UNT DEPARTMENT OF SOCIAL WORK
Social Work Admission Procedures
Application Deadline – SPRING 2019
March 1, by 5:00 PM

Each student who desires to major in social work at UNT must make a formal application for admission. Enrollment in some upper level social work courses is restricted to majors only, so admission typically occurs late in the sophomore year or early in the junior year. Students may apply during the semester in which they will complete all required three pre-major courses. The application process requires students to request a Degree Audit from the Advising Office in the College of Health & Public Service by completing the form (located in Chilton Hall, Suite 289). It will take three full business days to process this request and then students will return to pick up their Degree Audits. Attached to the Degree Audit, you will also find an initial Semester-by-Semester Plan indicating any remaining core courses, or minor/elective requirements needed to graduate.

The student will be randomly assigned a Professional Social Work Advisor from the Department of Social Work. You will find your assigned advisor’s business card attached to the documents you pick up from the Advising Office. Students are requires to contact their assigned Advisor as soon as possible to set up an appointment for consultation regarding program requirements. If students experience difficulty contacting their Advisor, please contact the Department of Social Work at 940-565-3437 or 940-369-7526 for assistance. The student must bring both the Degree Audit and the initial Semester-by-Semester Plan to their confirmed appointments. During the appointment, the Advisor will address such issues as program expectations, sequencing, the profession, and internship. In addition, the Professional Advisor will determine if potential students are far enough along with core courses, electives, and minor – to apply to the program (typically less than 21 credit hours).

Please understand that students admitted to the program may be restricted due to a limited number of available slots for each “class” or “cohort.” If the number of qualified students applying to the program exceeds the number of available slots in a given semester, only the highest ranking candidates will be admitted. Your ranking will be determined by the Admissions Committee (consisting of all social work faculty) based upon the following criteria:

1. Overall Grade Point Average, with a 2.25 minimum.
2. Performance in the pre-major and other social work courses, including grades, attendance, behavior, demeanor, faculty feedback, and quality of written work. Required Pre-major courses include:
   - SOWK 1450 – Introduction to Social Work
   - SOWK 2430 – Policies, Issues and Programs in Social Welfare
   - SOWK 3000 – Interviewing
3. Applicant’s personal statement in response to the required questions listed on the cover sheet. Students must answer each component of the questions in as much detail as appropriate (recommend 4 pages double-spaced).
4. Applicant’s demonstration of beginning level competence in interpersonal skills and self-awareness, including the ability to interact in positive, respectful, effective, and appropriate ways with faculty, staff and other students and to understand the impact of one’s own behavior on others. These competencies can be demonstrated in interactions with faculty and students inside and outside of classes and during faculty interviews with the student.
5. Applicant’s demonstration of responsible behavior in relation to meeting program and course requirements, including timely submission of high-quality work, arriving to class on time, attending class, not leaving class early, using appropriate means for self-advocacy, keeping appointments, and developing and adhering to an approved plan of study.

Note your application is for a definite time period. If you are admitted and choose not to begin the program as indicated in your Semester-by-Semester plan, you must reapply. Acceptance for a particular cohort cannot automatically be transferred to another. Applications submitted during the fall semester are used to admit for the following spring semester and applications submitted during the spring semester are used to admit for the following fall semester. Applications are not accepted during the summer.
An interview with social work faculty may be required of some applicants. Students will be notified if an interview needs to be scheduled. Students may submit letters of recommendation/support if they choose, but these are not required unless the student is transferring advanced social work credit hours from another social work program. In that case, a positive letter of recommendation from that program is also required. Note that applicants without a Bachelor’s Degree have a higher admission priority than applicants who already have a degree; so the program is likely unable to accept students who already have a degree.

The application deadline is typically approximately 30 days after the beginning of the spring or fall semesters.

Social work faculty review applications for admission. The student’s performance in relation to all of the criteria will be taken into consideration. The faculty as a whole will make a recommendation concerning each student’s formal admission to the program. The student will be assigned to one of the following statuses:

1. **Unconditional Admission**: The student has satisfactorily completed all requirements for admission and is ranked high enough to be placed in one of the vacant slots in the program. *Due to the need to maintain mandatory faculty-student ratio, the slots available for new admissions may vary.*

2. **Conditional Admission**: The student has substantially met the requirements for admission, with one or more of the following deficiencies:
   a) The student has not completed all the pre-major courses, but will have completed them by the end of the semester in which they are enrolled at the time of application.
   b) The student has a GPA which falls slightly below the minimum requirements for admission, but recent work indicates that it will be above the minimum by the end of the semester in which they are enrolled at the time of application.
   c) The student has received a grade of “D” in no more than one social work course and the student is in the process of repeating that course. The grade must be raised to at least a “C” by the end of the semester in which they are enrolled at the time of application.

Upon completion of the requirements, the student’s status will be changed from “conditional” to “unconditional” automatically; the student will not be required to reapply for admission. If the student fails to rectify the deficiencies within the time frames noted, s/he will be required to reapply for admission.

3. **Denial of Admission**: This status is given to applicants who do not meet the requirements for admission, have substantial general education deficiencies, and do not show evidence of the potential to meet those requirements by the time frames specified above. This status shall also be given to applicants who meet the minimum requirements for admission but whose ranking by the faculty falls below that required to place them in one of the available slots in the program. Students who are denied admission to the program will be assisted in accessing student services for the exploration of other career options from the advising office. Students may however, reapply to the social work program. Students will receive written notification of the status of their application as soon as possible after the deadline for applications (typically within 4 weeks).

Generally a criminal history is not a reason for denial of admission to the UNT’s social work program however, it could preclude one from obtaining State Licensure, being permitted to work in certain agencies as an intern, or being hired in certain agencies after obtaining the BSW. It is your responsibility to obtain relevant information concerning the impact a criminal record could have on your ability to be a Licensed Social Worker.

If you have any questions about these procedures or your status in the program, contact your Social Work Professional Advisor. If you do not have an advisor yet, you may contact any social work faculty member.
APPLICATION FOR ADMISSION TO THE UNT SOCIAL WORK PROGRAM

Cover Sheet
This page may be handwritten

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>Date of Application:</th>
<th>Student ID #:</th>
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<tr>
<th>Full Mailing Address:</th>
<th>UNT Official Email:</th>
<th>Alternate Email:</th>
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<th>Home Phone:</th>
<th>Cell Phone:</th>
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Have you taken social work courses at another college/university? Yes No

If so, where, what courses, grades received, and number of credit hours transferring to the UNT?

(Note: applicants transferring advanced social work hours are required to have a reference letter from a faculty member at their previous social work program institution)

<table>
<thead>
<tr>
<th>Overall Cumulative GPA:</th>
<th>Includes transfer hours as indicated on Degree Audit</th>
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Anticipated Graduation Date According to Your Semester-by-Semester Plan

Anticipated Practicum Semester According to Your Semester-by-Semester Plan

Pre-Social Work Courses and When Completed

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Where Taken/Date</th>
<th>Grade</th>
<th>Enrolled now?</th>
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<tr>
<td>SOWK 3000</td>
<td>Foundations of Interviewing</td>
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<tr>
<td>SOWK 1450</td>
<td>Intro to Social Work</td>
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<tr>
<td>SOWK 2430</td>
<td>Social Welfare Policy</td>
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Please attach your typewritten Personal Statement to the following questions:

Students should be aware that both the content (completeness, depth of thought, clarity of expression) and the format (grammar, punctuation, spelling, neatness) of their responses will be taken into consideration. Students should use this as an opportunity to demonstrate competent writing skills and professionalism.

Address all components of the following questions:

a) Please explain your desire to enter the social work field. Why do you want to become a social worker?

b) What personal qualities equip you for the social work profession? Discuss your experiences and feelings about working with populations different from your own.

c) What personal challenges might you face as a future social worker? How will you address those challenges?

d) What significant relationships and life experiences (personal and/or professional) have you had in giving or receiving help that have motivated you to enter the field of social work?

e) What social problem most concerns you? What have you done in the past to support this interest and/or how do you plan to use your social work education to address this issue?

The full application must be submitted by the deadline to include: the Cover Sheet, typed Personal Statement, and the completed Semester-by-Semester Plan which was developed in consultation with the Professional Social Work Advisor.

Revised 1/24/19