



**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. Some students will apply to the major while enrolled in SOCW 310, 320, or 340. However, *students must be admitted to the major prior to registering for SOCW 325.*
- Please review the Flow Chart on the next page to determine when you need to apply for the program.
- All CSWE-accredited social work programs are required to have a program-specific admissions process

# Bachelor of Social Work Program Flow Chart

**In-Person  
& BSW  
Online  
Programs**

**Pre-Admission:  
Minimum Course  
Completion Requirements**

**Complete and/or  
receive credit for SOCW  
100, 200, 220, 240, 250  
with a 2.5 or higher  
GPA (Core SOCW  
courses)**

**Pre-Admission:  
Optional Courses**

**Complete SOCW core  
courses AND at least  
one or more of  
SOCW 310, 320, 340  
with a cumulative  
SOCW GPA of 2.5  
or higher**

**Apply for full  
admission to  
major in  
semester in  
which you  
complete core  
SOCW courses**

## **DEADLINES**

- **October 1**
- **March 1**
- **July 1**

**Upon Full Admission  
to the Major**

**Complete  
the  
following  
courses  
with a C or  
better**

- **SOCW 325**
- **SOCW 410, 430, 440**
- **410 and 430 must be  
taken simultaneously**

**Prepare for  
Practicum**

- **Complete Practicum  
Request form**
- **Complete all  
required courses**
- **Take only SOCW 460  
and 462 in your final  
semester at BSU (15  
hours)**

**Ongoing  
Tasks**

- **Consider your  
learning and outside  
employment needs**
- **Growth and maturity  
needed to enter  
practicum in your last  
semester**
- **Meet with academic  
advisor on a semester  
basis**



# 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. If 300 courses are being taken or completed at the time of admissions application, those courses will be factored into the evaluation of your GPA in the major.
2. **NEW for 2023-24:** *All students with a 2.8 GPA or below in the major will automatically be required to interview with members of the Admissions Committee. If you are new to BSU in the fall of 2023 and no BSU GPA is available to evaluate, your grades in current SOCW courses will be considered. If your social work GPA falls below a 2.8 at time of application, you will automatically be required to interview with members of the Admissions Committee.*
3. The submission of a completed BSW Application Packet by email to [jfreynolds@bsu.edu](mailto:jfreynolds@bsu.edu). **Application materials must demonstrate writing skills adequate for entry-level social work practice.**
4. Have on file a completed or in the process of completing a Volunteer Field / Learning Contract and Evaluation Form for an approved Volunteer Field Experience.

# What are the admission requirements?

5. Evidence of a student's general career/educational goals being consistent with professional undergraduate social work education.
6. Demonstrated absence of a criminal history (e.g., felony conviction).
7. 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 and sent out by email
- You must submit materials through email to [jfreynolds@bsu.edu](mailto: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 (Major GPA below a 2.8) (2) concerns over the volunteer experience feedback (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 or Deferral

- Notification letters indicating denial or deferral to the major will include specific feedback and a description of reason(s) for denial or deferral. 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). 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 am deferred?

- A deferral *is not* the same as a denial of admission
- Deferred applications are encouraged to apply in the future, rather than have their application reviewed at the time of submission.
- Deferred students do *not* go through the interview process
- The student is encouraged to strengthen their application before resubmitting and will receive specific feedback concerning the reason for the deferral
- Reasons for deferral can include, but are not limited to:
  - Academic probation
  - A need to strengthen major core social work GPA or retake courses
  - Writing proficiency
  - Criminal background
  - Needing more professional readiness to proceed in the major

# 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.

# Post Admission: 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 MATH 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](mailto:jfreynolds@bsu.edu)