Dear Applicant:

We are pleased to learn of your interest in our part-time Fort Collins MSW program. Enclosed are application materials and a description of the application process. *Please carefully read all of the materials in the packet and fully follow the instructions and deadlines when applying.*

Our MSW program is accredited by the Council on Social Work Education and is approved by the Colorado Department of Education for school social work licensure. Our program is an Advanced Generalist Model. Social workers educated for professional practice through the CSU master’s program have a knowledge and skill base for intervention at multiple levels of practice including individuals, families, groups, and communities. Emphasis is placed on the provision of direct services, community and organizational practice, social policy analysis, and social work research as part of practice. This program is a perspective for practice, especially within the context of community and working with devalued and underserved populations.

Each part-time cohort enrolls 30-35 students in the 60-65 credit hour program in Fort Collins. Unlike the regular on-campus program, the part-time program does not enroll a separate cohort of advanced standing students. The part-time program offers enrollment every other year.

To be considered for admission, all application materials must be postmarked by October 15, 2015. All students begin the program in the summer semester - there is no spring admission. Students must successfully complete all missing prerequisite course requirements before the beginning of fall classes.

In addition to completing the application process included in this packet, you will need to apply on-line for the Graduate School application at: [http://www.graduateschool.colostate.edu/prospective-students/apply/index.aspx](http://www.graduateschool.colostate.edu/prospective-students/apply/index.aspx)

*Please note that interviews for graduate assistants will not be available until your arrival in the summer, should you be admitted. There are a limited number of assistantships each year.*

We encourage you to visit our web site to learn more about us and about our application process. Our web address is [http://www.ssw.chhs.colostate.edu](http://www.ssw.chhs.colostate.edu). If you have questions about the application process, please call Tim Frank, MSW Program Coordinator, at 970-491-2536, or e-mail him at Timothy.Frank@colostate.edu. If you have questions about the curriculum, Tim will be happy to refer you to a faculty adviser.

We look forward to receiving your application materials and wish you well in your professional development.

Sincerely,

Audrey Shillington, Ph.D.
Professor and Director
PLEASE USE THE FOLLOWING CHECK LIST TO BE CERTAIN YOU HAVE INCLUDED EVERYTHING IN YOUR APPLICATION PACKET

*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~

TO BE SENT TO THE GRADUATE SCHOOL:

☐ Check for $50.00 made out to Colorado State University, send to Graduate Admissions, Fort Collins, Colorado 80523 upon completion of online application. You may also make the payment online with a credit card.

TO BE SENT TO THE SCHOOL OF SOCIAL WORK:

☐ A note indicating that you have completed the on-line Graduate School application process and the date it was completed.

☐ Two official transcripts from each institution of higher education attended (please do not send transcripts to the Graduate School or the Office of Admissions). All name changes should be made before transcripts are sent.

☐ Names of References Form

☐ Three (3) sealed letters of reference with completed Request for Reference forms included.

☐ Summary of Experience (resumé). This document must include computation of hours worked in each social service setting.

☐ Professional Goal Statement.

☐ WICHE information (if applicable).

MISCELLANEOUS

☐ Everything postmarked no later than October 15, 2015.
Description of the Advanced Generalist Model

The MSW program at CSU has one Concentration which is the Advanced Generalist. The definition of the Advanced Generalist Concentration is the following: Advanced Generalist practice integrates greater theoretical and methodological knowledge as well as research and evaluation sophistication at all levels of practice. Advanced Generalist practitioners competently engage in independent and culturally responsive application of advanced social work knowledge, theories, skills, values and ethics into assessment and intervention at all system levels (Vecchilloa et al., 2001). This advanced skill level is reflected in the ability of graduates to engage in interdisciplinary, collaborative public and private partnerships for advocacy, policy, practice and advancing social justice. Advanced Generalist practice is differentiated from Generalist practice in that it includes the complexity of the problem and context of service provision, has enhanced technical abilities, and more sophisticated direct and indirect skills.

The Advanced Generalist model was adopted because:

1) It aligns with Colorado State University’s land-grant heritage and mission that mandates providing educational access to diverse state-wide communities;
2) Studies have supported the efficacy of the Generalist and Advanced Generalist curriculum not only for rural practice, but practice in larger settings (also challenged with limited resources) (Gibbs et al., 1990; Davenport & Davenport, 1998);
3) Many of Colorado’s communities are rural, where the need for MSW-level social workers is particularly acute; and
4) The majority of the population of Colorado lives on the more urban Front Range. Advanced Generalist practice prepares social workers to practice within the unique characteristics of social work services in both urban and rural contexts (Lavitt, 2009).
Curriculum
MSW Curriculum

The School of Social Work is dedicated to the values and ethics of the profession of social work: the welfare of humankind, the disciplined use of a recognized body of knowledge about people and their interactions, and the marshalling of community resources to promote the well-being of all.

The School’s educational programs prepare graduate students for generalist practice in social work. Generalist social work is regarded both as a perspective and a practice approach because the social worker is taught to recognize the impact, influence, and potential resources available from the context where practice occurs. The intent is to assist students in developing an ongoing responsibility to address their continuing needs for professional development and to become contributors to the social work profession.

The MSW program at Colorado State University builds upon the foundation generalist perspective and is developed around the advanced generalist model of practice. MSW students will demonstrate generalist (foundation) competencies through completion of prerequisite admission requirements and either successfully completing a BSW from an accredited program or by successfully completing foundation classroom and field learning experiences before reaching the advanced portion of the curriculum. The generalist perspective in social work: (1) is informed by socio-behavioral and ecosystems knowledge; (2) incorporates ideologies that include democracy, humanism, human rights, and empowerment; (3) requires a worker to be theoretically and methodologically open when approaching practice situations; (4) is client-centered and problem-focused while recognizing and building on strengths; (5) involves assessment and intervention at all system levels; (6) is research-based; and (7) requires the demonstration of ten competencies and corresponding practice behaviors as specified below.

Generalist / Advanced Generalist Curriculum

The MSW program is fully-accredited by the Council on Social Work Education (CSWE) in compliance with their Educational Policy and Accreditation Standards (EPAS). As such, it assumes two levels of professional preparation: foundation level generalist social work and advanced generalist social work practice. Both levels of education include the study of the curriculum areas as defined by EPAS: the advanced generalist level is distinguished by increased complexity, depth and range of knowledge, and advanced practice skills reflected in preparation for advanced practice competencies. The demonstration of 54 practice behaviors at both the foundation and advanced levels requires paying constant attention and adherence to the ethical standards stated in the NASW Code of Ethics, an understanding of human differences and cultural competence; human rights, and social and economic justice especially as it applies to vulnerable populations; and research affirmed practice. (See the CSWE website for the EPAS: http://www.cswe.org/accreditation.aspx)
MSW Program Competencies

MSW Program competencies reflect the knowledge, values, and skills that are expected of advanced social work practitioners. The MSW program provides a wide range of educational opportunities that enable students to become advanced generalist social work practitioners.

The School of Social Work at CSU conceptualizes generalist/advanced generalist practice as a set of competencies (skills, knowledge, values, and behaviors). The MSW curriculum is designed and delivered such that graduates will demonstrate competency in the following ten areas:

1. Identify as a professional social worker and conduct oneself accordingly
2. Apply social work ethical principles to guide professional practice
3. Apply critical thinking skills to inform and communicate professional judgments
4. Engage diversity and difference in practice
5. Advance human rights and social and economic justice
6. Engage in research-informed practice and practice-informed research
7. Apply knowledge of human behavior and the social environment
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services
9. Respond to contexts to shape practice
10. Engage, assess, intervene, and evaluate individuals, families, groups, organizations, and communities

At the foundation level, students will successfully demonstrate 41 practice behaviors as stipulated by the CSWE 2008 EPAS. At the Concentration/Advanced Generalist level, students will successfully demonstrate 54 advanced practice skills. CSWE Educational Policies and Accreditation Standards are in Appendix A.

MSW Foundation Generalist Social Work

Foundation generalist social work is the focus of the first year (28-31 credit hours) of the full-time MSW program. The foundation generalist social work practice perspective is built on a liberal arts education and demands that the practitioner view both individual social functioning and the transactions between the individual and environment. The generalist perspective in social work: (1) is informed by socio-behavioral and ecosystems knowledge; (2) incorporates ideologies that include democracy, humanism, human rights, and empowerment; (3) requires a worker to be theoretically and methodologically open when approaching practice situations; (4) is client-centered and problem-focused while recognizing and building on strengths; (5) involves assessment and intervention at all system levels; (6) is research-based; and (7) requires the demonstration of ten competencies and corresponding practice behaviors as specified.

The ability to successfully perform each of the 41 practice behaviors (see Appendix B) reflected in the foundation curriculum is determined by the successful acquisition, integration, and synthesis of essential knowledge needed to develop the behavior; an ability to understand and apply social work values and ethical guidelines to practice; ability to think critically; the acquisition of social work skills; and the demonstration of social work practice behaviors.
The knowledge, values, and skills necessary for foundation students to demonstrate ten competencies and 41 practice behaviors inform the foundation curriculum and are prerequisite to the advanced curriculum. Student success at accomplishing MSW foundation competencies are determined as follows: (1) passing grade of C or better in foundation coursework; (2) an overall minimum GPA of 3.0; (3) a grade of satisfactory in foundation field placement as determined by the field instructor and the Director of Field Education; and (4) be in good standing with the Graduate School and Colorado State University.

**MSW Advanced Generalist Social Work**

The concentration curriculum of the MSW program prepares students for advanced generalist social work practice. The advanced generalist social work perspective is particularly appropriate and relevant for social workers practicing in Colorado and other western states. Preparation for advanced generalist social work practice provides the knowledge, values, and skills for effective and autonomous practice with systems of all types and sizes. The advanced generalist practitioner builds upon and synthesizes knowledge and skills gained at the generalist level of practice. As a result, the advanced generalist practitioner demonstrates increased skill, decision-making, and leadership in assessing, planning, intervening and evaluating across multiple system levels (individuals, families, groups, organizations, and communities).

Ability to perform a wider selection of practice behaviors also helps conceptualize the advanced generalist social work practitioner. These additional practice behaviors provide the students with increased ability to demonstrate advanced generalist competencies; integrate research into practice; increased ability to analyze value and ethical dilemmas; add greater depth to the provision of services; and provide the skills to function as more independent social work practitioners. The concentration curriculum encourages interdisciplinary collaboration in autonomous practice, and enhances the student’s ability to address issues of human rights, and social and economic justice especially with populations-at-risk. The concentration curriculum demands that students demonstrate the ability to extend their critical and creative thinking skills. Advance generalist social work knowledge, values and skills are demonstrated by students’ ability to perform 54 advanced practice behaviors.

The *field internship experience* begins with a foundation field placement completed concurrently with classes during the first 31 credits. The foundation field placement provides opportunities for application of foundation theory and skills in supervised practice with individuals, families, small groups, organizations, and communities. Placements are arranged in a number of locations in Fort Collins or within one hour’s commuting distance. *Please be aware that some field placements have state-mandated background checks for student interns and employees.*
Coursework Scheduling: Part-time Evening MSW Program

Please note that SOWK 500 is an intensive course taken prior to any other MSW classes. It meets weekly during the first two weeks of the first summer term. Following the completion of SOWK 500, classes meet on Tuesdays and Thursdays every other week from 5:00–9:00PM. In-class content will be supplemented by online materials, discussions, and assignments. All classes will be held on the Fort Collins campus.

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Licensure and Certificate Programs

In addition to the regular 60-65 credit curriculum leading to the MSW, there are additional specialized opportunities for those who wish to pursue school social work licensure, conflict resolution and mediation training, or advanced clinical behavioral health.
Pre-K School Certificate and Licensure  
(Certificate not required for school social worker licensure in Colorado)
While only an MSW including certain field education practice, SOWK 560, and SOWK 561** are required for the School of Social Work at CSU to convey successful completion of coursework to CDE, MSWs wishing to round out their specialized training with conflict resolution skills can earn the PreK-12 School Social Worker Certificate. MSWs wishing to complete the certificate granted by CSU can complete SOWK 551: Fundamentals of Mediation in addition to the other two courses required for licensure. The certificate is of benefit to MSWs wishing to work in a PreK-12 school setting as conflicts often arise in balancing the needs of students, families, teachers, and administrators, and conflict resolution skills are extremely valuable given the unique challenges of such an environment.

Required to complete the PreK-12 School Social Worker Certificate:
- SOWK 560: Social Work Practice in Schools
- SOWK 561: School Community: People with Disabilities
- SOWK 551: Fundamentals of Mediation

Conflict Resolution and Mediation Certificate
To earn the Conflict Resolution and Mediation Certificate, students are required to successfully complete three courses from our program for credit. Students may enroll in fewer courses if they do not wish to complete the certificate. There is no application process to take any of the conflict resolution and mediation courses, but students must have completed a bachelor’s level degree or receive an override from the instructor before registering.

Additionally, SOWK 551: Fundamentals of Mediation is a prerequisite for all other courses in the program. Waivers of SOWK 551 are available to students who have already completed a 40 hour basic mediation training. Students who receive waivers of SOWK 551 must still complete three other courses from our program to be eligible to earn the certificate. Please contact the certificate coordinator for more information.

Once the prerequisites (bachelor’s degree and SOWK 551: Fundamentals of Mediation) are met, students can choose from the following specialty courses:
- SOWK 552: Conflict Management: Health and Elder Care
- SOWK 553: Multiparty Conflict Resolution
- SOWK 554: Conflict Resolution in the Workplace
- SOWK 556: Divorce and Family Mediation

Certificate in Advanced Clinical Behavioral Health
The purpose of this certificate is to provide MSW students, social work professionals, and eligible individuals from other disciplines with specialized training in Advanced Clinical Behavioral Health. This certificate will help prepare students for the state License of Clinical Social Work testing, provide ongoing training, and a specialized training in psychopathology, psychopharmacology, and trauma informed care.
The courses offered within this certificate include:

- SOWK675  Psychopathology and Community Health
- SOWK676  Psychopharmacology and Community Health
- SOWK677  Trauma Informed Care

For more information, please contact Dr. Dorothy Farrel at Dorothy.Farrel@colostate.edu.

For more information on Meditation training, please contact Mary Carraher at (970) 491-3297 or Mary.Carraher@Colostate.edu

Criteria for Admission

Within the framework of the policies established by the university and the Graduate School, the School of Social Work will have the responsibility and authority for the recruitment, screening, selection, and admission of its students.

The School will admit those applicants with the greatest potential for completing the master’s level course of study and becoming effective social work practitioners. In its review of applications, the School seeks evidence of an applicant’s capacity to think critically, do graduate-level work, reason logically, and think creatively. A successful applicant is expected to reflect attitudes that are congruent with basic social work values, that are respectful of the dignity of all human beings, and that indicate a sense of social responsibility. Applicants must be able to meet the emotional requirements of the program and possess a capacity to develop positive interpersonal relationships.

The School is committed to drawing the student body from applicants with a demonstrated concern for social issues and the desire to work for the enhancement of life for all people, especially those groups devalued by society. A successful applicant must evidence a strong determination to acquire the competencies needed for effective advanced generalist practice within the context of community and possess a willingness to develop the abilities needed for contributing to practice and policy development and the knowledge base of the profession.

Criteria for Rating Applicants

◊ Academic potential based on grade point average, writing and organizational skills, and ability to think critically
◊ Demonstrated ability to enter into positive helping relationships
◊ Life and practice experience, including volunteer and field experiences with varied client systems and devalued people from diverse populations
◊ Commitment to social work/human services from an advanced generalist perspective
◊ Adequate financial plan for education
◊ Quality of recommendations by references
General Admission Requirements

1. An undergraduate degree from an accredited college or university.

2. For applicants not holding a bachelor's degree in social work from a program accredited by the Council on Social Work Education, evidence of the successful completion of the following coursework:
   - Human biology (biological determinants of human behavior)
   - Human psychological development (covering the life span)
   - Basic statistics
   - AND
   - Three (3) additional courses in the social/behavioral sciences. Content in the social/behavioral sciences should be understood as “the study of the complex behaviors of individuals and their relationships with others in families, public associations and cultures” (Colorado State University General Catalog, http://catalog.colostate.edu). This content is generally defined as courses in the disciplines of anthropology, economics, history, political science, psychology, sociology, and human development.

   An applicant must present a plan for completing any missing prerequisites in the above criteria before being considered for admission. Because of the difficulty of completing undergraduate prerequisites during the school year, the application materials must indicate a plan to complete all courses prior to the beginning of Summer 2016 classes (approximately May 19). An official transcript must be sent directly to the School upon completion of each course. Please send to Tim Frank, School of Social Work, Colorado State University, 1586 Campus Delivery, Fort Collins, Colorado 80523. Please do NOT address the transcripts to the Graduate School or the Office of Admissions. This slows the process considerably. These courses may be taken at any accredited college, university, or community college; or by telecourse, by correspondence, by independent study, or by CLEP (College-Level Examination Program). These courses must be successfully completed prior to the beginning of fall classes in order for you to begin the program.

3. A minimum of 400 hours of supervised experience in human services for 60-65 credit hour applicants. List only social service-related experiences performed after you completed high school.

4. Admission into the Graduate School of Colorado State University.

   The Graduate School’s admission requirement is that of a 3.0 grade point average (on a 4.0 scale). Applicants having an undergraduate scholastic average of less than 3.0 may be admitted on a probationary basis.
Admission and Enrollment Options

The School of Social Work provides five plans for admission into the MSW program:

- Regular full-time
- Part-time (days)
- Part-time (evenings)
- Advanced Standing
- Track II
- Transfer
- Distance Education

Regular Full-Time

Applicants for the Fort Collins MSW program are admitted into the full-time, two-year (60-65 credit hours) program.

Regular Part-Time

The part-time MSW program begins every other summer in Fort Collins. Classes meet year-round, every other Tuesday, Wednesday, and Thursday from 5:30–9:00 PM for the duration of the program.

Advanced Standing

Admission to the advanced standing program in Fort Collins allows students to complete the program in three consecutive semesters, beginning with the summer session and continuing with the fall and spring semesters of the concentration year. The advanced standing option is only available on a full-time basis on campus. Advanced standing is also offered in a two-year hybrid (online and face-to-face) format in our distance education programs in Colorado Springs and Denver. For more information, please visit our website at www.chhs.ssw.colostate.edu

Track II

Track II admissions are available only to individuals who have at least five years of professional experience in the field of human service following the awarding of a baccalaureate degree. It is an admissions option for applicants with a GPA below 3.0. Contact Tim Frank for further details (Timothy.Frank@colostate.edu; 970-491-2536).

Transfer

Students who have completed no more than one full year of graduate study at an accredited social work graduate program will be individually evaluated by the Admission Committee for appropriate placement in the program. Completion of foundation courses in social work practice, human behavior and social environment, social welfare policy, social work research, and field placement may satisfy requirements for the foundation courses. The Director of Field Education will evaluate field experience. Transfer students must go through the regular admission process, and indicate a compelling reason they have chosen to apply for a transfer.
Distance MSW Program – Southern Cohorts
Colorado State University School of Social Work currently offers part-time distance MSW programs located in Colorado Springs and Denver. However, we are only able to offer them on a limited basis. The next available distance cohort will be located in Denver. We will begin accepting applications for this program in February 2016. The deadline will be in summer 2016 with a start date of January 2017.

Application Process

✓ Please go to www.graduateschool.colostate.edu for the graduate school application form. You will find a link at the upper left for Prospective Students. That page has a link called APPLY NOW! (in the Resources section on the right) that takes you to the Application/Admission page. Please ignore the listed deadline dates on the Graduate School’s home page. You will also find directions for payment of the $50.00 application fee. When prompted to submit a personal statement during Part 2 of the online application, please upload a document stating “The School of Social Work will have my statement.” You will not need to upload a resume. When asked to provide an email address, please make sure to provide the email address you check most frequently, as both the Graduate School and the School of Social Work will be using this address to send you important information.

✓ Two copies of the official transcript from every college or university you have attended. If you studied abroad, we will need transcripts from your host school(s). Please do not send transcripts to the Graduate School or to the Office of Admissions. They must be included in the packet with all other application materials. (If you attended CSU, we can access that record by computer, but not any transfer credits.)

✓ Names of three references and completed reference forms and letters. Appropriate sources for references include employers, field instructors, supervisors, and university faculty. One reference must be a person who has most recently supervised the applicant in a human service delivery experience (paid, volunteer, or educational). References may elect to send their materials directly to the School of Social Work (attn: Tim) if they prefer.

✓ Catalog descriptions or syllabi of graduate level social work courses completed that might be considered for transfer, if you have been in a previous MSW program.

✓ Summary of Experience (detailed résumé)

Please describe the types of experiences you have had that relate to your goal of professional social work practice. List all experiences chronologically (starting with the most recent and working backward). Please use a résumé format to list your supervised experience in human service. Include the following information for each entry.

1. Name of agency or organization
2. Type of agency (social work; human service, i.e., nursing, teaching, psychiatric, etc.; public or private industry in human resource area, i.e., training, personnel, community work, board or committee, etc.)

3. Position held

4. Paid or volunteer

5. Length of time in positions and average amount of time worked each week, computed in hours. Please be very specific about the total hours spent on each position. You must have a total of at least 400 hours (completed by the date of submission). Please compute your total hours for all positions.

6. Nature of activities performed (direct service delivery, i.e., counseling, tutoring; indirect service, i.e., supervising, administrative, lobbying, board membership)

7. Population groups served (children, seniors, adolescents, ethnic minorities, women, men)

8. Frequency of supervisory contact and supervisor’s qualifications

✓ Professional Goal Statement

✓ We need to learn from you about your life experiences and your goals for your professional future. We ask you to respond to these two areas utilizing subheadings which follow the guidelines given below (one heading per question). Please submit your statement in no more than 5 single-spaced pages with 1-inch margins and a 12 point font. This material will be used to reach an admission decision and, if admitted, to assist us in planning your educational experience with you.

The following questions should be answered in your Professional Goal Statement:

1. Considering emerging developments, trends, and contexts, discuss what you consider to be the two major social problems professional social workers should be concerned with now and in the future? Why?

2. Provide a detailed explanation of the type of volunteer and/or professional work you have done involving the following: 1. Agency setting (types of agencies); 2. Populations served; 3. Advocating for social and economic justice; 4. Working with various populations including the aged, persons with disabilities, ethnic/culturally diverse people, refugees and/or immigrants and the promotion of human rights.

3. Illustrate, by providing an example, of how well you tolerate uncertainty and ambiguity.

4. Discuss your strengths, limitations, and self-awareness as it applies to your work with individuals, groups, families, communities, organizations, and/or policy.

5. Provide an example of how you established positive helping relationships, while maintaining boundaries.

6. Provide an example of how you demonstrated an ability to make sound, ethical decisions in a work and/or volunteer situation.
7. Discuss your reasons for applying to an MSW program with an Advanced Generalist concentration.

8. If you are transferring from another MSW program, please discuss the reasons why you are choosing this institution/program?

9. Please describe in detail your plan to complete the required prerequisites which you have not taken during your undergraduate experience. **It is essential that these courses be completed by the first day of Summer 2016 classes. Failure to complete these courses will result in your not being allowed to begin the program.**

10. The demands of the full-time curriculum make it difficult to hold full-time jobs or have major employment commitments.

For current tuition costs, please go to the following web site for the most up to date figures:

http://www.colostate.edu/Depts/Registrar/tuitiongraduate.html

Please note that tuition does not go up beyond 9 credits, but some of the fees increase. You will have a variable number of credits per semester, but the tuition will not increase after 9 credits. **In addition, the MSW program has a program fee of $115 per credit hour. Please include this fee into your cost calculations and plan your financial aid accordingly.** Both tuition and fees are subject to increase, so please check with the office of Student Financial Services (http://sfs.colostate.edu) to confirm current rates when planning your expenses.

If you have questions about residency requirements, you may call the Office of the Registrar at 970-491-4860 (press “0” immediately to avoid their voice mail maze!)

The cost of books varies, depending upon the availability of used books and the changes in curriculum from year to year, but plan to budget $1,000 for each year.

Please provide a realistic financial plan to meet these costs.

11. Please provide your daytime phone number and the email address you check most frequently. If you do not have an e-mail address, please set one up. It is the most efficient way to reach you with information you need. **Please check this email account regularly.** In addition, you will be assigned a CSU email address when you complete the electronic application. Please remember to check this regularly as well for CSU-related communications.

**Review Process:**

◊ **Admission judgments will be made only on applications that are complete.**

Review of early applications will begin with those completed by October 15, 2015.
Not waiting until the deadline is recommended. **Any file that is incomplete by the October 15 deadline or is postmarked later than October 15th will not be reviewed.** Please be sure everything is in the packet when you send it. A checklist is provided at the beginning of this booklet, as well as below.

Please submit your on-line application **at the time or before** you send your other materials to the School of Social Work. Please include a note with the date you filled out the on-line application.

◊ Send the following in a 9x12 manila envelope:

* Two copies of official transcripts from each school, in the original sealed envelopes (may be sent separately)
* Names of References Form
* Reference letters (3) in sealed envelopes, signed across the seal by the reference (may be sent separately)
* Summary of Experience
* Professional Goal Statement
* WICHE information form, if you are from a WICHE state

Send the entire packet to:

School of Social Work  
ATTN: Tim Frank  
1586 Campus Delivery  
Fort Collins, CO 80523-1586

◊ Any faculty rater may request additional information, including a personal interview. Interviews are rarely needed and are conducted by telephone.

◊ **If an applicant declines to accept the invitation for admission by Dec 1, 2015, an alternate candidate will be offered admission.** Applicants who were denied admission may reapply in a subsequent year. An updated application does not guarantee admission. Successful applicants who decline the invitation for admission may request a deferment for one year. **You must notify us in writing by January 2, 2016, that you wish to defer to the following year.**

◊ It is **your** responsibility to see that all required items are submitted. You are welcome and **encouraged** to call or e-mail to check on the arrival of your mailed materials. (970-491-2536 or Timothy.Frank@colostate.edu).

◊ Our review process takes approximately six to eight weeks after the October 15 deadline. You can expect to be notified of your admission or denial by the middle of December. You will be notified in writing when a decision has been made -- we do not provide this information by telephone.

**Most Commonly Asked Questions**

*Where Do I Send the Application Materials?*

✔ The $50.00 application fee should be paid electronically or mailed directly to the Graduate School at the address provided with the on-line application process.

✔ All other materials (transcripts, references, etc.) should be mailed directly to:
What About Transcripts?

☑ Two official copies of your transcripts from every college or university that you have ever attended should be included in your packet. They must be official and should be in the original envelope. Please do not send these to the Graduate School or the Admissions Office, as that will slow the process considerably.

☑ Two official copies of your transcripts must be sent from each university even if grades from one university are reported on the transcript from another university or even if you only took one course from a particular university. This includes any study-abroad universities, so please plan well in advance when ordering international transcripts.

☑ Please make sure that transcripts are sent under your current name. If your college or university will not make that change for you before they send you the transcripts, please make a note of the name change in your packet. We cannot cross-reference with social security numbers any longer.

☑ Transcripts can take up to 6 weeks to be processed after they have been ordered. International transcripts may take even longer. Please plan for adequate time prior to the deadline for these transcripts to arrive.

☑ If you have previously attended Colorado State University, you will still need to send transcripts from any universities or institutions that you attended in addition to CSU. We will not request transcripts for you and we do not have access to transcripts previously sent to Colorado State. We can, however, access your CSU transcript (excluding CSU Pueblo transcripts).

How is the GPA Calculated?

◊ The GPA required for admission is 3.0 (on a 4-point scale, "A" = 4 Points). Occasional exceptions to this can be made for otherwise outstanding applicants, but academic capacity for graduate level work must be demonstrated, such as prior graduate-level coursework.

◊ Your entire undergraduate academic record is used to calculate your GPA, including all courses taken at all universities.

◊ Three GPAs are used in the application process:

- Undergraduate GPA includes all courses taken while an undergraduate.
- Upper division GPA includes all junior and senior level undergraduate coursework as well as graduate coursework if less than ten credits of graduate coursework have been completed.
• Graduate GPA includes any graduate level coursework you have completed.

What about References?

Please have each of your references complete the form included in the application packet. At least one reference must be from a person who has supervised you in a human service delivery position, either your current or most recent one. Request for Reference forms are available on the School of Social Work website.

You are responsible for gathering your references and including them in the packet of materials. However, if your references prefer, they may send in their references directly to the School of Social Work.

I Meet the Basic Requirements. Does That Mean I Will Automatically Be Admitted?

In a competitive admission situation, such as Colorado State University, applicants are judged not only on the basic criteria but also in comparison to other applicants. Thus, meeting the basic criteria does not guarantee admission. We can admit 30-35 students into the 60-65 credit hour program out of all applications received. In the past, this has been approximately 25% of the applicants. If there is insufficient space, you may be informed of your admissibility and placed on a waiting list. If we need to access the waiting list and you are called, you will be admitted at that time if you still so desire.

When Can I Expect to Hear the Admission Decision?

The target date for notification is the middle of December. You will be notified by mail, and you will not be told your admission status over the phone. The graduate admissions office will not know your status, so please do not call them for this information.

When Can I Start the Program?

◊ Admission to the regular part-time 60-65 credit hour program is made only for the summer semester. As courses are offered in sequence, these students cannot begin in the spring semester.

What is the WICHE Program and How Do I Qualify?

WICHE stands for Western Interstate Commission for Higher Education. Graduate applicants who are residents of any participating WICHE state may enroll in participating programs and pay resident tuition rates. We are a member of this program and offer this advantage to residents of 14 other western states (Alaska, Arizona, California, Hawai‘i, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) plus the Commonwealth of the Northern Mariana Islands. If you are admitted, you will be eligible to receive in-state tuition. If you are a resident of one of these states, please fill out the following information and include it with your application materials:

http://graduateschool.colostate.edu/documents/WRGP-Application-Supplement-Residency-Form.pdf
Most Common Mistakes to Avoid

1. Not reading all materials prior to beginning the application process
2. Sending transcripts to the Graduate School or Office of Admissions rather than directly to the School of Social Work in your packet, as stated in the directions
3. Forgetting to include hours worked per position; forgetting to compute the total hours; not putting it in the format described in the instructions
4. Forgetting to discuss missing prerequisites
5. Not changing name on transcripts; only sending one transcript instead of two, as required
6. Not checking written statement for errors
7. Not answering all of the questions in the Professional Goal Statement
8. Not checking with the School to see that all materials are in prior to the deadline
9. Not following-up with references to assure that they have everything they need and they are aware of the deadline.

Questions?

If you have any other questions, please call or e-mail . . .

Tim Frank, MSW Program Coordinator
970-491-2536
Timothy.Frank@colostate.edu
Information about application process; receipt of application materials

Shannon Hughes, Ph.D., Admission Committee Chair
970-491-5654
Shannon.Hughes@colostate.edu
Information about curriculum or Admission Committee decisions

Miscellaneous Information

Applicants are required to have a working knowledge of computer word processing, preferably in a Windows® environment. Students are required to have access to e-mail correspondence. A personal computer is strongly recommended.

Applications from international students are accepted provided they meet all admission requirements plus those regulations established by the university for foreign students, including a minimum TOEFL score of 550 (paper test), 213 (computer-based test) or 80 (Internet), or an IELTS minimum score of 6.5. The requirements include proof of financial backing for the duration of the program.