



**BALL STATE
UNIVERSITY**

DEPARTMENT OF SOCIAL WORK ADMISSIONS PROCESS

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Chair - Admissions Committee

When do I apply to the social work major?

- Formal admission to the social work major occurs during the semester in which you intend to complete your 200 level social work classes or the first semester of your junior year. Students must be admitted prior to registering for SOCW 325.
- The formal admission application process and materials are reviewed biannually during town hall meetings, during various 200 level courses, and through this online PowerPoint.



What are the admission requirements?

1. A minimum 2.5 grade point average on a 4.0 point scale in 100 and 200 level Social Work courses required for the major.
2. The submission of a completed BSW Application Packet by email to jfreynolds@bsu.edu. **Application materials must demonstrate writing skills adequate for entry-level social work practice.**
3. Have on file a completed Volunteer Field / Learning Contract and Evaluation Form for an approved Volunteer Field Experience.



What are the admission requirements?

4. Evidence of a student's general career/educational goals being consistent with professional undergraduate social work education.
5. Demonstrated absence of a criminal history (e.g., felony conviction).
6. Favorable evaluations from at least two Ball State Social Work faculty members or from at least two faculty members from a CSWE accredited social work program.

What are the admission dates?

- Due Dates are as follows:
 - Fall - October 1
 - Spring - March 1
 - Summer - July 1

What are the application materials?

- All materials will be sent to social work majors via Canvas, email, and posted on social work webpage in coming days
- You must submit materials through email to jfreynolds@bsu.edu
- Let's review the application together.

What is the process for admissions?

- **Admissions Committee**

- The Admissions Committee will consist of a minimum of four faculty members from the Social Work department.

- **Decision-making**

- The Admissions Committee will review all application materials and determine whether or not the student needs to meet with the committee for an interview prior to a decision, is denied admittance into the major, or is accepted.



What are the decision-making options?

Acceptance

- If the student application materials meet or exceed all expectations, then the student will be notified of their full admission to the major, without the need for an interview.

Interview

- An interview will be required if: (1) there are academic concerns, (2) concerns over the volunteer experience, (3) concerns with the self-disclosure statement, (4) concerns over academic references, or (5) concerns over conflicts with the Code of Ethics. (see next slide for more information)

Denial

- Notification letters indicating denial to the major will include specific feedback and a description of reason(s) for denial. The letter will also include a recommendation to follow-up with academic advising.



What happens if I need to interview?

- If an admission interview is deemed necessary by the Committee, the student will be notified in writing by October 15th (Fall applicants), March 15th (Spring applicants), or July 15 (Summer applicants). All of the Admissions Committee members will attend student admissions interviews. After an admissions interview, the Admission Committee Chairperson will notify the student, in writing, of their admission status within five (5) business days of the interview. The admission status can include: full admission to the major, conditional admission to the major, or denial of admission to the major.
- Notification letters indicating conditional admission will include specific, behavioral expectations and a timeline for the student to work towards full admission.

What happens if I disagree with the decision?

- Students denied admission by the BSW Admission Committee may appeal the decision within ten business days by submitting a written appeal to the Chair of the Social Work department. The written appeal must specify the reasons for the appeal. The Chair may ask for additional information from any involved parties. The Chair will make a decision regarding the appeal and will notify the student in writing of the decision within ten business days of receipt of the appeal.



What standards must I maintain?

- Earn and maintain a 2.5 cumulative grade point average in required social work courses in order to be granted permission to register for the senior level social work courses (SOCW 410, SOCW 430, and SOCW 440).
- Successfully complete MATHS 125 or its equivalent in order to be granted permission to register for SOCW 440.
- Earn a C or better in 400 level courses and SOCW 325.
- To receive permission to enroll in the social work practicum (SOCW 460 and SOCW 462) majors must have earned and maintained a minimum cumulative grade point average of 2.5 in all required social work courses for the major.



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If you have questions please contact Jerry Reynolds at jfreynolds@bsu.edu