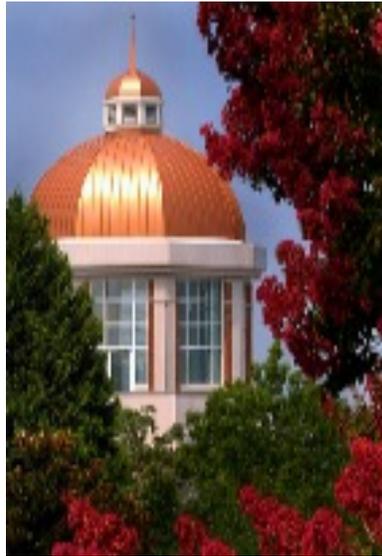




UNC CHARLOTTE
College of Health and Human Services



School of Social Work
Admission Policies & Procedures
2017

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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.

Responsibilities:

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, BSW Program Director, and Assistant Field Director are standing members of the BSW Admissions subcommittee. The Admissions Director, MSW Program Director, and Field Director are standing members of the MSW Admission subcommittee. A minimum of one additional faculty member will be appointed to serve on each subcommittee for up to three consecutive academic years. When selecting additional faculty 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 during the summer 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 policies, procedures, and materials. The MSW Admissions subcommittee meets as needed during the spring semester to process MSW Program applications and recommend applicants for admission.

Agendas and meeting notes for business meetings are stored in Google Drive and all committee members have access to them. Business meetings are those meetings held for the primary purpose of discussing admission policies and procedures. To protect the confidentiality of applicants, agendas and notes are not maintained for meetings wherein the primary purpose is to select or recommend applicants for admission. Instead, admission recommendations and decisions that result from such meetings are maintained in TK20, the UNC Charlotte Graduate School's electronic application system, and/or internal databases.

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 when it relates to an applicant. 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 policy and procedure changes to the corresponding admission subcommittee. 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 before a subcommittee decision is rendered.

Reports:

The Admissions Director prepares an annual report each fall, after CHHS census data becomes available, 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 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 point system and the most competitive applicants are selected until all seats are filled. The scoring rubric, also referred to as the *BSW Application Rating Form*, is reviewed annually by the BSW Admissions subcommittee. Revisions, if any, are incorporated prior to the commencement of the application review period.

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 website at [BSW Admissions Web Page](#), as well as in the BSW Student Handbook found at [BSW Program Web Page](#).

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 Process

For 2017, applications to the BSW Program will be submitted electronically to the School of Social Work through the TK20 application system. The application system will be open from February 15, 2017-March 15, 2017 for *Early Admission* and from May 1, 2017- July 1, 2017 for *Traditional Admission*.

III. Application Deadline

The deadline to apply for fall 2017 admission to the BSW Program through *Early Admission* is March 15, 2017 at 11:45pm. The application system will close at 11:45pm.

The deadline to apply for fall 2017 admission to the BSW Program through *Traditional Admission* is July 1, 2017. The application system will close at 11:45pm.

IV. **Early Admission Eligibility Criteria**

The School of Social Work has established an early admission submission process for highly qualified applicants. Applicants who are not offered early admission will automatically be given consideration during the traditional May 1st-July 1st application period and do not need to reapply. Early Admission offers are conditional and will become final when a mid-August audit by the School of Social Work reveals the applicant continues to meet the general BSW Program admission requirements (2.5 GPA, C's or better in pre-requisites, 60 credit hours, completion of courses outlined on Semesters 1-4 of the BSW advising checklist).

In order to apply for 2017 BSW Program Admission during the *Early Admission* submission period (February 15, 2017-March 15, 2017), the student must meet the criteria below.

1. **GPA**

The applicant has a cumulative UNC Charlotte GPA of 3.5 or higher at the time of application. Applicants with fewer than 12 credits earned at UNC Charlotte must also have a cumulative transfer GPA of 3.5 or higher.

2. **Course Credits**

The applicant has earned 60 credits or will have earned 60 credits by the end of the 2017 second summer session.

3. **Pre-Requisites**

- The applicant ***has already completed and earned satisfactory grades (C or better)*** in BIO 1110, BIO 1110L, POLS 1110, PSYC 1101, STATS 1222, SOCY 1101, SOWK 1101, SOWK 2182 and SOWK 2183 (or enrolled in SOWK 2183 at the time of application). To clarify, of the pre-requisites for the major, the only course the applicant can be enrolled in is SOWK 2183 to be eligible for admission. There are no exceptions.
- The applicant must also be on track for completing all additional courses outline on Semester 1-4 of the social work advising checklist by the end of summer session 2017 (i.e. - LBST courses).

Both sides of the BSW Advising Checklist must be completed, signed by the applicant's advisor, and uploaded with the application as verification that the applicant has met the above eligibility criteria to apply for *Early Admission*.

V. **Traditional Admission Eligibility Criteria**

In order to apply for 2017 BSW Program Admission during the *Traditional Admission* submission period (May 1, 2017-July 1, 2017), you must meet the criteria below:

1. **GPA**

The applicant must a cumulative UNC Charlotte GPA of 2.5 or higher at the time of application. Applicants with fewer than 12 credits earned at UNC Charlotte must also have a cumulative transfer GPA of 2.5 or higher.

2. Course Credits

The applicant has earned 60 credits or will have earned 60 credits by the end of the 2017 second summer session.

3. Pre-Requisites

- The applicant ***has already completed or will have completed by August 2017 and earned satisfactory grades (C or better)*** in BIO 1110, BIO 1110L, POLS 1110, PSYC 1101, STATS 1222, SOCY 1101, SOWK 1101, SOWK 2182 and SOWK 2183 (or enrolled in SOWK 2183 at the time of application).
- The applicant must also be on track for completing all additional courses outline on Semester 1-4 of the social work advising checklist by the end of second summer session 2017 (i.e. - LBST courses).

Both sides of the BSW Advising Checklist must be completed, signed by the applicant's advisor, and uploaded with the application as verification that the applicant has met the above eligibility criteria to apply for *Traditional Admission*.

Applicants for *Traditional Admission* can be enrolled in summer courses at the time of application. However, admission offers are conditioned upon verification of the satisfactory completion of the courses outlined on the first four semesters of the Social Work advising checklist and a GPA of 2.5.

VI. Document Submission

In addition to submitting the BSW Application, each applicant must upload the following:

1. Unofficial transcripts

Transcripts from all current and previously attended institutions attended must accompany the application. This includes transcripts from all transfer institutions. ***Applications that are missing transcripts as of the application deadline will be considered to be incomplete and the applicant will be denied admission.*** It is the applicant's responsibility to make sure that all transcripts are submitted.

2. Essay

Applicants are required to submit an essay of no longer than four double-spaced pages. The essay is to be written using APA guidelines. The essay is a component of the scoring system and gives consideration to the applicant's writing skills (grammar, sentence structure, spelling, etc.), career interests, understanding of the field of social work, ability to incorporate critical feedback, and experience related to human services. The items to be discussed in the essay are outlined in the application.

3. Resume

4. Social Work Advising Checklist

The checklist must be completed and signed by the applicant's advisor which verifies that the student meets the eligibility criteria to apply.

VII. Application Rating System

The application rating system is out of 100 points and helps the BSW Admissions Subcommittee gauge the competitiveness of applications. The committee will select students for the program based on space and where the application fell among the pool of applications. Highly competitive applicants are typically selected over less competitive applicants. 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 low scores may be denied admission even if there are seats still available in the program. There must be enough indicators pointing to the applicant's potential for success in the program in order for the student to be offered admission.

Although applications are scored, applicants, including those with high to moderate scores and high GPAs, may be denied admission if the BSW Admissions subcommittee has concerns related to: (a) the applicant's understanding of the mission and values of the social work profession, (b) the congruency between the applicant's perspective of social problems and the perspective of the social work profession, and (3) the applicant having demonstrated behavior unbecoming of a professional social worker in one or more SOWK courses. Since this is a profession where our graduates need to be able to effectively serve people who are vulnerable and who come from a variety of backgrounds, in addition to being able to successfully interact with other professionals, a student's grades, grade point average, experience, or essay cannot be the only consideration in admission decisions. While the University and School of Social Work can provide a student with additional academic support to help ensure a student's academic success, we cannot change a student's views, values, or behaviors. As gatekeepers for the profession, the BSW Admissions subcommittee, comprised of experienced social workers, makes the determination as to whether there is sufficient congruency between the applicant's perspectives, as well as behaviors, and those of the social work profession. Incongruent perspectives and unprofessional behaviors, including those identified by instructors through social work courses, must be given consideration in an effort to ensure that our students will help and not harm those they will work with and serve. Examples of unprofessional behavior include, but are in no way limited to: (1) disrespectful oral communication to or about faculty members, fellow students, or those served by social (in or out of the classroom including through social media), (2) disrespectful non-verbal communication such as sleeping in class, putting one's head down in class, and eye rolling, and (3) disrespectful written communication with faculty, fellow students, or other professional (including through email and Canvas), and (4) engaging in disruptive behaviors such as coming to class late, leaving early, frequently leaving class while in session, or using electronic devices at inappropriate times. The School of Social Work uses a *Professionalism Rubric* which further defines expectations with regard to professional behavior and applicants are encouraged to make sure their behavior aligns with program expectations.

In addition to considering the above criteria, the *BSW Application Rating System* consists of three scored components totaling 100 points:

1. Demonstrated Satisfactory Undergraduate Preparation – 50 points

Course grades and grade point averages (at UNC Charlotte and from transfer institutions) are given consideration in the scoring system. Demonstrated satisfactory undergraduate preparation includes the following:

GPA – In order to be eligible to apply to the BSW Program, students must have a 2.5 minimum UNC Charlotte GPA **at the time of application**. Offers of admission are contingent upon the student maintaining the 2.5 minimum GPA when the program begins in August. The subcommittee considers grade point averages earned at UNC Charlotte and grade point averages from other institutions when determining the competitiveness of applications.

Coursework – The following courses must be completed with a grade of C or better prior to beginning Upper Division coursework in August: *BIO 1110, BIO 1110L, POLS 1110, PSYC 1101, SOCY 1101, STATS 1222, SOWK 1101, SOWK 2182 and SOWK 2183*. In other words, an applicant may be enrolled in one or more of these at the time of application, but must complete **all** of the above listed courses with a grade of C or better by the **end** of second summer session. **In addition**, applicants must have completed **all** General Education courses outlined for semesters 1-4 on the Social Work advising checklist **before** beginning Upper Division courses (i.e. – LBST courses) in fall. The subcommittee considers grades earned at UNC Charlotte and grades transferred into the University from other institutions when determining the competitiveness of applications.

Credits: At the time of application, students must have already completed a minimum of 61 credits or be enrolled in courses that would result in them completing 61 credits by the start of fall Upper Division courses.

2. Competitive Essay – 40 points

Applicants are required to submit an essay of no longer than four double-spaced pages. The essay is to be written using APA guidelines. The essay is a component of the scoring system and gives consideration to the applicant's writing skills (grammar, sentence structure, spelling, etc.), career interests, understanding of the field of social work, ability to incorporate critical feedback, and experience related to human services. The items to be discussed in the essay are outlined in the application.

3. Leadership, Advocacy, and Community Engagement Experience – 10 points

Applicants are required to submit a resume as part of the supporting materials. The extent of the applicant's paid and volunteer experience, including in such areas as leadership and advocacy, as indicated on the resume is given consideration on the rating form.

VIII. Processing of New Applications by the School of Social Work

1. Review of Applications

Prior to the applicant submitting the application, an advisor in the College of Health and Human Services will review the academic record of each applicant to confirm that the applicant has completed semesters 1-4 on the advising checklist (or will have completed them by the end of Summer II term), has earned a minimum of 60 credits, and meets the minimum GPA requirement. The advisor will sign the SOWK Advising Checklist for the student as verification and this document will be uploaded with the application.

Each application is reviewed by a member of the BSW Admissions subcommittee. The BSW Admissions subcommittee is comprised of full-time faculty member who regularly teaches in the undergraduate program. The Administrative Support Associate for the School of Social Work assigns applications for review. During this review, the faculty member assigns points for the applicant's GPA, grades, relevant experience, and essay in accordance with the scoring rubric. The faculty member considers the point values for each category, and then gives the application an overall designation of Tier I, II, III, IV, or V.

Applications designated by the BSW Admissions subcommittee reviewer as Tier I are considered to be highly competitive applicants. Applications designated by the final BSW Admissions subcommittee reviewer to be Tier II applicants are considered to be competitive applicants. Tier III and IV applicants are considered to be average to marginally qualified. Tier V applicants are considered to be poorly qualified.

2. Second Reviews

The faculty member conducting the 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. When a second review is conducted, 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.

3. BSW Admission Decisions

Once the pool of applications is scored, the BSW Admissions subcommittee reviews them, giving consideration to the admission criteria and scores. A decision is then rendered as to which applicants will be offered or denied admission.

There is not an option to waitlist applicants for the BSW Program. However, applicants who are not offered early admission will automatically be given consideration during the traditional May 1st-July 1st application period and do not need to reapply.

Both *Early Admission* and *Traditional Admission* offers are conditional and will become final when a mid-August audit by the School of Social Work reveals the applicant continues to meet the general BSW Program admission requirements (2.5 GPA, C's or better in pre-requisites, 60 credit hours, completion of courses outlined on Semesters 1-4 of the BSW advising checklist).

4. Notification

Applicants will be notified of admission decisions by April 1, 2017 for *Early Admission* and by August 1, 2017 for *Traditional Admission*.

The Administrative Support Associate, with oversight by the Admissions Director, is responsible for communicating admission decisions to applicants through a letter sent to the applicant's UNC Charlotte email account.

Applicants who have been offered admission will receive an *Enrollment Form*, in addition to their acceptance letter. The acceptance letter and/or *Enrollment Form* will outline contingent conditions associated with admission.

5. 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 determined to be declined if the form is not returned by the deadline.

6. Upper Division Transition Procedures

Within five business days of the deadline by which admitted students need to return *Upper Division Agreement Commitment* forms, the Administrative Support Associate, under the direction of the Admissions Director, will create a list of all 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. Doing so will enable student to register for Upper Division SOWK courses.

Just prior to the start of the fall semester, the Admissions Director will match each student who accepts an offer of admission with a faculty advisor and provide an advising list to the Administrative Support Associate. The Administrative Support Associate, in turn, under the direction of the Admissions Director, will ensure that the name of each student's Upper Division Faculty Advisor has been entered into the University's advising system.

The Administrative Support Associate, under the direction of the Admissions Director, will also create an academic file for each student who has accepted an offer of admission. Files are to be maintained in the file room and created by the start of the fall term.

7. Appeal Procedure

If an applicant is denied admission to 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 Director of the School of Social Work a minimum of 10 business days prior to the first day of fall semester classes.

Upon receipt of the appeal, the Director of the School of Social Work will review the applicant-appellant’s file and appeal letter. The Director of the School of Social Work will communicate a decision to the applicant-appellant in writing prior to the first day of fall semester classes.

IX. 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 (i.e. - leadership skills, significant grade improvement, or outstanding community service), but who have a lower ranking in the pool due to a perceived opportunity gap (i.e. – poor writing skills related to the applicant’s native language being one other than English). 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.

X. 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.

As indicated under Section VI, the BSW Admissions Committee retains the right to reserve up to 5% of the total available seats for the *Rising Star* Program to help ensure equitable access the BSW Program. See the *Rising Star* section of this document for more information.

The BSW Admissions Committee also reserves the right to remove academic barriers to admission by making some accommodations for veterans and summer transfer students in an effort to decrease time to graduation and to make the BSW Program more accessible to students.

XI. 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.

XII. 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.

XIII. 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](#).

XIV. Undergraduate Social Work Honors Program

The School of Social Work will be implementing an Undergraduate Social Work Honors Program (USWH) beginning in the 2017-18 year. Applicants who would like to apply to the Undergraduate Social Work Honors program (USWH) will be able to do so within the BSW Program Application and will be asked to upload an additional essay. Applicants can apply to the USWH program during either submission period.

XV. Readmission to the BSW Program

1. Readmission for Students Who Withdrew While in Good Academic and Professional Standing

A student who is admitted to Upper Division courses but exits the program before graduating due to personal or academic reasons, is eligible to re-enter the BSW Program without reapplying if all of the following conditions are met:

- The student stopped attending while in good academic **and** professional standing within the past seven years
- The student meets the eligibility criteria for admission
- The student is a current UNC Charlotte student
- The student agrees to a revised academic plan, developed by the BSW Program Director, identifying courses required to earn the BSW degree since there may have been changes to the curriculum since the student last attended

2. Readmission for Students Dismissed from the BSW Program for Academic or Professional Reasons

If a student has been dismissed from the BSW Program for academic or professional reasons, they are eligible to reapply to the BSW Program if all of the following conditions are met:

- There have been a minimum of 24 consecutive months of separation from the program
- The student meets the eligibility criteria for admission to the BSW Program
- The student is a current UNC Charlotte student

The BSW Admissions subcommittee, when reviewing the application, can take into consideration University policies, School of Social Work policies, the reasons the student was dismissed from the BSW Program, and the student's current academic and professional standing. The BSW Admissions subcommittee can also consult as needed with University administrators and faculty. Being eligible to reapply is not a guarantee of admission. Students applying for readmission will be given the opportunity to submit a letter of explanation to the committee regarding past and present circumstances.

Prior to returning to course work, a readmitted student would need to agree in writing to an academic plan outlined by the BSW Program Director identifying courses required to earn the BSW degree. Since there may have been changes to the curriculum since the student last attended, a student may be required to take additional or new courses than those specified at the time of the student's original admission to the program.

MSW Admission Subcommittee Policies & Procedures

I. Plans of Study

The MSW Program is available in the following three formats:

1. 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.

2. Full-time

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

3. Part-time

Students start this Plan of Study in the first summer session and complete it over a three-year period.

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 UNC Charlotte Graduate School's electronic application system. Doing so results in the prospective student being 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 Deadlines

The application and all related materials must be received by The Graduate School by the

application deadline for full consideration. Application deadlines vary by calendar year and are posted on the School of Social Work website at the beginning of each academic year. For 2017, the dates are:

Advanced Standing

- February 1, 2017

Full-time

- February 1, 2017 - Conventional Deadline
- April 1, 2017 - Extended Deadline - applications will be considered on a space available basis until all seats are filled
- June 1, 2017 - Final Deadline - applications will be considered on a space available basis until all seats are filled

Part-time

- February 1, 2017 - Conventional Deadline
- 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 UNC Charlotte Graduate School's electronic application system. Missing components of the application are cited, dates of receipt are noted, and the application disposition is available to the applicant through this system.

V. Application Electronic Referral System & Assignment of Applications for Review

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.

Applications which have reached the School of Social Work are assigned to members of the MSW Admissions subcommittee who evaluate the applications using the *MSW Application Rating Form*. This rating form is reviewed annually and revisions, if any, are incorporated prior to the commencement of the application review period. 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 UNC Charlotte Graduate School's electronic application system.

VI. Application Rating System & Criteria for Admission

The application rating system is out of 100 points and helps the MSW Admissions Subcommittee gauge the competitiveness of applications. The committee will select students for the program based on space and where the application fell among the pool of applications. Highly competitive applicants are typically selected over less competitive applicants. 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 low scores may be denied admission even if there are seats still available in the program. There must be enough indicators pointing to the applicant's potential for success in the program in order for the student to be offered admission.

Although applications are scored, applicants, including those with high to moderate scores and high GPAs, may be denied admission if the MSW Admissions subcommittee has concerns related to: (a) the applicant's understanding of the mission and values of the social work profession, (b) the congruency between the applicant's perspective of social problems and the perspective of the social work profession, and (3) the applicant having demonstrated behavior unbecoming of a professional social worker during interactions with the School of Social Work (i.e. – email or phone communication). Since this is a profession where our graduates need to be able to effectively serve people who are vulnerable and who come from a variety of backgrounds, in addition to being able to successfully interact with other professionals, a student's grades, grade point average, experience, or essay cannot be the only consideration in admission decisions. While the University and School of Social Work can provide a student with additional academic support to help ensure a student's academic success, we cannot change a student's views, values, or behaviors. As gatekeepers for the profession, the BSW Admissions subcommittee, comprised of experienced social workers, makes the determination as to whether there is sufficient congruency between the applicant's perspectives, as well as behaviors, and those of the social work profession. Incongruent perspectives and unprofessional behaviors, including those identified by instructors through social work courses, must be given consideration in an effort to ensure the our students will help and not harm those they will work with and serve. Examples of unprofessional behavior include, but are in no way limited to: (1) disrespectful oral

In addition to considering the above criteria, the *MSW Application Rating System* consists of three scored components totaling 75 points::

1. Demonstrated 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.

2. Positive Recommendations – 5 points

Three forms are required to be completed and submitted electronically by recommenders. Applicants are encouraged to select 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.

For Advanced Standing applicants, one of the three recommendation forms must be completed by the BSW Program Director or Field Director. See Section VII for information specific to Advanced Standing applicants.

After the applicant enters the recommender's contact information into the UNC Charlotte Graduate School's electronic application system, the recommender receives the form via email. The recommender has the option of uploading a letter of support along with the form.

3. 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 paid and volunteer experience, including in such areas as leadership and advocacy, as indicated on the resume is given consideration on the rating form.

4. Competitive Personal Statement – 45 points

Applicants are required to submit a Personal Statement of 4-5 double-paced 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.

5. Competitive GRE scores - Rated as High, Average, or Low in Verbal, Quantitative and Writing

Applicants must submit official GRE scores unless they have met one of the following criteria:

- Earned doctoral degree from an institution in the United States
- Cumulative undergraduate GPA (from bachelor's degree institutions) of 3.5 or above at the time of application to the Advanced Standing plan of study
- Cumulative undergraduate GPA (from bachelor's degree institutions) of 3.25 or above at the time of application to the Full-time or Part-time plans of study

The GRE may be waived for applicants who have already earned a master's degree, but who did not meet the above undergraduate GPA requirements. Prospective students should contact the Admissions Director in the School of Social Work for assistance in requesting a GRE waiver from the Graduate School under these circumstances.

The Graduate School does not set minimum GRE scores, but both the Graduate School and the School of Social Work 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 admission. The Graduate School can accept or deny the request to admit the applicant to the Graduate School.

VII. **Advanced Standing**

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

As noted in section VI, for Advanced Standing applicants, one of the three recommendation forms must be completed by the BSW Program Director or Field Director.

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 **seven 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 for additional information at: <http://www.cswe.org/CentersInitiatives/22207.aspx>

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 demonstrated mastery of the criteria. See the *Course Substitution Policy* in the MSW Student Handbook, posted on the School of Social Work website, for more information.

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

1. Application Review & Admission Decisions

The Administrative Support Associate or trained designee assigns points for the applicant's GPA and a rating for the applicant's GRE scores (if submitted) in accordance with the *MSW Rating Form*. A member of the MSW Admissions subcommittee or trained designee will review and rate the applicant's recommendations and experience. 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 MSW Admissions Subcommittee member also reviews the entire application, giving consideration to 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 and applications designated by the final MSW Admissions subcommittee reviewer to be Tier II are considered to be competitive applicants. The subcommittee is asked to reach consensus as to which are the most competitive of the applications. Tier I is considered highly competitive and Tier II is considered to be competitive. Tier III and IV are considered to be average to marginally qualified applicants. Tier III & IV 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. Tier V applicants are generally not recommended for admission.

2. 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.

3. Communicating Admission Recommendations to the UNC Charlotte Graduate School

The Admissions Director for the School of Social Work or trained designee is responsible for communicating admission recommendations to the UNC Charlotte Graduate School through the UNC Charlotte Graduate School's electronic application system.

If an applicant's GPA does not meet the minimum GPA requirement established by the UNC Charlotte Graduate School (3.0), 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. When the GRE is required, a written justification is also submitted if an applicant's verbal and/or quantitative GRE scores are below the 30th percentile.

Admission offers, sent by the Graduate School, include a statement embedded by the School submitted by the Admissions Director of the School of Social Work or trained designee. This statement identifies the specific plan of study the applicant is being offered admission to (Advanced Standing, Full-time, or Part-time), any contingent conditions associated with admission, the date by which the applicant must accept or decline the offer, as well as when the applicant can expect to be contacted about field placement, orientation, and registration.

4. Wait List

When the MSW Admissions Subcommittee recommends that an applicant be placed on the waitlist, the Admissions Director or trained designee selects “Waitlist” as the option in the UNC Charlotte Graduate School’s electronic application system. The applicant cannot see in the UNC Charlotte Graduate School’s electronic application system that the application has been given Waitlist status, but rather only that the application is still pending a decision. The applicant may 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 based on the competitiveness of the application.

5. Communicating Admission Decisions to the Applicant

After a recommendation to accept or deny an applicant is entered into the UNC Charlotte Graduate School’s electronic application 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.

When an applicant does not respond to an offer of admission by the designated date, the Admissions Director in the School of Social Work or trained designee notifies the Graduate Admissions Director in the Graduate School and requests that their office decline on the applicant’s behalf.

If funding provided by the UNC Charlotte Graduate School is part of the admission offer, an applicant is given until at least April 15th to make a decision.

6. 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

1. Maintaining List of Enrolled Students

The Administrative Support Associate in the School of Social Work, under the direction of the Admissions Director, maintains of list of enrolled students through the start of the

new academic year. This list is shared with the MSW Program Director and Field Director.

2. 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 electronically.

X. Related Policies

Below is a list of related policies that are detailed in the MSW Student Handbook. The handbook is posted annually on the School of Social Work website.

- 1. Post-Baccalaureate Courses**
- 2. Transfer Credit**
- 3. 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 UNC Charlotte Graduate School's electronic application 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 ten business 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.