



Bachelor of  
**Social Work**  
Program

# Admission Application

Dear Prospective Student,

Thank you for your interest in the Social Work program at St. Augustine College. Since its beginning in 1998, the BSW program has earned a reputation for graduating students whose knowledge, skills, and social work values make them well-prepared for professional generalist practice in social work.

This application contains five sections. Make sure to complete all application requirements, as stated in Section 1 of this application. Once all BSW application requirements are completed, please turn in the application to the social work program director.

Again, thank you for your interest in the BSW program at St. Augustine College. The social work faculty are committed to helping you succeed in this gratifying profession. If you have any questions, feel free to email one of the social work faculty listed below.

Sincerely,

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## Section 1: Application Requirements and Admission Process

### BSW Application Requirements

1. Completion of *General Information* form (Section 3) and signature stating student has received, understood, and will follow the SWK Code of Ethics and the Student Code of Conduct while at SAC.
2. Provision of two references that are completed on the program's reference forms (Section 4). References from relatives or peers will not be accepted.
3. Completion of the *BSW Department Policy Regarding Students with a Felony Conviction* (Section 5).

### Admission to the BSW Program and Upper-Level Courses

Full admission to the social work program requires the following:

1. Completion of the BSW application
2. A cumulative GPA of 2.75 (on a 4.0 scale).
3. Completion of the general education course requirements for the St. Augustine AA-LAS with SOC 101 and MAT 225 (or provision of official transcripts from an accredited college showing completion of an AA or AS Degree).
4. Completion of SWK 200, 305, and 315 with a grade of C or above.

Incomplete applications will not be reviewed. Applications will be formally reviewed by BSW faculty year-round, however, they must be filled out completely. Unanswered questions will delay a response as it will not be given full consideration. The review process takes at minimum one week after ALL documents have been turned in. Therefore, students must be mindful of this timeframe if they are seeking to enter the BSW program in the upcoming term. Students will be notified by email of their admission status and any contingent conditions after the review.

## **Section 2: Student Conduct**

Students are responsible for knowing and abiding by the BSW program policies found in the BSW Manual. The manual can be found online at [www.staugustine.edu](http://www.staugustine.edu) within the Bachelor of Social Work webpage.

### NASW Code of Ethics

Students in the BSW program are also expected to abide by the NASW Code of Ethics as it applies to their social work program studies. Applicants to the social work program are to read the NASW Code of Ethics before applying and sign in the following section to confirm that they have read the Code of Ethics. A copy of the Code of Ethics can be accessed at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>

### Technology and Email Expectations

All students are responsible for maintaining a free St. Augustine College email account (provided through the school) and are expected to use it weekly for student-faculty communications. It is also recommended that students purchase a personal laptop computer with internet access before taking upper-level courses at SAC. Students are advised to consult with the Department of Institutional Technology before purchasing new laptops so that their computers will be compatible with the school and online library resources. The IT department may be able to assist in recommending low-cost laptops or software purchase options.

### BSW Academic Performance

Students must pass all BSW Required Core Courses with a "C" grade or better to graduate from the program. Additionally, students must maintain a 2.75 minimum cumulative GPA to avoid being given an Academic Warning. Academic Warning means that the student must reach the required cumulative GPA of 2.75 before starting field placement and before graduating.

### Assessment

Students enrolled in BSW courses and/or admitted to the BSW program may take several assessment tests or submit assignments for assessment purposes. All assessment measures help the program determine whether the college meets the mission, learning goals, and outcomes of the program. Students are encouraged to ask questions and become informed about the assessment process and social work competencies.

### Tutoring services

St. Augustine College offers tutoring for students and tutoring resources. Tutoring can be individual or groups and may be offered in English and Spanish. Students are encouraged to use these services available to them. Social Work faculty are available for tutoring social work content on an as-needed basis.

### Learning Disabilities and Learning Assistance (ADA) Policies and Procedures

Students who have a unique, documented need for a reasonable accommodation based upon a permanent, temporary, or episodic disability to perform to the expectations of college work must provide that documentation to the Office of Academic Advising at any St. Augustine campus and complete a Request for Services Form.

### Section 3: General Information

Note: Please write clearly. All information is kept strictly confidential.

#### Personal Information

Name \_\_\_\_\_ SAC Student ID \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

SAC Email \_\_\_\_\_

Personal Email \_\_\_\_\_

#### School Information

1. Do you have a high school degree or GED certificate? \_\_\_\_\_  
If yes, please list the school that awarded the Degree \_\_\_\_\_
2. Have you completed an Associate Degree from an accredited college? Yes/No  
If yes, please list the type of Associate Degree \_\_\_\_\_  
The College/University that awarded the Degree \_\_\_\_\_
3. Please list all the colleges/universities you have attended, beginning with the most recent:

| College Name | City/State | Dates Attended | Degree Earned- Y/N<br>If applicable, what degree? |
|--------------|------------|----------------|---|
|              |            |                |   |
|              |            |                |   |
|              |            |                |   |
|              |            |                |   |

4. Have transcripts from the above schools been sent to St. Augustine College? \_\_\_\_\_  
*Students are responsible for submitting official transcripts for all courses they are planning to transfer. An accurate study plan cannot be completed until all official transcripts have been received and reviewed by the Registrar's office.*

## Student Conduct

Please sign here stating that you have read and agree to the information in Section 2: *Student Conduct* and have read and agree to abide by the NASW Code of Ethics found at [www.socialworkers.org](http://www.socialworkers.org).

- I have read and agree to abide by the policies and procedures regarding conduct included in the BSW Program Manual and the SAC Catalog.
- I have read and agree to abide by the NASW Code of Ethics (found at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

#### **Section 4: Reference Form One**

References should be written by professionals who believe that you can be a successful student and professional in social work. References from peers or relatives will not be accepted.

#### **To be completed by Student:**

Student Name \_\_\_\_\_

Please check one:

I waive my right to review this reference form.

I DO NOT waive my right to review this reference form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **To be completed by the person giving the recommendation:**

Name of Recommender \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Business Address and Phone Number \_\_\_\_\_

Important information about the social work program:

Social work is a very demanding profession that requires people committed to service and social justice and are expected to practice with a high degree of integrity and competence. Your assessment of the Applicant will help the Social Work program determine whether they will be admitted into the program. Please be as honest as you are able when completing this form.

**When completed, please provide it to the student or email it directly to the program director with the subject heading: BSW admissions application- Student Last name, First name.**

I. Please rate the Applicant on the following areas:

|  | Excellent | Good | Average | Less than Average | Unsure/ NA |
|--|-----------|------|---------|-------------------|------------|
| Academic ability                               |           |      |         |                   |            |
| Able to work professionally                    |           |      |         |                   |            |
| Maturity and responsibility                    |           |      |         |                   |            |
| English skills in speech, writing, and reading |           |      |         |                   |            |



Please answer the following questions about the Applicant.

II. Does the Applicant speak other languages outside of English? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list the other languages spoken by the Applicant. \_\_\_\_\_  
\_\_\_\_\_

III. How long and in what context have you known the Applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. What qualities does the Applicant possess to be a successful social worker?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Please describe the Applicant's skills and areas that may need improvement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. What other valuable information might help us in considering the Applicant's admission into this Program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please state what is your preferred method of communication-

Thank you in advance for your assistance.

#### **Section 4: Reference Form Two**

References should be written by professionals who believe that you can be a successful student and professional in social work. References from peers or relatives will not be accepted.

#### **To be completed by Student:**

Student Name \_\_\_\_\_

Please check one:

I waive my right to review this reference form.

I DO NOT waive my right to review this reference form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **To be completed by the person giving the recommendation:**

Name of Recommender \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Business Address and Phone Number \_\_\_\_\_

Important information about the social work program:

Social work is a very demanding profession that requires people committed to service and social justice and are expected to practice with a high degree of integrity and competence. Your assessment of the Applicant will help the Social Work program determine whether they will be admitted into the program. Please be as honest as you are able when completing this form.

**When completed, please provide it to the student or email it directly to the program director with the subject heading: BSW admissions application- Student Last name, First name.**

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| Academic ability                               |           |      |         |                   |            |
| Able to work professionally                    |           |      |         |                   |            |
| Maturity and responsibility                    |           |      |         |                   |            |
| English skills in speech, writing, and reading |           |      |         |                   |            |

Please answer the following questions about the Applicant.

II. Does the Applicant speak other languages outside of English? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list the other languages spoken by the Applicant. \_\_\_\_\_  
\_\_\_\_\_

III. How long and in what context have you known the Applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. What qualities does the Applicant possess to be a successful social worker?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Please describe the Applicant's skills and areas that may need improvement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. What other valuable information might help us in considering the Applicant's admission into this Program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please state what is your preferred method of communication-

Thank you in advance for your assistance.

## **Section 5: BSW Department Policy Regarding Students with a Felony Conviction**

Students in the St. Augustine College BSW program are prepared for generalist social work practice. As part of the Program, students complete a field practicum (internship) under formal supervision in a social service agency. Some of these agencies require that student interns undergo a formal background check before being accepted as interns. A felony conviction for which the sentence has been served does not need to be a barrier to completing a BSW internship or a future career in social work. In some cases, rehabilitative programs may have provided valuable life experience that will transfer to social work practice. For many, the experience of rehabilitation has resulted in increased skills and empathy for others and the motivation to extend the learning from life experience and rehabilitation to others.

However, a student with a felony conviction may find that the social work field opportunities are limited. For example, social workers often serve vulnerable populations, and therefore social service agencies have a responsibility to minimize the risk of harm for these populations. This may result in policies that include not hiring persons with a felony conviction. Some states may also refuse to license, as a social worker, those graduates with some types of felony convictions. Additionally, being convicted of a felony while being a student at St. Augustine may affect a student's ability to start the field practicum, secure a field placement, or in some cases, graduate from the BSW program.

Students are encouraged to inform the BSW field director, the BSW program director, and potential field practicum sites if they have been convicted of a felony. The BSW program may be requested to let potential field practicum sites know that a potential intern has a past felony conviction and the conviction's nature so that appropriate internship activities can be planned and protection of vulnerable individuals assured. This honesty may decrease the number and kinds of field opportunities students are eligible to do in the field practicum.

A student's disclosure of a felony conviction will be kept confidential. However, depending on the field placement, St. Augustine may be required to share the information with the internship agency. Before sharing any information regarding a felony conviction with outside agencies, a release of information must be signed by the student allowing the school to share the information.

Evidence of the nature of the charges should be provided to the BSW program director at the time of program application and before field placement to advise the student appropriately regarding field placement agencies and career options. If felony charges occur while the student is in the BSW program, the student must provide evidence about the nature of the charges immediately and may be suspended from the BSW program until the information is received to assure safety.

The social work program will make every effort to help students select and obtain a field placement to complete the BSW program. However, the program cannot guarantee a field placement for students with a felony conviction. The BSW program will provide support to the student while they are searching for a field placement. It is the student's responsibility to locate an appropriate field placement and seek out the support provided by the BSW program while finding a field placement. Students cannot receive a BSW degree without completing the required field practicum.

Students who have had past felony convictions are advised to seek legal help to have their felony record expunged if possible because of the barrier it can create.

## BSW Restrictions

- Students who are awaiting trial for a felony charge, and those currently serving time under house arrest for a felony, are not eligible to start the field practicum until the trial is completed or the sentence is served. The court provides documentation of fulfillment of the sentence.
- The student must grant permission to the school to receive copies showing the nature of the charges and parole terms for students still mandated to see a parole officer for a felony charge. The Social Work Department can request a release of information form.
- Because all St. Augustine College sites have offered childcare in the past and may in the future, individuals that are registered as sex offenders will not be admitted into the Program.

Please check the box that best answers each statement

I have been convicted of a felony.

Yes      No

I am currently involved in a case where felony charges have been brought against me.

Yes      No

I have been convicted of a crime that requires that I be registered as a sex offender.

Yes      No

Your signature below indicates that you understand and agree to the above policy regarding students with a felony conviction.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name Printed: \_\_\_\_\_

Student ID: \_\_\_\_\_

Reviewed by

BSW Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_