

**Instructions for Application to The College at Brockport
BSW Degree Program
(Social Work Major)
State University of New York College at Brockport**

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- Instructions for Application to the BSW

RETURN DEADLINE: April 15, 2009 **PREFERRED REVIEW DATE:** March 15, 2009

Admission to the BSW Program requires that the student submit a formal application. The application form is available online and in hard copy in the Social Work Office, Room 169, A.W. Brown Building. To have an application form mailed to you, call 585-395-2324 or 585-395-5486.

Eligibility

Applicants must have completed a minimum of 54 semester credit hours and have junior status by September following admission. Pre-requisite courses included in the 54 hours include:

Statistics: SOC 200 or PSH 202
Psychology: PSH 110

Human Biology: BIO 281 or Anatomy/Physiology: BIO 221
Sociology: SOC 100

Applicants must have attained a minimum 2.5 overall GPA.

The Application

The application includes the items listed below. Please follow instructions carefully.

- *The Application for the Social Work Major* form:
Complete this form. Note that several questions require a narrative response. Format your narrative responses with a header to include your name in the left-hand corner and the page number in the right-hand corner. Page numbers should be in the form of "1 of 5, 2 of 5", etc. Clearly number your responses to correspond with the question you are answering. Double space your narrative.
- *The Pre-Major Performance Evaluation* forms:
Complete the top portion of these forms. Three (3) evaluation forms will be required before your application can be reviewed. Two (2) of these should be from an academic reference; the other could be from a supervisor or work colleague.
- *The Checklist for Social Work Major Applicants* form:
This form is provided to help you keep track of required materials. Check that you have completed all parts of your application. Complete and submit this form with your application materials.

Admission Decisions

The BSW Admissions Committee reviews each application and makes one of three decisions:

- 1) Admission
- 2) Conditional/Provisional Admission
- 3) Denial of Admission

In some instances an interview may be scheduled to clarify or amplify parts of your application.

Appeals Procedure

If you are not satisfied with the decision of the BSW Admissions Committee concerning your application, you have the right to appeal the decision to the Chair of the Department of Social Work. Appeals must be submitted in writing to the Chair within thirty (30) days of the date of the letter informing you of the Admissions Committee's decision. Timely appeals are important since students are not allowed to register for major required courses (except electives) if they are not official department majors.