Policy

The Social Work Program operates under a selective admissions policy. The policy is based on the need to maintain a program of excellence in the classroom, assure availability of quality practicum placements, and adhere to accreditation requirements. The BSW Program reserves the right to admit a limited number of students each year. *Meeting the minimum standards does not guarantee a student will be admitted to the program.* While students who are denied admission are advised to consult with their advisor regarding career alternatives, they may reapply.

Enrollment in selected upper-division social work courses is restricted to students who have been admitted to the program. Students may appeal a denial of admission by meeting with the Program Director as outlined in the University of Utah BSW Program Student Handbook.

**Note to Transfer students:** Acceptance in the Bachelor of Social Work Program is *not* an automatic admission to the University of Utah. All transfer students *must* complete an application to the University of Utah. For more information, visit their website at: admissions.utah.edu

Procedures

1. Students seeking BSW program admission are required to complete all of the items listed in this packet. The completed application and all required items must be submitted to the program via PDF files emailed as attachments to bswadmission@utah.edu. If you are a current University of Utah student, you must submit the application using your UMail account. All applicants must include their full name in the subject line of the email.

2. Students must meet with the social work academic advisor prior to the admission deadline as part of the application process. Students are responsible for scheduling their advising appointment well in advance of the application deadline – available slots fill quickly.

3. The student must have completed (or be currently enrolled in) the following classes:
   a. PSY 1010  General Psychology
   b. SOC 1010  Introduction to Sociology
   c. POLS 1100  U.S. National Government (or HONOR 2212: American Institutions)
   d. SW 1010  Social Work as a Profession
   e. SW 2300  Social Welfare as an Institution
Note: You may have completed equivalent versions of these courses at another institution. Check with the BSW academic advisor if you have questions about your transfer credits. Please also note that each of the above pre-major courses must be completed with a grade of C or better. Additionally, pre-major courses must have been completed within the last ten years.

4. In addition to the above pre-major requirements, students must have completed most, if not all, general education requirements for the University of Utah. A student may be missing up to two general education courses at the time of BSW application, but these may not consist of any of the above pre-major courses, nor may they include the math (QA) or lower-division writing (WR2) requirements.

5. The decision to admit a student will be based on a review of all materials submitted by the student, as well as evaluation forms/letters of recommendation submitted by the evaluators on behalf of the student.

6. After being admitted to the BSW Program, any student who withdraws from the Program or does not take classes at the University of Utah for two or more sequential semesters, must reapply for admission into the Program (unless the student has applied, and been approved, for a leave of absence).

7. A completed application will contain:
   a. Social Work Application Checklist (located at the end of this document)
   b. Social Work Admission Application form
   c. Social Work Resume (including total number of hours served in each area or agency)
   d. Transcripts from each college or university attended by the applicant (including University of Utah). A minimum GPA of 2.35 is required for admission. (We prefer to receive electronic transcripts. Please send them as PDF copies attached to your application email – do not mail them or send them separately. Unofficial transcripts are acceptable.)
   e. Personal statement as described in the application packet
   f. Copy of current semester enrollment schedule
   g. Minimum two, maximum three program forms/letters of recommendation (sent as PDF copies directly to bswadmission@utah.edu by the evaluators themselves, not the student)

8. Deadlines for admission are as follow:
   a. Fall Semester: April 1
   b. Spring Semester: October 1
   (These deadlines are the same for both campus and online program options.)

9. All applicants will be notified in writing regarding the results of their application to the Program within six weeks of the application due date.

10. Students who are transferring to the University from another college/university must also apply for admission to the University of Utah (www.utah.edu).
Application Instructions

Please read thoroughly

Personal Statement

A statement that addresses each of the following questions must be submitted with your application. Please limit your statement to 5 pages, typed, and double-spaced. We advise that you break the statement up into 4 sections.

1. Discuss your reasons for choosing to seek a BSW degree. What factors did you consider in deciding to do so now? What alternative careers have you explored?

2. What volunteer, work, or life experiences helped prepare you for a career in social work?

3. What do you consider your personal strengths, needs for growth, and limitations in relation to working with people whose gender, culture, ethnicity, or sexual orientation are different from your own?

4. Respond to this statement: “People get what they deserve in life.”

Additionally, if you feel your overall GPA does not adequately reflect your current academic ability, you may address this issue as an optional fifth section of the Personal Statement.

Factors that will be considered in evaluation of this personal statement include: Writing skills; evidence that the individual understands the profession of social work and expresses commitment to the field; values related to the social work profession; potential for the field; ability to follow instructions; and quality/quantity of volunteer or work experience.

Résumé

A résumé outlining social work-related volunteer and/or work experience is part of your application. It must be typed and no longer than two pages. You can get tips from the University Career Services website or schedule a meeting with the Social Work Career Coach at http://careers.utah.edu/. Please address the following for each agency/organization in which you have worked and/or volunteered.

1. Beginning and ending dates of service or employment
2. Total number of hours served in each agency/setting
3. Name of organization
4. Detailed description of work or volunteer service
Transcripts

While you may have sent official transcripts to the University Admissions Office, unofficial transcripts from each college or university you attend (including the University of Utah) are required as part of the BSW application. This allows us to verify you have completed the prerequisite courses and that your overall GPA meets the minimum requirement of 2.35. Transcripts should be attached to your application email as PDF copies. Please do not send these separately but include them as part of your application packet, submitted to bswadmission@utah.edu

Recommendation Form

Two recommendations are required as part of the application. Up to three recommendations will be accepted. Referees are asked to complete the Recommendation Form included in this application packet, and give as much detail as possible as to the qualifications of the applicant (an accompanying letter of recommendation with the form is strongly encouraged but not required). Referees are asked to email their recommendations as PDF files to bswadmission@utah.edu. We prefer that evaluators send their recommendations via their professional email address. Relatives, friends, or the applicant’s own personal care provider, therapist, counselor, etc., are not acceptable. Recommendations must be received on or before the BSW application deadline.

Copy of Current Enrollment Schedule

All prerequisite courses must be taken or registered for prior to admission to the BSW Program. A copy of the current enrollment schedule assists in this verification.

Financial Aid/Scholarships

To apply for College of Social Work scholarships, fill out an application online at: http://www.socwk.utah.edu/students/financialaidscholarships.html. Scholarships are reviewed once a year in spring for fall semester. Prospective students are encouraged to submit scholarship applications even if their status in the Program is pending on March 15. Due: March 15.
APPLICATION FOR ADMISSION

Application for: ☐ Fall Semester ☐ Spring Semester

Application for: ☐ Campus cohort ☐ Online cohort

☐ I am equally comfortable with both campus and online learning and will apply to both program options in case my preferred learning environment is full. However, my preference is indicated in the checkbox above (choose Campus or Online)

Student status during program will be

☐ Full-time (12 or more BSW credits per term)

☐ Part-time (11 or fewer BSW credits per term)

Gender: ☐ Male ☐ Female ☐ Self-Identify _________________

Date of Birth: _______________________

Name: ______________________________________________________________________
                  (Last)                  (First)                  (Middle Initial)

Current Address: ________________________________________________________________
                  (Street)  (City, State, Zip)

Telephone: (Home)____________________(Work)__________________(Cell)____________________

Email: _______________________________ U of U Student ID: ________________

(U of U students must provide UMAIL address)

Ethnic Origin (check all that apply)

☐ White/Caucasian ☐ Black or African American

☐ Asian ☐ American Indian/Alaska Native

☐ Hispanic or Latino ☐ Native Hawaiian or other Pacific Islander

☐ Other (please specify) ________________

Are you a U.S. citizen? ☐ Yes ☐ No If no, please indicate citizenship: ________________

Please indicate any language(s) (other than English) you speak: __________________________

A completed application will include all of the following:

1. Application checklist
2. **This application form**
3. **TYPED** personal statement
4. **Résumé** (including total number of hours served in each agency)
5. A **transcript from each college or university attended, including U of U** (a minimum overall GPA of 2.35 is required admission)
6. **Minimum two (maximum 3)** recommendation forms/letters of recommendation (must be sent directly to bswadmission@utah.edu by referee)
7. **Copy of current semester enrollment schedule**

This application and its supporting documentation will become part of the student’s permanent file in the Bachelor of Social Work Program.

**Additional Information**

Have you ever been arrested for, charged with, plead guilty or no contest to, or been convicted of a felony?

☐ Yes  ☐ No

Do you currently have felony charges pending against you?  ☐ Yes  ☐ No

If you answered “yes” to either of the above questions, please explain:

__________________________________________________________________________________________
__________________________________________________________________________________________
____________________________________________  ______________________________________

Conviction for past criminal activity or conduct will not automatically preclude a student from admission into the BSW Program. However, students are advised that past or future criminal activity or conduct may limit or inhibit the student from securing a social work internship which is required for completion of the BSW degree. In addition, the student may be ineligible to receive state certification for licensure to practice social work.

I hereby certify to the following:

1. The above information and the contents of all of my application documents are true and accurate, to the best of my knowledge.
2. All materials included in this application are my own work unless otherwise noted.
3. I have read, and will abide by, the National Association of Social Workers Code of Ethics as a condition for admittance and continuation in the Program.
4. I understand that any false statements or omissions of information may result in denial of admission or termination of admission to the BSW Program, if falsification or omission is discovered after admission to the BSW Program.

**Signature of Applicant** ________________________________________________________________
Policy on Nondiscrimination
Consistent with social work tradition and the University of Utah’s equal opportunity policy, the Bachelor of Social Work Program affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of color, gender, age, culture, class, ethnicity, disability, national origin, race, religion, or sexual orientation. The Program is committed to diversity and nondiscrimination in all its activities including admission, retention, and graduation of students, recruitment and employment of faculty and staff, and development of its curriculum and field practica.

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities.

For BSW Program Use Only:
Semester/Year Admitted: _____________________ Advisor: _____________________
**Recommendation Form • University of Utah BSW Program**

**To the applicant:** This form is to be given to individuals who are able to comment about your qualifications for a career in social work. Your signature is required on this form, so please complete your portion prior to giving it to your evaluator. Print 2-3 copies because you will need a minimum of 2, maximum of 3 recommendations. Keep in mind that the evaluation is a 2-page document – please provide each evaluator with the complete form.

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation. If you waive your right to review your recommendation forms, these forms will be considered confidential by the BSW Program, and will not be available for your inspection. Please mark the appropriate statement below, indicating your choice of option, and sign your name.

- [ ] I waive my right to review this recommendation
- [ ] I do not waive my right to review this recommendation

Applicant’s signature (**Required**): _____________________________ Date ________________

Applicant’s Name (Print): _____________________________ Date ________________

**To the evaluator:** You have been asked to complete an evaluation of the above named individual who is applying for admission to the University of Utah Bachelor of Social Work Program. Your candid opinion will be of great assistance to us in evaluating the applicant. Your comments will be confidential if the applicant has waived his/her rights of review.

We appreciate your promptness and cooperation in completing this evaluation. The applicant’s materials will not be reviewed by the Admissions Committee until ALL recommendations for this applicant are received. You may attach your business card if you wish.

Relatives, friends, or the applicant’s own personal care provider, therapist, counselor, etc., are not acceptable.

Evaluator Name: _____________________________ Date ________________

Position and Title: _____________________________ Date ________________

Organization (if applicable): _____________________________

Address (Street, City, State, Zip): _____________________________ Date ________________

Phone: _____________________________ Date ________________

**How long have you known the applicant?** ________________

**In what capacity do you know the applicant?** ________________

Evaluator’s Signature: _____________________________

To assist the BSW Program Admissions Committee in making an informed decision on the applicant’s readiness and aptitude for a professional education and career in social work, please answer the following questions. Feel free to use this form or provide this information in a more detailed letter of recommendation.
In your opinion, what are the applicant’s major strengths?

In your opinion, what are the applicant’s major weaknesses?

Please evaluate the applicant in each of the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above average</th>
<th>Excellent</th>
<th>Unable to Evaluate</th>
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<tbody>
<tr>
<td>Capacity to Complete BSW Program</td>
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<tr>
<td>Integrity</td>
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<td>Emotional/Maturity/Stability</td>
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<td>Creativity</td>
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<td>Oral Communication Skills</td>
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<td>Written Communication Skills</td>
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<td>Concern for Social Problems</td>
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<td>Interpersonal Skills</td>
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<td>Sensitivity to and Capacity for Accepting Differences in Race, Culture, Lifestyle, Ideas</td>
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<td>Ability to Accept Constructive Feedback</td>
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<tr>
<td>Openness to Learning with Capacity to Change</td>
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</tbody>
</table>

If this applicant were to become a social worker, would you feel comfortable with him/her working with a member of your family?  

☐ Yes  ☐ No

Please provide your overall recommendation for this applicant’s admission by placing an “X” along the scale below:

Do not Recommend  X  Recommend  X  Recommend Highly

Reservations

Comments:

Referee: Please email your recommendation form and letter as scanned PDF attachments to bswadmission@utah.edu with the applicant’s full name in the subject line of your email message. Recommendations submitted by the applicant will NOT be accepted. All recommendations must be received by 11:59 PM on April 1 (for Fall semester admission) or Oct 1 (for Spring semester admission).
University of Utah Bachelor of Social Work Program
Application Checklist

(Complete this form and attach as PDF in your application email)

Date_______________Name ____________________________________________ UNID ______________________

The following items are included in my application as PDF attachments:

☐ Application Form

☐ Résumé (reflects total number of social work related hours in each area)

☐ Personal statement (up to 5 pages, double-spaced)

☐ Copies of transcripts from all colleges/universities attended

☐ Copy of class schedule for current semester

☐ I am not currently a student at the University of Utah but have submitted my application for admission (www.utah.edu)

☐ I am also applying for the Substance Use Disorder Certificate Program

I have asked the following 2-3 individuals to submit an evaluation form (required) and letter of recommendation (optional but strongly encouraged):

________________________________________________________________________________________

You should see attached transcripts from the following institutions included in my program application:

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

☐ I am reapplying to the BSW Program and would like the following items pulled from my previous application (please be specific):

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
Dear Student,

I understand that you have an interest in applying to the University of Utah Bachelor of Social Work Program. I wanted to inform you of an opportunity offered here at the College that can be done as an enhancement to the BSW Program (if accepted) OR be taken on its own.

Are you interested in learning how to counsel people with substance use disorders? If so, you should consider the Substance Use Disorder Certificate Program. This program will give you the knowledge and field experience to become a licensed counselor in the field of chemical addiction. We have three different designs to the program to accommodate your level of education.

Categories of Training:

<table>
<thead>
<tr>
<th>SUDC</th>
<th>ASUDC</th>
<th>ASUDC (BSW) - concurrent enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Substance Use Disorder Counselor”</td>
<td>“Advanced Substance Use Disorder Counselor”</td>
<td>“Advanced Substance Use Disorder Counselor - BSW”</td>
</tr>
<tr>
<td>Associate’s Degree (any discipline)</td>
<td>Bachelor’s Degree (any discipline)</td>
<td>Bachelor of Social Work</td>
</tr>
<tr>
<td>3 Prerequisites</td>
<td>3 Prerequisites</td>
<td>3 Prerequisites</td>
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<tr>
<td>7 Classes: 14 credit hours</td>
<td>11 Classes: 23 credit hours</td>
<td>9 Classes: 19 credit Hours</td>
</tr>
<tr>
<td>No Labs</td>
<td>No Labs</td>
<td>2 Labs</td>
</tr>
<tr>
<td>200 hours Field Training</td>
<td>350 hours Field Training</td>
<td>450 hours Field Training</td>
</tr>
<tr>
<td>3 Semesters</td>
<td>4 Semesters</td>
<td>5 Semesters</td>
</tr>
</tbody>
</table>

The Substance Use Disorder Certificate Program’s content has been updated to reflect the recent changes to the Utah Mental Health Practice Act. The Program is dedicated to helping students develop the solid knowledge base and treatment skills necessary to assist individuals with substance use disorders and their families. The overarching goal of the Program is to enhance the quality of substance use disorder treatment and care delivery in the state of Utah.

When discussing your educational opportunities with the BSW academic advisor, please mention your interest in this additional program. This added educational certificate and subsequent license will only enhance your future marketability to any substance abuse rehab, detox, or counseling agency.

If you would like additional information about deadlines, prerequisites or anything concerning the Substance Use Disorder Certificate Program, please contact me directly. I would love to get to know you!

Best regards,

Heidi Stirling
Program Coordinator, PACE
801-585-7565