



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
School of Social Work

Accredited by:
The Council on Social Work Education (CSWE)

MSW Application Packet

School of Social Work
P. O. Box 6104, SFA Station
420 East Starr Avenue
Nacogdoches, TX 75962-6104
Phone: (936) 468-4020
Fax: (936) 468-7201
swk@sfasu.edu

Dr. Freddie L. Avant, School Director
Prof. Wilma Cordova, MSW Program Interim Coordinator
Frances Garcia-Reyes, MSW Administrative Assistant

MSW PROGRAM APPLICATION PROCESS

It is the applicant's responsibility to provide all required documentation to the School of Social Work and Graduate School offices. Submit the MSW application materials to the School of Social Work via email to swk@sfasu.edu, mail to P.O. Box 6104 SFA Station, Nacogdoches, TX 75962, or fax to (936) 468-7201.

The application to the Graduate School must be submitted online using the [SFA Apply \(www.sfasu.edu/apply\)](http://www.sfasu.edu/apply) Application for Admission along with a \$50 application fee and **official transcripts**.

The application process will proceed as follows:

1. Once the Graduate School office has received all required application materials, that office will forward a notice of admission to the School of Social Work for review by the MSW Admissions Committee.
2. When the School of Social Work has received all MSW application materials, Graduate School notice of admissions, and the recommendations for admission, the student's file will be forwarded to the MSW Admissions Committee for review.
3. The MSW Admission Committee will review the student file and make a recommendation to the MSW director. The director will complete the notice of admission, and the form will be returned to the Graduate School's office immediately. In certain situations, the applicant will be interviewed by the MSW director and the chair of the MSW Admissions Committee.
4. The Graduate School will complete a Graduate School Admission Notice based on the recommendation from the MSW Admission Committee.
5. If the student is to be admitted, the Graduate School will email a copy of the Graduate School Admission Notice to the student or a letter on admission status.
6. The Graduate School is responsible for admitting the student into the Student Information System. This may take several days for completion.
7. Once the Graduate School has admitted the student into the Student Information System, the student must attend a new student orientation, be advised and register for courses.

For more information, contact the School of Social Work.

(Please keep this page for your records)



STEPHEN F. AUSTIN STATE UNIVERSITY

School of Social Work

MSW PROGRAM ADMISSION CRITERIA

Admission

In order to be considered for admission to the MSW program, applications must submit: (1) [a SFA Graduate School application](#), (2) official transcripts to the Graduate School, (3) [three letters of recommendation using the attached form](#) (or a letter on letterhead providing the same information), (4) [supplemental application for the MSW program](#), (5) a [written statement of interest in social work](#), and (6) a résumé.

Nonadvanced Standing

To be considered for clear non-advanced standing admission, applications should present an overall GPA of at least 2.5 and a GPA of 3.0 for the last 60 hours. Applicants who demonstrate outstanding qualifications on other admission criteria may be admitted on a probationary basis with an overall GPA of 2.5 and 2.8 GPA for the last 60 hours.

Advanced Standing

To be considered for advanced standing, applicants must have earned a bachelor's degree in social work from a program accredited by the Council on Social Work Education. Applicants admitted on a probationary status are not eligible for advanced standing.

To receive advanced standing, an applicant must have made a minimum GPA of 3.0 in the last 60 credits of undergraduate course work and a 2.5 GPA overall.

The MSW program director will make decisions on course equivalency credit. Advanced placement credit may be awarded for SOCW 5301, SOCW 5302, SOCW 5307 and SOCW 5312. Advanced standing credit is not automatic and students may be required to submit course equivalency information or successfully complete a competency examination before receiving credit for a course. All students who receive advanced standing must complete a minimum of 35 credit hours in order to receive the MSW.



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
School of Social Work

MSW PROGRAM
APPLICATION REQUIREMENTS

It is the applicant's responsibility to provide all required documentation to the School of Social Work and Graduate School offices.

- SFA Apply Application for Admission for SFA Graduate School
- \$50 application fee payable online through SFA Apply Application or payable to Stephen F. Austin State University Business Office (The application must be received by the Graduate School prior to making the payment to the university)
- Official transcripts from all post-secondary education sent to the Admissions Office (except for SFA graduates)**
- MSW Supplemental Application
- Statement of Interest in Social Work (Written in an essay form, about two pages, double-spaced answering the questions on page 6.)
- Résumé
- Three letter of recommendation forms from:
 - a. a supervisor from a work or volunteer setting, preferably a professional setting
 - b. **a professor or dean from an educational setting, and
 - c. professional (not personal) reference.
- Student Information Contact Form
- Signed copy of Criminal History Notification Form
- Signed copy of the MSW Academic and Professional Integrity Code

All MSW application documents must be submitted to Frances Garcia-Reyes via email to swk@sfasu.edu, mail to P.O. Box 6104 SFA Station, Nacogdoches, TX 75962-6104, or fax to (936) 468-7201

***BSW students seeking advanced standing should include a letter from their program director or field coordinator in lieu of their professor or dean.**



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
School of Social Work

MSW PROGRAM SUPPLEMENTAL APPLICATION

Please Print

Name: _____

E-mail: _____

Address: _____
Address City State Zip

Phone: _____ Cell: _____

Application for Admission: Fall _____ Spring _____ Summer _____ Year _____

Applying for: Full-time admission _____ Part-time admission _____

Advanced Standing (**Must have BSW degree**) _____ Non-advanced Standing _____

Class location preference (if available): Nacogdoches _____ Online _____ (**Must be Advanced**)

I understand to be eligible for the **MSW online program** I must reside in one of the following states: Texas, New Mexico, Oklahoma, Arkansas, or Louisiana Yes No N/A

Are you fluent in any language other than English? Yes _____ No _____

If yes, what language? _____

Are you a Child Protective Services employee? Yes _____ No _____

Have you successfully completed undergraduate course work in the following?

Social Statistics: Yes _____ No _____ If yes, course number and year _____

Multiculturalism Yes _____ No _____ If yes, course number and year _____
(race/minority relations)

Have you successfully completed a minimum of 18 credit hours in Liberal Arts course work?
(i.e., English, political science, history, economics, sociology, psychology, etc.) Yes _____ No _____

Have you been arrested, charged or convicted of a criminal offense? Yes _____ No _____
If yes, please explain _____

If you have ever been convicted of a felony, it may affect your ability to obtain a Social Work License in the State of Texas. Contact the Texas State Board of Social Worker Examiners for more information at 1-800-821-3205.

Submit to swk@sfasu.edu



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
School of Social Work

MSW PROGRAM

STATEMENT OF INTEREST

As part of your application, please enclose a statement (**written in an essay form, about two pages, double-spaced**) about your interest in social work addressing the three questions below.

1. How did you become interested in pursuing a professional career in social work?
2. What qualities or abilities do you possess that would make you an asset to the social work profession?
3. How would the MSW program's specialized practice at SFA help to meet your goals for your professional career in social work?

(Please keep this page of your records)



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
School of Social Work

MSW PROGRAM
STUDENT INFORMATION

Last Name: _____

First Name: _____

Middle Name/Initial: _____

Preferred Name: _____

Preferred Pronoun: _____ Student ID Number: _____

Address (while attending SFA): _____

City/Town: _____ State: _____ Zip Code: _____

City & State Field Placement Preference: _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell Telephone Number: _____

E-mail Address: _____

Emergency Contact Person(s): _____

Contact Person(s) Telephone Number: _____

Additional Information: _____

Submit to swk@sfasu.edu

Stephen F. Austin State University - School of Social Work

P.O. Box 6104, SFA Station
Nacogdoches, TX 75962-6104
(936) 468-4020

MSW PROGRAM **LETTER OF RECOMMENDATION**

Applicant's Name: _____
(Please Print)

Under the federal Family Education and Privacy Act of 1974, students are entitled to review their record, including letters of recommendation. However, persons who serve as a reference may feel more comfortable in fully addressing all issues if they know that their recommendations will remain confidential. You have the option of waiving the right to review your recommendation. Please indicate your choice concerning this right.

I waive my right to review this recommendation.

I do not waive my right to review this recommendation.

Applicant's Signature: _____

TO THE PERSON COMPLETING THIS RECOMMENDATION:

You have been selected by the person named above to evaluate his or her ability and readiness to enter a graduate program in social work. Your appraisal of this individual will help the Admission Committee make a decision about the applicant's capacity to benefit from this program.

KNOWLEDGE OF APPLICANT

1. What is the nature of your contact with this applicant?

2. Approximately how long have you known this applicant?

3. How well do you know the applicant?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Well	Slightly Well	Moderately Well	Very Well	Extremely Well

4. On a scale of 1 to 5, how would you rate the applicant's chances of success in an MSW program?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terrible	Poor	Average	Good	Excellent

5. Please complete the following based on your experience with the candidate:

	Poor	Below Average	Average	Above Average	Outstanding
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to other cultures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What are the applicant's primary strengths?

7. What are the applicant's weaknesses?

8. What would the applicant contribute to the profession?

9. **Would you recommend this applicant for admission to this MSW program?**

With serious reservations: Yes: _____ No: _____

Signature: _____ Name (printed): _____

Title: _____ Institution: _____

Address: _____

Phone: _____ Email: _____

Submit to swk@sfasu.edu

**Master of Social Work Program
Curriculum
Nonadvanced Standing Part-Time (3 years plan of study)
[MSW Grad Bulletin](#)**

Spring Semester #1

SOCW 5304 Introduction to Rurality	3
SOCW 5300 Applied Research Methods	3
SOCW 5307 Social Welfare Policy & Services	<u>3</u>
	9

Fall Semester #1

SOCW 5301 Introduction to the Social Work Profession	3
SOCW 5302 Human Behavior and the Social Environment I	3
SOCW 5305 Generalist Practice I	3
SOCW 5419 Field Instruction I	<u>4</u>
	13

Spring Semester #2

SOCW 5312 Human Behavior and the Social Environment II	3
SOCW 5315 Generalist Practice II	3
SOCW 5317 Rural Social Policy Analysis	3
SOCW 5429 Field Instruction II	<u>4</u>
	13

Fall Semester #2

SOCW 5320 Social Work Research Process	3
SOCW 5358 Advanced Practice with Groups	<u>3</u>
	6

Spring Semester #3

SOCW 5330 Research Practicum	3
Elective	<u>3</u>
	6

Fall Semester #3

SOCW 5325 Advanced Generalist Practice	3
SOCW 5335 Seminar in Advanced Rural Practice	<u>3</u>
	6

Spring Semester #4

SOCW 5339 Field Instruction III	3
SOCW 5440 Field Instruction IV	4
SOCW 5441 Field Instruction V	<u>4</u>
	11

Social Statistics SOCW 3372 (Spring 2023)	Total Credits	64
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*Thesis: Yes No If yes: SOCW 5389 SOCW 5390

Student Name: _____ SID: _____

Student Signature: _____ Date: _____

Faculty Advisor Name: _____

Faculty Advisor Signature: _____ Date: _____

I understand that I have agreed to take courses:

FACE-TO-FACE NACOGDOCHES CAMPUS

____ I have been informed that the MSW Handbook is available online on the MSW program homepage.

* If selected, will increase the number of credit hours required to graduate – thesis option adds three credit hours for a total of 67.

**Master of Social Work Program
Curriculum
Non-Advanced Standing Full-time (two-year plan of study)
[MSW Grad Bulletin](#)**

Fall Semester #1

SOCW 5301 Introduction to the Social Work Profession	3
SOCW 5302 Human Behavior and the Social Environment I	3
SOCW 5304 Introduction to Rurality	3
SOCW 5305 Generalist Practice I	3
SOCW 5419 Field Instruction I	<u>4</u>
	16

Spring Semester #1

SOCW 5300 Applied Research Methods	3
SOCW 5307 Social Welfare Policy & Services	3
SOCW 5312 Human Behavior and the Social Environment II	3
SOCW 5315 Generalist Practice II	3
SOCW 5429 Field Instruction II	<u>4</u>
	16

Fall Semester #2

SOCW 5317 Rural Social Policy Analysis	3
SOCW 5320 Social Work Research Process	3
SOCW 5325 Advanced Generalist Practice	3
SOCW 5335 Seminar in Advanced Rural Practice	3
SOCW 5358 Advanced Practice with Groups	<u>3</u>
	15

Spring Semester #2

SOCW 5330 Research Practicum	3
SOCW 5339 Field Instruction III	3
SOCW 5440 Field Instruction IV	4
SOCW 5441 Field Instruction V	4
Elective	<u>3</u>
	17

Social Statistics __	Total Credits	64
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*Thesis: Yes ___ No ___ If yes: SOCW 5389 ___ SOCW 5390 ___

Student Name: _____ SID: _____

Student Signature: _____ Date: _____

Faculty Advisor Name: _____

Faculty Advisor Signature: _____ Date: _____

I understand that I have agreed to take courses:

___ **FACE-TO-FACE NACOGDOCHES CAMPUS**

___ I have been informed that the MSW Handbook is available online on the MSW program homepage.

* If selected, will increase the number of credit hours required to graduate – thesis option adds three credit hours for a total of 67.

**Master of Social Work Program
Curriculum
Advanced Standing Part-time (2 year plan of study)
[MSW Grad Bulletin](#)**

Summer Session II

SOCW 5304 Introduction to Rurality 3
3

Fall Semester

SOCW 5317 Rural Social Policy Analysis 3
 SOCW 5320 Social Work Research Process 3
 SOCW 5335 Seminar in Advanced Rural Practice 3
 SOCW 5358 Advanced Social Work with Groups 3
12

Spring Semester

SOCW 5325 Advanced Generalist Practice 3
 SOCW 5330 Research Practicum 3
6

Fall Semester

SOCW 5549 Advanced Field Instruction I 5
5

Spring Semester

Elective 3
 SOCW 5659 Advanced Field Instruction II 6
9

Total Credits **35**

*Thesis: Yes ___ No ___ If yes: SOCW 5389 ___ SOCW 5390 ___

Student Name: _____ SID: _____

Student Signature: _____ Date: _____

Faculty Advisor Name: _____

Faculty Advisor Signature: _____ Date: _____

I understand that I have agreed to take courses:

____ **ONLINE**
 ____ **FACE-TO-FACE NACOGDOCHES**

___ I have been informed that the MSW Handbook is available online on the MSW program homepage.

* If selected, will increase the number of credit hours required to graduate – thesis option adds three credit hours for a total of 38.

*Revised and Effective: 11/2022

Master of Social Work Program

Curriculum

Advanced Standing Full-time (10-month plan of study)

[MSW Grad Bulletin](#)

Summer Session II

SOCW 5304 Introduction to Rurality 3
3

Fall Semester

SOCW 5317 Rural Social Policy Analysis 3
SOCW 5320 Social Work Research Process 3
SOCW 5325 Advanced Generalist Practice 3
SOCW 5335 Seminar in Advanced Rural Practice 3
SOCW 5358 Advanced Social Work with Groups 3
15

Spring Semester

SOCW 5330 Research Practicum 3
SOCW 5339 Field Instruction III 3
SOCW 5440 Field Instruction IV 4
SOCW 5441 Field Instruction V 4
Elective 3
17

Total Credits **35**

*Thesis: Yes No If yes: SOCW 5389 SOCW 5390

Student Name: _____ SID: _____

Student Signature: _____ Date: _____

Faculty Advisor Name: _____

Faculty Advisor Signature: _____ Date: _____

I understand that I have agreed to take courses:

ONLINE
 FACE-TO-FACE NACOGDOCHES

____ I have been informed that the MSW Handbook is available online on the MSW program homepage.

* If selected, will increase the number of credit hours required to graduate – thesis option adds three credit hours for a total of 67.

Academic and Professional Integrity Code

Stephen F. Austin State University (SFASU)

MSW Social Work Program

Social work is a profession in which members are required to maintain strict standards of professional integrity. Integrity is the quality of trustworthiness and incorruptibility in the standards of one's profession.

The mission of the MSW program is to prepare competent and effective professional social workers committed to advanced generalist practice, able to respond to the needs of rural communities and to the challenges faced by people with rural lifestyles. MSW students are prepared to become leaders in the practice. Students must act in a professional manner, which reflects the knowledge, values and skills of the social work profession. Students must possess the emotional and mental health required for full utilization of their intellectual abilities, the exercise of good judgment and the prompt completion of all responsibilities related to services to clients/consumers. This includes being able to function under stressful situations and to adapt to changing environments. Students must be able to perform their duties with compassion, integrity and concern for others.

The [Council on Social Work Education \(CSWE\)](#), [Educational Policy and Accreditation Standards \(EPAS\)](#), [National Association of Social Workers \(NASW\) Code of Ethics](#) and the Statement of Ethical Principles developed by the International Federation of Social Workers (IFSW) and the [International Association of Schools of Social Work \(IASSW\)](#) establish behavioral expectations for professional social workers and students. As an MSW student, adherence to these codes of ethics is important; you must fully understand and appreciate the importance of the provisions of these codes and apply them to your educational experience, *as a condition to your continued status* as a social work student in the program.

1. The **MSW social work student** is expected to maintain high standards of personal conduct and act in accordance with the highest standards of integrity.
2. The **MSW social work student** is expected to uphold high standards of academic integrity.
3. The **MSW social work student** will be committed to becoming a leader in the social work profession. The commitment must be reflected in course work, assignments, class participation, field placements and all professional interactions.
4. The **MSW social work student** will represent the SFA School of Social Work in a professional manner at agencies, in the community and professional events.
5. The **MSW social work student** will portray professionalism and active participation in class, regardless if held face-to-face, livestream or online. This includes limiting distractions by others in household and maintaining a professional demeanor and presence while attending class.
6. The **MSW social work student** will familiarize themselves with the CSWE accreditation standards, competencies and foundation and specialized practice behaviors.
7. The **MSW social work student** will familiarize themselves with the relevant Codes of Ethics including NASW and IASSW.
8. The **MSW social work student** will adhere to [SFA Academic Integrity policies](#).
9. The **MSW social work student**, while engaged in study and research, must be guided by the conventions of scholarly inquiry.

10. The **MSW social work student**, while engaged in service delivery, will focus on the needs of clients/consumers.
11. The **MSW social work student** must strictly respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
12. The **MSW social work student** will respect and maintain confidentiality requirements during class, regardless if held face-to-face, livestream or online. This includes minimizing the listening and observing of discussions by others in the household. This allows all students to participate honestly and keeps sensitive materials from being discussed in front of non-social work students.
13. The **MSW social work student** is expected to treat fellow students, faculty, supervisors and staff with respect, honesty, courtesy, fairness and good faith. This includes all types of communication including texts, phone conversations and emails.
14. The **MSW social work student** will uphold and advance the values, ethics and mission of the social work profession.
15. The **MSW social work student** must not participate in, condone or be associated with dishonesty, fraud, deceit or misrepresentation.
16. The **MSW social work student** understands that engaging in criminal behavior and/or convictions may prevent their licensing and practicing of social work.
17. The **MSW social work student** must not engage in any form of inappropriate discrimination based on an individual's race, ethnicity, country of origin, gender, sexual orientation, age, religion or other personal characteristic, belief, status or condition.
18. The **MSW social work student** will be responsible for responding to their standard SFA jacks e-mail address in a timely and respectful manner.
19. The **MSW social work student** will use Brightspace in a responsible way to enhance learning. Brightspace will not be used to communicate information about fellow students, faculty, supervisors and staff.
20. The **MSW social work student** will use all social media in a responsible and ethical way. Social media should not be used to communicate information about clients, fellow students, faculty, staff and colleagues at agencies. Social media will not be used to communicate with clients.
21. The **MSW social work student** will use appropriate policies and information in syllabi and the MSW Student Handbook to address problems related to specific courses. Students will represent themselves and should not speak for or discuss fellow students with faculty.
22. The **MSW social work student** will continue their professional development through regular self-assessment of academic and professional aptitude and performance.

Student Name: _____ Date: _____

Signature _____

Academic Advisor _____ Date: _____



STEPHEN F. AUSTIN STATE UNIVERSITY

THE UNIVERSITY OF TEXAS SYSTEM ★ NACOGDOCHES, TEXAS

School of Social Work

P.O. Box 6104, SFA Station • Nacogdoches, Texas 75962

Phone (936) 468-5105 • Fax (936) 468-7201 • Email swk@sfasu.edu • Web sfasu.edu/socialwork

For electronic use only

Criminal History Notification Form

Date: _____

Student Name: _____

I have been informed about the mandated state policy related to criminal history.

Required notification:

Students are hereby notified of the following:

1. An individual who has been convicted of an offense is potentially ineligible for issuance of an occupational license on completion of the educational program;
2. The Texas State Board of Social Worker Examiners has determined the following felonies and misdemeanors directly relate to the duties and responsibilities of a licensed social worker:
 - a) Offenses listed in Article 42A.054 of the Code of Criminal Procedure;
 - b) A sexually violent offense, as defined by Article 62.001 of the Code of Criminal Procedure;
 - c) Any felony offense wherein the judgment reflects an affirmative finding regarding the use or exhibition of a deadly weapon;
 - d) Any criminal violation of Chapter 505 (Social Work Practices Act) of the Occupations Code;
 - e) Any criminal violation of Chapter 35 (Insurance Fraud) or Chapter 35A (Medicaid Fraud) of the Penal Code;
 - f) Any criminal violation involving a federal health care program, including 42 USC Section 1320a-7b (Criminal penalties for acts involving Federal health care programs);
 - g) Any offense involving the failure to report abuse or neglect;
 - h) Any state or federal offense not otherwise listed herein, committed by a licensee while engaged in the practice of social work;
 - i) Any criminal violation of Section 22.041 (abandoning or endangering a child) of the Penal Code;
 - j) Any criminal violation of Section 21.15 (invasive visual recording) of the Penal Code;
 - k) Any criminal violation of Section 43.26 (possession of child pornography) of the Penal Code;
 - l) Any criminal violation of 22.04 (injury to a child, elderly individual, or disabled individual) of the Penal Code;
 - m) Three or more drug or alcohol related convictions within the last 10 years, evidencing possible addiction that will have an effect on the licensee's ability to provide competent services; and
 - n) Any attempt solicitation, or conspiracy to commit an offense listed herein.

This information is subject to change by the Texas State Board of Social Work Examiners. Any changes should be published in Rule 781.420, Title 22, of the Texas Administrative Code;

3. There may be other state or local restrictions or guidelines used by the licensing authority to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and

4. The right of an individual to request a criminal history evaluation letter (See Texas Occupations Code, Sec. 53.102).

An individual may request a licensing authority to issue a criminal history evaluation letter regarding the person's eligibility for a license issued by that authority if the person:

(1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license or is planning to take an examination for an initial license; and

(2) has reason to believe that the person is ineligible for the license due to a conviction or deferred adjudication for a felony or misdemeanor offense.

The request must state the basis for the person's potential ineligibility.

Social work majors and those interested in social work should visit the Texas Behavioral Health Executive Council website for more information on criminal history evaluation for social workers. Those majoring or interested in social work should also review the Texas Behavioral Health Executive Council and Texas State Board of Social Work Examiners Rules.

Criminal History Evaluation in Texas

The purpose of the criminal history evaluation is to establish procedures to evaluate, upon request, the criminal history of potential applicants to determine if they are ineligible to hold a license for health professions that include social workers.

In accordance with Occupations Code, Chapter 53, the board is required, if requested in writing and accompanied by a fee, to perform licensure evaluations for prospective applicants who have a criminal history. This process requires that an individual who has a criminal history present all related information to the board, board staff, or appropriate board committee in order to obtain a written predetermination of whether the existing criminal history would bar the individual from becoming licensed, if all other minimum requirements are met in the future and there has been no subsequent changes related to criminal history or fitness for licensure. More information can be obtained at this website: <https://www.bhec.texas.gov/applying-for-a-license/index.html>. Additional information may also be found in the Best Practices Guide: Applying for an Occupational License After Conviction or Deferred Adjudication, published by the Texas State Auditor's Office.

Please sign indicating you have read and has been informed of this policy.

Student Print Name: _____ Date: _____

Student Signature: _____ Date: _____

Revised 6/28/2021
SFASU General Counsel- DD

Stephen F. Austin State University

School of Social Work

P. O. Box 6104, SFA Station
Nacogdoches, Texas 75962-6104

Office (936) 468-4020

Fax (936) 468-7201

FAQ

1. What can I do with an MSW degree after I graduate?

The [social work profession has its own body of knowledge](#), [Code of Ethics](#), practice standards, credentials, state licensing and a nationwide and [International](#) system of accredited education programs that equip professional social workers to combine the desire to help others with the knowledge, skill and ethics needed to provide that help. MSW social workers typically work in leadership or advanced positions as managers, supervisors and administrators in a wide variety of settings. Examples include private and public agencies, hospitals, schools, private practice, international organizations and courts. Social workers are committed to the process of planned change and may work directly with individuals or groups; help communities or groups provide or improve social and health services; and participate in relevant legislative processes that affect quality of life for all people.

2. Why should I pursue a MSW from SFA?

The School of Social Work at SFA has a commitment to excellence in the preparation of students as professional social workers. The undergraduate social work program has been accredited by the Council on Social Work Education since 1979. The graduate program was accredited by CSWE in 1998. The school has several locations – Tyler (BSW only), Nacogdoches (BSW & MSW), and an online program (MSW, Advanced standing only).

3. What are my options for study toward a MSW?

- Full-time Advanced Standing – one-year plan
- Part-time Advanced Standing – two-year plan
- Full-time Nonadvanced Standing – two-year plan
- Part-time Nonadvanced Standing – three-year plan

4. What practice areas are offered?

Upon completion of the program, students will have gained the advanced knowledge, skills and values to work with individuals, families, groups, communities and organizations in a variety of settings in rural areas and with people who are impacted by rural lifestyles. Although the program's specialized practice primarily focuses on the rural context of practice, the knowledge, values and skills that students learn are readily transferable to other settings.

5. What are the admission requirements for the MSW program?

In order to be considered for admission to the MSW program, applicants must submit:

- A completed SFA Graduate School application
- Official transcripts from all colleges and universities attended
- Three letters of recommendation
- A supplemental application for the MSW program
- A written statement of interest in social work
- Résumé
- Student information sheet
- Criminal History Notification Form
- Academic and Professional Integrity Code

To be considered for clear admission, applicants should have an overall GPA of at least 2.5 and a GPA of 3.0 for the last 60 hours. Applicants who demonstrate outstanding qualifications on other admission criteria may be admitted on a probationary basis with an overall GPA of 2.5 and 2.8 GPA for the last 60 hours.

Students with a BSW may be admitted to the Advanced standing program. To be considered for this program, applicants must have earned a BSW from a program accredited by the Council on Social Work Education. Applicants admitted on probationary status are not eligible for advanced standing. To receive advanced standing status, applicants must have a minimum GPA of 3.0 in the last 60 credits of undergraduate study and GPA of 2.5 overall.

6. Can I transfer credits from other graduate programs?

Up to 12 credit hours with a grade of an A or B from an MSW program accredited by the Council on Social Work Education may be accepted for transfer credit. Elective courses taken in areas other than social work are not accepted for transfer credit.

7. At what locations is the program offered?

Offering courses at other sites depends on the number of students interested in attending classes at a distant site and the availability of program resources. We currently offer the program at Nacogdoches and online.

8. Do you offer online courses in social work?

All of the Specialized Practice courses are offered online.

9. What are the requirements for international applicants?

International applicants must meet the same requirements for admission as a student from the United States. Visit the [Office of International Programs](#) for more information. Applicants whose native language is not English may be required to comply with the [English proficiency requirement](#).

10. What if I do not have an undergraduate degree in social work?

Any undergraduate degree is accepted however, additional coursework in human biology, social statistics, and/or multicultural studies may be required.

11. What is the MSW program application deadline?

Applications are accepted on a rolling basis but should be submitted as early as possible prior to the upcoming semester.

12. Does SFA provide financial aid?

Yes. Financial aid programs in which SFA participates include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Leveraging Educational Assistance Program, Texas Grant Program, Texas Public Educational Grant, Federal Work-Study Program, Federal Perkins Loan, Federal Family Educational Loan Program (Stafford Loan) and the Hinson-Hazelwood Student Loan Program. Consideration for these programs requires need analysis. Unsubsidized Stafford Loans, Federal Parent Loans, short-term emergency loans and university scholarships may be available to students who do not demonstrate financial need. Information regarding student aid can be found at the [Graduate School](#) and/or [Admissions & Financial Aid](#). A limited number of graduate assistantships and specific scholarships such as the Elisabeth Kenny Memorial Scholarship and the Ima Hogg Mental Health Foundation Scholarship are also available.

13. Are there any specialized stipend programs?

The Child Welfare Professional Development Project in the School of Social Work at SFA receives federal funds (Title IV-E, Social Security Act) from the Texas Department of Family and Protective Services. The purpose of the funds is to prepare undergraduate and graduate students for work in public child welfare and to provide a needed pool of trained social workers in the field of child protection. CWPDP stipends are offered to MSW students, both Child Protective Services employees and non-CPS employees. Interested students should contact Ms. Diane Sizemore at (936) 468-1808 or sizemore@sfasu.edu or Ms. Carol Levine at (936) 468-5105 or at clevine@sfasu.edu for more information.

14. Is student housing available?

Rooms and apartments are provided for approximately 5,000 students on campus. Application forms can be found at [Residence Life](#).

15. Will I be able to pursue social work licensure after graduation?

Yes, students graduating from the SFA School of Social Work are qualified to sit for the licensure examination in the state of Texas. For more information about application for licensure, students may contact the Texas Behavioral Health Executive Council at (800) 821-3205 or visit the [Texas State Board of Social Work Examiners](#).

16. Whom do I call for additional information?

You may contact the MSW Program Office at (936) 468-4020 or via email at swk@sfasu.edu.