

2026-2027
APPLICATION TO BACHELOR OF SOCIAL WORK (BSW)
DEGREE PROGRAM

INSTRUCTIONS

- Please complete all portions of the BSW Application. Upon completion, please email this application and any supporting documents in Microsoft Word or PDF format to Professor Brandon Evans, BSU BSW Program Director at brandon.evans@bsu.edu
- The deadline for receipt of all materials is either October 1, March 1, or July 1 of the 2026-27 academic year.
- When submitting your application to Professor Evans, please name the document AND include your first initial and last name on the document:

Sample File Name: BSWApplicationBEvans

- Late or incomplete applications will not be reviewed until all documents are received. Upon initial review, if there are missing documents or other feedback is received, students will have 3 business days (M-F) to return those documents to Professor Evans. If those documents are not received after three business days (M-F), the application will not be reviewed in the current admissions cycle. You will receive an email from Brandon Evans that your file is complete, received and will be reviewed.
- Typically, students are notified of a decision or the need to interview within approximately 15 days after the application deadline. If there are delays, Brandon Evans will notify students as to when admissions decisions are sent out. All admissions decisions will be sent via email to the student's BSU email.

Important Notes: *All BSW students must apply for formal admission to the social work major at BSU. This requirement is consistent for all CSWE-accredited social work programs. Admission to the university does not automatically guarantee full admission to the social work major. Before applying to the social work major, you must have satisfied or be enrolled in required core SOCW courses in the current semester of your application. The core major courses are as follows (SOCW 100, 200, 220, 240, 250). Students may also apply to the major while enrolled in SOCW 310, 320, 340). Additionally, admission to the BSW program and earning a BSW from Ball State does not guarantee admission to the MSW program. The MSW program has a separate and independent admissions process.*

PERSONAL INFORMATION

Date

Name

Ball State Student ID Number

Current Address (Street / City/ State/ Zip/ County)

Permanent Address, if different (Street / City/ State/ Zip/ County)

Phone Number with Area Code

Email Address

Emergency Contact Name

Phone Number

SELF DISCLOSURE STATEMENT

Have you ever been convicted of any felony charges?

Yes ☐ No ☐

Have you ever been convicted of any misdemeanor charges?

Yes ☐ No ☐

Are there any current pending felony charges that have been filed against you?

Yes ☐ No ☐

Are there any current pending misdemeanor charges that have been filed against you?

Yes ☐ No ☐

Have you ever been convicted of a crime against a child or children?

Yes ☐ No ☐

Have you ever had a substantiated case of child abuse and/or neglect?

Yes ☐ No ☐

If you answered yes to any of the above questions, list all criminal convictions you have received, as well as any current pending criminal charges that have been filed against you.

Failure to disclose criminal background is grounds for dismissal from the program. If a student has a criminal history or other previous professional/legal challenges, he or she must discuss these circumstances with the Department Chair and/or Field Coordinator as these challenges may impact eligibility for malpractice insurance, field placement, employment, as well as his or her future licensure.

ACADEMIC RECORD

Students applying to the BSW Program must have a minimum GPA of 2.5 in courses required for a social work major. The Admissions Committee will review all applicants' transcripts to ensure their academic record meets these requirements. By signing and dating below you are indicating that your academic standing is suitable for BSW admissions. If your current GPA does not meet these requirements, you are still able to apply for admission into the program. The Admissions Committee can consider your application for conditional admittance or request students submit a waiver discussing their academic record. ***All students who have a 2.8 GPA or below in the major will be required to interview with members of the Admissions Committee. If you are new to BSU at the time of admission, your grades in current social work courses will be reviewed to determine your GPA. If there are other concerns or areas where the committee might need to evaluate your application appropriately, we may request an interview to discuss your application.***

Digital Signature:

Date:

EMPLOYMENT AND VOLUNTEER EXPERIENCE

Please list all employment and volunteer experiences in chronological order starting with the most recent. Please be specific in describing the positions held. If more space is needed, use a separate sheet and attach.

1. Name of the Organization

Supervisor Name and Contact Information (phone number/email)

Position Held

Dates of Employment (if volunteer, state not applicable)

Dates of Volunteerism (if employment, state not applicable)

Duties

2. Name of the Organization

Supervisor Name and Contact Information (phone number/email)

Position Held

Dates of Employment (if volunteer, state not applicable)

Dates of Volunteerism (if employment, state not applicable)

Duties

3. Name of the Organization

Supervisor Name and Contact Information (phone number/email)

Position Held

Dates of Employment (if volunteer, state not applicable)

Dates of Volunteerism (if employment, state not applicable)

Duties

EXTRACURRICULAR INVOLVEMENT

Please list all extracurricular experiences in chronological order starting with the most recent that have influenced your decision to pursue a social work career. Extracurricular experiences include membership in student or professional organizations and/or leadership activities.

Name of Organization

Position Held

Name of Organization

Position Held

Name of Organization

Position Held

Name of Organization

Position Held

Name of Organization

Position Held

Name of Organization

Position Held

PERSONAL NARRATIVE

Prepare a personal narrative not to exceed four (4) typed pages (double spaced) in length. For this narrative, respond to ALL the items listed below. This narrative is a critical part of your application folder. Consider it your opportunity to communicate with the BSW Admissions Committee about yourself. Please utilize APA style to format the paper and cite sources, particularly in discussing your selected social issue.

Part One: Explain the reasons for your interest in social work. Elaborate on both personal and societal factors that have influenced your decision to pursue social work as a profession. This can include any life experiences that have influenced your decision.

Part Two: Discuss the field(s) of social work that is of the most interest to you. Describe the skills you believe a successful social worker in this field must possess.

Part Three: Demonstrate self-awareness by discussing your strengths and weaknesses as it relates to working with populations at risk, specifically clients of various cultures and backgrounds. Also, if you believe that you will need consistent and ongoing support to meet the academic and professional expectations of the program, please identify those areas of support you may need.

Part Four (At least one type-written page): Identify a social issue facing our society. Briefly describe this problem and discuss how social workers might intervene with the social issue. You should cite at least two sources for this part of the paper and use correct APA citations.

You may complete this below or you may attach a separate Word or PDF document to your application when submitted. Please indicate on your narrative a heading for each section; (i.e. Part One, Part Two, etc) to make it easier for the reader to follow your document. Our goal in this writing

exercise is for you to demonstrate your abilities and also to learn more about your strengths and needed areas of growth.

SELF ASSESSMENT OF SCHOLASTIC AND PROFESSIONAL APTITUDE

Please respond to this brief self-assessment questionnaire using the scale listed below:

0 = Do Not Know 1 = Outstanding 2 = Above Average
3 = Average 4 = Below Average

Motivation to Learn

Self-Discipline

Communication Skills

Writing Ability

Academic Performance

Classroom Participation

Professional Behavior

Self-Awareness

SOCIAL WORK CODE OF CONDUCT

The Social Work Code of Conduct is designed to promote the growth of ethically responsible students and future professionals by setting standards for academic integrity and overall ethical conduct. The

purpose of this Code is to instill a sense of individual responsibility on the part of each student and to foster a departmental culture of honor and trust. By way of this Code, students are challenged to rise to academic excellence, with professional ethics as a central feature of academic expectations. Academic standards in the social work program include those that are scholastic and professional in nature; in combination, both are seen as the primary indicators of readiness for professional practice. In addition to this Code of Conduct, all students are expected to know and follow the ethical standards established by Ball State University and the National Association of Social Workers.

Ball State University's Student Handbook, which includes policies on disciplinary offenses and academic misconduct such as plagiarism and cheating, can be found at:

Policies and Procedures: <https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/studentcode>.

Policies Pertaining to Academic Integrity and Information Regarding Artificial Intelligence: https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity#accordion_review

Please see Social Work Course Policies for additional guidelines on Artificial Intelligence in the classroom.

The National Association of Social Workers' Code of Ethics, which will be reviewed and applied in your social work classes, can be found at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>. The ethical standards promulgated in this Code coincide with the ethical principles established in the NASW Code of Ethics.

NASW Ethical Standards: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English#standards>

Digitally initial each line:

Service: I will engage in human service volunteer activities to the best of my ability and in a socially responsible manner during my social work courses, and during my senior practicum, as outlined by the department with full cognizance of the serious nature of working with vulnerable segments of society.

Social Justice: I will engage in activities to gain sensitivity to and knowledge about oppression and cultural/ethnic diversity and, further, become committed to promoting the achievement of individual and collective social and economic justice.

Dignity and Worth of People: In the spirit of a respectful culture of learning, I will treat my fellow students, my teachers, my field supervisors, and other departmental personnel in a caring, respectful, and courteous fashion, mindful of individual differences, as well as of cultural and ethnic diversity. I will resolve any conflicts that arise in a manner that reflects the behaviors expected of future social work professionals. Additionally, I will support the concept of client self-determination.

Importance of Human Relationships: I will engage faculty as partners in my growth and engage clients as partners in the helping process. In working with clients, I will avoid conflicts of interest that would interfere with the exercise of professional discretion and impartial judgment, which includes setting clear, appropriate, and culturally sensitive boundaries.

Integrity: I understand that I am expected to demonstrate personal integrity in meeting the objectives of the social work program and in fulfilling all degree requirements. I will carry out my role as learner honestly, honorably, and responsibly. The academic products I prepare and submit to meet program requirements will be produced through my own efforts and will not involve the use of term paper mills or be the result of any other form of unauthorized aid—nor will I submit in whole or in part the same work for credit in more than one class, except with prior approval of the instructor. I will meet and maintain academic standards of the institution and the department, and I will refrain from academic dishonesty of any sort.

Competence: In order to become a culturally competent practitioner, I will conscientiously participate in educational activities that promote sensitivity to, knowledge about, and appreciation of cultural diversity. I will strive to develop an awareness of self as a person and as a future professional helper and will commit to ongoing learning throughout my career.

ADVISEMENT INFORMATION

In order for the BSU social work program to maintain its integrity and accreditation, students must follow the program's curriculum design, adhering to prerequisites and corequisites, as explicated in

programmatic and university documents. Students should contact their primary social work advisor to discuss a plan of study. As a student, I agree to the following **(digitally initial each statement)** :

I will see my primary social work advisor before registering for any coursework and understand that any shortcuts to this established procedure involves a serious risk of not completing requirements in a timely manner.

I understand if I do not enroll in courses that I have been advised to take during advisement sessions, the department assumes no responsibility for making later course sequencing exceptions in order to keep me on target in meeting my desired graduation timeline.

I understand that if I attempt to enroll in courses without having the required pre- or corequisites, I will not be allowed.

My digital signature below indicates that I have read this document carefully and fully understand its contents.

Signature:

Date:

REFERENCES

A minimum of two references are required from individuals who have knowledge of your academic and/or professional qualifications. ***A Letter of recommendation from references is not required.***

References can include Social Work professors and a completed evaluation from the supervisor of your volunteer contract for SOCW 200 (or equivalent).

BSU will have your SOCW 200 volunteer experience evaluation on file, if it was completed at BSU. If SOCW 200 or the equivalent was completed outside of BSU, please list the name and email address of reference when submitting your application. The department **may** contact the references, if additional information is needed concerning the student's application. Students who are still in the process of completing volunteer hours for SOCW 200 or SOCW 310 may apply for conditional admittance into the program and obtain the volunteer reference at the end of their volunteer experience.

If you are a recent transfer to BSU, please provide the names of either employment or academic references from previous institutions.

I have requested that the following two BSU professors or other individuals serve as references for me. Below, I have listed their name, email, and phone number. These individuals **may** be contacted to evaluate your application:

1.

2.

I have received credit for SOCW 200 or 310: Yes ☐ No ☐

Currently completing SOCW 200 and/or SOCW 310 this semester ☐