



UNC CHARLOTTE
College of Health and Human Services



School of Social Work
Admission Policies & Procedures
2016

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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 holds business meetings as needed during the fall and spring semesters of each year to prepare and approve admission policies, procedures and materials. The BSW Admissions Subcommittee meets in during spring and summer semesters to select the BSW Upper Division class.

The MSW Admissions subcommittee holds business meetings as needed during the fall and spring semesters of each year to prepare and approve admission polies, procedures, and materials. The MSW Admissions subcommittee meets as needed during the spring semester to process MSW Program applications and recommend applicants for admission.

An agenda is sent out prior to business meetings. Meeting notes are sent out following business meetings. Agendas and meeting notes are stored on the shared drive: SOWK\Admissions\Admission Committee Meetings. Agendas and notes are not maintained for meetings wherein the primary purpose is select or recommend applicants for admission.

Admission recommendations and decisions that result from such meetings are maintained instead electronically in a secure database.

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 Support Associate, and the Director of the School of Social Work.

Policy and Procedure Changes:

The Admissions Director presents to the corresponding admission subcommittee policy and procedure changes related to admissions. Changes will be implemented if approved by majority vote. Electronic communication can be used for the voting process. When changes are considered by the committee to be substantive, the Admissions Director will invite Full-time faculty members to comment on the changes via anonymous surveys, email, or in faculty meetings.

Reports:

The Admissions Director prepares an annual report each fall 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.

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 Support Associate, 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 the Administrative Support Associate 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:

- 2016 Spring Term – February 1st
- 2016 Summer Term – July 1st

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 rubric for scoring

applications, also referred to as the *BSW Application Rating Form*, is reviewed annually with revisions, if any, being incorporated prior to the commencement of the spring review period.

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 *BSW Application Rating Form* 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. Applicants are not eligible to apply to the program if they have not completed and earned satisfactory grades in the following courses:

- 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

In addition, applicants must have completed or be enrolled in all General Education courses outlined for semesters 1-4 on the Social Work advising checklist in order to apply to the program.

Offers of admission are contingent on the successful completion of all courses outlined for semesters 1-4 on the Social Work advising checklist, including both the Social Work prerequisites and General Education requirements. Students who fail to complete courses outlined on the checklist will have their offer of admission rescinded prior to the start of the fall term.

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, the applicant's understanding of social work values, and the congruency between the applicant's perspective of social problems and the perspective of the social work profession.

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 rating system.

The above rating 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. Highly competitive applications are typically selected over lower scoring applications. Moderately competitive applications 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 applications. Applicants with high scores, including those with high GPAs, may be denied admission if the committee has concerns related to the applicant's understanding of social work values or the congruency between the applicant's perspective of social problems and the perspective of the social work perspective.

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 Support Associate 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 Support Associate for each component of the application considered for admission. Once the application scores have been entered into the admission database, 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 2016 admission cycle will be notified of a decision by March 1, 2016. Applicants intending to enroll in August who apply during the summer 2016 admission cycle will be notified of a decision by August 1, 2016.

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 Support Associate, with oversight by the Admissions Director, is responsible for communicating the admission decision to the applicant through an electronic letter sent by March 1st during the spring 2016 admission process and August 1st during the summer 2016 admission process. Applicants who have been offered admission will receive an *Enrollment Form*, in addition to their acceptance letter. The congratulatory letter or *Enrollment 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 *Enrollment Form* by the deadline identified in the acceptance letter. The admission offer will be considered rescinded, if the form is not returned by the deadline.

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

Within five business days of the summer deadline to submit *Upper Division Agreement* forms, the Administrative Support Associate, under the direction of the Admissions Director, will create a list of all students (spring and summer admits) who have enrolled in the BSW Program. This list will be electronically sent to:

- Office of the Registrar
- Admissions Director
- BSW Program Director
- CHHS Advising Office

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.

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.

An applicant who has been denied and wishes to challenge the denial must first request a second review regarding 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 Stars*. *Rising Star* seats are reserved for applicants who meet the minimum eligibility criteria and have been

identified by the BSW Admissions subcommittee as having high potential for success, due to such compelling strengths 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 *Rising Stars*. The names of *Rising Star* students will not be made public to other students in the program and will only 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, participating in courses with community-based activities, and/or finding employment upon graduation. 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 or future employment. 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](#).

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; Students start this Plan of Study in the first summer session and complete this Plan of Study over a one-year period. See Section VIII for additional information regarding admission with Advanced Standing.

b. Full-time

Students start this Plan of Study in the fall semester and complete it over a two-year period.

c. Part-time

Students start this Plan of Study in the first summer session and complete it over a three-year period. These students take fewer credits per semester than the full-time students.

II. Prospective Student Inquiries

The Administrative Support Associate, 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 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 Support Associate, Admissions Director and MSW Program Director to complete a *Prospect Form* in the eGrad system. This provides a means through which prospective students are then 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 by the application deadline. Application deadlines vary by calendar year and are posted on the website at the beginning of each academic year. For 2016, the dates are:

Advanced Standing

- February 1, 2016

Full-time

- February 1, 2016 - Conventional Deadline - to be considered for graduate assistantships
- April 1, 2016 - Extended Deadline - applications will be considered on a space available basis until all seats are filled
- June 1, 2016 - Final Deadline - applications will be considered on a space available basis until all seats are filled

Part-time

- February 1, 2016 - Conventional Deadline - to be considered for graduate assistantships
- April 1, 2016 - Final Deadline - applications will be considered on a space available basis until all seats are filled

Applications submitted by the posted deadline, but 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 members of the MSW Admissions subcommittee who evaluate the applications using a scoring rubric

titled the *MSW Application Rating Form*. The rubric is reviewed annually and revisions, if any, are incorporated prior to the commencement of the review period in January.

MSW Admissions subcommittee 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](#).

MSW Admissions subcommittee members review applications through the UNC Charlotte Graduate School's password protected eGrad system.

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

The *MSW Application Rating Form* consists of five components totaling 100 points:

a. Competitive GRE scores

Quantitative = 4 points; Verbal = 10 points; Writing = 6

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. A waiver may be granted by the Graduate School for applicants who have already earned a doctorate or master's degree 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 30th percentile. If an applicant presents quantitative or verbal scores below the 30th percentile, but appears to offer other qualities that can contribute to the program, the MSW Admissions subcommittee 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

Three recommendation forms are required to be submitted.

After the applicant enters the recommender's contact information into the application system, the recommender receives a form to complete electronically. The recommender has the option of uploading a letter of support along with the form.

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 and aptitude for graduate education including: Faculty members, supervisors of internships for college credit, volunteer supervisors, or employers related to the health and human services field.

d. Strong Personal Statement – 50 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. The items to be addressed in the Personal Statement are outlined in the application.

e. Leadership, Advocacy, Community Engagement, and Related Volunteer/Paid Professional Experience Indicated on Resume – 10 points

Applicants are required to submit a resume as part of the supporting materials. The extent of the applicant's experience, including in such areas as leadership and advocacy, 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 are selected over much lower scoring applicants. Middle scoring applications 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 and then makes a recommendation regarding admission to the Graduate School.

VII. **Advanced Standing**

The Advanced Standing Program is completed in three semesters (Summer, Fall, Spring).

Applicants are eligible to apply for Advanced Standing if they meet one of the following criteria:

1. Applicants in their final year of study in a social work program accredited by the Council on Social Work Education (CSWE) **and to have a cumulative GPA of 3.0 or higher** are eligible to apply for Advanced Standing
2. Applicants who have earned a BSW within the past **five years** from a social work program accredited by the Council on Social Work Education (CSWE) **and to have a cumulative GPA of 3.0 or higher**. Applicants who earned degrees outside of the United States, should contact the Admissions Director for assistance in determining whether or not they are eligible for Advanced Standing.
3. Applicants who have earned a BSW recognized by the Council on Social Work Education through its International Social Work Degree Recognition and Evaluation Service or who earned a BSW covered under a memorandum of understanding by the Council on Social Work Education with international social work accreditors are also eligible to apply for Advanced Standing. International applicants should contact the Council on Social Work Education for more information and are encouraged to visit [this site](http://www.cswe.org/CentersInitiatives/22207.aspx) for additional information at: <http://www.cswe.org/CentersInitiatives/22207.aspx>
4. **Applicants who completed their BSW more than five years ago with a GPA of 3.0 or higher**, may submit a letter to the Admissions Director requesting to be considered eligible to apply for Advanced Standing. Written requests should be addressed to the Admissions Committee and sent to Ms. Amy Peters at abarsant@uncc.edu. The letter will assist the Admissions Committee in determining the applicant's eligibility for entering the UNC Charlotte as an Advanced Standing student. If the request is denied for consideration for the Advanced Standing, the applicant may apply for another Plan of Study. Approval to be considered for Advanced Standing, it is not a guarantee of admission. The written request must provide a detailed account of the applicant's: Professional social work experiences since graduation from their BSW program, relevant trainings and continuing education workshops, involvement in relevant professional social work activities, and reasons for seeking admission to the MSW Advanced Standing Plan of Study. A resume and unofficial transcripts should accompany the request. The applicant will receive a response regarding eligibility within ten business days of submitting the request.

Sometimes applicants who are eligible for Advanced Standing choose to apply to the Full-time Plan or Part-time Plans of Study. 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. Application Reviews & Admission Decisions

First, the Administrative Support Associate assigns points for the applicant's GRE scores and GPA using the *2016 MSW Rating Form*.

Next, a member of the MSW Admissions subcommittee is selected by the Administrative Support Associate to review and assign points for the applicant's recommendations and experience.

Finally, a member of the MSW Admission subcommittee members is selected by the Administrative Support Associate to review and assign points for the Personal Statement.

The applicant's score is automatically totaled in the database after the Personal Statement points are assigned. At this point, the MSW Admissions Subcommittee member reviews the entire application, considers the point values for each category, and then gives the application a designation of Tier I, II, III, IV, or V.

Applications designated by the final MSW Admissions subcommittee reviewer as Tier I are considered to be highly competitive applicants. Applications designated by the final MSW Admissions subcommittee reviewer to be Tier II applicants are considered to be competitive applicants. Tier I applicants are recommended to the Graduate School, by the Admissions Director, to be admitted with priority and without further committee consideration, if seating is available. Tier II applicants are also recommended to the Graduate School, by the Admissions Director, to be admitted and without further committee consideration, if seating is available. If there are more Tier I and/or Tier II applicants than seats available, which may particularly be the case of Advanced Standing, Tier I applicants are recommended for admission first and applications may be returned to the MSW Admissions subcommittee for further review. The

subcommittee is asked to reach consensus as to which are the most competitive of the applications.

Tier III and IV are considered to be average to marginally qualified applicants. These applications are automatically returned to the MSW Admissions subcommittee for further review. Consensus is reached as to whether or not to recommend admission, seating permitting.

Tier V applicants are not recommended for admission.

The Admissions Director is responsible for communicating the admission recommendation to the UNC Charlotte Graduate School electronically.

b. Second Reviews

Any member of the MSW Admissions Subcommittee can request a second review of any component of the application including recommendations, experience and the Personal Statement. The purpose of a second review is to verify an application was scored fairly. If requested, the Administrative Support Associate reassigns the component of the application for a second (blind) review by another member of the MSW Admissions.

c. Admission Data Entry

Points are entered by the School's Administrative Support Associate and MSW Admissions subcommittee members for each component of the application considered for admission (GRE scores, GPA, relevant paid/volunteer experience, references, and Personal Statement) using a scoring rubric titled *UNC Charlotte MSW Application Rating Form*. Once all components are scored, the application is ready for a decision to be rendered.

d. Communicating MSW Admission Decisions

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 plan of study the applicant is being offered admission to (Advanced Standing, Full-time, or Part-time), 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 30th 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 placed on the waitlist, the Admissions Director selects "Waitlist" as the option in the eGrad system. The applicant cannot see in the eGrad system that the application has been given Waitlist status, but rather only that the application is still pending a decision. The applicant does not receive further notification from the UNC Charlotte Graduate School until a final recommendation is made. If it is determined that there is enough room to admit applicants from the waitlist, applicants 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 a minimum of 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 the date published in the School of Social Work's congratulatory letter. The following are the associated dates:

- February 1st deadline – Must enroll by April 1st
- April 1st deadline – Must enroll by May 15th
- June 1st deadline – Must enroll by July 15th

If the applicant has not completed the form by the designated date, 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 is given until at least April 15th to make a decision.

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 Support Associate 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.