

### **The MSSW Application Checklist- Advanced Standing (60-Hour) Program**

**The MSSW Application Checklist is a guide to help prepare you for the submission of your application to the Advanced Standing (60-Hour) Program. An application is not complete and is unable to be reviewed until Graduate Admissions receives the required documents outlined on this checklist.**

**Regular Standing (60-Hour) applicants MUST meet the following criteria before applying:**

- Bachelor's degree in area field of study from a regionally accredited institution.
- Preferred cumulative GPA of at least 3.0 from all undergraduate degree programs combined

*International Applicants, please refer to the graduate school instruction links below.*

### **Application Checklist**

#### **► Online Graduate Application.**

\$65 non-refundable application fee.

#### **► Graduate School Admissions Essays:**

Under the **“Education and or Life Experiences Responses”** section in the online Graduate School application, applicants must respond to their **choice of two (2) prompts. Each response is limited to 300 words.**

#### **► MSSW required Writing Sample**

The Kent School of Social Work and Family Science MSSW program prepares students for a professional career and equips recipients with skill for advanced social work practice, including critical reflection on social issues, and knowledge of assessment and intervention with diverse individuals, groups, and communities.

As a graduate program the course work and academic demands are significant requiring planning and management skills, an openness to the learning process, and a commitment of time to respond to the academic demands and complete the program successfully. Students are expected to maintain a 3.0 GPA to be in good standing. The quality of your application should represent the quality of work you will put forward during your MSSW coursework.

Upload the following two-part writing sample to the application:

Part 1: A two (2) page essay written using APA format addressing the prompt below. This writing sample should demonstrate your preparation for graduate level performance and include citations with references in an APA format.

PROMPT: Analyze an oppressive policy or systemic practice and discuss the scope of the issue; the population affected, causes and consequences, and include what social workers can do to combat the oppressive policy or practice. Applicants may integrate discussion of the NASW Code of Ethics found at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>.

Part 2: A two (2) page essay written using the basic APA format that responds to all the questions below. This essay reflects your personal perspective and does not require citations and references although they can be included as appropriate. Please discuss your motivations and your support system that will encourage you during your period of study.

Respond completely to both of the following prompts:

- Discuss what motivates and supports you to work toward success in this program. Provide specific examples or life experience that you will lean on to complete graduate school during challenging periods.
  - Provide an example in your life that demonstrates your openness to the learning process. How did you respond to the challenge of expanding knowledge in an area? How did you manage new information that changed a personal perspective?
- **Official transcript(s) from all colleges and universities ever attended.**
- Transcripts must be OFFICIAL. Transcripts uploaded by the student are considered unofficial and can only be used to make a provisional decision.
  - Request transcripts to be sent directly to UofL Graduate Admissions at [gradadm@louisville.edu](mailto:gradadm@louisville.edu).
  - **UofL transcripts are provided automatically.**

► **Two (2) Recommendation Forms**

List the email addresses of two (2) recommenders in the recommendation section of the graduate school application. The recommendation form will be emailed automatically to the recommender. One recommendation form must be from a former professor, and one must be from an individual who has had direct responsibility for supervising your professional or academic performance.

**NOTE:** Applicants who have not been enrolled in classes within the past two (2) years may substitute a professional reference. A professional reference must be written by a person who has been directly responsible for supervising your professional performance.

**Personal recommendations will not be accepted.** Personal includes: co-workers, mentors, advisors, friends, clergy, personal therapists, etc.

► **Resume**

Include all current and past employment, volunteer, and internship experience. Be sure that the document includes the organization from which your supervisory reference is coming.

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**Application Addendum for all applicants with a combined undergraduate GPA below 3.0**

The Kent School of Social Work and Family Science MSSW program requires a cumulative GPA of 3.0 for acceptance. However, an application addendum provides an opportunity for applicants with a GPA of 2.5 to 2.99 to be considered.

**If you have a combined GPA of less than 3.0 provide a written addendum discussing:**

- The challenges you faced and how you managed those challenges.
- What you learned about yourself that you can apply to success in a graduate program.
- What you will do differently and what strategies you will employ to be successful.

**Important MSSW Program Application Deadlines**

The MSSW Program admits applicants year-round. Please refer to the application deadline date for the semester you want to start the program below. You are strongly encouraged to apply to the program even if you missed a deadline date, as applications submitted after the deadline may be considered on a case-by-case basis.

Please contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu) with questions about the application process and deadline dates.

| <b>I want to start the MSSW Program during the:</b> | <b>My application is due:</b> |
|-----------------------------------------------------|-------------------------------|
| Summer Semester (May)                               | March 21 <sup>st</sup>        |
| Fall Semester (August)                              | July 1 <sup>st</sup>          |

|                           |                          |
|---------------------------|--------------------------|
| Spring Semester (January) | November 1 <sup>st</sup> |
|---------------------------|--------------------------|

### **Important Information about Practicum Education and Application Deadlines**

Practicum education is the signature pedagogy in social work education. You must complete a practicum placement as part of your MSSW curriculum and degree requirement. The purpose of practicum education is to provide students with ongoing opportunities to learn and apply theoretical knowledge and practice using social work methods and skills. The Practicum Education Department has a separate process for starting your practicum placement. **This process begins after you are admitted and accepted your admission to the MSSW Program.** Based on when you want to begin your practicum education, please be mindful of the deadline dates listed below.

Please contact the Practicum Education Department at [fielddedu@louisville.edu](mailto:fielddedu@louisville.edu) with questions.

| <b>I want to begin practicum placement</b> | <b>The application deadline</b>                                                                                                                          |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall-Spring Semester (August-April)        | <ul style="list-style-type: none"> <li>• May 15<sup>th</sup> for non-local student</li> <li>• June 30<sup>th</sup> for local student</li> </ul>          |
| Spring-Summer Semester (January-July)      | <ul style="list-style-type: none"> <li>• September 15<sup>th</sup> for non-local student</li> <li>• October 31<sup>st</sup> for local student</li> </ul> |

### **Reasonable Accommodations for Applicants with Disabilities**

For other accommodations that may be needed to successfully complete practicum, the applicant should consult with the Kent School's Practicum Education Department at [fielddedu@louisville.edu](mailto:fielddedu@louisville.edu) before applying to the MSSW program. The focus of the consultation is to assess the likelihood of obtaining and successfully completing a practicum given the applicant's unique accommodations. Successful completion of 900 hours in practicum is a

required component of obtaining an MSSW degree. Requests will be considered on a case-by-case basis and may require referral to and consultation/collaboration with the UofL Disability Resource Center.

### **Practicum Accommodations for Applicants Living Abroad**

Applicants who live outside of the U.S. will need to consult with the Kent School's Practicum Education Department at [fielddedu@louisville.edu](mailto:fielddedu@louisville.edu) in advance of applying to the MSSW program to ensure the feasibility of meeting practicum placement requirements in accordance with CSWE policies. Only U.S. citizens living abroad will be considered for MSSW online study at this time.

## **Other Important Information and Resources**

### **Title IX/Clery Act Notification**

In submitting my application, I acknowledge the following statement: Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or the University of Louisville Police (852-6111). For more information, see the Sexual Misconduct Resource Guide: <http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>.

**Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University - sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.**

**International Applicants---**Please consult the following Graduate School links below

<https://graduate.louisville.edu/admission/international>

<https://graduate.louisville.edu/admission/international/proficiency>

**The MSSW program does not have Fellowship or Assistantship funding available for International Students**

## **MSSW Application FAQ's**

**I am an Advanced Standing applicant and I just started practicum. What should I do about my Practicum/Field Evaluations?**

If you have not yet completed at least a full semester of field practicum work, you are still eligible to apply for any available term. In this case, you will need to 1) email MSSW Admissions at [msswkent@louisville.edu](mailto:msswkent@louisville.edu) to let them know you are in this situation, 2) submit all MSSW Application materials except for your field evaluation and your letter of recommendation from a field representative by your deadline, and 3) submit your midterm field evaluation and letter of recommendation from a field representative as soon as you complete your midterm

evaluation. The Admissions Committee understands that midterm evaluations are not the same as final evaluations and consider this when making admissions decisions.

**Why are there different Practicum deadlines for online applicants that are local and non-local?**

The availability of field practicum placements drives these different deadlines. There are more established practicum placements available locally, so there are more options and opportunities for local residents to secure a practicum placement for their first semester. Non-local students need significantly more time to locate an appropriate placement and secure the necessary legal agreements if they wish to begin their practicum placement in their first semester.

**I am not able to complete my application for my original term. Do I have to reapply for the next one?**

No. All application fees and materials are valid for one year. If you miss a deadline or change your mind, you may email the MSSW Admissions team at [msswkent@louisville.edu](mailto:msswkent@louisville.edu) to change your application to the following spring, summer, or fall semester at no cost. Then, you can continue to work on your application toward your new deadline.

**I will not complete my bachelor's degree before my deadline. Do I still need to submit my transcript?**

Yes. All applications must include official transcripts from all colleges and universities attended. If you are currently attending school, you will send an official current transcript that lists all courses and grades, as well as your "in progress" courses. If admitted, you will submit an additional final transcript after your degree is conferred.

**Can I be admitted to the MSSW program if my official transcript(s) has not been received?**

Yes. Any applicant who has not met all Graduate School and Kent MSSW admissions criteria for any reason can be admitted as **provisional** status. Applicants admitted provisionally are typically missing an official transcript. The official transcript must be submitted to

[gradadm@louisville.edu](mailto:gradadm@louisville.edu) to move your classification from provisional to good standing. Failure to reconcile any requirements will result in a hold on your account after the first semester preventing you from registering for future semesters. To obtain more information contact [msswkent@louisville.edu](mailto:msswkent@louisville.edu).

### **Am I eligible for an application fee waiver?**

Please contact graduate admissions at [gradadm@louisville.edu](mailto:gradadm@louisville.edu) or the MSSW Admissions team at [msswkent@louisville.edu](mailto:msswkent@louisville.edu) for questions regarding fee waivers.

### **Are there any exceptions to deadlines?**

Yes. All applications completed past deadlines will be considered on case-by-case bases, but we cannot guarantee you can register for the courses you want or will get a field/practicum placement after the deadline is passed. Typically, the later an application is submitted after a deadline, the more limited core curriculum courses and field/practicum options will be.

#### **Exceptions to Deadlines**

**Applications submitted after a deadline** will be considered on a case-by-case basis if space allows and only if the applicant is willing to choose courses that are open and delay field/practicum start until the following semester if needed.

To update your application with materials, please visit your [Admissions Status Portal](#).

**Admission materials can be submitted or uploaded all at once or one at a time as they are completed.**