social Work for an initial review, prior to it being reviewed by the MSW Admissions Subcommittee. During this review, the faculty member assigns a score for the applicant's Recommendations, Volunteer/Paid Work Experience, and Personal Statement.

### **b. Second Reviews**

The faculty member conducting the initial review and/or any member of the MSW Admissions Subcommittee can request a second review of an application. The purpose of a second review is to verify an application was scored fairly. If requested, the Administrative Assistant reassigns the application for a second (blind) review by the Admissions Director or MSW Program Director. If the Admissions Director or MSW Program Director is unavailable, a member of the MSW Admissions Subcommittee will complete second reviews.

### **c. Admission Data Entry**

Points are entered by the School's Administrative Assistant into our database for each component of the application considered for admission (GRE scores, GPA, relevant paid/volunteer experience, references, and Personal Statement) using a chart and the scores submitted by the initial faculty reviewer. Once the scores have been entered for an application into the School of Social Work's admission database, the application is ready for review by the MSW Admissions Subcommittee.

### **d. MSW Admission Decisions**

The MSW Admissions Subcommittee reviews each application and chooses to recommend to the UNC Charlotte Graduate School that the applicant be

admitted, denied or waitlisted. The Admissions Director is responsible for communicating this recommendation to the UNC Charlotte Graduate School electronically.

For those being recommended for acceptance, the Admissions Director for the School of Social Work submits a congratulatory statement to the UNC Charlotte Graduate School. This statement is incorporated into the official decision letter, if the UNC Charlotte Graduate School supports the recommendation. This statement identifies the specific program to which the applicant is being offered admission (Advanced Standing, Full-time, or Extended Study) as well as any contingent conditions associated with admission.

If an applicant's GPA does not meet the minimum standards established by the UNC Charlotte Graduate School, but the MSW Admissions Subcommittee still recommends admission, a written justification is submitted electronically to the UNC Charlotte Graduate School through the application system by the Admissions Director detailing the reason(s) for supporting this recommendation. A written justification is also submitted if an applicant's verbal and/or quantitative GRE scores are below the 30<sup>th</sup> percentile.

Each application and applicant will be treated in the same manner. Discussion of applications by the committee will focus only on the admission criteria. No member of the committee will introduce information to the committee derived from individual contact with an applicant. This includes information about the applicant's performance, attitude, and/or behavior that may have been observed through phone, written communication, or class contact.

**e. Waitlisted Applicants**

When the MSW Admissions Subcommittee recommends that an applicant be listed on the wait list, the Admissions Director selects "Waitlist" as the option in the eGrad system and then sends a letter to the applicant from the School of Social Work notifying the applicant of the status of the application. The applicant can see in the eGrad system that the application has been given Waitlist status, but the applicant does not receive any further notification from the UNC Charlotte Graduate School at that time. The letter from the School of Social Work indicates that a final recommendation to accept or deny the applicant will be made to the UNC Charlotte Graduate School by April 30<sup>th</sup>. If it is determined that there is enough room to admit applicants from the wait list, candidates are recommended for admission in order of score with the highest scoring applicants being recommended for admission first. Applicants who are admitted from the waitlist are given thirty days from the date of notification by the Graduate School to make a decision as to whether or not to enroll.

**f. Notification of Decision by the UNC Charlotte Graduate School**

After a recommendation to accept or deny an applicant is entered into the eGrad by the School of Social Work, the UNC Charlotte Graduate School makes a final admission decision. This decision is communicated electronically to the applicant in the form of a letter.

For those being offered admission, the letter will include any contingent conditions associated with admission, such as the need to submit official transcripts and the deadline by which the applicant needs to respond in order to hold the seat.

**g. Notification of Decision and Next Steps by the School of Social Work**

An electronic follow up letter is sent by the School of Social Work only after an official decision has been certified electronically by the UNC Charlotte Graduate School. This letter provides information about next steps such as the deadline by which to complete the *Enrollment* form and providing School of Social Work contact information.

Applicants who are denied program entrance do not receive a letter from the School of Social Work. They only receive a denial letter from the UNC Charlotte Graduate School.

**h. Enrolling**

Applicants who have been offered admission to the MSW Program must complete the UNC Charlotte Graduate School's *Enrollment Form* by April 1<sup>st</sup> wherein they elect to accept or decline the offer. If the applicant has not completed the form by April 1,<sup>st</sup> then the Admissions Director in the School of Social Work notifies the Graduate Admissions Director in the Graduate School and requests that their office decline on the applicant's behalf. If funding is part of the admission offer, the applicant has until April 15<sup>th</sup> to make a decision.

Applicants who accept the offer of admission by completing the *Enrollment Form* receive two additional communications from the School of Social Work. They are:

- A letter from the MSW Program Director with information about registration, orientation, and academic advising
- A letter from the Field Director regarding the field placement process

**i. Denial Appeal Procedure**

Information regarding University Policy #207, which describes the denial appeal procedure for applicants applying to graduate programs at UNC Charlotte, can be found at [Policy #207 - Denial Appeal Procedures](#).

**IX. Administrative Process to Transition Applicants to Enrolled Students**

**a. Maintaining List of Enrolled Students**

The Administrative Assistant in the School of Social Work, under the direction of the Admissions Director, maintains a list of enrolled students through the start of the new academic year. The MSW Program Director and Field Director are given access to the list of enrolled students. The list is updated on a weekly basis from March to August. The MSW Program Director will maintain and update this list as needed after the start of the new academic year.

**b. Advising, Course Registration, Student Orientation and Field Placement**

The MSW Program Director and Field Director are responsible for providing information to newly enrolled students regarding advising, course registration, student orientation, and field placement. The pertinent information is communicated to students via email.

**X. Related Policies**

The following is a list of policies which are detailed in the MSW Student Handbook, posted annually at [MSW Program Web Page](#):

**a. Post-Baccalaureate Courses**

**b. Transfer Credit**

**c. Course Substitution Policy**

**XI. International Applicants**

International applicants applying to Advanced Standing, Full-time, or Extended Study must meet additional requirements established by the UNC Charlotte Graduate School. Information about these requirements can be found on the UNC Charlotte Graduate School's website at [International Applicant Information](#).

International Applicants seeking entrance into the Advanced Standing program must also go through the ISWDRES (International Social Work Degree Recognition and

Evaluation Services ) process established by the Council on Social Work Education. More information can be found at: [ISWDRES/CSWE](#). If the applicant's degree is recognized through this process, making the applicant eligible for Advanced Standing, the applicant must upload a copy of the Determination Letter into the eGrad system. This letter can be attached to the applicant's Personal Statement.

## **XII. Educational Access**

University admissions policy does not discriminate in offering access to its educational programs and activities on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

## **XIII. Criminal Backgrounds**

Criminal backgrounds are not given consideration for admission by the Admissions Committee in the School of Social Work, but are given consideration by the UNC Charlotte Graduate School. Applicants with convictions on their criminal backgrounds may have difficulty being accepted for field placements and/or participating in courses with community based activities. Applicants with past convictions who are offered admission and opt to enroll would be doing so with the understanding that this background could be a potential barrier to graduation. The MSW Program does make every effort to assist students with a positive criminal background check in finding field placements.

## **XIV. Application Assistance for Persons with Disabilities**

Persons with disabilities who need assistance in the admission process must contact the Admissions Director, to request such assistance a minimum of fifteen days prior to the application deadline. The Admissions Director will connect the applicant with the Office of Disability Services, requesting that a staff member assist the applicant with completing the application.

## **XV. Quality Improvement**

### **a. Applicant Survey**

A confidential survey will be sent every other year beginning in 2016 to applicants who were offered admission but who declined to accept the offer as a means of gathering information to be used to improve recruitment efforts and the overall program.

**b. Faculty Survey**

A survey will be distributed every other year beginning in 2016 to faculty members who participated in the admission process for feedback to be used for the purpose of process improvement.