

Policy and Procedure Arizona State University		Number SWK 301
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Subject Admissions – MSW	Effective 9/92	Revised 4/7/00

PURPOSE: To provide an evaluation system and procedures for MSW Admissions

SOURCE: Faculty Council

APPLICABILITY: All MSW Applicants

POLICY:

Applicants must either:

- (1) have a liberal arts undergraduate degree;
- (2) have a BSW from an accredited school of social work; or
- (3) for those with other undergraduate degrees, have taken 30 semester credit hours in liberal arts courses at the undergraduate or graduate level.

The 30 hours must include coursework from the Humanities and the Social and Behavioral Sciences. It is in the Humanities that questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral, aesthetic and other human values are dealt with. Coursework in the Social and Behavioral Sciences is equally important in that it is here that scientific methods of inquiry and empirical knowledge about human behavior, both within society and individually, are covered.

A 100 point rating system with objective and subjective criteria is used for MSW Admissions to allow for faculty input in selection of applicants, to provide a basis for recommending financial aid from the Graduate College and other sources, and to build a database for ongoing research and evaluation.

The rating system has five major criteria: 1) Academic potential/preparation; 2) References; 3) Experience; 4) Personal statement; and 5) Special qualifications. The rating system is provided below:

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1. Academic Potential/Preparation

A. Junior/Senior GPA (Maximum 32 points)

Points Awarded	GPA
42	3.75 - 4.00
36	3.50 - 3.74
30	3.25 - 3.49
24	3.00 - 3.24
18	2.75 - 2.99
12	2.50 - 2.74
8	2.25 - 2.49
4	2.00 - 2.24

Discretionary points may be awarded for nondegree master's social work GPA and other master's level course work or degree.

B. GRE or MAT (Maximum 10 points) - Required only if JR/SR GPA is below 3.00

Points Awarded	GRE SCORE	MAT SCORE
10	2160-2400	90-100
9	1920-2159	80-89
8	1680-1919	70-79
7	1440-1679	60-69
6	1200-1439	50-59
5	960-1199	40-49
4	720- 859	30-39
3	480- 719	20-29
2	480- 719	10-19

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2. **References** (Maximum 10 Points)

Points

Awarded

Criteria

- | | |
|----|--|
| 10 | Letters from appropriate persons, with all 3 providing above average positive evaluations. |
| 7 | Letters from appropriate persons, with all three providing average positive evaluations. |
| 4 | Letters from appropriate persons, with 2 of 3 providing positive evaluations. |
| 0 | Letters from inappropriate persons and/or 2 or more negative evaluations. |

Appropriate persons are academic instructors, work supervisors, or volunteer placement supervisors. Inappropriate persons are friends, relatives, or VIP's with no supervisory or academic experience of the candidate.

3. **Experience** (Maximum 16 Points)

Points

Awarded

Criteria

- | | |
|----|--|
| 16 | Full-time equivalent of 5 or more years employment in social work or related field within the past 10 years. |
| 12 | Full-time equivalent of 2 to 4 years employment or continuous volunteer experience of 240 hours per year for 2 or more years in social work or related field within the last 10 years. |
| 8 | Full-time equivalent of 1 to 2 years employment or continuous volunteer experience of 240 hours per year for 2 or more years in social work or related field in the last 10 years. Applicants with a BSW degree should be awarded minimum of 8 points. |
| 4 | Full-time equivalent of less than 1 year employment, continuous volunteer experience of at least 120 hours during a 6-month period within the past 5 years. |

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4. **Personal Statement** (Maximum 16 points)

A. Writing Skills (Maximum 8 points)

Criteria: Grammar, syntax, punctuation, spelling, neatness, organization, clarity of expression, and logical flow.

B. Content (Maximum 8 points)

Criteria:

Interest in Social Work as a Career

- Reasons for seeking graduate education
- Experiences or relationships influencing decision
- Understanding of social work as a career
- Understanding/acceptance of social work values
- Investment in Diversity
- Understanding of diverse populations
- Experience (personal/professional) with diverse populations
- Understanding of relationship of diversity to effective social work practice
- Understanding/Acceptance of Mission Statement

Personal Experience and Self-Awareness

- Ability to translate and apply personal experiences to social work issues and concerns
- Indications of appropriate self-awareness
- Relevance and appropriateness of self-disclosure

5. **Special Qualifications** (Maximum 16 Points)

Faculty Rater should look for strong evidence (4 points), moderate evidence (2 points), and no evidence (0 points) of the following criteria:

- A. Applicant has special knowledge of and/or documented commitment to a minority group and/or has lived in a minority community as part of his/her life experience.
- B. Applicant has special knowledge of and/or commitment to rural communities low-income populations, disabled persons, children/youth, the aged, and/or

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women with unique problems.

- C. Applicant has demonstrated ability to achieve academic goals despite severe or unusual circumstances such as a physical disability, being a single head of household, or raising children while completing undergraduate study.
- D. Applicant has demonstrated ability in a language used by historically oppressed populations in the Southwest, including Spanish, Native American languages, or sign language for the hearing impaired.

ADMISSIONS PROCEDURES

1. There are two deadlines for submission of applications. The priority deadline is February 1st. Applicants who submit their material on or before the February 1st deadline may be notified of their admissions status by mid-March. The second deadline is March 1st. Applicants who submit their materials by March 1st may be notified of their admissions status by early April but no later than May 1st. The intent of the February 1st deadline is to admit the best students early, and recruit them by offering Graduate tuition waivers when appropriate.
2. Applications received after March 1st will be considered only if the target number of suitable and qualified candidates cannot be filled from the pool of candidates described above.
3. The student support staff shall process all admissions materials and create a rating form for each applicant. The staff will award points for **GPA** and **GRE** or **MAT** scores.
4. The files, with attached rating forms, will be forwarded to the MSW coordinator who will award points for **References** and **Experience**. Upon completion of the MSW coordinator's review, applicants who have a composite score on **GPA, GRE** or **MAT, References, and Experience** of 50 or more points will be granted immediate admission to the program.
5. Applicants who have a composite score on the above-noted criteria of less than 50 points will be forwarded to two faculty raters. Faculty raters will score the applicants on the **Personal Statement** and **Special Qualifications** sections.

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6. There is no fixed or inflexible cutoff for applicants who were not awarded immediate admission. In any given year, judgement may be exercised by the MSW coordinator, in consultation with the faculty and the Director, as to how many students should be admitted and what cutoff point should be used for non-admission.
7. Once eligible students have been admitted, the remaining applicants will be put in a pool for consideration the following year. They need only request that their file be re-activated.
8. Because of the drain on resources involved, any applicant who has been denied three times will not be reconsidered if a fourth application is filed.
9. Applications for admission to the part-time program will form a separate pool of candidates but will be considered using the same admissions criteria.