<table>
<thead>
<tr>
<th>Table of Contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>6</td>
</tr>
<tr>
<td>Roles</td>
<td>6</td>
</tr>
<tr>
<td>Responsibilities of Admission Committee Members</td>
<td>6</td>
</tr>
<tr>
<td>Meetings</td>
<td>6</td>
</tr>
<tr>
<td>Policy and Procedure Changes</td>
<td>7</td>
</tr>
<tr>
<td>Reports</td>
<td>7</td>
</tr>
<tr>
<td>BSW Admission Subcommittee Policies and Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Prospective Student Inquiries</td>
<td>8</td>
</tr>
<tr>
<td>Application Submission</td>
<td>8</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>8</td>
</tr>
<tr>
<td>Upper Division Eligibility Criteria</td>
<td>9</td>
</tr>
<tr>
<td>Document Submission</td>
<td>9</td>
</tr>
<tr>
<td>Application Rating System</td>
<td>9</td>
</tr>
<tr>
<td>Processing of New Applications by the School of Social Work</td>
<td>11</td>
</tr>
<tr>
<td>Appeal Procedure</td>
<td>13</td>
</tr>
<tr>
<td>Rising Star Program</td>
<td>14</td>
</tr>
<tr>
<td>Educational Access</td>
<td>14</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Criminal Backgrounds</td>
<td>14</td>
</tr>
<tr>
<td>Application Access for Persons with Disabilities</td>
<td>15</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>15</td>
</tr>
<tr>
<td>Undergraduate Social Work Honors Program</td>
<td>15</td>
</tr>
<tr>
<td>Readmission to the BSW Program</td>
<td>15</td>
</tr>
<tr>
<td>Readmission to the Lower Division Major</td>
<td>16</td>
</tr>
<tr>
<td>MSW Admission Subcommittee Policies and Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Plans of Study</td>
<td>17</td>
</tr>
<tr>
<td>Prospective Student Inquiries</td>
<td>17</td>
</tr>
<tr>
<td>Application Submission</td>
<td>17</td>
</tr>
<tr>
<td>Application Deadlines</td>
<td>17</td>
</tr>
<tr>
<td>Application Electronic Referral System &amp; Assignment of Applications for Review</td>
<td>18</td>
</tr>
<tr>
<td>Application Rating System &amp; Criteria for Admission</td>
<td>18</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>21</td>
</tr>
<tr>
<td>Appeal Procedure</td>
<td>22</td>
</tr>
<tr>
<td>Administrative Process to Transition Applicants to Enrolled Students</td>
<td>22</td>
</tr>
<tr>
<td>Related Policies</td>
<td>22</td>
</tr>
<tr>
<td>International Applicants</td>
<td>22</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Educational Access</td>
<td>23</td>
</tr>
<tr>
<td>Criminal Backgrounds</td>
<td>23</td>
</tr>
<tr>
<td>Application Access for Persons with Disabilities</td>
<td>23</td>
</tr>
<tr>
<td>Readmission to the MSW Program</td>
<td>23</td>
</tr>
<tr>
<td>Early Childhood Mental Health Certificate Admission Subcommittee Policies and Procedures</td>
<td>25</td>
</tr>
<tr>
<td>Purpose</td>
<td>25</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>25</td>
</tr>
<tr>
<td>Application Deadlines</td>
<td>26</td>
</tr>
<tr>
<td>Program Eligibility</td>
<td>26</td>
</tr>
<tr>
<td>Application Submission and Supporting Documentation</td>
<td>26</td>
</tr>
<tr>
<td>Application Review Process</td>
<td>26</td>
</tr>
<tr>
<td>Appeal Procedure</td>
<td>27</td>
</tr>
<tr>
<td>Administrative Process to Transition Applicants to Enrolled Students</td>
<td>27</td>
</tr>
<tr>
<td>Advising</td>
<td>27</td>
</tr>
<tr>
<td>Educational Access</td>
<td>27</td>
</tr>
<tr>
<td>Criminal Backgrounds</td>
<td>27</td>
</tr>
<tr>
<td>Application Assistance for Persons with Disabilities</td>
<td>27</td>
</tr>
</tbody>
</table>
Readmission to the ECMH Certificate Program
Mission:

The UNC Charlotte School of Social Work Admission Team and Admissions Committees assist the 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.

Roles:

An admissions team supports the School of Social Work in carrying out functions related to admissions. The admissions team is comprised of the SSW Admissions Director, the BSW and MSW Program Directors, administrative support staff, graduate assistants, and student ambassadors.

The UNC Charlotte School of Social Work Admission Committee is organized into three subcommittees, referred to as the BSW Admissions subcommittee, the MSW Admissions subcommittee, and the ECMH Certificate program Admissions subcommittee. The SSW Assistant Director, BSW Program Director and Field Education Coordinator are standing members of the BSW Admissions subcommittee. The SSW Assistant Director, MSW Program Director, Part-time MSW Program Coordinator, and the Field Director are standing members of the MSW Admission subcommittee. Up to two additional faculty members may be appointed by the School of Social Work Director to serve on the BSW or MSW subcommittee for up to three consecutive academic years. When selecting additional faculty members, attention will be given to program teaching assignments. The ECMH Certificate program Admissions subcommittee is comprised of one faculty member from the School of Social Work and one faculty member from the Cato College of Education.

Responsibilities of Admission Committee Members:

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

Meetings:

The SSW Assistant Director meets as needed with administrative staff members on the admission team for updates and discussion admission related activities. In addition, the SSW Assistant Director and unit Program Directors meet as needed for planning and monitoring purposes.

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. Meetings are typically weekly from January through March.

The ECMH Certificate program Admissions subcommittee confers in person, via email, and virtually on an as-needed basis.

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 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 SSW Assistant Director, MSW Program Director, BSW Program Director, and the ECMH Certificate Program Director may present policy and procedure changes to the corresponding admission subcommittees. 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 SSW Assistant Director or Program Director will invite Full-time faculty members to comment on the changes via anonymous surveys, email, or infaculty meetings before a subcommittee decision is rendered.

Reports:

The SSW Assistant Director, or designee, prepares an annual enrollment report each fall, after CHHS census data becomes available, summarizing BSW, MSW, and ECMH Certificate program data from the previous year’s admission cycle. The SSW Assistant Director, or designee, prepares an annual recruitment report each fall, summarizing efforts to recruit an academically prepared diverse student body. Admissions data is also provided upon request to the Director of the School of Social Work, MSW Program Director, the BSW Program Director, ECMH Certificate Program Director, and our partners in the Cato College of Education.

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.

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

I. Prospective Student Inquiries

Members of the admissions team, under the supervision of the SSW Assistant Director, responds to inquiries from prospective students, in addition to planning and attending recruiting events. The admissions team includes administrative support staff, graduate assistants, and student ambassadors. The Program Directors support this work such as by providing consultation to the admissions team and attending recruitment events.

II. Application Submission Process

For 2019, applications to the BSW Program will be submitted electronically to the School of Social Work through an online application process. Applications can be submitted from January 1st, 2019 – July 1st, 2019.

III. Application Deadline

The deadline to apply for fall 2019 admission to the BSW Program is July 1st, 2019. The application will close at 11:45pm.

IV. Admission Eligibility Criteria

In order to apply for 2019 admission to Upper Division, the student must meet the criteria below:

GPA
The applicant has 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.

**Course Credits and Prerequisites**

The applicant has earned 60 credits or will have earned 60 credits by the end of the 2019 second summer session.

The applicant has already completed or will have completed by August 2019 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 complete all general education requirements (i.e. - LBST courses, math) before the start of the Fall 2019 term.

Applicants can be enrolled in spring and summer courses at the time of application. However, admission offers are conditioned upon verification in August of the satisfactory completion program prerequisites, general education requirements, and a GPA of 2.5.

**V. Document Submission**

The following must be submitted:

1. Application
2. Resume
3. Essay

**VI. 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 congruence 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 congruence 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 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.

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

**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 general education courses before beginning Upper Division courses (i.e. – LBST courses, math) in August. 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 60 credits or be enrolled in courses that would result in them completing 60 credits by the start of fall Upper Division courses.

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 and social problems, the ability to incorporate critical feedback, and experience related to human services. The items to be discussed in the essay are outlined in the application.

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.

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

(a) Review of Applications

Each application is reviewed by a member of the BSW Admissions subcommittee. The BSW Admissions subcommittee is comprised of full-time faculty members who regularly teaches in the undergraduate program. An administrative staff member in 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.

(b) 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 designated administrative staff member reassigns the application for a second (blind) review by the SSW
Assistant Director or BSW Program Director. If the SSW Assistant Director or BSW Program Director is unavailable, members of the BSW Admissions subcommittee will complete second reviews.

(c) 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.

All BSW Program 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 general education requirements).

(d) Notification

Applicants will be notified of admission decisions by August 1st, 2019.

The designated administrative staff member, with oversight by the BSW Program 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 admissions will receive and Enrollment Form, in addition to their letter. The acceptance associated with admission and/or Enrollment Form will outline contingent conditions

(e) 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.

(f) Upper Division Transition Procedures

Within five business days of the deadline by which admitted students need to return Upper Division Agreement Commitment forms, the designated administrative staff member, under the direction of the BSW Program Director, will create a list of all who have enrolled in the BSW Program. This list will be electronically sent to the BSW Program Director, Office of the Registrar, and CHHS Advising Office.

It will be the designated administrative support staff member’s responsibility, with oversight by the BSW Program 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 BSW Program Director will match each student who accepts an offer of admission with a faculty advisor and provide an advising list to the designated administrative support staff member. The designated administrative support staff member will ensure that the name of each student’s Upper Division Faculty Advisor has been entered into the University’s advising system.

VIII. 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 – Policy on Admission to the University - https://legal.uncc.edu/policies/chapter-200-academic-policies/appendix-university-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 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 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 School of Social Work to request such assistance a minimum of fifteen days prior to the application deadline. The applicant will be connected with the Office of Disability Services to request 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 https://socialwork.uncc.edu/bachelor-social-work-bsw/student-program-handbook.

XIV. Undergraduate Social Work Honors Program

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.

XV. Readmission to the BSW Program

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

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 re-apply 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.

XVI. Readmission to the Lower Division Major

The School of Social Work will approve all requests for readmission to the social work lower division program. However, we are committed to ensuring timely progression through our program. There may be instances where we advise students to consider other degree programs if it appears they may be not be able to complete our program timely or if it appears they may not be as competitive for upper division admission. Nonetheless, students have the right to exercise discretion about whether to continue with application for admission into upper division social work or consideration of another degree program.
MSW Admission Subcommittee Policies & Procedures

I. Plans of Study

The MSW Program is available in the following three formats:

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.

Full-time

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

Part-time

Students start this hybrid plan of study in the first summer session and complete it over a three-year period.

II. Prospective Student Inquiries

Members of the admissions team, under the supervision of the SSW Assistant Director, responds to inquiries from prospective students, in addition to planning and attending recruiting events. The admissions team includes administrative support staff, graduate assistants, and student ambassadors. The Program Directors support this work such as by providing consultation to the admissions team and attending recruitment events.
Prospective students are encouraged by members of the admissions 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. When students contact the admissions office by phone or email, members of the admissions team also the prospective student’s information into the application system for recruitment and outreach purposes.

III. Application Submission

Applications to the MSW Program are submitted via the UNC Charlotte Graduate School 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 2019, the dates are:

**Advanced Standing**
- February 1, 2019 - Conventional Deadline
- April 1, 2019 - Final Deadline - applications will be considered on a space available basis until all seats are filled

**Full-time**
- February 1, 2019 - Conventional Deadline
- June 1, 2019 - Final Deadline - applications will be considered on a space available basis until all seats are filled

**Part-time**
- February 1, 2019 - Conventional Deadline
- April 1, 2019 - Final Deadline - applications will be considered on a space available basis until all seats are filled

Applications submitted by the posted deadlines, but found by the Graduate School to be missing supporting documentation (i.e., transcripts), will 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 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 75 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 congruence 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 congruence 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 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.
In addition to considering the above criteria, the MSW Application Rating System consists of three scored components totaling 75 points:

**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.

**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 MSWs 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.

**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.

**Competitive Personal Statement – 45 points**

Applicants are required to submit a Personal Statement of 4-5 double-spaced 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, congruence 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.
Competitive GRE scores - Rated as High, Average, or Low in the areas of 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, applicants for Advanced Standing are strongly encouraged to have one of the three recommendation forms completed by an administrator from their BSW Program who can speak to their readiness for Advanced Standing (i.e. – BSW Program Director). Applicants are eligible to apply for Advanced Standing if they meet one of the following criteria:

- Applicants in their final year of study in a social work program accredited by the Council on Social Work Education (CSWE) and have a cumulative GPA of 3.0 or higher are eligible to apply for Advanced Standing.
- 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 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 - https://socialwork.uncc.edu/master-social-work-msw/program-and-field-manuals for more information.

IX. 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 https://legal.uncc.edu/policies/chapter-200-academic-policies/appendix-university-policy-207.

IX. Administrative Process to Transition Applicants to Enrolled Students

Maintaining List of Enrolled Students

A designated administrative staff member in the School of Social Work 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.

Advising, Course Registration, Student Orientation and Field Placement

The MSW Program Director and Field Director, or their designees, 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 - https://socialwork.uncc.edu/master-social-work-msw/program-and-field-manuals.

- Post-Baccalaureate Courses
- Transfer Credit
- 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 https://gradadmissions.uncc.edu/admissions-info/international-applicants/.

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: https://www.cswe.org/Centers-Initiatives/Initiatives/International-Degree-Review.
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 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 School of Social Work, to request such assistance a minimum of ten business days prior to the application deadline. The applicant will be connected with the Office of Disability Services to request that a staff member assist the applicant with completing the application.

**XV. Readmission to the MSW Program**

In accordance with UNC Charlotte Graduate policies and procedures, degree students, graduate certificate students, and post-baccalaureate students whose enrollment is interrupted, will remain eligible to register for one calendar year without having to reapply for admission to the University if they are in good standing and have not exceeded the time limit for their academic program of study. After an absence of more than 12 months, the student’s matriculation will be closed and the student must apply for readmission; acceptance is subject to department, program, and Graduate School approval.

Students applying for readmission must submit a new application that includes unofficial transcripts, an updated statement of purpose, and new letters of recommendation by the stated application deadline. Official test scores will not need to be sent again.

When the School of Social Work receives a request from the Graduate School to readmit a former student, the MSW Program Director will present the request to the MSW admissions subcommittee for consideration. The committee members will vote to
recommend or not recommend the applicant for readmission with a majority rule. The MSW Program Director will convey the committee’s recommendation to the Graduate School. Should some committee members be unavailable, such as during summer, the SSW Assistant Director, MSW Program Director, and Field Director will consider the request and vote in place of the committee.
Early Childhood Mental Health Certificate
Admission Subcommittee Policies and Procedures

I. Purpose

The ECMH certificate program is open to professionals with at least a bachelor’s degree who work or desire to work with young children and their families. This could include social workers, early childhood educators, early interventionists, early childhood special educators, early childhood program administrators, policy advocates, psychologists, pediatricians, nurses, public health educators, child protective services personnel, speech-language pathologists, and others.

The School of Social Work and Department of Special Education and Child Development are pleased to announce the approval of a joint certificate program in Early Childhood Mental Health (ECMH) focusing on children birth to five years of age and their families. Graduates of the Certificate program will be able to:

- Promote awareness about the importance of early childhood mental health
- Work with diverse families with young children
- Identify evidence-informed services for young children and their families
- Recognize ecologically valid mental health assessments of young children
- Explain relationship of social, cognitive, and communication development in young children
- Support positive, relationship-focused communication between young children and their adult caretakers
- Facilitate positive social-communication skills among young children, parents, and other caretakers in a variety of settings

II. Plan of Study

The ECMH Certificate requires 15 graduate credit hours, outlined below:

Four core courses:
- SOWK 6171 Early Childhood Mental Health (3 credits)
- CHFD 6240 Advanced Studies in Infant and Child Development (3 credits)
- SPED 6242 Enhancing Communication and Supporting Behavior in Inclusive Settings (3 credits)
- SOWK 7127 Advanced Social Work Practice with Families (3 credits)

One elective course selected from the following choices:
- SPED 5112 Authentic Approaches to the Assessment of Young Children with Disabilities: Birth to Kindergarten (3 credits)
- CHFD 6220 Family Theories and Research (3 credits)
- SPED 6350 Young Children w/ Disabilities and their Families: Interdisciplinary Collaboration (3 credits)

III. Application Deadlines
Applications to the Early Childhood Mental Health Certificate Program are reviewed throughout the year. The School of Social Work adheres to the UNC Charlotte Graduate School application deadlines posted at [https://gradadmissions.uncc.edu/apply-now/application-deadlines/](https://gradadmissions.uncc.edu/apply-now/application-deadlines/).

**IV. Program Eligibility**

Eligibility requirements for graduate certificate programs at UNC Charlotte can be found at [https://gradadmissions.uncc.edu/admissions-info/graduate-certificate/](https://gradadmissions.uncc.edu/admissions-info/graduate-certificate/). At minimum the following are required for program eligibility:

- A bachelor’s degree from a regionally accredited college or university.
- GPA of 2.75 or higher on all post-secondary work attempted. If the applicant has earned a post-baccalaureate degree, grades in the program will be taken into consideration.

**V. Application Submission and Supporting Documentation**

In addition to completing the application through the Graduate School portal at [https://mygradschool.uncc.edu/](https://mygradschool.uncc.edu/), applicants must submit the following items:

- Unofficial transcripts of all academic work attempted beyond high (secondary) school can be used for admission review. Official final transcripts must be submitted if an applicant is offered admission.
- A 2-3 page (double-spaced) statement of purpose (essay)
- Three recommendation forms (submitted electronically by recommenders) - **Note:** The required recommendations forms may be waived at the discretion of the ECMH Certificate Program Director if the student is currently enrolled in the MSW Program or in a master’s degree program housed in the Cato College of Education.

**VI. Application Review Process**

Once an application to the ECMH Certificate 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.

Applications which have reached the School of Social Work are evaluated by ECMH Certificate admissions committee members through the UNC Charlotte Graduate School’s password protected electronic application system. The committee then decides whether or not to recommend admission. The School of Social Work is responsible for communicating admission recommendations to the Graduate School.

A rating form is used in the candidate evaluation process and is reviewed annually. Revisions, if any, are made each summer for the following year’s admission cycle. Applications are scored out of 40 points as indicated below.

- **Total Points Available = 40**
  - Letters of Recommendation = 10 points
○ GPA = 10 points
○ Statement of Purpose = 20 points

Applicants with higher ratings (30-40) are more likely to be recommended for admission than those with lower ratings (0-20).

VII. 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 https://legal.uncc.edu/policies/chapter-200-academic-policies/appendix-university-policy-207.

VIII. Administrative Process to Transition Applicants to Enrolled Students

A designated administrative staff member in the School of Social Work maintains of list of enrolled students through the start of the new academic year.

IX. Advising

Faculty members in the School of Social Work and Cato College of Education serve as advisors for students in the program and provides guidance related to course registration.

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 status, sexual orientation, gender identity, or gender expression.

XI. Criminal Backgrounds

Criminal backgrounds are not given consideration for admission by the ECHM Certificate Program admissions committee.

XII. Application Assistance for Persons with Disabilities

Persons with disabilities who need assistance in the admission process must contact the School of Social Work. The applicant will be connected with the Office of Disability Services to request that a staff member assist the applicant with completing the application.

XIII. Readmission to the ECMH Certificate Program

In accordance with UNC Charlotte Graduate policies and procedures, degree students, graduate certificate students, and post-baccalaureate students whose enrollment is interrupted, will remain eligible to register for one calendar year without having to reapply for admission to the University if they are in good standing and have not exceeded the time limit for their academic program of study. After an absence of more than 12 months, the student’s matriculation will be closed and the student must apply
for readmission; acceptance is subject to department, program, and Graduate School approval.

Students applying for readmission must submit a new application that includes unofficial transcripts, an updated statement of purpose, and new letters of recommendation by the stated application deadline. Official test scores will not need to be sent again.

When the School of Social Work receives a request from the Graduate School to readmit a former ECMH Certificate student, the Coordinator will present the request to the admissions committee for consideration. The committee members will vote to recommend or not recommend the applicant for readmission with a majority rule. The ECMH Certificate Program Director will convey the committee’s recommendation to the Graduate School.