Advance Standing (BSW)\(^1\) Application Deadline: **February 1**
Non-BSW Application Deadline: **March 1**

Dear Prospective MSW Student,

Thank you for your interest in the Master of Social Work (MSW) Program at the University of Southern Indiana. This letter contains information on the *MSW Admission Requirements*, *advanced Standing Requirements*, *Graduate Studies Application Instructions*, and the *MSW Application Instructions*.

A student must apply to **BOTH** the *Graduate Studies Program* and the *MSW Social Work Program*. The application to Graduate Studies Program must be completed before submitting your application packet to MSW Program. You are **not** required to take the GRE or other evaluative tests to apply to the MSW Program.

USI’s MSW Program admits new students each fall semester in three tracks:
- Full-time two-year track (non-BSW);
- Full-time one-year advanced standing track (BSW);
- Part-time two-year advanced standing evening track (BSW).

Both advanced standing tracks require a Bachelor of Social Work (BSW) degree from a program accredited by the Council on Social Work Education (CSWE), additional information about the USI Social Work Department, Field Instruction, and MSW Program can be found online.

Information on tuition and fees is found on the USI Admissions [Tuition and Fees](#) webpage, the [Cost Estimator](#) computes total costs based on the number of credit hours.

**Student Right-to-Know Act:** [http://www.usi.edu/opra/studentrighttoknow.aspx](http://www.usi.edu/opra/studentrighttoknow.aspx)

After reading all application materials please feel free to contact us with questions by e-mail at USI.MSW@usi.edu or by telephone at 812.464.1843.

Thank you for considering the University of Southern Indiana!

[Vaughn DeCoster, MSW, PhD, ACSW, LCSW](#)
Director, MSW Program

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state nondiscrimination and Equal Opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Questions or concerns should be directed to the Affirmative Action officer, USI Human Resources Dept., F.A. 166, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712. (Telephone: 812/464-1815). Office hours are 8:00 a.m. - 4:30 p.m. Monday – Friday.

\(^1\) Both advanced standing tracks require a Bachelor of Social Work (BSW) degree from a Council on Social Work Education (CSWE) accredited program.
**MSW ADMISSION REQUIREMENTS**

Each student who applies for admission must meet the following minimum requirements:

1. Admission to Graduate Studies;

2. Earned bachelor degree from an accredited college/university before starting the program;

3. A cumulative grade point average (GPA) of 3.0 on a 4.0 scale for all undergraduate course work attempted or a 3.0 GPA for the last 60 semester hours;

4. Evidence of writing skills compatible with graduate-level standards;

5. Evidence of potential to develop into a solid graduate-level professional social worker. A personal interview and/or additional evaluative data may be required of applicants;

6. Prerequisites: Applicants must complete prerequisite courses with a grade of C or better. Minimum of **24 hours** (eight courses) of social/behavioral sciences:
   - Introduction to psychology course or its equivalent;
   - Introduction to sociology course or its equivalent;
   - Social work, psychology, sociology or other social science research methods course;
   - Social work, psychology, sociology or other social science statistics course;
   - Four courses from any of the following disciplines: social work, psychology, anthropology, sociology, criminal justice, gender studies, political science or economics.

Prerequisite course content older than 10 years must be validated with a course description from a *University Bulletin* or *Course Catalogue*, submitted by the applicant, from the year the course was taken.

- Students transferring from other graduate programs must submit an *Evidence of Good Standing Verification Form*, available from the Social Work Department. Students may transfer, with approval, up to 12 graduate credit hours.

   *The MSW Program does not grant academic credit for life or work experience in lieu of social work course or field content.*

- International students are required to have a score of **550** on the paper-based Test of English as a Foreign Language (TOEFL) or **79** on the Internet-based TOEFL or **6** on the IELTS (International Language Testing System).

   *It is the applicant’s responsibility to provide all required materials to Graduate Studies and the Social Work Department by the application deadline.*
ADVANCED STANDING REQUIREMENTS

Students with an earned BSW degree from a Council on Social Work Education (CSWE) accredited (or admitted to candidacy) program may be eligible to apply for advanced standing. Students must meet the requirements listed above as well as the following:

- Graduation within the last five years;
- Satisfactory completion of a 400-hour generalist field placement in direct practice with individuals, families, groups, and communities under appropriate social work supervision, submitting a copy of their final field internship evaluation.
- Advanced standing students will have transcripts and/or program content evaluated to determine if foundation content has been met. Students may be required to present copies of course descriptions, course syllabi, and/or assignments in order to document that appropriate content has been covered in the previous course of study.

INDIANA PUBLIC LAW 11-1994 AND MSW ADMISSION

In order to fully comply with Indiana Public Law 11-1994 (conviction of sexual offenses against children), the Social Work Department will conduct a criminal history check of students requesting admission to the Master of Social Work Program. This check will be conducted at the point of admission and upon entering each field placement. A student who has been convicted of sex offenses against children as identified in P.L. 11-1994 will not be granted admission to or allowed to continue in the Master of Social Work Program.

Individuals who were convicted of such crimes outside of the state of Indiana are required to report their intent to reside more than seven days in an area within Indiana to local law enforcement authorities having jurisdiction in the area of intended residence.

All questions concerning admission to the MSW program should be addressed to Dr. Vaughn DeCoster, Ph.D., University of Southern Indiana, Social Work Department, 8600 University Boulevard, Evansville, Indiana 47712. Send a message to USI.MSW@usi.edu or telephone 812.464.1843 to request information. Information can also be viewed on the website at http://www.usi.edu/liberalarts/master-of-social-work

The University of Southern Indiana Master of Social Work Program is fully accredited by the Council of Social Work Education.
GRADUATE STUDIES APPLICATION INSTRUCTIONS

(1) Submit application form and fee to the Graduate Studies Office.

The Application for Graduate Admission form is available online. Review the admission requirements on the Graduate Studies Admission web page at http://www.usi.edu/graduatestudies/admission-to-graduate-programs.

Submit the application fee electronically by credit card (preferred). You may also make your payment by mailing a check for $40.00 to the Graduate Studies Office at the address on the webpage. When paying by check please circle your name, write your social security number, and write “grad app. fee” on the “for” line. The Graduate Studies Office will notify you of receipt of your online application by email at the address you enter on the application.

(2) Request official transcripts from the Registrar’s Office of ALL colleges you have attended.

Contact the Registrar’s Office of each undergraduate and graduate institution attended and ask them to send an official transcript of all your course work to the Graduate Studies Office at USI, 8600 University Blvd., Evansville, IN 47712. Transcripts and other educational records are official only if the issuing institution sends them directly to the Office of Graduate Studies. Course work from one institution reported as transfer credit on another school’s transcript does not constitute an official transcript. Failure to submit official transcripts from every institution will delay admission.

NOTE: Your materials will be reviewed only when the Graduate Studies Office has received your submitted application, the $40 one-time application fee, and official transcripts from all colleges and universities attended.

(3) Instructions for International Students

See the Graduate Studies web site at http://www.usi.edu/graduatestudies for specific information. Click on the Prospective Students tab and then the link for international students.

Questions about application or admission to Graduate Studies should be addressed to:

Phone: 812-465-7015, Fax: 812-464-1956, E-Mail: gssr@usi.edu

Office of Graduate Studies
Wright Administration Building, Room WA 104
University of Southern Indiana
8600 University Boulevard
Evansville, IN 47712
MSW APPLICATION INSTRUCTIONS

(1) Study the MSW Program Admission Requirements (detailed above), making sure you meet the requirements or have discussed exceptions with the MSW Program Director;

(2) Complete the Graduate Studies Application and pay the application fee (see above).

(3) Print and complete the MSW Application Form, found on the USI-MSW website.

(4) Write a thoughtful Personal Statement, using the questions listed in the Application Form.

(5) Distribute and collect three MSW Reference Forms. Review the reference form and select three individuals who will be able to answer the majority of the questions. Advanced-standing (BSW) applicants, include a reference from a faculty member, field instructor, and another professional (e.g. employer, volunteer director, graduate social worker) that has observed your work/volunteer performance. Non-BSW applicants, include a reference from a faculty member, internship director (if applicable), and another professional (e.g. employer, volunteer director, graduate social worker) that has observed your work/volunteer performance. Non-BSW applicants without internships please select a faculty member or professional as a third reference. Alternatives sources for these references will be considered on a case-by-case.

All references must be completed on the form provided with the reference letter attached. The individual providing the reference must sign the completed form, returning it to the applicant in a sealed envelope, signing the envelope seal.

(6) Gather completed application materials in a large manila envelope:
   - Original plus one copy of the MSW Application Form, signing/dating all copies;
   - Original plus one copy of the Personal Statement;
   - Three references in signed/sealed envelopes;
   - A signed copy of an internship evaluation of your performance in a social work field or related internship. Advanced-standing (BSW) applicants must submit their final field internship evaluation form. Non-BSW applicants with internships submit a final evaluation of their performance. If you have not done a formal undergraduate internship in your major or no longer have a copy of the evaluation submit a signed memo stating such.

(7) Mail or personally deliver (Monday-Friday, 8:00-4:30) the completed packet to:

   University of Southern Indiana
   MSW Admission Committee
   Social Work Department, Room 0129 EDUC
   8600 University Blvd., Evansville, IN 47712

5