

SPRING or FALL

Dear Applicant:

Thank you for your interest in the Middle Tennessee State University MSW Program.

You must meet the following requirements to be eligible for regular program admission:

1. Graduation from an accredited college or university, with a bachelor's degree which includes coursework in the area of liberal arts
2. A cumulative GPA of 2.75 or higher

You must meet the following requirements to be eligible for advanced standing admission:

1. Graduation from an accredited College or university, with a bachelor's degree in social work which is accredited by the Council on Social Work Education. There is no time limit on when the degree was received.
2. A cumulative GPA of 3.0 or higher.

Enrollment is limited.

***Review of completed applications begin October 15th for Spring Admission
and January 31st for Fall Admission***

Application Process for the MSW requires two steps:

1. Apply to the Graduate College: <https://www.mtsu.edu/graduate/forms.php> (“Application to Graduate Studies”). **This application is completed online. Your transcripts must be sent to the Graduate College.**

Admissions Materials (<https://www.mtsu.edu/graduate/forms.php>)

After submitting and paying for your application, your application will be processed by a graduation analysts. Once this occurs, you will receive an email from the College of Graduate Studies with further admissions instructions. You will receive your M Number and MTmail account in that email. Once you receive that information, you can set up your PipelineMT account and submit your admissions materials to the Graduate Student Portal

[Graduate Student Portal](#)

- Submit all admissions materials to your Graduate Student Portal. Please note that you cannot upload official transcripts or official test scores. Those must be sent directly to the College of Graduate Studies from the issuing institution. Social Work has a specific recommendation form. Please send that form to your references so they can upload it for you or they may email the form to dlwhite@mtsu.edu. The form can also be found here: <https://www.mtsu.edu/programs/social-work-msw/info> under “MSW Application Reference Form”.

[Certificate of Immunization Form](#)

- Please return this to [Health Services](#), not to the College of Graduate Studies.

[Request In-State Classification](#)

- Domestic students who wish to request in-state tuition may do so using this form. [Read more about in-state classification here.](#) International students should use the form found in the International Applicants section below.

2. Apply to the MTSU MSW Program. This application can be downloaded from Graduate Studies website or the MSW Social Work website. <https://www.mtsu.edu/programs/social-work-msw/info> . You may submit your application anytime before the deadline.

Notification of Admission Status

To be accepted into the program, you must meet the admissions requirements of both the Graduate College and the MSW program. This administrative process is as follows:

- 1) The Graduate College will determine whether you meet the minimum qualifications for admission to graduate studies and will notify the MSW Admissions Committee.
- 2) The MSW Admissions Committee will review those applications approved by the Graduate College as meeting minimum admission criteria, select the individuals for admission, and notify the Graduate College of the decision.

You will be notified by email regarding your admission status. If you are placed on a waiting list, the admissions committee will notify you as well.

You may also contact Dr. Vickie Harden, MTSU MSW Program Coordinator at Vickie.Harden@mtsu.edu or (615) 898-2510.

Middle Tennessee State University MSW Program Application for Admission

_____ **SPRING** **or** _____ **Fall** **(check one)**

_____ Full MSW Program (60 credit hours), attending full time (2 years to complete)

_____ Full MSW Program (60 credit hours), attending part time (4 years to complete)

_____ Advanced Standing MSW Program (30 credit hours), attending full time (1 year)

_____ Advanced Standing MSW Program (30 credit hours), attending part time (2 years)

Eligibility for Advanced Standing is limited to those with a BSW degree from a CSWE accredited social work program and a cumulative GPA of 3.0 or higher.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ @ _____ Phone: _____

Gender: _____ Race/Ethnicity (optional): _____

University or College of your undergraduate degree: _____

Degree: _____ BA _____ BS _____ BSW/BSSW/BASW

List other: _____ Major: _____

Name(s) on your previous degree(s): _____

Volunteer Experience: List any volunteer social services work you have done, including service learning, internships, or field practicum.

Agency & Location	Duties	Dates/Hours completed

Employment History: List employment you have held in recent years.

Employer & Location	Job Title	Dates

Please list the name of the three references to be submitted. These must be professional references. Relatives or personal friends cannot act as references. One reference must be from an undergraduate professor or a work supervisor. Instructions are included on the reference form.

- | | |
|------------------|-------------------------------|
| 1. _____
Name | _____ Capacity in which known |
| 2. _____
Name | _____ Capacity in which known |
| 3. _____
Name | _____ Capacity in which known |

Please attach an essay responding to the following three items. The essay must be typed, double spaced, using Times New Roman or Arial font, with font size 12, one inch margins, and a maximum of 5 pages.

1. Discuss significant factors influencing your decision to pursue a Master in Social Work degree. Your essay should include information regarding career goals and current and/or prior leadership experiences that will contribute to your success as a graduate student and in the social work profession. (1-2 pages)
2. Briefly describe a major social problem of great concern to you. Discuss key factors that you believe must be addressed in an effort to alleviate the problem, as well as opportunities and challenges likely to surface in seeking a solution. You may cite references. (2 pages)
3. If there is anything else you would like us to know as we consider your academic or work history, please describe and include any honors, awards or scholarships. (optional, maximum 1 page)

Please respond to the following professional statements.

I agree to abide by the National Association of Social Workers Code of Ethics as found at <http://www.naswdc.org/pubs/code/default.asp> in all interactions with faculty, colleagues, administrators, and field placement clients.

_____ Yes _____ No

I acknowledge that I understand that if I have ever been convicted for any offense other than a minor traffic violation that it may prevent me from being placed in a particular field placement as indicated at <http://www.mtsu.edu/socialwork/Final%20MSW%20Hanbook%208-10%20%209-14-12.pdf>

_____ Yes _____ No

I acknowledge that I understand that if I have ever been convicted for any offense other than a minor traffic violation that it may prevent social work licensure in some states.

_____ Yes _____ No

I acknowledge that I understand that a MSW from a Council on Social Work Education accredited program is a requirement for licensure, but it is not a guarantee of licensure. I understand that I am responsible for checking with the state in which I intend to practice for information on licensure.

_____ Yes _____ No

Please respond to the following program statements.

I understand that full time attendance is 12-15 credit hours per semester.

_____ Yes _____ No

I understand that part time attendance is 6 credit hours per semester.

_____ Yes _____ No

I understand that I must follow the sequence of courses as outlined on the web site and in the MSW Student Handbook.

_____ Yes _____ No

I understand that in order to change from full-time to part-time, or from part-time to full-time, that I must first have the permission of my advisor, and that my course of study will be restricted by the sequence of courses.

_____ Yes _____ No

I have read and understand the counseling out policy located on page 12 of the MSW Student Handbook.

Please sign and date the application.

Signature: _____ Date: _____

Middle Tennessee State University MSW Program Letter of Reference for Applicants

Name of Applicant: _____

I waive _____ do not my right to examine this evaluation

Signature of Applicant: _____ Date: _____

Note to Reference:

The above named is applying for admission to the Middle Tennessee University State MSW Program. The applicant has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work. Please be candid in your assessment of the applicant.

How long have you known the applicant? _____

In what capacity have you known the applicant? (Professor/Instructor; Supervisor; Field Instructor; Personal; Other)

Please rate the applicant relative to other students, employees or people interested in social work whom you have known. Please indicate your evaluation by placing a "√" in the appropriate category.

Characteristics	Outstanding (top 5%)	Very Good (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (lower 50%)	Not Observed
Academic Performance						
Intellectual ability						
Judgment						
Maturity						
Oral Skills						
Written Skills						
Ability to think critically						
Capacity for leadership						
Ability to work with others						
Organizational skills						
Positive attitude						

What do you consider as the applicant's positive qualities and limitations that would bear on his/her performance in a graduate program leading to a master's degree in social work? (You may attach a letter.)

- Recommendation:
- Highly Recommend
 - Recommend
 - Recommend with reservation (please explain)
 - Do not recommend (please explain)

Signature: _____ Date: _____

Print / Type Name: _____

Title / Organization Affiliation: _____

Mail/Email Reference to:

- Middle Tennessee State University, Department of Social Work, Box 139 – Dian White, Murfreesboro, TN 37132 or email to Dian.White@mtsu.edu

Middle Tennessee State University MSW Program Letter of Reference for Applicants

Name of Applicant: _____

I waive _____ do not my right to examine this evaluation

Signature of Applicant: _____ Date: _____

Note to Reference:

The above named is applying for admission to the Middle Tennessee University State MSW Program. The applicant has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work. Please be candid in your assessment of the applicant.

How long have you known the applicant? _____

In what capacity have you known the applicant? (Professor/Instructor; Supervisor; Field Instructor; Personal; Other)

Please rate the applicant relative to other students, employees or people interested in social work whom you have known. Please indicate your evaluation by placing a "√" in the appropriate category.

Characteristics	Outstanding (top 5%)	Very Good (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (lower 50%)	Not Observed
Academic Performance						
Intellectual ability						
Judgment						
Maturity						
Oral Skills						
Written Skills						
Ability to think critically						
Capacity for leadership						
Ability to work with others						
Organizational skills						
Positive attitude						

What do you consider as the applicant's positive qualities and limitations that would bear on his/her performance in a graduate program leading to a master's degree in social work? (You may attach a letter.)

- Recommendation:
- Highly Recommend
 - Recommend
 - Recommend with reservation (please explain)
 - Do not recommend (please explain)

Signature: _____ Date: _____

Print / Type Name: _____

Title / Organization Affiliation: _____

Mail/Email Reference to:

- Middle Tennessee State University, Department of Social Work, Box 139 – Dian White, Murfreesboro, TN 37132 or email to Dian.White@mtsu.edu

Middle Tennessee State University MSW Program Letter of Reference for Applicants

Name of Applicant: _____

I waive _____ do not my right to examine this evaluation

Signature of Applicant: _____ Date: _____

Note to Reference:

The above named is applying for admission to the Middle Tennessee University State MSW Program. The applicant has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work. Please be candid in your assessment of the applicant.

How long have you known the applicant? _____

In what capacity have you known the applicant? (Professor/Instructor; Supervisor; Field Instructor; Personal; Other)

Please rate the applicant relative to other students, employees or people interested in social work whom you have known. Please indicate your evaluation by placing a "√" in the appropriate category.

Characteristics	Outstanding (top 5%)	Very Good (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (lower 50%)	Not Observed
Academic Performance						
Intellectual ability						
Judgment						
Maturity						
Oral Skills						
Written Skills						
Ability to think critically						
Capacity for leadership						
Ability to work with others						
Organizational skills						
Positive attitude						

What do you consider as the applicant's positive qualities and limitations that would bear on his/her performance in a graduate program leading to a master's degree in social work? (You may attach a letter.)

- Recommendation:
- Highly Recommend
 - Recommend
 - Recommend with reservation (please explain)
 - Do not recommend (please explain)

Signature: _____ Date: _____

Print / Type Name: _____

Title / Organization Affiliation: _____

Mail/Email Reference to:

- Middle Tennessee State University, Department of Social Work, Box 139 – Dian White, Murfreesboro, TN 37132 or email to Dian.White@mtsu.edu