



MASTER *of* **S**Ocial **W**ORK

Enriching Rural Communities

Admission and Application Procedures

Admissions Deadline:

Priority Deadline: February 1
MSW Admissions Deadline: April 1

Mandatory Orientation for New Students:

Traditional & Advanced Standing Program and Field Orientation:
Date & Time TBD

Application Process

Application to the MSW program is a two-step process and should be started several months before the admissions deadlines. Each applicant must directly apply to the Office of Graduate Studies and to the Department of Social Work. *Only applications that have fulfilled all of the application requirements for the MSW Program and the Graduate School will be considered complete and ready for admission review.*

- [The Graduate School Application](#) may be completed online or by mail using the application available on the Graduate School website. **Applicants must make arrangements to have official copies of undergraduate transcripts from all previous universities attended.**
- [MSW Application](#) - should be downloaded from the Program's MSW Admissions website. The MSW application includes:
 - ___ the MSW basic application,
 - ___ a personal statement responding to specific questions within the application,
 - ___ a writing sample specific to requirements listed in the application packet,
 - ___ a current resume, and
 - ___ three recommendations from individuals who know the applicant well in both academic and employment environments. **Recommendations must be submitted on our recommendation form,** which is posted online: https://wku.co1.qualtrics.com/jfe/form/SV_dm1Ly365x7fSTps.

The references will become part of your admissions file. They will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. You have the right to review references in your file.

MSW Advanced Standing Recommendation Requirements

Any MSW program applicant with a BSW earned within the last 7 years MUST include at least 1 letter of recommendation from their:

- previous Field Instructor or Field Liaison
- one academic reference
- one professional reference (if you have not been employed, one more academic reference is acceptable)
- Supervisor from a social or human services capacity/agency (if applicable)

IF, due to faculty relocation and/or retirement, no such faculty member is available, a letter to this effect from the current BSW program director must accompany the application.

For applicants that have been out of school for 7 years or more it is acceptable to replace an academic recommendation with a work recommendation. At least one academic recommendation is preferred in this scenario.

Any program applicant, who is currently or previously employed in a social or human services capacity/agency MUST include at least 1 letter of recommendation from a current or previous supervisor, preferably one with an MSW.

Do NOT use relatives for any of your recommendations.

MSW Traditional Program Recommendation Requirements

Any MSW Traditional Program applicant will include:

- two academic references
- one professional reference (you may use another academic reference if you have not been employed)
- Supervisor from a social or human services capacity/agency (if applicable)

Any program applicant, with or without a BSW, who is currently or previously employed in a social or human services capacity/agency MUST include at least 1 letter of recommendation from a current or previous supervisor, preferably one with an MSW. Only one academic reference is required if a social or human services recommendation is provided.

For applicants that have been out of school for 7 years or more it is acceptable to replace an academic recommendation with a work recommendation. At least one academic recommendation is preferred in this scenario.

Do NOT use relatives for any of your recommendations.

These references should be submitted using the following link:

https://wku.co1.qualtrics.com/jfe/form/SV_dm1Ly365x7fSTps. If the recommendation is emailed to mswadmissions@wku.edu the email must originate from the recommender's email address only.

There is no MSW program application fee. MSW Application materials must be sent to the MSW Program E-mail account at mswadmissions@wku.edu as a complete packet containing all materials except recommendation forms. Your application will not be reviewed until all required components have been submitted to mswadmissions@wku.edu. Ensure that files being submitted are named to include your full name and specific document type (example: lastname_firstname_resume.pdf). Recommendation forms should be sent directly to the program from the recommender. Recommenders may submit this form using the following link: https://wku.co1.qualtrics.com/jfe/form/SV_dm1Ly365x7fSTps.

1. Undergraduate degree from an accredited university.
2. 60-Hour Traditional Program
2.75 or greater undergraduate GPA. Students with a lower GPA may be apply for Alternate Admissions. (See Alternate Admissions and Admissions Appeal Process below).
3. 33-Hour Advanced Standing Program
Completion of a Bachelor of Social Work (BSW) degree at a Council on Social Work Education (CSWE) accredited institution within the previous seven years with a grade point average of 3.0 or higher based undergraduate GPA . An advanced standing applicant with a GPA of 2.75 to 2.9 may be considered for admissions with an interview, by the MSW Graduate Admissions Committee, as part of the application process.
4. Liberal arts background – at least 30 hours in liberal arts coursework (social sciences, humanities, natural science, communication, mathematics, etc) including:
___at least one course in sociology, psychology, or anthropology, and
___at least one course in American government, political science, economics or other course that can be shown to provide a foundation for beginning policy analysis.
All courses counted towards the liberal arts requirement must have been completed with a final grade of “C” or higher. Applicants may be enrolled in liberal arts prerequisite courses while their MSW applications are being evaluated, but all of these courses **must** have been successfully completed before admission to the program. Offers of admission will be contingent upon the successful completion of all required courses.
5. International students for whom English is not a first language:
Fluency in English is critical to learning and applying social work skills. A TOEFL (Test of English as a Foreign Language) score is required for all international applicants whose first language is other than English. The TOEFL may be waived for WKU ESLI or Navitas students.

TOEFL requirements are as follows: A minimum of 550 on the paper based TOEFL, a minimum of 79 on the iBT TOEFL, or a minimum of 6.5 on the IELTS)

If a student chooses to enroll in an ESL (i.e. ESLI or Navitas) program, acceptance to the MSW program is not automatic. Students must complete all application materials. Two semesters before completion of the ESL program, he/she must make an appointment with the MSW Admissions Coordinator via phone or email. This meeting will assist the student in planning for socialization to the culture of the social work profession, clients, and social contexts.

Specific Advanced Standing Admission Requirements:

The Advanced Standing Program at WKU is available only to students who have graduated within the last seven years from a Council on Social Work Education (CSWE)-accredited BSW program. Accreditation standards do not allow students to count work experience as a substitute for the accredited BSW. Students must also have a 3.0 undergraduate GPA. Students considering the Advanced Standing Program must complete all other requirements for admission including pre-requisites and complete the application process.

The Advanced Standing Program is designed for students who have mastered basic social work practice. The Advanced Standing Program is **highly intense and rigorous**. Students considering the advanced track should weigh several factors. First, students will be joining the educational process at the equivalent of the end of one year of graduate school. Therefore, it is the **student's responsibility** to internalize the expectations of the graduate education process. Students who enter the Advanced Standing Program and find that they may not have mastered concepts at the same level as the foundation curriculum are expected to overcome those deficits by experience, reading, and personal perseverance. Secondly, the successful Advanced Standing student **must have graduate-level critical thinking and writing skills** including strong analytical ability. Students are expected to use *APA 7th edition* format when writing papers in this course of study.

Criteria Used in Reviewing MSW Applications

Once the applicant's application file is complete (Graduate Studies and MSW Program), faculty members serving on the MSW Admissions Committee review the application to determine suitability for advanced standing. At the conclusion of this process, the faculty may recommend one of the three options: the student receives full admission to the Advanced Standing Program on a full time or part time status; the student may receive full admission to the Traditional program, or that the student not be admitted to WKU's MSW Program. The student may also self-select to attend the Traditional program option at the conclusion of the pre-qualifying process.

- Academic potential for graduate study (transcripts, recommendation letters, and GPA)
- Professional experience in human service settings (resume, personal statement, and recommendation letters)
- Preparedness for competent multicultural social work practice (personal statement, resume, and recommendation letters)
- Written communication skills (personal statement and recommendation letters)
- Congruence of personal values and ethics with the values of the social work profession (personal statement, recommendation letters)
- Congruence of personal and professional goals with the MSW Program's mission
- Writing sample (see writing sample guidelines)

Alternate Admission

Both WKU and the Department of Social Work allow for alternate (exceptional) admissions. If an individual does not meet the basic requirements for the MSW program or The Graduate School, he or she may petition the MSW program for alternative admission for the Traditional Program only and clearly describe his/her demonstrated capacity for success in an academically rigorous MSW program.

Admissions Appeal Process

Any student who is denied admission into the graduate social work program may appeal the decision. The student will notify in writing the MSW Program Director that he or she wishes a second consideration. All appeals must be received within 10 days after receiving the notice evidenced by a postmark. A second consideration does not guarantee admissions into the program. The MSW program will initiate the reconsideration process. This process involves two more independent reviews of the student's application materials. The MSW program in conjunction with MSW Program Director will review all five reviews and determine the admission's status of the student. A decision will be issued to the student within 14 days of the Department's decision.

Transfer Students

Students transferring from CSWE-accredited MSW Programs must complete all application material and processes. Students transferring must have at least a 3.0 GPA and be in good standing with the originating school as established by the *Verification of Good Standing Form* completed by the MSW Program Director at the original institution. Transfer students are highly encouraged to meet with the WKU MSW Program Director and MSW Admissions Coordinator prior to application.

The transfer of credits from an accredited institution of higher learning toward the MSW requirements will be examined on a case-by-case basis. If transfer is granted by the program, all University requirements for transferring credits must be met. Depending on the program, a maximum of 9 hours of electives may be transferred.

Financial Aid and Scholarships

Some scholarships, graduate assistantships, and work-study positions are available through the University and the Department of Social Work. Admitted students are encouraged to research and apply for these, along with pursuing all other financial aid available to them through other sources.

For information about the Distinguished Minority Assistance Program, Graduate Assistantships, or Graduate Studies Financial Aid please contact the Office of Graduate Studies:

<http://www.wku.edu/graduate/>

The MSW program offers a variety of scholarships annually to eligible, admitted MSW students. Scholarship information through the Department of Social Work is included with student's acceptance letter. Additionally the University's Scholarship information can be found at:

<http://www.wku.edu/scholarship/>

MSW Student Orientation

All students who are admitted into the MSW Program MUST attend program orientation. The purpose of this orientation is to familiarize students with University, College, and Department policies as well as to assist students with skills necessary for the successful completion of the MSW Program.

Traditional and Advanced Standing Program Student Orientation is held in August.

Date and Time TBD

MSW Field Orientation

All students who are admitted into the MSW Program are required to attend field orientation. The orientation includes socialization to the profession, historical perspectives, ethics and values of the profession, HIPAA training, general field materials, site choices, and field structure.

Field orientation dates & times will be communicated upon acceptance to the MSW program.