MSW APPLICATION GUIDELINES
School of Social Work,
California State University (CSU), Chico

Deadline for ALL Application Material is: Tuesday, January 5, 2017

A. ELIGIBILITY
In order to qualify for placement in the MSW Program, applicants must meet the criteria specified in the current CSU, Chico University Catalog, which includes acceptance into the Office of Graduate Studies, and the School of Social Work. Please carefully read the requirements in the University Catalog, including the sections regarding program eligibility. Note: All undergraduate degrees and prerequisites must be completed before the applicant begins the CSU, Chico MSW program.

MSW students are required to maintain an average 3.0 GPA at all times during their program. Applicants who have a cumulative grade point (GPA) average less than 3.0 (on a 4.0 point scale) in his/her undergraduate academic course work may be given a graduate status of "conditionally classified" during his/her first semester of graduate work. If all requirements are met after the first semester, then the graduate status will be changed to "classified." If the student does not meet this required GPA average the first semester, s/he will not continue to be enrolled in the MSW program.

B. ONLINE MSW APPLICATION

Note: Official Transcripts of all colleges/universities attended should be provided to the CSU, Chico Office of Graduate Studies.

1. Online Admission
Applications will not be considered unless they are completed and include ALL requested information. The completed application includes:
   a. Personal Information
   b. Ethical Guidelines
   c. BSW Acquisition
   d. Academic Work
   e. Course Work - Prerequisites with attached unofficial transcripts (see Section B #4 below)
   f. Volunteer Experience
   g. Work Experience
   h. Training
   i. Honors
   j. Languages
   k. Personal Statement (see Section B #2 below)
   l. References (see Section B #3 below)
   m. Field Practicum Reference, One Year applicants only (see Section B #3 below)
   n. Criminal History
   o. Submit Application

   NOTE: Applicants interested in the One-Year Program must also include information listed below in Section B #3 c.

2. Personal Statement & Distributed Learning Supplemental Questionnaire
The Personal Statement must be completed by all applicants. The Supplemental Questionnaire must be completed only by the One-Year Distributed Learning applicants, not the traditional One-Year or Two-Year applicants. Prepare a one page response to each of the following questions. You should respond to EACH question or statement listed below. The essay must be completed electronically, doubled spaced
using 12-point type, and be grammatically correct, and saved as a .pdf, .doc, or .docx document. Please include your name as a header on each page and include a subheading for each question. This document must be uploaded to your Online MSW Application. The Distributed Learning Supplemental Questionnaire is a brief questionnaire and DL applicants should respond to each question. The answers must be typewritten using 12-point type, be grammatically correct, and included in the Personal Statement Document submission.

**Personal Statement Questions:**

a. Discuss your desire to pursue a degree in social work. Include any volunteer, work, or other responsibilities you believe will enhance your ability to work in the social work profession. Please describe the primary responsibilities you held in prior positions and skills you developed.

b. Describe any experience you have had living or working or volunteering in a social or economically disadvantaged community and/or dealing with hardship. Include in your response the role and influence these experiences have had on your decision to pursue a social work degree.

c. Discuss your personal qualities and personal attributes that may need improvement and any personal biases you may be aware of that are relevant to your performance as a professional social worker. Include in this response an assessment of your computer literacy, communication skills, and ability to empathize.

d. Please describe an instance that posed a challenge in your professional work experience where you received critical feedback. Describe how you handled that feedback.

e. Applicants with a GPA lower than 3.0: What is your GPA and is it reflective of your ability to succeed in graduate school?

e. If you have completed any academic course work post-graduation, please list the courses, semester taken, and your final grades.

**Supplemental Questionnaire: (DL Applicants only)**

a. What is your understanding of Distributed Learning, also known as online, blended, or hybrid learning?

b. Review the information on this link: http://www.elearners.com/education-resources/learning-styles/ . Take the “Quiz: What’s your Learning Style?” Discuss your results, including your strengths and challenges of learning as revealed by completing the survey.

c. Describe your experiences as an independent learner (work autonomously, self-direction, responsibility for learning). What are your strengths and areas you wish to continue to grow?

**Important:** The Personal Statement is different from the Statement of Purpose. The Statement of Purpose is a component of the CSU Mentor Application through The Office of Graduate Studies.

3. **Reference Form – Three (3) are required**

Three (and only three) Reference Letters are required. Also, please note the statement concerning the Family Education Rights and Privacy Act of 1974 that appears on the top of each form. Read the statement carefully, and choose one of the alternatives offered. **You must check this box.** If you do not, it cannot be used for your application!

**Reference Sources:**

a. **Academic References** -- We strongly recommend you include at least one reference from your academic adviser and/or one of your major professors. Applicants who have been out of college for several years could request letters of reference from the current department chair of your previous university for the major, based on the student's academic record – OR – submit an additional reference from category below.
b. **Professional Work Experience Reference** – We **strongly** recommend you include **one** reference from an employment supervisor who is acquainted firsthand with your work experience, whether that work experience is paid, volunteer or practicum in nature. (If this presents a problem, please contact the School of Social Work.) Please note that preference may be given to applicants who have a minimum of one year of paid or volunteer experience in human services.

c. **All BSW Applicants:** If you have obtained or will obtain a BSW degree, you must include a **FIELD LIAISON REFERENCE FORM** as one of your three references, regardless of which program you are applying to.

**Reference Process:**
a. The person you indicate as your reference will be e-mailed a special web link to a reference form. They will complete your reference, submit, and their letter of reference will be matched up with your online application. Once you enter in your reference contact information, your references will automatically receive an email with a link, which they will use to complete the reference form for the online application. We strongly suggest that you let your references know that they will be contacted for a reference prior to receiving the reference email. Once your references submit their reference, it will be matched up with your online application. Applicants can check the status of their references by logging into the application and viewing whether their reference have received the email, or if a reference has been submitted.

4. **MSW Prerequisites and Liberal Arts Worksheet – Course Work Information**

Applicants will enter the courses completed that qualify for each category listed. The three MSW Program Prerequisites require a C or higher grade, and may also be used to meet the Liberal Arts requirements. The Liberal Arts Prerequisites courses may be counted more than once where applicable.

**MSW Program Prerequisites:**
- a. Statistics
- b. Human Biology
- c. Ethnic Diversity or Multi-Cultural Studies

**Liberal Arts Prerequisites:**
- d. Quantitative Reasoning
- e. Written & Oral Communication
- f. Reasoning
- g. Humanities
- h. Natural Science
- i. Behavioral & Social Sciences
- j. Personal Development & Lifelong Learning

Please click here to view a detailed list of course examples for this section of the MSW Application.

You must have completed the required number of units in each category to qualify for admission to the MSW Program. If there are prerequisite courses that you have not yet taken, you may do so as long as all course work is finished before the beginning of the MSW program. In that case, indicate on the worksheet when you are or will be taking the course.

**To be considered for the One Year MSW program you must have received a minimum of a “B” average in professional social work courses.**
C. Transfers
Students transferring from other masters or other MSW programs should contact the School of Social Work and make an advising appointment to receive specific information regarding (a) transfer of credit, and/or (b) challenge policies.

D. International Students Only
The Master of Social Work (MSW) Program accepts applications from foreign nationals. For additional requirements and application materials, contact the International Student Services, CSU, Chico (530) 898-5415 or e-mail iss@csuchico.edu. See also: http://www.csuchico.edu/graduestudies/apply/graduate-admissions.shtml

E. Tests
The Graduate Record Examination (GRE) (general test) is not required for admission into the MSW programs. However, a high GRE score will count favorably for applicants who may have a low undergraduate grade point average. GRE scores should be sent directly to the Office of Graduate Studies, CSU, Chico, Chico, CA 95929-0875. For additional information, please contact the GRE Educational Testing Service, POB 6000; Princeton, NJ 08541-6000 or call (609) 771-7670.

F. Interviews
Applicants may be asked to interview with the MSW Admissions Committee if further clarification is needed in order for the committee to make an informed decision.

G. Housing Information
The Housing Office website at CSU, Chico (http://www.csuchico.edu/housing/) provides information concerning privately owned off-campus housing, or call: (530) 898-6325.

H. Tuition
Tuition and admission fee information may be obtained from the Student Financial Services website at CSU, Chico http://www.csuchico.edu/sfin/ or call (530) 898-5936, or e-mail cash@csuchico.edu.

I. Financial Aid
Financial Aid is available for the students accepted into the MSW program. You may contact the Financial Aid office, Student Services Center, Rm.250, (530) 898-6451 or visit (http://www.csuchico.edu/fa/index.shtml) if you have questions.