

Office of Admissions, Enrollment, & Student Services

Policies and Procedures Manual

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Inquiries, Applications, and Credentials

Barry University

School of Social Work

Office of Admissions, Enrollment, & Student Services

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This Policies & Procedures Manual has been developed to serve as an internal guide that illustrates the framework that governs the School of Social Work's Office of Admissions, Enrollment, and Student Services. This manual was written in accordance with the rules and regulations of Barry University and the Division of Enrollment Services.

Barry University School of Social Work reserves the right to make changes to this policies & procedures manual. Changes will be finalized and approved by the Dean of the School of Social Work and will be available upon request.

Barry University School of Social Work accepts all qualified candidates for admission without regard to race, sex, creed, color, national or ethnic origin, age or physical handicap.

Table of Contents

1) Departmental Mission	5
1.1 Goals and Objectives	
1.2 Staffing	
1.3 Hours of Operation	
1.4 Organizational Chart	
2) Bachelors in Social Work Program	7
2.1 Admissions Requirements	
2.1.1 Transfer Applicants	
2.2 Appealing Decision of Non-Acceptance	
2.3 Readmission Policy	
2.4 Change of Major Credits	
3) Masters in Social Work Program.....	9
3.1 Programs and Locations	
3.2 Admissions Criteria	
3.3 Admissions Requirements	
3.4 Advanced Standing Admission Criteria	
3.5 Standardized Testing	
3.6 International Students	
3.6.1 Application Procedures for International Applicants	
3.7 Application Instructions	
3.8 Application Submission	
3.9 Application Fees	
3.9.1 Application Fee Waivers	
3.10 Application Deadlines	
3.10.1 Priority Admissions Period	
4) Application Processing.....	15
4.1 Application Processing	
4.1.1 Academic Performance	
4.1.2 Personal Statement	
4.1.3 References	
4.1.4 Paid Work/Volunteer/Internship Experience	
4.1.5 Interview	
4.2 Admissions Decisions	
4.2.1 Full Admittance	
4.2.2 Provisional Admission	
4.2.3 Denial of Admission	
4.2.4 Denial of Admission into the Advanced Standing Program	

4.2.5 Denial of Admission due to Institutional Accreditation	
4.3 Denial of Admission & Appeal Process	
4.4 Transferring from another MSW Program	
4.5 Transferring from an Alternative Graduate Program	
4.5.1 Transferring from an Alternative Graduate Program within Barry University	
4.6 Waiver Credit	
5) Readmission into the School of Social Work.....	21
6) Non-Degree Seeking Applicants.....	22
7) Enrollment.....	22
7.1 Verification of Enrollment	
7.1.1 Enrollment Deposit Fee Waivers	
7.1.2 Activation of Student Account	
7.2 Deferral of Admission	
7.3 Declining Admission	
7.4 Tuition & Financial Aid	
7.4.1 Merit-based Tuition Scholarships	
7.4.2 Tuition Discounts	
7.4.3 Scholarships	
7.4.4 Graduate Assistantships	
7.5 Change in Matriculation	
7.5.1 Changing Campuses or Enrolling in Courses across Multiple Campuses	
7.6 Leave of Absence Processing	
8) Doctorate in Philosophy in Social Work Program.....	26
8.1 Admissions Criteria	
8.2 Admissions Requirements	
8.3 Application Submission	
8.3.1 Application Fee Waivers	
8.4 Application Deadlines	
8.5 Application Instructions	
8.6 Application Processing	
8.7 Tuition & Financial Aid	
9) Appendix.....	30



Departmental Mission

The School of Social Work Office of Admissions, Enrollment, and Student Services operates within the context of the mission of Barry University and the mission of the School of Social Work. The goal of this department is to identify and support candidates interested or enrolled in one of the school's academic programs (BSW, MSW, and PhD).

Goals and Objectives

- Provide seamless admission and enrollment services
- Build and showcase a culture of community
- Increase visibility and recognition at all MSW sites
- Enhance professional development and provide uniform student services to all enrolled students
- Be a leader in accountability and transparency

Staffing

The Office of Admissions is staffed with the following employees:

- Director of Admissions, Enrollment, and Student Services
- Coordinator of Recruitment & Retention – Miami Campus
- Coordinator of Recruitment & Retention – Fort Myers Campus
- Enrollment Coordinator
- Administrative Assistant III – Student Services Center

The Department also employs graduate assistants and college work study students. College work study students are employed during the fall and spring semesters. Graduate assistantships are filled on an as needed basis. These positions can be filled during the spring, summer, and fall semesters.

Hours of Operation

The office of Admissions, Enrollment and Student Services Hours of Operation are as follows:

Monday: 8:30 a.m. – 5:00 p.m.

Tuesday: 8:30 a.m. – 6:00 p.m.

Wednesday: 8:30 a.m. – 5:00 p.m.

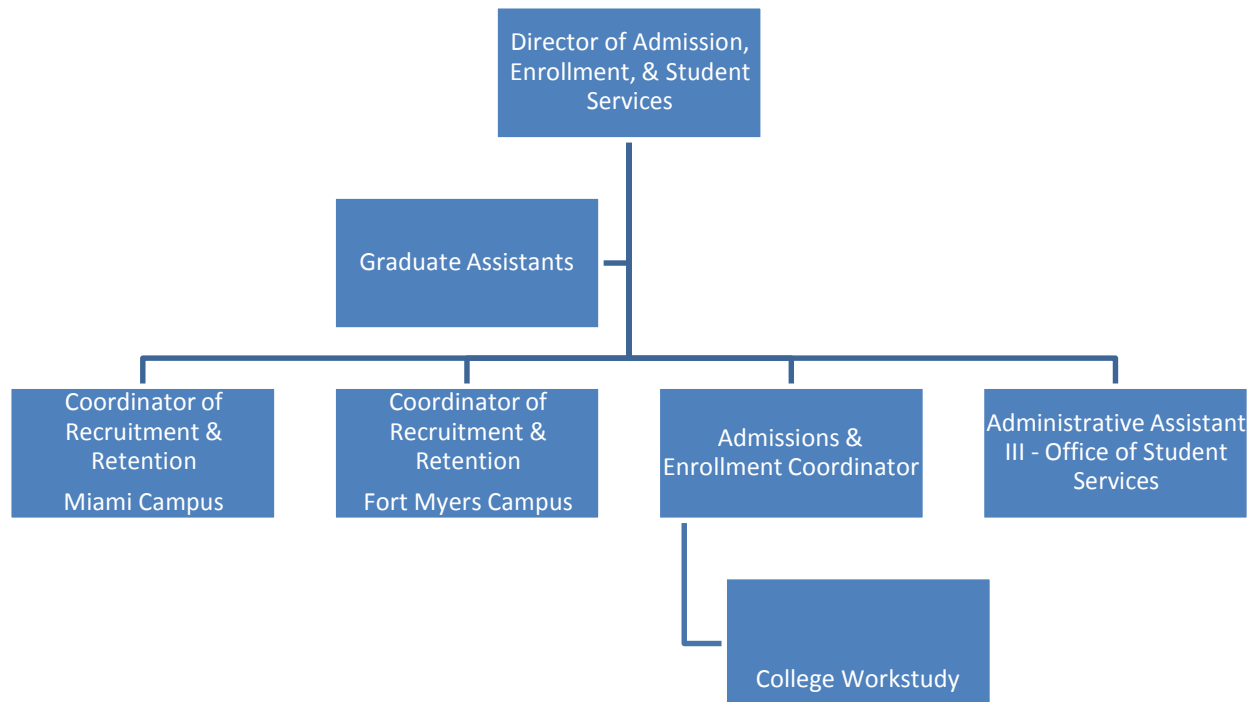
Thursday: 8:30 a.m. – 6:00 p.m.

Friday: 8:30 a.m. – 5:00 p.m.

Saturday: 8:00 a.m. – 4:00 p.m.
(Ft. Myers & Palm Beach Only)



Office of Admissions, Enrollment, & Student Services Organizational Chart



BACHELOR OF SOCIALWORK (BSW)

2.1 Admissions Requirements

As a program that prepares students for beginning professional social work practice, the undergraduate program admits only those students who have the academic and personal qualifications for the profession. All undergraduate students entering Barry University must apply through university enrollment services and meet university standards for admission. At the time of application, the prospective student is assigned an undergraduate admissions counselor. The admissions counselor will make an admissions decision based on the identified criteria, which is as follows:

- Freshman Admission:
 - a. Total score of 970 on the SAT or 20 on the ACT
 - b. High school grade point average of 2.7
- Transfer Admission:
 - a. College grade point average of 2.7 with no more than 5 Ws, Ds, or Fs

In keeping with CSWE standards, the School of Social Work cannot grant academic credit for life experience or previous work experience, in whole or in part, in lieu of the field internship or any courses in the curriculum.

Applicants are notified in writing of the admission decision after all application materials have been received and evaluated. Normally the review and notification process takes 4 to 6 weeks after the complete application materials are received. Completion of the admission file is the responsibility of the applicant.

If an applicant does not meet the criteria for admission, the admissions counselor may initiate an appeal to the BSW Program Director. Appeals initiated by the admissions counselor can be based on dialogue with the applicant, extenuating circumstances, or partial satisfactory completion of one admissions criteria. Exceptions to the admissions policy may be granted for special circumstances on a case-by-case basis by the BSW Program Director. An interview with the BSW Program Director may be required prior to final decision.

2.1.1 Transfer Applicants

Transfer applicants are defined as having at least twelve hours of acceptable college credit at one or more regionally accredited institutions. Evaluation of all undergraduate course work taken prior to admission to the University is performed by transcript evaluators in the Division of Enrollment Services. A maximum of 64 credits will be accepted by the University in transfer from regionally accredited community/junior colleges. Only six of these credits may transfer with upper-level status. Social Work transfer credit equivalencies at Barry University are determined by the School of Social Work.

2.2 Appealing decisions of non-acceptance

If a student should chose to appeal the decision to deny admission, the student must initiate this action, which is sent to the applicants designated admissions counselor. The admissions counselor will then forward the appeal to the BSW Program Director for review and decision. Upon review, the BSW Program Director informs the applicant's assigned undergraduate admissions counselor of the appeal decision, who in turn notifies the student.

2.3 Readmission Policy

When a student applies for readmission to the School of Social Work, the applicant must meet admission requirements in effect at the time of re-application and must have left the School in good standing and in full compliance with the School's Core Performance Standards. Additional requirements can be found in the University Undergraduate Catalog in the University Admissions section entitled "Readmission and Change of Status."

2.4 Change of Major Credits

Students who change their major to social work while attending Barry University must have their transcript evaluated by the School of Social Work in order for credits to be accepted as part of the social work program. Acceptance of credits from another major at Barry University does not guarantee acceptance by the School of Social Work.

Procedure for changing major to social work

- Student needs to complete a change of major form and submit to their current academic advisor.
- Academic advisor will forward the signed change of major form and students file to BSW Program Director for review and decision.
- If student has a 2.7 cumulative GPA, BSW Program Director will authorize change of major and submit change of major form to the Dean of the School of Social Work for final approval. Upon completion, this form is sent to the Office of Undergraduate Admissions.

- The student will be notified of approval to change major to social work by the BSW Program Director, who will then assign the student a new social work academic advisor.

Prospective students can obtain information regarding BSW admissions criteria by accessing the Barry University School of Social Work website at www.barry.edu/socialwork/ or by requesting a copy of University Undergraduate Catalog (pp. 440).

MASTER OF SOCIAL WORK (MSW)

3.1 Programs & Locations

FALL ADMISSIONS

MIAMI SHORES

Full-Time 32 Credits
Full-Time 60 Credits
Part-Time 60 Credits
Part-Time 32 Credits

WEST PALM BEACH

Part-Time 60 Credits
Full-Time 60 Credits

FORT MYERS

Part-Time 60 Credits
Part-Time 32 Credits

SPRING ADMISSIONS

MIAMI SHORES

Full-Time 60 Credits
Full-Time 32 Credits
Part-Time 60 Credits

WEST PALM BEACH

Part-Time 32 Credits

SUMMER ADMISSIONS

MIAMI SHORES

Full-Time 32 Credits

WEST PALM BEACH

Full-Time 32 Credits

3.2 ADMISSION CRITERIA

Persons seeking admission to the MSW program as degree seeking students must meet the following criteria:

1. Bachelor's degree from a regionally accredited or internationally recognized college or university. All applicants must have earned a bachelor's degree or equivalent from an institution which is regionally accredited or internationally recognized. The applicant's academic record must show a capacity for successful work at the graduate level, with a preferred grade point average of 3.0 (on a 4.0 scale) for their last 60 college credits earned at the baccalaureate level.
2. Applicants should have a broad liberal arts background. This background should include study in the social, behavioral, biological sciences and other liberal arts courses equal to 30 credits. This background should also include (1) understanding of cultural heritage of oneself and others, (2) knowledge of methods of inquiry and problem solving, and (3) written and verbal communication skills.
3. All applicants who do not give evidence of being native English speakers, or who have not graduated from an institution where English is the primary language of instruction are required to submit a TOEFL or IELTS score. The minimum required scores are:

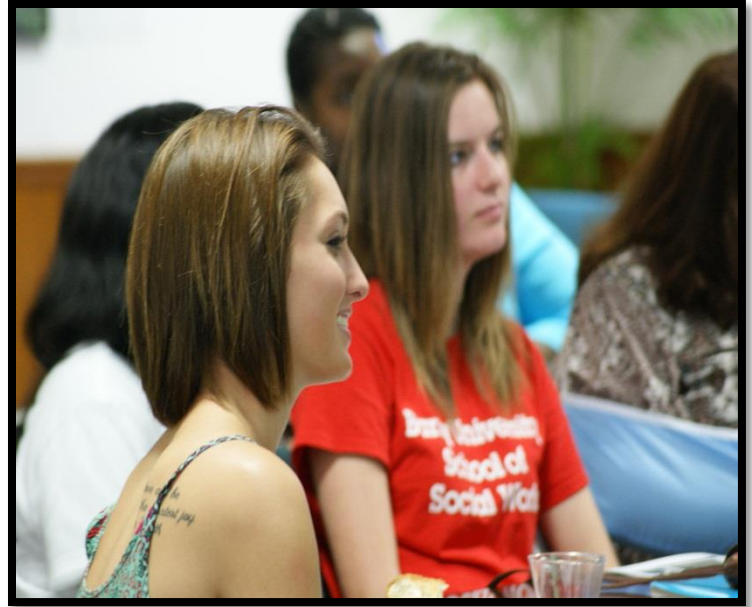
IELTS: 6.5

TOEFL iBT: 79

TOEFL paper based test: 550

The TOEFL or IELTS may be waived for applicants with a minimum of 24 college level academic credits earned from an institution in which English is the basis of instruction and classroom interaction.

1. An ability to think logically and conceptually and to formulate mature judgments.
2. Excellent writing and verbal communication skills.
3. Knowledge of the field and evidence of a commitment to social work as a profession.
4. Evidence of emotional maturity, concern for people, and capacity for self-awareness and personal growth.
5. Demonstrated concern and commitment to the values underlying professional social work.
6. Respect for diversity.



In keeping with CSWE standards, the School of Social Work cannot grant academic credit for life experience or previous work experience, in whole or in part, in lieu of the field internship or any courses in the curriculum. This policy is reflected on School of Social Work website (<http://www.barry.edu/msw/admissions/>) under the heading: *Decisions* as well as the Barry University Graduate Catalog (pp.487). Prospective students can obtain information regarding MSW admissions criteria by accessing the Barry University School of Social Work website at www.barry.edu/socialwork/ or by requesting a copy of University Graduate Catalog (pp. 485-487)

3.3 Admissions Requirements

The application for all MSW degree programs consists of:

1. The electronic MSW application
2. A personal statement
3. OFFICIAL transcripts from all colleges and universities attended
4. Two letters of reference (*for admission into 60 credit program*)
5. One Letter of Recommendation and Final Field Evaluation
(*for admission into the advanced standing program*)
6. Resume or Curriculum Vitae
7. Field Education Application
8. A signed [Criminal History Disclaimer](#)

3.4 Advanced Standing Program Admissions Requirements

To be considered for admission to the MSW **advanced standing program**, applicants are required to meet the following criteria and provide the following documentation, **in addition** to the materials requested above for general admission:

1. A baccalaureate degree in social work from a college or university whose social work program is accredited by the Council on Social Work Education (CSWE) at the time the BSW or BA degree is conferred.
2. Applicants must have received their Bachelor's Degree in Social Work no more than five years prior to enrollment. Additionally, applicants must have a cumulative GPA of 3.0 for all bachelors' level social work courses (**there are no exceptions to this policy**).

3. A final field evaluation from the undergraduate field placement agency is required. In the event a field education evaluation cannot be retrieved, the applicant must obtain a letter of recommendation from their previous field educator.

3.5 Standardized Testing

Any applicant wishing to support his/her application with the results from either the Miller Analogies Test (MAT) or the General Aptitude Section of the Graduate Record Examination (GRE) may do so. These tests are **not** for admission into the MSW Program and any applicant not wishing to include them will in no way be jeopardized.

3.6 International Students

International applicants may be admitted to Barry University if they meet the University's admission requirements. For the purpose of graduate admission to Barry University, an international applicant is one who has received university level education outside of the United States of America and/or an applicant who requires a student visa. For immigration purposes, an international student is one whose country of birth, citizenship, and permanent residency are not the United States of America. International applicants who are interested in applying to the School of Social Work must initially comply with the eligibility criteria that has been set forth by Barry University. Prospective students should refer to the Barry University Graduate Catalog (published annually) for further information pertaining regarding eligibility for admission.

3.6.1 Application Procedures for International Applicants

International applicants must follow the application procedures and meet the criteria for admission for the MSW Program as stated in sections 3.2 and 3.3 of this manual. Educational documents must be supplied to the Office of Admissions as follows:

- a. Official transcripts or statements of marks from foreign institutions may be submitted by applicants, but the University may insist that such transcripts be sent directly to Barry University School of Social Work from the issuing institutions.
- b. **Transcript Evaluation Policy:** The admission decision and transfer evaluation require official transcripts and professional evaluation. International credentials from an educational system other than the United States must be evaluated by a foreign credential evaluator who is a member of the National Association of Credential Evaluation Services (NACES). The evaluation must be “course-by-course with GPA,” and should be sent directly from the evaluating agency to Barry University School of Social Work. For a list of NACES members, please refer applicants to www.naces.org/members.htm. The cost of the professional evaluation is the responsibility of the applicant and is separate from the application fee that is requested by the School of Social Work.
- c. All international applicants who do not give evidence of being native English speakers, or who have not graduated from an institution where English is the primary language of instruction are required to submit a TOEFL or IELTS score. The minimum required scores are:
 - IELTS: 6.5
 - TOEFL iBT: 79
 - TOEFL paper based test: 550

The TOEFL or IELTS may be waived for applicants with a minimum of 24 college level academic credits earned from an institution in which English is the basis of instruction and classroom interaction. Barry University School of Social Work **does not** grant Conditional Admission to applicants who meet Barry University’s academic requirements but who lack evidence of English proficiency (TOEFL or IELTS).

d. International Students applying to the Advanced Standing Program

must adhere to the procedures illustrated in sections 3.2 – 3.4 & 3.6 of this manual. Additionally, international students must submit a separate application as well as all supporting materials to the International Social Work Degree Recognition and Evaluation Service (ISWDRES), which falls under the auspices of the Council on Social Work Education (CSWE). ISWDRES recognizes academic credentials in social work that are comparable to accredited baccalaureate and master's degrees in social work in the United States. Recognition is based on the general comparability of the program objectives and level of the applicant's social work education to social work education in the United States. For more information on the application process, international applicants should be referred to the International Social Work Degree Recognition and Evaluation Service website <http://www.cswe.org/CentersInitiatives.aspx>. The cost of the ISWDRES evaluation is the responsibility of the applicant and is separate from the application fee that is requested by the School of Social Work. Upon completion, an official copy the evaluation must be sent from ISWDRES directly to Barry University School of Social Work.

3.7 Application Instructions

Applicants can view and download the MSW Online Application Instruction Manual (*appendix 1*) to their computer or mobile device by accessing the link from the following website: <http://www.barry.edu/msw/admissions/application-instructions.html>. The MSW Online Application Instruction Manual was created to provide assistance and instruction for completing each section of the online application including the uploading of personal statements, resumes, and additional documentation.

3.8 Application Submission

The electronic application for admission may be accessed online at www.barry.edu/socialwork/.

Applicants must create a *mybarry* account in order to access the application. Applicants may work on and view their application from any computer with internet access. It is not necessary to complete the whole application in one session. A submitted MSW application will be considered “complete” once all of the supporting credentials have been received by the Office of Admissions.

In the event a prospective student prefers to submit a paper-based application, a hardcopy of the application may be requested from the School of Social Work’s Office of Admission, Enrollment, and Student Services.

Upon submission, the applicant will receive an e-mail (*appendix 2*) confirming receipt of application along with a confirmation number for future reference. The applicant will also be informed of any outstanding credentials that are required to complete the application file.

3.9 Application Fees

Barry University School of Social Work requires a \$50 non-refundable application fee for submission of the online application. Applicants choosing to submit a paper application are required to pay an application fee of \$60.

3.9.1 Application Fee Waivers

Application fees are waived for all military veterans and alumni of Barry University. Additionally, a limited number of application fee grants are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. Further information about applying for an application fee waiver is available by contacting the School of Social Work Office of Admissions via e-mail: ssw-admissions@barry.edu or by calling (305) 899-4765. Such assistance is reserved for cases of established economic hardship.

3.10 Admissions Deadlines

Barry University School of Social Work admits students year round. Application deadlines are required to better coordinate enrollment needs and field education placement. The School of Social Work's application deadlines are as follows:

Fall Semester - July 15th

Spring Semester - December 1st

Summer Semester (advanced standing only) - April 15th

The School of Social Work reserves the right to extend the application deadline. Deadlines *can be extended* into August based on seat availability.

3.10.1 Priority Admissions Period

In January 2015, the Director of Social Work Graduate Admissions has implemented a priority admissions period. Originally, this period has been instituted to better serve out-of-state and international applicants given the complexity and challenges that may ultimately impede enrollment. However, local students are able to take advantage of this period as well. Applicants interested in pursuing the MSW at Barry University are encouraged to take advantage of the priority admissions phase, as it will assist prospective students that are seeking immediate information regarding field placements, registration, and financial aid packages.

Applicants seeking an early admissions decision must submit their complete electronic application prior to February 1st. Students that apply during the priority admissions period will receive an admissions decision no later than March 1st. The priority admissions deadline is implemented for fall admission only. Missing this period does not preclude applicants from applying to our MSW programs prior to the general fall semester admissions deadline of July 15th. Applicants seeking priority admission will be notified of a decision via e-mail.

4.1 Application Processing

Applications are reviewed and evaluated using a 5 point-scale system, which is part of the Faculty/Administrator Admissions Review form (*appendix 3*). Admissions are scored based on the following criteria:

4.1.1 Academic Performance – Transcripts are evaluated utilizing a Grade Point Average (GPA) calculator. As indicated in section 3.2, the Admissions Committee will evaluate the last 60 credits of the applicant's degree granting, undergraduate transcript. The Admissions Committee will calculate the cumulative GPA for all bachelors' level social work courses for applicants that are seeking admission into the advanced standing program. GPA's are scored using the following range:

- 0.00 - 1.99 – Not applicable for admission into the MSW Program
- 2.00 – 2.74 – Poor
- 2.75 – 2.99 – Fair
- 3.00 – 3.09 – Satisfactory
- 3.10 – 3.74 – Good
- 3.75 – 4.00 – Excellent

4.1.2 Personal Statement

The applicant's personal statement is an essential part of the application review process. The ability to write and think critically are very important components in the social work profession. Therefore, a personal statement should be organized, thoughtful, and carefully prepared. The personal statement should be typed and double-spaced. It should consist of a minimum of three full pages. The personal statement is scored on the applicants' ability to address the following questions:

1. Goals related to issues of human diversity that have influenced the development of the applicants' interest in social work.
2. The applicants' view of a current social issue and the role of social work in addressing it.
3. The applicants' reasons and readiness for choosing to pursue a graduate degree in social work, including their reason(s) for applying to Barry University's School of Social Work.
4. The applicant is to elaborate on how they plan to meet the field course requirements during weekday and daytime hours.
5. The applicant is to describe their professional social work goals and indicate which personal or vocational experiences have influenced their choice.
6. The applicant is to provide an assessment of their strengths and weaknesses.

4.1.3 References

The Admissions Committee evaluates references based on knowledge and the ability that the recommender possesses in assessing the applicants ability to perform in both an academic and professional capacity.

Letters of recommendation can be submitted electronically using the online application reference form. Publically available domain email addresses (@gmail.com, @yahoo.com, @hotmail.com, etc) are not permitted.

If the recommender opts to write a letter on the applicants' behalf then it must be placed on organizational letterhead and should accompany the Graduate Recommendation Form. The graduate recommendation form can be accessed by logging on the following site: <http://beta.assets.barry.edu/assets/docs/future-students/grad-recomm.pdf>. The Office of Admissions will only accept hard copies of letters of recommendation. All signed, unopened envelopes should be forwarded to the School of Social Work.



4.1.4 Paid Work/Volunteer/Internship Experience

The admissions committee scores this criteria of the application utilizing the applicants resume or curriculum vitae. This criteria is scored based on the admission committee's capacity to evaluate the applicant's ability to demonstrate the following:

1. Excellent writing and verbal communication skills.
2. Knowledge of the field and evidence of a commitment to social work as a profession.
3. Evidence of emotional maturity, concern for people, and capacity for self-awareness and personal growth.
4. Demonstrated concern and commitment to the values underlying professional social work.
5. Respect for diversity.



4.1.5 Interview

The Director of Admissions, Enrollment, and Student Services may grant an interview to any applicant prior to making a final admissions decision. Interviews are often granted to students for any number of reasons including: a) failure to meet all admission criteria and b) questions regarding criminal history that may pose as a barrier

to provide an appropriate field education experience. The interview processes are facilitated by the MSW Program Director, the Director of Admissions, Enrollment, and Student Services, and in some cases a representative from the Department of Field Education. In the case that an interview is granted, the Director will notify the applicant and schedule an appointment. Depending on the applicant's geographic location, interviews can be facilitated by phone, face to face, or via telecommunication (i.e. Skype).

The interview is scored based on the applicants' ability to provide thoughtful answers to several questions, conduct, and interview presentation.

Once credentials are submitted, they become the property of Barry University and will not be photocopied or returned to the applicant. The responsibility for obtaining all admission credentials rest with the applicant.

4.2 Decisions

The Office of Admissions, Enrollment, and Student Services strives to evaluate applications within four to six weeks. Admissions decisions are based primarily on an evaluation of the applicants previous undergraduate and graduate coursework, experience in the human services (paid, volunteer, research, and internship), written personal statement, and letters of reference. Accepted applicants are notified of the decision and any contingent provisions associated with the admission via electronic mail. Admissions Decisions are categorized as follows:

4.2.1 Full Admittance – the applicant has submitted all credentials (*letters of recommendation, final official transcripts indicating degree conferral, final field evaluation, etc.*) required to make an admissions decision

4.2.2 Provisional Admittance – the applicant is required to submit a missing credential(s) - most commonly the final, official transcript that indicates degree conferral. Other common provisions include a final field evaluation and community college transcripts. The decision to grant provisional admission largely consists of applicants that are currently in their final semester of undergraduate education.

When a decision of provisional admittance is granted, the newly admitted student must submit missing credentials prior to the start of the second semester. Failure to provide credentials will result in the students' inability to register for the 2nd semester. The Office of Admissions designates the Enrollment Coordinator, as the responsible person charged with following up with all provisionally admitted students to ensure timely submission of credentials. Notification is sent prior to and during new student orientation as well as the 1st day of every month of the respective semester in which admission was granted. The process for understanding provisional admission is outlined in Table 3 of the appendix.

4.2.3 Denial of Admission – it has been determined that the applicant does not meet the criteria for any of our MSW Programs. Applicants that are denied admission receive a letter via mail sent through the United States Post Office.

4.2.4 Denial of Admission into the Advanced Standing Program – it has been determined that the applicant does not meet the criteria for the Advanced Standing MSW Program. However, the applicant is often given the option of enrolling into the 60-credit MSW Program with waiver credit consideration (*illustrated in section: 4.6*). If an applicant is denied admission to the Advanced Standing Program or declines the option of enrolling into the 60 credit MSW Program, a letter denying admission into the Advanced Standing Program is mailed to the applicant via the United States Post Office.

4.2.5 Denial of Admission due to Institutional Accreditation –it has been determined that the applicant does not have a bachelor’s degree from a regionally accredited institution. Applicants that are denied admission receive a letter via mail sent through the United States Post Office.

4.3 Denial of Admission and Appeal Process

School of Social Work admissions representatives **are not obligated** to discuss reasons (deemed by the Admissions Committee) behind the decision to deny any applicant admission into the School of Social Work. Furthermore, admissions representatives are not permitted to discuss such reasons with any candidate seeking entry into the School of Social Work. Any candidate seeking clarification is instructed to contact the Director of Admissions, Enrollment, and Student Services.

Applicants who wish to appeal a rejection of their MSW application should present their appeal in writing clearly stating their reasons for the appeal and why they believe they are qualified to be admitted into the MSW program. The appeal should be addressed to the School of Social Work’s Director of Admissions, Enrollment, and Student Services. Upon receipt, the Director will assemble a panel to review the appeal. This panel will include the Dean of the School of Social Work or an appointed representative. A decision to overrule the previous decision to deny will be based on the written letter of appeal and re-review of the candidates’ complete application.

The School of Social Work reserves the right to revoke an offer of admission if any discrepancies are found between your uploaded unofficial transcripts/educational documents and official transcripts/educational documents that are submitted.

4.4 Transferring from another MSW Program

Applicants that were previously or currently enrolled in a Social Work program in another University that is accredited by the Council on Social Work Education may be able to transfer up to 28 credit hours. A minimum of 32 credits must be completed in residence at Barry University School of Social Work in order for conferral of the MSW degree.

Students currently or previously enrolled in another accredited masters level social work program, who are seeking admission as a transfer student are required to submit additional materials in addition to the admissions requirements listed in sections 3.2 – 3.4 of this manual. These materials are as follows:

- A brief written statement describing the reasons why they are requesting a transfer.
- A copy of their field education evaluation(s), if applicable.
- A recommendation from the applicant's current/former MSW program director or faculty advisor addressing their academic standing.
- Complete an application for transfer credit form and attach all relevant social work syllabi for equivalency review. The transfer credit form can be retrieved by logging onto <http://www.barry.edu/msw/admissions/transfer-credits.html>.

All materials must be mailed to the School of Social Work Office of Admissions. Prospective students can obtain information regarding MSW admissions criteria by accessing the Barry University School of Social Work website at <http://www.barry.edu/msw/admissions/transfer-credits.html> or by requesting a copy of the University Graduate Catalog (pp. 490-491).

In order to transfer credits, applicants must have taken the course within the past five years and earned a grade of "B" or better. Applicants must submit an [application for transfer credit form](#)

(*appendix 4*) along with a syllabus and bibliography for each course for which transfer credit is being requested. The transfer credit form must be submitted at the time of application to the MSW program. If admitted to the MSW Program, all requests for transfer credit will be forwarded to the MSW Program Director for review. If admitted to the MSW Program, newly admitted students will receive a comprehensive credit evaluation along with a revised curriculum course plan. **All individuals meaning applicants, newly admitted, and matriculated students must submit the application for transfer credits prior to beginning course work within the School of Social Work. Students will not be allowed to transfer credits after beginning classes at the School of Social Work.**

4.5 Transferring from an Alternative Graduate Program

An applicant may request transfer of up to (3) three credits for graduate level courses other than social work earned from an accredited college or university within the past 5 years, which have not been applied to another degree. The Director of Admissions, Enrollment, and Student Services will evaluate and determine the academic course's relevance to social work education. These credits will be applied toward elective requirements. Only grades of 'B' or better are taken into consideration when granting transfer credit.

All individuals meaning applicants, newly admitted, and matriculated students must submit the application for transfer credits prior to beginning course work within the School of Social Work. Students will not be allowed to transfer credits after beginning classes at the School of Social Work.

All materials must be mailed to the School of Social Work Office of Admissions. Prospective students can obtain information regarding MSW admissions criteria by accessing the Barry University School of Social Work website at <http://www.barry.edu/msw/admissions/transfer-credits.html> or by requesting a copy of University Graduate Catalog (pp. 490-491)

4.5.1 Transferring from an Alternative Graduate Program within Barry University Students currently attending another Barry University Graduate Program and are interested in transferring to the School of Social Work must meet the admissions criteria illustrated in section 3.2 of this manual. Students must also apply to the School of Social Work – adhering to the admissions requirements that are outlined in section 3.3 of this manual. The applicant will not be required to pay the application fee, as they are currently attending Barry University.

Applicant must provide a new personal statement that is in accordance with Social Work admissions requirements (4.1.2). Previously submitted personal statements to Barry University will not be accepted. Students currently attending Barry University will not be responsible for ordering new transcripts from previously attended institutions unless a direct request from the School of Social Work is made. The School of Social Work will retrieve all previously submitted documents including transcripts from the Office of the Registrar and the Division of Enrollment Services.

The School of Social Work will honor any previously submitted letters of recommendation to Barry University as long as the letter was drafted in the last calendar year and is in accordance with the School of Social Work's recommendation letter guidelines. Letters of recommendation

do not necessarily need to be addressed to the School of Social Work. The School of Social Work reserves the right to request new letters of recommendation to ensure that content is in accordance with the School of Social Work's recommendation guidelines.

If the applicant is admitted, the Office of Admissions, Enrollment, and Student Services will assist in processing a *Change of Major Form*, which is to be forwarded to the Division of Enrollment Services.

4.6 Waiver Credit

Students holding a Bachelor's in Social Work (BSW) degree from a CSWE accredited undergraduate program who do not meet the mandated grade point average (GPA) criteria for advanced standing enrollment, set forth by the Council on Social Work Education, may be considered for admission to the 60-credit program. Although not eligible for the Advanced Standing MSW Program, eligible BSW graduates entering the MSW Program are not to repeat a competency that has been mastered at the undergraduate level in the applicants' previous institution. Mastery is determined by the Director of Admissions, Enrollment, and Student Services, who will conduct a course by course evaluation of the applicant's transcript and subsequent BSW courses.

If accepted into the 60-credit MSW program, students will receive an acknowledgement of waiver credit for social work courses taken at the undergraduate level in which the applicant received a grade of 'B' or above. Acknowledgement of waiver credit is granted by the Director of Admissions, Enrollment, and Student Services. In the Director's absence, the MSW Program Director will have the authority and assume the responsibility for granting waiver credit. Applicants that were denied admission to the advanced standing program that choose to apply for the 60-credit MSW program will receive notice of the decision to grant waiver credit in accordance with a decision to grant admission into the 60-credit MSW Program. Notice will be sent via electronic mail with enclosed acceptance and enrollment letters as well as the Acknowledgement

of Waived Credit form (*appendix 5*), which provides concrete details of all BSW courses for which waiver credit has been granted.

Barry University School of Social Work reserves the right to grant waiver credit for applicants that meet the criteria for any existing articulation agreement that exists between Barry University and another institution.

5.0 Readmission into the School of Social Work

Former MSW students of Barry University School of Social Work who left the program in good standing are eligible for readmission. Former students who seek to return for completion of MSW studies must formally apply for readmission according to the following process:

- a. The applicant initiates the process by reapplying to the School of Social Work via the online application (*highlighted in section 3 of this manual*).
- b. All applicants must submit the following as part of the new application:
 - i. Request for Re-admission form
 - ii. One new recommendation letter
 - iii. New 2-page personal narrative detailing the applicant's professional activities and preparedness to resume graduate studies.
 - iv. Transcripts showing additional courses taken since leaving the program (*if applicable*).

Submitted applications may be reviewed by a committee whose membership is determined by the MSW Program Director of the School of Social Work. The MSW Program Director will make a determination, as to whether an applicant is granted readmission. The Office of Admissions, Enrollment, and Student Services will notify applicants of the decision and any contingent provisions associated with admission via electronic mail.

If an MSW student has been on a voluntary leave of absence approved by the MSW Program Director he/she is eligible to return for continued study within two years of initiating the leave. The student must contact the MSW Program Director to secure approval to register. Once two years have elapsed those students are required to apply for readmission to the School of Social Work in order to enroll in classes. MSW students who have been terminated from the School of Social Work for any reason are not eligible for readmission. **Readmission into the MSW Program is not assured.**

6.0 Non-Degree Seeking Applicants

Applicants wishing to enroll in graduate social work courses without seeking a degree must complete a non-matriculating student application and submit it to the School of Social Work Office of Admissions, Enrollment and Student Services. Non-matriculating applicants must meet all MSW admission requirements. Their needs for course work will be evaluated on an individual basis by the Director of Admissions, Enrollment, and Student Services. Non-matriculating students must not exceed 9 credits in enrollment status unless otherwise approved by the director. The School of Social Work makes no guarantees of full admission to the MSW program for those who may later decide to pursue an MSW degree.

7.0 Enrollment

Enrollment culminates in a student that has applied and received acceptance into the MSW Program. This process is thoroughly illustrated in Table 1 of the appendix. Upon admission, accepted students will receive correspondence via e-mail asking them to verify their enrollment intentions. An enrollment intention is as follows:

1. Accept invitation to enroll in the MSW Program
2. Defer admission into the MSW Program
3. Decline Admission into the MSW Program

7.1 Verification of Enrollment

To secure a place in the MSW Program, Barry University School of Social Work requires a non-refundable tuition deposit in the amount of \$100.00. This enrollment deposit is credited to the student's tuition upon enrollment. Students generally have 14 days after being notified of admission to pay the enrollment deposit. Student may pay online at www.barry.edu or by check made payable to Barry University. Applicants choosing to pay by check can direct payment to the Cashiers Business Office located at the Miami Campus.

7.1.1 Enrollment Deposit Fee Waivers

The Enrollment Deposit fee is waived for all military veterans and students that have previously attended and graduated from Barry University. This includes students that have graduated from the BSW Program. Additionally, a limited number of enrollment deposit waivers are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the enrollment deposit would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. The Director of Admissions, Enrollment, and Student Services can also exercise the right to grant waivers on a case by case basis. Further information about applying for an enrollment deposit waiver is available by contacting the School of Social Work Office of Admissions via e-mail: ssw-admissions@barry.edu or by calling (305) 899-4765.

7.1.2 Activation of Student Account

Upon enrollment verification, newly admitted students will receive an e-mail (*appendix 6*) within 24-48 hours providing instructions on how to activate their newly created student account. Once activated, newly admitted students will have access to the following resources:

- a. MSW Student Handbook
- b. Field Education Application
- c. Field Education Student Handbook
- d. Required Book List
- e. Scholarship and Graduate Assistantship Opportunities
- f. Housing
- g. Student Calendar
- h. Information and Timetable for Registration
- i. Curriculum Matrix and Course Plan

Resources are automated and designed according to each newly admitted students MSW cohort (*Full-time, Part-time, 60-credit, or 32-credit, etc*).

7.2 Deferral of Admission

Applicants who have been admitted into the MSW Program may opt to defer admission for up to one calendar year. Applicants must notify the Office of Admissions, Enrollment, and Student Services in writing of their intentions to defer. Upon receipt, the Enrollment Coordinator will adjust the enrollment start date accordingly. The applicant will receive e-mail confirmation indicating that the requested deferral has been processed. Student will receive additional e-mail correspondences including instructions to activate their student account as the intended start date

approaches. Admitted applicants that choose deferral but ultimately decide not to enroll would need to reapply after the one-year limit expires. At this time, the applicants file will be purged and no longer available to the School of Social Work.

7.3 Declining Admission

Applicants that have been granted admission into the MSW Program and decide to decline will have their admission status changed to indicate withdrawal. If the applicant corresponds via phone, e-mail, or mail, this correspondence will be placed into the file as documentation. Newly admitted students that do not respond with their enrollment intentions in the allotted timeframe will be contacted by the Enrollment Coordinator to verify enrollment intentions. If outreach proves ineffective, the student's status will change to *withdrawn* and the student will be notified via e-mail. Students that decline admission will have their files stored for one calendar year. If in this time, a student chooses to accept the invitation to enroll into the MSW Program – the student's matriculation status will be changed to admittance. All withdrawn files will be purged after one calendar year.

7.4 Tuition & Financial Aid

Tuition for enrollment in the MSW at the Miami Campus is \$960.00 per credit. Enrollment at satellite campuses located in Palm Beach Gardens and Fort Myers is \$612.00 per credit. All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) application online at the same time that they apply to the School of Social Work. For more information regarding the process of applying to FAFSA as well as the required institutional code, students should be referred to the School of Social Work website: <http://www.barry.edu/social-work/student-services/scholarships-and-financial-aid.html> or directed to call the Office of Financial Aid at 800-756-6000, extension 3664 or 3978.

7.4.1 Merit-based Tuition Scholarships

Barry University School of Social Work will automatically grant merit-based scholarships to all students accepted into the MSW full-time program, who demonstrate the potential for outstanding academic achievement. Scholarships range from:

- Full-time Advanced Standing students: \$7,500 - \$9,000 over the course of total enrollment (two semesters).
- Full-time 60-credit students: \$15,000-\$18,000 over the course of total enrollment (four semesters).

Merit-based scholarships are calculated and distributed based on cumulative GPA requirements (*section 3.1, 3.3*). The breakdown would be as follows:

3.0 - 3.09 = \$7,500 (32cr)/\$15,000 (60cr)

3.1 - 3.74 = \$8,500 (32cr)/\$17,000 (60cr)

3.75 - 4.0 = \$9,000 (32cr)/\$18,000 (60cr)

Students applying to the 60-credit full-time MSW Program that do not meet the eligibility requirements for a merit-based scholarship during the first semester of enrollment may be eligible for a post-admittance merit based scholarship in the second semester. To initiate this process, students must complete a Post-Admittance Merit Based Scholarship form (*appendix 7*) and submit to the Office of Student Services for processing.

7.4.2 Tuition Discounts

Any applicant enrolled on a part-time basis who is employed in a social service, education or human service capacity for 24 hours or more per week may be eligible for a 30% Professional Tuition Discount. The nature of the employment must reflect basic social services/human services tasks, objectives, and goals. Professional Tuition Discounts are available only to part-time students enrolled in the program a maximum of 11 credits per semester. Barry University reserves the right to independently verify a student's employment status. Eligibility for the professional discount requires proof of current employment. The document must be an original letter from the student's supervisor or director on agency letterhead stationery and is subject to further verification by Barry University. All documentation of eligible employment must be received in accordance with required deadlines.

7.4.3 Scholarships

Full and part-time graduate students may qualify for private scholarships and grants sponsored by the School through private donors and funding from local, state, federal, and private foundation grants. Scholarships are announced periodically via *Academic Works* and students can research potential scholarships via the Scholarship Brower, which can be accessed from the Barry School of Social Work website: <http://www.barry.edu/scholarships/>. The Office of Student Services is also responsible for disseminating scholarship information as well as collecting all submitted scholarship applications in preparation for review by the appointed committee.

7.4.4 Graduate Assistantships

Various graduate assistantships are offered through the School of Social Work. The Director of Admissions, Enrollment, and Student Services is responsible for oversight of the graduate assistant program. The Office of Student Services has been appointed to oversee the following: announcing available graduate assistantships, preparing applications for review, processing selected assistant positions, and collecting end-of semester evaluations. Students interested in obtaining a graduate assistantship can review information available on the School of Social Work website (www.barry.edu/socialwork/). Graduate Assistantships are generally available every semester. Students are notified of the various positions via the Social Work E-bulletin. Students will be provided with application materials upon the announcement of available graduate assistantships.

7.5 Changes in Matriculation

Students that are currently enrolled into the MSW Program, who need to change matriculation status for any reason must meet with their academic advisor and MSW Program Director to ensure reflection in program enrollment. Students that are in good academic standing would be eligible to receive tuition remission based on new matriculation status. Therefore, full-time student that changes to part-time may be eligible for 30% discount as long as proof of employment is presented. Part-time students wishing to pursue full-time study will be eligible for post-admittance merit-based scholarship. In each case, students are responsible for notifying Enrollment Coordinator, who will ensure that new matriculation status is reflected in the University Enrollment Management Database (AIS). Additionally, part-time students wishing to enroll full-time must complete the Post-Admittance Merit Scholarship Form (*appendix 7*) in order to be granted a merit-based scholarship.

7.5.1 Changing Campuses or Enrolling in Courses across Multiple Campuses

Students must be granted approval by the MSW Program Director in order change campuses or to take courses at multiple School of Social Work locations. Once approval is granted, the Operations Manager and Enrollment Coordinator must be notified so that changes can be processed in the University's Student Database System to reflect any financial and programmatic adjustments. Students should refer to the MSW Student Handbook for further guidelines and procedures regarding enrollment across multiple campuses.

7.6 Processing Leave of Absence Request

In order to take a leave of absence (LOA), a student must initiate the process with their academic advisor as well as the MSW Program Director. All LOA forms (with appropriate signatures) must be directed to the Enrollment Coordinator to ensure appropriate processing and recording for enrollment management purposes. The Enrollment Coordinator is responsible for submission of this form to the Operations Manager, Financial Aid Office, and University Registrar.

DOCTORATE IN PHILOSOPHY (PhD)

8.1 Admissions Criteria

Criteria employed in determining admission into the PhD Program include evidence of achievement in previous academic programs, increased competency in professional performance, knowledge of critical issues associated with the applicant's area of professional interest, and the potential for contributions to the knowledge of the profession through research, leadership, scholarly writing, and professional education.

Admissions criteria are as follows:

1. Master's Degree in Social Work or allied discipline from an accredited institution
2. Preference is given to candidates with a minimum of two years post masters' experience
3. A minimum grade point average of 3.5 is highly preferred. Applicants with a grade point average between 3.3 and 3.49 may be considered on an individual basis if credentials are otherwise exceptionally strong.
4. Applicants must demonstrate the capacity for leadership and advocacy focused on promoting social justice.
5. Applicants must demonstrate skills in producing independent research that informs social work practice, service delivery, advocacy, and system change.
6. Applicants must integrate the values and ethics of the social work profession in teaching, scholarship, and service.

8.2 Admissions Requirements

The online application consists of:

1. The electronic PhD application.
2. Narrative
3. OFFICIAL transcripts from all colleges and universities attended
4. Three letters of reference
5. Curriculum Vitae
6. Writing Sample

No admissions tests (e.g., GRE, GMAT) are required for entrance into the PhD degree program.

8.3 Application Submission

The electronic application for admission may be accessed online at www.barry.edu/socialwork/.

Applicants must create a *mybarry* account in order to access the application. Applicants may work on and view their application from any computer with internet access. It is not necessary to complete the whole application in one session. A submitted PhD application will be considered “complete” once all of the supporting credentials have been received by the Office of Admissions.

In the event a prospective student prefers to submit a paper-based application, a hardcopy of the application may be requested from the School of Social Work’s Office of Admission, Enrollment, and Student Services.

Upon submission, the applicant will receive an e-mail confirming receipt of application along with a confirmation number for future reference. The applicant will also be informed of any outstanding credentials that are required to complete the application file.

Barry University School of Social Work requires a \$75 non-refundable application fee for submission of the online application. Applicants choosing to submit a paper application are required to pay an application fee of \$125.

8.3.1 Application Fee Waivers

Application fees are waived for all military veterans and alumni of Barry University. Additionally, a limited number of application fee grants are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. Further information about applying for an application fee waiver is available by contacting the School of Social Work Office of Admissions via e-mail: ssw-admissions@barry.edu or by calling (305) 899-4765. Such assistance is reserved for cases of established economic hardship.

8.4 Admissions Deadlines

Barry University School of Social Work admits students into the PhD Program **every two years**.

The School of Social Work's PhD application deadline is April 1st for the fall semester in which the PhD Cohort is anticipated to start. The PhD Program only accepts students in the fall semester.

The School of Social Work reserves the right to extend the application deadline. Deadlines can be extended based on seat availability.

8.5 Application Instructions

Applicants can view and download the PhD Online Application Instruction Manual (*appendix 8*) to their computer or mobile device by accessing the link from the following website: <http://www.barry.edu/social-work-phd/application-instructions.html>. The Application Instruction Manual was created to provide assistance and instruction for completing each section of the online application including the uploading of personal statements, writing samples, and additional documentation.

8.6 Application Processing

The Doctoral Committee is comprised of the PhD Program Director and doctoral faculty. The Office of Admissions, Enrollment, and Student Services functions to provide support to this committee. The Office of Admissions, Enrollment, and Student Services does not play an integral part in the review and scoring of a candidate's application. Therefore, any candidate seeking specific information regarding the processing of the application should refer to the application instructions or the website (www.barry.edu/socialwork/phd/).

In taking direction from the PhD Program Director, the Office of Admissions, Enrollment, and Student Services is charged with ensuring timely dissemination of admissions decisions. Admissions decisions take the form of letters drafted and signed by the PhD Program Director that are mailed directly to the candidate using the address on file via the online electronic application.

8.7 Tuition & Financial Aid

Tuition for the PhD program is \$1,060.00 per credit hour. The University's Office of Financial Aid is the primary source for financial aid information. Applicants should consult a financial aid counselor for eligibility for student loans and other financial aid. Tuition is discounted by 10% for students working 24 hours per week or more in social work/human services, health services, education, or other allied professional settings. Tuition is also discounted by 10% for Barry University alumni. Tuition is discounted by 20% for alumni who are also working 24 hours per week or more in social work/human services, health services, education, or other allied professional settings. Students may qualify for private scholarships and grants sponsored by the School through private donors and funding from local, state, federal, and private foundation grants. Scholarships are announced periodically via Academic Works and students can research potential scholarships via the Scholarship Brower, which can be accessed from the Barry School of Social Work website: <http://www.barry.edu/scholarships/>.

Barry University

Ellen Whiteside McDonnell | School of Social Work



APPENDIX



Instructions for Online MSW Application

It is essential that you review the School of Social Work website <http://www.barry.edu/msw/> before completing the application. Since the application form provides significant information upon which decisions for admission are based, it is important to give complete and accurate data. Omission of information will delay action.

Applicants must create a *mybarry* account in order to access the application. You may work on and view your application from any computer with internet access. It is not necessary to complete the whole application in one session. For your privacy, be sure to completely close out of your web browser when you are finished with your Online MSW Application session.

The MSW application you submit will be considered “complete” once all of the following materials have been received by the Office of Admissions. Please note that the Admissions Committee will NOT review any applications that are incomplete or missing credentials.

\$50.00 Non-Refundable Application Fee (U.S. dollars)

The application fee must be paid online by credit card (Visa, MasterCard, American Express, and Discover are accepted)

A limited number of application fee grants are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding the financial inability to pay the fee is required. Further information about applying for an application fee waiver is available by contacting the School of Social Work Office of Admissions via e-mail: ssw-admissions@barry.edu or by calling (305) 899 -4765. Such assistance is reserved for cases of established economic hardship.

MSW Application

You will not be allowed to submit your application until all sections of the application checklist indicate *completed*. It is extremely important that you answer all questions and complete all sections in their entirety, as failure to do so could delay processing of admission and subsequently the Free Application for Federal Student Aid (FAFSA). All information must be provided in the relevant spaces on the application form and all sections of the online application must be completed.

If more space is needed for educational or work experience, or if you have additional information you would like to add, use the “Additional Information” page which is part of the MSW application form or upload a separate document using the *My Documents* upload feature located in the ‘Resume’ section of the application checklist. When adding/uploading additional education & employment information; use the same format as on the relevant sections of the application form.

For all uploaded documents, please include your full name (Last, First) and the MSW program and semester to which you are applying.

Note: Your resume cannot be used as a substitute for completion of items on the application form. Submission of the online application constitutes your electronic signature.

Once credentials are submitted, they become the property of Barry University and will not be photocopied or returned to the applicant. The responsibility for obtaining all admission credentials rest with the applicant.

Academic Transcript(s)

One academic transcript is required from each college/university you have attended. Upload your transcript(s) to the online application using the *My Documents* upload feature located in the 'Resume' section of the application checklist. Scanned student copies or unofficial transcripts are accepted; however, self-reported or advising transcripts are not accepted. If you previously attended Barry University then you do NOT need to submit your Barry transcript; the School of Social Work will also retrieve all transcripts previously submitted to the University that has supported your previous admission. If you choose not to upload your unofficial transcripts, please note that transcripts may be sent via e-mail to ssw-admissions@barry.edu or mailed to the Office of Admissions; however, uploaded copies are preferred.

Uploaded transcripts must show your name, the name of the institution, dates of attendance, and the grades received for each course taken in all terms attended. Degree information including the degree conferred and the date of conferral, if applicable, must appear on the transcript or on a separate degree document (diploma). If degree information is on a separate degree, please upload a copy.

Include a copy of the transcript key or interpretation guide, which either appears on the back of the transcript or in a separate document. If your educational document is not in English, please also provide a certified English translation. The translation should be literal and not interpretive.

Please note that if admitted to the School of Social Work you will be required to provide official copies of all transcripts and required educational documents.

The School of Social Work reserves the right to revoke an offer of admission if any discrepancies are found between your uploaded unofficial transcripts/educational documents and official transcripts/educational documents that are submitted.

Test Scores

No admissions tests (e.g., GRE, GMAT) are required for admission to the MSW degree program. Applicants who do not give evidence of being native English speakers, including those applying for transfer from U.S. institutions, or who have not graduated from an institution where English is the primary language of instruction must submit an IELTS or TOEFL score (*Please review International applicants section of these instructions for more information*).

If this section does not pertain to you, please write **N/A** (not applicable) in the box labeled 'score'

Personal Statement

This statement must be submitted with the application for admission and can be uploaded to the relevant section of the online application. Provide one double-spaced three (3) page statement (12pt.) that addresses the following questions:

1. Goals related to issues of human diversity that have influenced the development of your interest in social work.
2. Your view of a current social issue and the role of social work in addressing it. Feel free to comment briefly on the source of your views.
3. Your reasons and readiness for choosing to pursue a graduate degree in social work, including your reason(s) for applying to Barry University's School of Social Work.
4. Field Education is the Signature Pedagogy of all Council on Social Work Education (CSWE) accredited programs and integral component of your overall social work education. Field Education is a course. As a social work student, you are expected to adjust your schedule in order to meet all of the social work course requirements of your degree plan, this includes Field Education. In our commitment to support your decision to pursue a degree in social work, please elaborate on how you plan to meet the field course requirements during weekday and daytime hours.*
5. Describe your professional social work goals and indicate which personal or vocational experiences have influenced your choice.
6. Provide an assessment of your own assessment of your strengths and weaknesses.

**We have very limited evening and weekend placements.*

In preparing your statement, we recommend that you also review the Criteria for Admission that can be found at <http://www.barry.edu/msw/admissions/>. Please be sure to label the document using your first initial followed by your last name and the title "personal statement". Please see the example below:

P.Giarraffa Personal Statement

Criminal History Disclaimer

Read the Criminal History Disclaimer carefully and check each box accordingly

School of Social Work Field Education

This portion of your MSW online application is contingent upon Admission and is NOT considered as part of the admissions criteria or admissions determination. Please complete all sections of the Field Education application. If admitted, the information that you enter in this section will assist the Office of Field Education in finding you an appropriate field placement. In areas of this application that do not pertain to your experiences, please write either **None** or **N/A** (Not Applicable). All MSW Applicants must complete the section below. If you are applying for the MSW Program and DO NOT have a Bachelor's Degree in Social Work, please indicate N/A (Not Applicable) for the last question of this section, which is illustrated below:

This section to be completed by MSW students only

Undergraduate Major *	Health & Nutrition
Name of University *	Brooklyn College
Semester/Yr. Completed *	Spring 2006
Undergraduate GPA *	4.0
Your current grade point average in all Social Work courses *	N/A

Resume

Upload your resume to the relevant section of the online application. Please be sure to label the document using your first initial followed by your last name and the title "resume. Please see the example below:

P.Giarraffa

Resume

Recommendations

Two recommendations are required. It is strongly suggested that you submit recommendations from persons who have been directly responsible for assessing your human service related work/volunteer experience and academic performance. We strongly encourage applicants to utilize the online recommendation system available through the online MSW application to allow recommenders to submit their recommendations online.

On the Letters of Recommendation page of the MSW application, please enter the e-mail addresses (separated by a comma) of the individuals for whom you are requesting references prior to clicking the “Send Request” button. Once clicked, a recommendation request e-mail and information on how to submit an online recommendation will be sent to each of your recommenders. Please see the illustration below for further reference.

Please provide the email or emails (separated by commas) of a person (employer, supervisor, head of department, academic advisor, or one of your professors – not a colleague, friend, or relative) who knows you well enough to evaluate your qualities and abilities.

* Email(s)

Enter as many emails as you like. Be sure to separate each email a comma. Publically available domain email addresses such as those containing @aol.com, @yahoo.com, @ymail.com, @gmail.com, @hotmail.com, @outlook.com, @live.com, @facebook.com, @bellsouth.net, @comcast.net are not allowed.

If you or your recommenders opt to submit a hard copy (paper) recommendation, you must send your recommender(s) a recommendation form instructing them to return the completed recommendation to you in a sealed envelope, with the recommender’s signature across the seal. The Graduate Recommendation Form can be accessed by logging on the following site: <http://beta.assets.barry.edu/assets/docs/future-students/grad-recomm.pdf>. If your recommender opts to write a letter on your behalf then it must be placed on organizational letterhead and should accompany the Graduate Recommendation Form. The Office of Admissions will only accept hard copies. Please include the signed, unopened envelopes in your supporting documents packet to mail to the School of Social Work.

NOTE: Individuals applying to the MSW 32 Credit Advanced Standing Program should refer to that section for additional instructions regarding recommendations.

Additional Information

NOTE: If there are gaps or deficiencies in your academic record, including incomplete grades or withdrawals from courses, please address these in the Additional Information section of the application. If you choose not to utilize the Additional Information Section, please write N/A (Not Applicable) in the sections listed on this page.

Interviews are not required of all applicants. Some applicants, however, may be requested to schedule an interview regarding their application to the MSW Program. Applicants may also request to meet with a social work admissions counselor.

Barry University School of Social Work promotes a self-managed application process. The applicant is responsible for the timely submission of all required materials according to the stated deadline dates. If supplementary documents cannot be submitted online, please send to:

Office of Admissions

Barry University School of Social Work

11300 NE 2nd Avenue

Powers Hall, Room 118

Miami, FL 33161-6695

DO NOT SEND DUPLICATE HARD COPIES of materials that have been submitted online.

IMPORTANT:

- Print out a copy of your application for your records.
- Save copies of all uploaded documents. These will **NOT** be available to you after submission of your application.
- Faxed copies of supporting documents will not be accepted without prior approval.
- Failure to complete application procedures in their fullest will delay processing of your application. Incomplete applications will not move forward in the review process.

Additional Information/Required Materials for Some Applicants

Advanced Standing Programs (32 credits)

Advanced Standing Degree students must submit a final field education evaluation from their previous BSW Program. This field evaluation can serve as a substitute for ONE letter of recommendation. If you can no longer obtain the actual performance evaluation then you would need to obtain a letter of recommendation from your field education supervisor detailing your performance.

Upload your Final Field Education Evaluation(s) to the online application using the *My Documents* upload feature located in the 'Resume' section of the application checklist. Scanned student copies and mid-term Field Evaluations are accepted.

Please note that if admitted to the School of Social Work you will be required to provide a final BSW Field Education Evaluation.

Transfer students from another MSW Program

Students currently or previously enrolled in another accredited masters level social work program who are seeking admission as a transfer student are required to submit additional materials.

1. A brief written statement describing the reasons why they are requesting a transfer.
2. A copy of their field education evaluation(s), if applicable.
3. A recommendation from the applicant's current/former MSW program faculty advisor addressing their academic standing.
4. Complete an application for transfer credit form and attach all relevant social work syllabi for equivalency review. The transfer credit form can be retrieved by logging onto <http://www.barry.edu/msw/admissions/transfer-credits.html>. Please mail this information to the School of Social Work Office of Admissions.

NOTE: The application for transfer credit must be submitted along with your application for admission to the School of Social Work. If admitted to the MSW Program, you will receive a comprehensive credit evaluation along with your enrollment packet and anticipated curriculum course plan.

International Applicants

International applicants are those persons who are not U.S. Citizens or Permanent Residents of the United States. For important information on additional requirements for international applicants, review the International Applicants section of our website: <http://www.barry.edu/msw/about/international-students.html>

Reapplication

If you are a previous MSW student at Barry University who did not complete the degree program, you may be subject to reapply. Please contact the Office of Admissions for further clarification.

Questions? Contact the Office of Admissions at (305) 899-3919 or email: ssw-admissions@barry.edu



Admission Application Confirmation

Dear **Miguel Ramirez**,

Thank you for your application for admission to Barry University School of Social Work. Your application is in process.

Please note that official transcripts and test scores must be sent directly from the institution or testing agency to Barry University, Office of Admissions. Your myBarry account will list any credentials necessary to complete your file.

Your confirmation number is **178315**. Please include this number with any payments or correspondence.

To continue the application process, we require the following:

- Official transcripts from each school attended.
- [2 letters of recommendation](#).

If you have uploaded unofficial transcripts via the online application system, your application will move forward in the review process as long as all other required supporting documents have been received.

All materials should be sent to:

Barry University School of Social Work
Office of Admissions
Powers Hall, Room 116
11300 NE 2nd Avenue, Miami Shores, FL 33161-6695

If you have any questions or need more information, please contact us at 305-899-3672 (toll- free 1-800-685-2279).

Thank you for your interest in Barry University School of Social Work.

You can check the status through your myBarry account: <https://www.barry.edu/mybarry/>. We will send notifications via e-mail once an admission decision has been made.

Sincerely,

Barry University Admissions Team

Barry University School of Social Work
Office of Admissions
11300 NE 2nd Avenue
Miami Shores, FL 33161



Ellen Whiteside McDonnell | School of Social Work

Office of Admissions, Enrollment, & Student Services
FACULTY/ADMINISTRATOR READER FORM

APPLICANT'S NAME	DATE SUBMITTED FOR REVIEW	DECISION DATE

SEMESTER: ☐ FA ☐ SP ☐ SU

YEAR: _____

COHORT: ☐ FT 60 ☐ FT32
☐ PT60 ☐ PT32LOCATION: ☐ MS ☐ PB ☐ FM
☐ THE BAHAMAS

Undergraduate Institution: _____

Meets Liberal Arts Standards ☐ Yes ☐ No

Undergraduate Major: _____

A. Academic Performance: GPA _____

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor N/A Not Applicable

B. Personal Statement

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor N/A Not Applicable

C. References

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor N/A Not Applicable

D. Paid Work/Volunteer/Internship Experience:

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor N/A Not Applicable

E. Interview (If Necessary)

Date: _____ Interviewed by: _____

Interview Type: ☐ Telephone ☐ Office ☐ Other (specify): _____

Rating: (5) Excellent (4) Good (2) Fair (1) Poor

Overall Rating Score:

Recommendation: ☐ Admit Fully ☐ Admit Provisionally ☐ Deny Admission
☐ Ineligible for Advanced Standing – *consider for 60 credit admission w/ waiver credit*

Reviewed By:

☐ Director of Admission & Enrollment:
Signature: _____

☐ MSW Program Director
Signature: _____

☐ Field Education
Signature: _____

☐ Other
Signature: _____

For the Office of Admissions Only *(please do not write below the line)*

SEMESTER: ☐ FA ☐ SP ☐ SU

YEAR: _____

COHORT: ☐ FT 60 ☐ FT32
☐ PT60 ☐ PT32

LOCATION: ☐ MS ☐ PB ☐ FM
☐ THE BAHAMAS

GPA: _____

SCHOLARSHIP Award: ☐ no scholarship ☐ \$7,500 ☐ \$8,500 ☐ \$9,000 ☐ 30% discount

Eligible for ☐ Waiver Credit or ☐ Transfer Credit

MISSING DOCUMENTS *(please check):*

1. _____ Final Official Transcript(s)
2. _____ Proof of Bachelor's Degree
3. _____ Field Evaluation (Advanced Standing Students Only)
4. _____ Letter of Recommendation
5. _____ Transfer Credit Request Form

NOTES: _____

Decision: ☐ Admit Fully ☐ Admit Provisionally ☐ Deny Admission
☐ Ineligible for Advanced Standing – *Admit for 60 credit admission w/ waiver credit*

Signature:
Director of Admissions, Enrollment, & Student Services

Date:



Ellen Whiteside McDonnell | School of Social Work

Application to Transfer Credits

Name: _____
(Please print clearly)

Address: _____

Home Telephone: (____) _____ Work Telephone: (____) _____

Cellular Number: (____) _____

Scheduled Enrollment Date: _____
Semester/Year

A large, solid black rectangular area enclosed in a thin black border, intended for the applicant to provide detailed information or a statement.

_____ I have taken courses in another graduate social work program (accredited by the Council of Social Work Education). I understand I may transfer no more than 28 credits required for graduating from the Barry University School of social Work.

_____ I have taken courses in a graduate program other than social work. I understand I may transfer no more than six (6) elective credits. These credits must not be applied toward another degree.

Signature of Applicant

Date



Ellen Whiteside McDonnell | School of Social Work

APPLICATION TO TRANSFER CREDITS

College/University: _____ (CSWE Accredited Program)

Non-Social Work College/University: _____

Courses:

<u>Semester/Year</u>	<u>Course Number /Course Title</u>	<u>Credit Hours</u>

Total Hours: _____

Please attach documents referenced in item 3 on page I. Return documents and this application to the address below. The MSW Program Director will notify you by correspondence the School's determination of your application. Thank You.

**Barry University School of Social Work
Office of Admission and Enrollment
11300 NE 2nd Avenue
Powers Hall, Room 128
Miami Shores, FL
33161
Telephone number: 305-899-3672**



Ellen Whiteside McDonnell | School of Social Work

ACKNOWLEDGMENT OF WAIVED CREDITS

Student Name: _____ Semester/Yr: _____

Barry University School of Social Work Location:

☐ Miami Shores

☐ Fort Myers

☐ Palm Beach

Cohort:

☐ FT60

☐ FT 32

☐ PT60

☐ PT32

The following are credits that have been waived as condition of your admission into Barry University School of Social Work.

☐ ***BSW with GPA under 3.0 (Barry University Equivalent)***

☐ **SW 503 Introduction to the SW Profession (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW 519 Ways of Knowing (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW 529 Environmental Context for SW Practice (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW 533 Social Work in the Social Services Environment(3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW 537 Field Education I (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW 539 Human Development (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW 577 Field Education II (4 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **SW---Elective (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

☐ **Other BUSSW course (specify): SW _____ (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s) _____

Appendix 5

☐ ***Undergraduate degree in allied profession***

☐ **SW---Elective (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s)_____

☐ **Other BUSSW course (specify): SW_____ (3 credits)**

☐ Corresponding Syllabus reviewed and authorized. Please specify course number and course title(s)_____

Total Number of credits waived:

If you should have any questions regarding this information, please contact me at 305-899-4765.

Director of Admissions, Enrollment & Student Services

Date

Cc: SSW online records

MSW Program Director

Fort Myers Site Coordinator

Palm Beach/Treasure Coast Director

Rev.06/13, 06/14, 6/15

Dear Miguel,

Welcome to Barry University School of Social Work. You previously created a MyBarry Account when applying for admission to the School of Social Work. Congratulations, now that you have been admitted it is time to switch over to your student account. Your Barry Student Account will enable you to access additional features, such as:

- MSW Handbook
- Field Education Manual
- Curriculum Matrix
- Text Book List
- Barry Student E-mail
- Library Resources
- And much more..

Please follow these simple steps when switching over to your new student account:

1. Log onto <http://www.barry.edu/mybarry/default.aspx>.
2. Please enter the 9 digit passkey listed here: XXXXXXXXXXX and select continue. Please note that this passkey is temporary and only valid for a limited time.
3. The University Network will now provide you with your official student e-mail address.
4. You will be instructed to reset your password. Please be sure to follow the password guidelines that are provided.
5. Once your password is reset, you will be prompted to activate your student account.

From this point forward, please be sure to use your official student e-mail address/username as well as your newly created password when accessing your MyBarry student account.

Welcome to Barry University!
Division of Information Technology
305-899-3604/helpdesk@barry.edu

Barry University

Ellen Whiteside McDonnell | School of Social Work

Application for Post Admittance Merit Scholarship

Date: _____

Name: _____ Student Number: _____

Current GPA: _____

Reason for request (check one):

- _____ Part-time student attending full-time in the upcoming semester
- _____ Full-time student, not currently receiving a merit scholarship
- _____ Current full-time off site student, attending the main campus in the upcoming semester
- _____ Other _____

Student Signature: _____

Administration Only

Date request was received: _____ Received by: _____

Processed: _____

Current Student GPA: _____

Request Approved: _____ Request Denied (reason for denial): _____

Amount of Scholarship: _____

Signature of Director: _____



Ellen Whiteside McDonnell | School of Social Work

Instructions for Online PhD

Application

It is essential that you review the School of Social Work website <http://www.barry.edu/social-work-phd/> before completing the application. Since the application form provides significant information upon which decisions for admission are based, it is important to give complete and accurate data. Omission of information will delay action on the application.

Applicants must create a *mybarry* account in order to access the application. You may create this account by logging onto www.barry.edu/socialwork/. You may work on and view your application from any computer with internet access. It is not necessary to complete the whole application in one session. For your privacy, be sure to completely close out of your web browser when you are finished with your Online PhD Application session.

The PhD application you submit will be considered “complete” once all of the following materials have been received by the Office of Admissions. Please note that the Admissions Committee will NOT review any applications that are incomplete or missing credentials.

\$125.00 Non-Refundable Application Fee (U.S. dollars)

The application fee must be paid online by credit card (Visa, MasterCard, American Express, and Discover are accepted)

A limited number of application fee grants are available through the School of Social Work for U.S. Citizens and Permanent Residents of the U.S. who demonstrate that payment of the application fee would cause them extreme financial hardship. Documentation regarding

Appendix 8

the financial inability to pay the fee is required. Further information about applying for an application fee waiver is available by contacting the School of Social Work Office of Admissions via e-mail: ssw-admissions@barry.edu or by calling (305) 899 -4765. Such assistance is reserved for cases of established economic hardship.

PhD Application

You will not be allowed to submit your application until all sections of the application checklist indicate *completed*. It is extremely important that you answer all questions and complete all sections in their entirety, as failure to do so could delay processing of admission and subsequently the Free Application for Federal Student Aid (FAFSA). All information must be provided in the relevant spaces on the application form and all sections of the online application must be completed.

If more space is needed for educational or work experience, or if you have additional information you would like to add, please use the *My Documents* upload feature located in the Research Narrative and Scholarly Writing Sample section of the application checklist. When adding/uploading additional education & employment information; use the same format as on the relevant sections of the application form.

For all uploaded documents, please include your full name (Last, First) and program to which you are applying.

Note: Your Curriculum Vitae (CV) or resume cannot be used as a substitute for completion of items on the application form. Submission of the online application constitutes your electronic signature.

Academic Transcript(s)

One academic transcript is required from each college/university you have attended. Scanned student copies or unofficial transcripts are NOT accepted. If you previously attended Barry University then you do NOT need to submit your Barry transcript; however, any and all other transcripts must be submitted. All official transcripts should be mailed to:

Barry University
School of Social Work
Office of Admissions, Enrollment, and Student Services
11300 NE Second Avenue
Miami, FL 33161-6695

The School of Social Work reserves the right to revoke an offer of admission if any discrepancies are found between your uploaded unofficial transcripts/educational documents and official transcripts/educational documents that are submitted.

Narrative

This narrative must be submitted with the application for admission and can be uploaded to the relevant section of the online application. Provide one double-spaced three (3) – (4) page discussion (12pt.) that addresses the following questions: 1) how your experience informs your research interests, 2) why you are applying for the PhD in Social Work Program at this time 3) in what way might this program experience advance your career and, 4) whether your primary career aspirations are as an advanced practitioner or as an independent researcher/academic.

Note: This is an extremely important component of your application; it should be well organized and thoughtful.

Writing Sample

An additional sample of your written work is a required admission component. This requirement may be satisfied in several ways; 1) Submit a copy of a grant or program proposal authored by you that included a literature review. 2) Submit a scholarly newsletter where you are noted as the author. 3) Submit a published article with you as the author or co-author. 4) Submit a refereed (peer-reviewed) conference paper authored or co-authored by you. 5) Prepare a narrative, not to exceed 15 double-spaced pages, linking current practice/research interests to social justice issues using applicable literature.

Your writing sample can be uploaded to the relevant section of the online application or can be mailed directly to the School of Social Work.

Curriculum Vitae/Resume

Upload your most recent CV or Resume to the *MyDocuments* feature found on the online application.

Recommendations

Three letters of reference are required. It is strongly suggested that you submit recommendations from colleagues and/or supervisors who know your work and professional performance. Respondents should comment on the following skills sets: intellectual capacity to engage in scholarly activities, skill in written communication, skill in verbal communication, achievement in previous academic programs, awareness of critical professional issues, potential for contributing to the profession, potential for providing leadership in his/her chosen field.

Official Letters of Reference letters must be submitted on organizational letter head and mailed directly to the School of Social Work Office of Admissions.

Additional Information

No admissions tests (e.g., GRE, GMAT) are required for admission to the PhD degree program.

Barry University School of Social Work promotes a self-managed application process. The applicant is responsible for the timely submission of all required materials according to the stated deadline dates. If supplementary documents cannot be submitted online, please send to:

Office of Admissions
Barry University School of Social Work
11300 NE 2nd Avenue
Powers Hall, Room 118
Miami, FL 33161-6695

DO NOT SEND DUPLICATE HARD COPIES of materials that have been submitted online. **IMPORTANT:**

1. Print out a copy of your application for your records.
2. Save copies of all uploaded documents. These will **NOT** be available to you after submission of your application.
3. Faxed copies of supporting documents will not be accepted.
4. Failure to complete application procedures in their fullest will delay processing of your application. Incomplete applications will not move forward in the review process.

International Applicants

International applicants are those persons who are not U.S. Citizens or Permanent Residents of the United States. For important information on additional requirements for international applicants, review the International Applicants section of our website: <http://www.barry.edu/msw/about/international-students.html>

Questions? Contact the Office of Admissions at (305) 899-3919 or email: ssw-admissions@barry.edu



Table 1 – Admissions and Enrollment Process

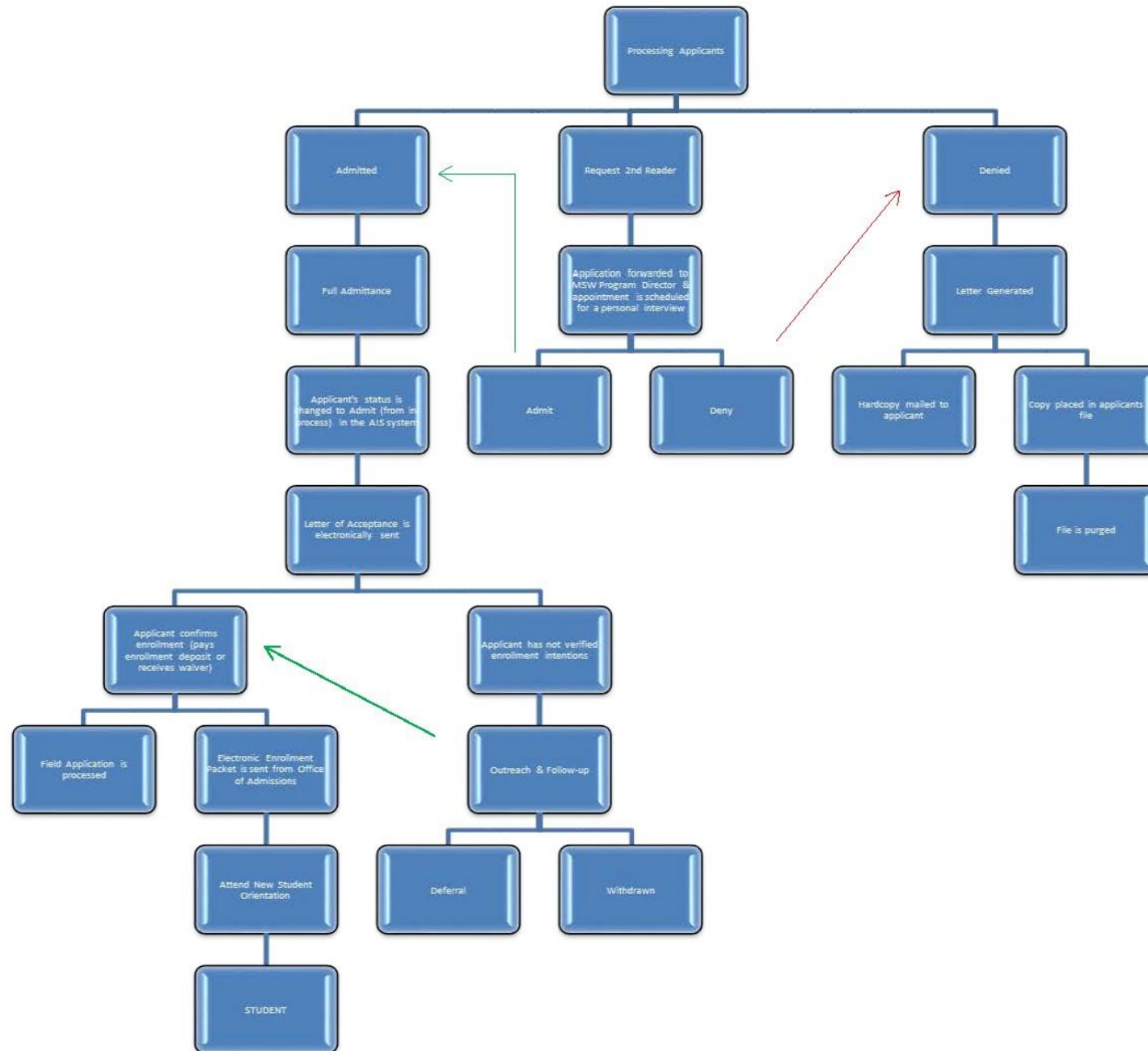


Table 2 - Application Process

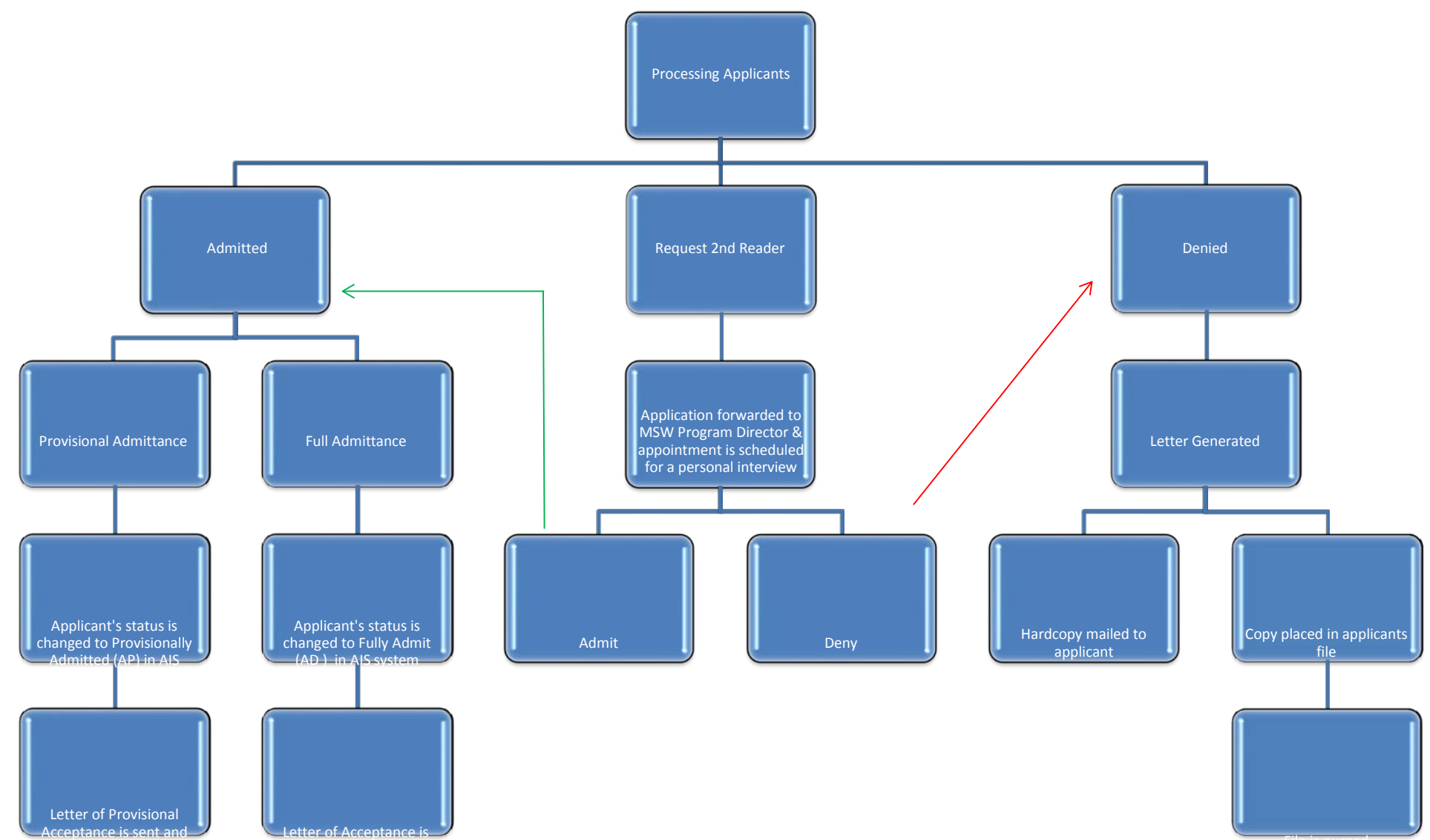


Table 3 - Enrollment Process

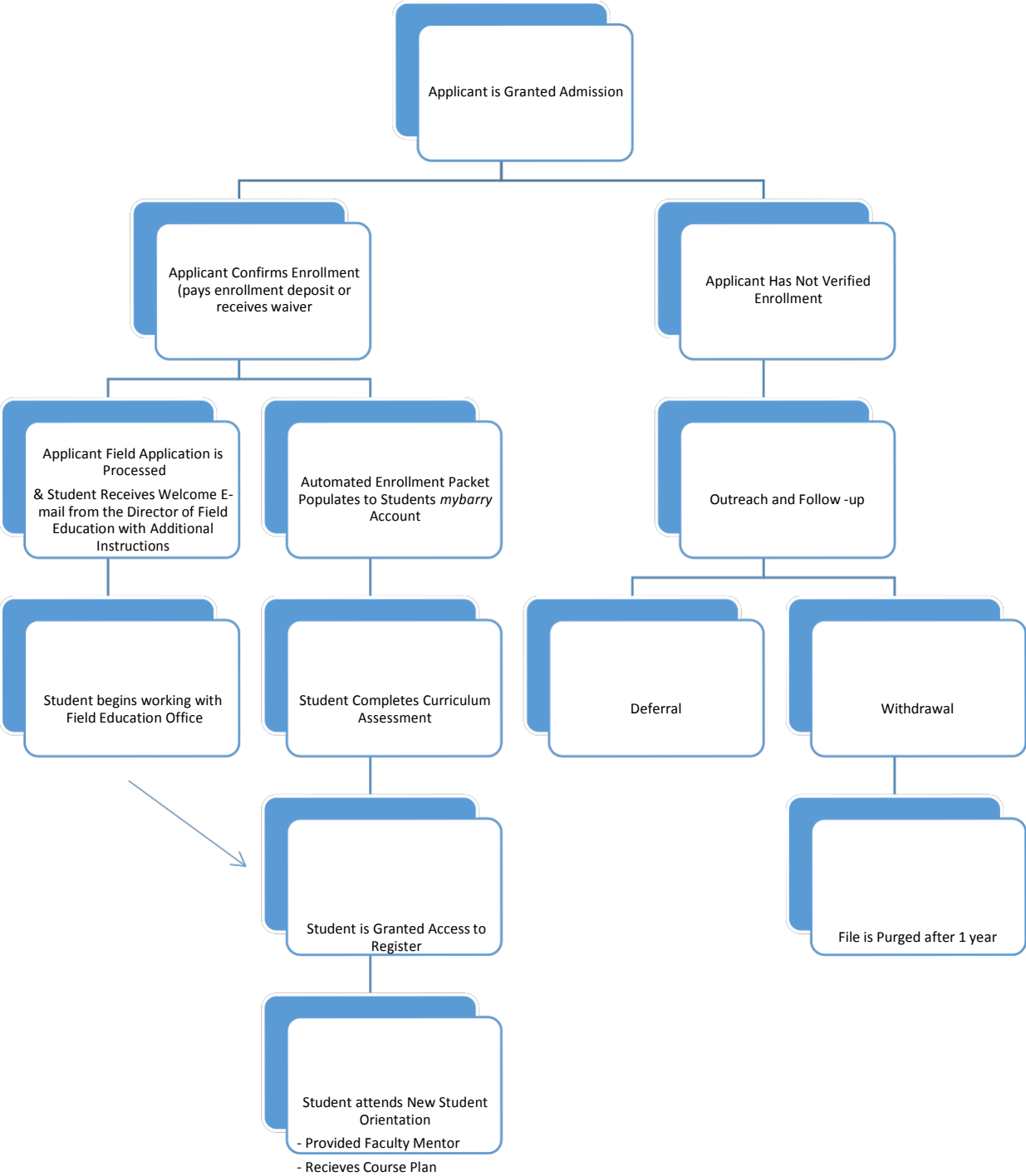


Table 3 - Enrollment Process for Provisionally Admitted Students

