

# Preadmission Social Work Major Checklist 2017-2018

## Requirements for Admission to the School of Social Work

**Congratulations and welcome to the School of Social Work!** Now that you are a preadmission social work major, you will need to meet with the BSW Coordinator for your campus to review this checklist within three (3) months after receiving it.

The name and contact information for your BSW Coordinator, who is also your social work faculty advisor, can be found in your preadmission email and in the following list:

Akron campus – Michele Thornton ([mdt@uakron.edu](mailto:mdt@uakron.edu), 330-972-8195)

Wayne campus – Lisa Crites ([lkc6@uakron.edu](mailto:lkc6@uakron.edu), 330-972-8707)

Lakewood campus – Janice Steinmetz ([jestein@uakron.edu](mailto:jestein@uakron.edu), 216-221-1141)

Only learners admitted to the School of Social Work as a full major may take social work major only courses. The following sections describe the application process to become a full major.

## Application Process for the School of Social Work

All learners entering the social work major from the general college population or transferring to it from other university programs or external colleges must formally apply for admission to the School of Social Work and successfully complete the admission procedure.

The application procedure for admission is a 3-step process.

**1st Step:** A learner applies to the college by meeting with her/his current academic advisor and requesting an Inter College Transfer. In all instances, an application must be made to the Dean's Office, College of Health Professions (CHP). **Incoming transfer students** apply by indicating social work on their university admission application.

*Please note:* "Incoming transfer student(s)" refers to learners who are eligible for admission as a full major in social work their first semester at UA. One example of an incoming transfer student is a student transferring to UA from a community college or 4 year college.

**2nd Step:** Upon acceptance into the CHP, a learner is reviewed for preadmission status in the School of Social Work. Becoming a preadmission major in the School requires completion of 30 credits and a minimum cumulative GPA of 2.75. *Admission requirements for the College and School are different. It is possible to be admitted to CHP, but not the School of Social Work.*

**3rd Step:** A preadmission social work major must meet all of the following requirements to become a full social work major.

1. Acceptance into the College of Health Professions (CHP).
2. Acceptance into the School of Social Work as a preadmission social work major.
3. Liberal Arts requirements for the Social Work Major completed.
4. Minimum cumulative grade point average (GPA) of 2.75.
5. General Education requirements for a Bachelor's degree completed. At minimum, English and math general education requirements must be completed prior to acceptance as a full major. The School strongly recommends applicants complete all or most general education

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requirements prior to full admission. (Refer to *University Bulletin* or Center for Academic Advising and Student Success for university policies about the completion of General Education requirements).

6. Submission of the formal application for full admission which includes an autobiographical statement. (See #7)
7. Submission of an autobiographical statement explaining your interest in social work. (*Your statement should be 500 words minimum, pasted into the School's application, and of a writing quality consistent with successful completion of 2 college-level English composition courses.*)
8. Three (3) professional recommendations (*from college advisor, previous professors, employers, etc. We cannot accept personal recommendations from family members, friends, friends of the family, high school faculty and staff, spiritual counselors, or other relationships defined as personal by the BSW Coordinator and Admissions Committee.*)
9. An interview with a faculty member of the School of Social Work may be required before a final decision regarding admission can be made. (*Optional, at request of the School's faculty and/or Director.*)

## Application Materials Timeline

Learners may submit an application after receipt of their preadmission email. Incoming transfer students may submit their application upon admission to UA and after completion of New Student Orientation (or the campus specific equivalent) and permission from your BSW Coordinator. Learners are encouraged not to wait to begin their application. All application materials must be submitted to the School by the semester specific application deadline. Failure to submit by the appropriate application deadline will result in the applicant having to wait until the next semester to have her/his application reviewed. A new application would be required.

You are responsible for notifying your social work faculty advisor/BSW Coordinator when you believe you have fulfilled all preadmission requirements. To receive permission for conditional registration in your first semester of full major classes, you must have contact with and receive permission you're your assigned social work faculty advisor. You may not register independently for your first semester of full major social work classes.

## Application Deadlines

Your application for full major status will be reviewed at the end of the semester of your chosen application deadline. All application requirements must be completed at that time.

Your application will be reviewed after you complete the following items on the dates indicated.

1. Application (including autobiographical statement)
2. Three professional recommendations
3. Required preadmission courses
4. Earned a 2.75 or better cumulative GPA
5. Final grades are posted for the end of the semester your requested application review. (see table)

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<b>Application Deadline</b>	<b>First Semester as Full Major</b>	<b>Application Review (begins after Final Grades Post)</b>	<b>Campus</b>
October 15, 2017	Spring 2018	December 2017	Akron, Wayne
February 15, 2018	Summer 2018	May 2018	Akron
March 15, 2018	Fall 2018 (register in Spring 2018)	May 2018	Akron, Lakewood
July 15, 2018	Fall 2018 (register in Summer 2018)	August 2018	Akron, Lakewood

Incoming Transfer Students: If you intend to be a full major your first semester on campus, your application due date is two weeks after attending New Student Orientation or the Tuesday before the start of the semester (whichever is first). However, if possible, it is best to apply to UA as soon as possible. As soon as you submit an application to UA, your student ID# will be generated and it will be provided to you in your UA admission email.

### Conditional Registration

Conditional registration allows you to register for your first semester of social work major only classes even though final grades have not posted for the current academic semester.

Eligibility requirements for conditional registration include:

1. Current enrollment in the last of required preadmission classes or completion of all required preadmission classes;
2. All application materials have been submitted and accepted by the BSW Coordinator
3. The BSW Coordinator has a reasonable expectation that your cumulative GPA will be 2.75 or better at the time of application review;
4. You notified your social work faculty advisor when you believe you are eligible for full admission; and
5. You received permission for enrollment in social work major only classes from your social work faculty advisor/BSW Coordinator.

Please note: This registration is conditional upon you being admitted as a full social work major and meeting all prerequisites for the classes at the start of the semester. If you are not admitted as a full major for any reason, you must drop all social work major only classes from your schedule. Meet with your academic advisor to discuss academic and career options.

### Liberal Arts Base for the Social Work Major

The social work major is built on the liberal arts base which is contained within the general education program of the University of Akron. Most learners enter the social work major either from the College of Applied Science & Technology, Wayne College, or another community college. Learners must complete the liberal arts requirements and General Education mathematics and English requirements prior to full admission in the social work major.

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The School encourages learners to complete all General Education Bachelor degree requirements as early as possible and concentrate on the social work major in the final semesters. Post-baccalaureate learners must also meet all preadmission criteria.

The following eight (8) courses comprise the liberal arts base for the social work major and must be completed before being admitted as a full major student in the School of Social Work.

- 7750:270 Diversity and Social Work\*
- 7750:275 Introduction to Social Work Practice
- 7750:276 Introduction to Social Welfare
- 7750:427 HBSE I (Human Behavior & Social Environment I)
- 3100:103 Natural Science Biology\*
- 3700:100 Government & Politics in the U.S. \*

**OR**

- 2040:242 American Urban Society
- 3750:100 Introduction to Psychology\*

**OR**

- 2040:240 Human Relations
- 3850:100 Introduction to Sociology\*

*For a complete description of the above courses, see the University Bulletin.*

*\* Can be applied toward general education requirement. Go to [General Education Program](#) for additional information.*

A 2.75 cumulative GPA is required to be admitted to the School of Social Work as a preadmission social work major and a full social work major. A learner will remain a preadmission social work major until all 8 liberal arts base and math and English General Education courses are completed, all required application materials have been submitted, the 2.75 or better GPA achieved, no grades are in progress, her/his/their completed application is reviewed by the admissions committee, and the School's Director agrees with the admissions committee recommendation for full admission.

### Student Advisement

Learners who express an interest in social work but need additional information before making a decision are referred to the Preadmission Student Advisor, BSW Coordinator, College Advisor, or School Director for an advisement conference. During this conference, faculty or CHP professional advisors discuss the potential applicants interest in and aptitude for social work and provides an explanation of the program.

When a learner submits a complete application, it goes to the School's admissions committee for a determination. Upon receiving notification of the admissions committee decision, the Director of the

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School of Social Work will forward an email notifying the applicant. If admitted, this email also identifies the learner's assigned faculty advisor.

Upon full acceptance to the School of Social Work, learners are required to have an initial conference with their assigned faculty advisor for the specific purpose of explaining their professional and academic preparation. At this point a course of study is developed and other School requirements are clarified (such as maintenance of a 2.75 social work GPA). Each learner will then complete and sign all necessary documents. In this first conference, each learner will be sent a link to the *Student Handbook* which further describes the School's program and related issues and activities. The Student Handbook is also available on the School's website for review at any time.

## Appeals Process

If the learner's application is not approved, the learner may appeal this decision formally, in writing, to the Director of the School of Social Work within 10 working days after the date she/he receives the email notification. An internal review will follow within the next 10 working days. The learner will receive an email/ letter of decision regarding the appeal from the Director one month from the date of the internal review. If the applicant is not admitted after the internal review, the applicant should follow the University appeals process as outlined in The University of Akron [Code of Student Conduct](#).

## Frequently Asked Questions

I have questions about social work. Where can I find information on-line about the profession? The National Association of Social Workers (NASW) is the largest professional social work organization in the country and world. The NASW has a student center that answers common questions for students considering the profession. To access the Student Center go to [www.naswdc.org](http://www.naswdc.org) or [www.socialworkers.org](http://www.socialworkers.org). Additional websites for the NASW include [www.naswoh.org](http://www.naswoh.org) and [www.helpstartshere.org](http://www.helpstartshere.org).

What is a preadmission social work major?

A preadmission social work major is a learner who has been accepted into the School of Social Work as a preadmission major. The learner will receive an email from the School of Social Work informing her/him of admission as a preadmission major.

How do I become a preadmission social work major?

To become a preadmission social work major, meet with your current academic advisor and request an Inter College Transfer to the College of Health Professions as a Preadmission Social Work Major.

When do I apply to become a preadmission social work major?

A learner may initiate an Inter College Transfer at any time after meeting criteria for preadmission admission. The learner meets admission criteria by completing 30 credits and achieving a cumulative GPA of 2.75 or higher. The school will not round-up a GPA when determining admission eligibility. We strongly recommend you become a preadmission major as soon as you are eligible so you can formally receive academic advising from School faculty.

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How will I know when I have been admitted as a preadmission social work major?

An applicant will receive an email notification of preadmission admission to the School of Social Work. **UA email is the primary means of communication in the School. Check your UA email often. We will not School correspondence to non UA email accounts.**

Do I need to complete a field placement?

Yes, all social work majors must complete a field placement. A field placement is also referred to as an Internship or Practicum. Full social work majors register for field placement one semester prior to their last two (2) semesters before graduation. Registration includes participation in a multi-part field education orientation. Field placements are always two consecutive semesters. Learners are required to complete 225 hours per semester/450 hours total. For additional information refer to the Field Education section of the School of Social Work's website at <http://www.uakron.edu/socialwork/field-education/>.

What is the University Partnership Program (UPP)?

The University of Akron University Partnership Program is a stipend program that assists learners in gaining preparatory skills needed for the child welfare profession. Learners are required to take (2) specialized child welfare courses as their electives and complete their field placement at a public child welfare agency. After graduation, learners must secure employment in 1 of the 88 county public child welfare agencies in Ohio within 180 days. After securing employment, learners will receive \$5,000 to \$10,000 in tuition reimbursement upon the date of hire. Learners must complete 1 full year of employment in a public child welfare agency as an intake or protective/on-going caseworker to fulfill the program requirements. For additional program information please go to <http://www.uakron.edu/socialwork/child-welfare-program/> or contact UA's UPP Campus Coordinator, Becky Thomas, at 330-972-5682 or [bthomas@uakron.edu](mailto:bthomas@uakron.edu).

When are my application materials due?

Applicants may submit the application materials after receipt of their preadmission admission email. Application materials will **not** be accepted prior to preadmission admission. Applicants are encouraged begin working on their application as soon as possible after preadmission admission. Remember, your application will not be reviewed until after submission of all application materials, completion of required preadmission courses, and final grades post for the requested semester. Each semester has an application deadline. Refer to the *Preadmission Social Work Major Checklist*, the School's website, or below for specific dates. Failure to meet the application deadline will result in the applicant having to wait until a future semester to have her/his application reviewed for admission. The admission deadlines for the 2016-2017 academic year are as follows:

<b>Application Due Date</b>	<b>First Semester as a Full Major</b>	<b>Campus</b>
October 15, 2017	Spring 2018	Akron, Wayne
February 15, 2018	Summer 2018	Akron
March 15, 2018	Fall 2018 (register in Spring 2018)	Akron, Lakewood

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July 15, 2018	Fall 2018 (register in Summer 2018)	Akron, Lakewood
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*Transfer Students:* If you intend to be a full major your first semester on campus, your application due date is two weeks after attending New Student Orientation or the Tuesday before the start of the semester (whichever is first).

### What classes can I take in social work before becoming a full social work major?

Learners must take four (4) social work classes before or after preadmission admission. The 4 classes are: 7750:270 Diversity and Social Work; 7750:275 Introduction to Social Work Practice; 7750:276 Introduction to Social Welfare; and 7750:427 Human Behavior and the Social Environment I. Social work also offers 200 level classes in addictions. Addiction classes may be taken without being a social work major. See the class detail for addiction classes for any prerequisites.

### When can I register for my first semester of full major social work classes?

Applicants must meet with their current social work faculty advisor to register for her/his first semester of full semester classes. Contact your faculty advisor for an appointment to register for your first semester of full major classes. You must meet all criteria for conditional registration to receive permission to enroll in your full major classes.

### Who is my academic advisor?

The email you received informing you of your admission as a preadmission major in social work provided you with the name and contact information for your social work faculty advisor, the Preadmission Student Advisor or BSW Coordinator for the campus/location you attend.

The preadmission major academic advisors for social work are as follows.

<b><i>Campus</i></b>	<b><i>Academic Advisor</i></b>	<b><i>Email</i></b>	<b><i>Phone</i></b>
Akron Campus	Michele Thornton	<a href="mailto:mdt@uakron.edu">mdt@uakron.edu</a>	330-972-8195
Wayne Campus	Lisa Crites	<a href="mailto:lkc6@uakron.edu">lkc6@uakron.edu</a>	330-972-8707
UA Lakewood	Janice Steinmetz	<a href="mailto:jestein@uakron.edu">jestein@uakron.edu</a>	216-221-1141