

**HOWARD PAYNE**  
**UNIVERSITY**  
**SOCIAL WORK PROGRAM**

**APPLICATION FOR ADMISSION**

All students interested in social work as their major shall make formal application to the Social Work Program. Use this sheet as a cover sheet for your application packet. Check off the items you have completed and sign below. Gather all required materials and submit it to the Social Work Office (Girling 206) during business hours, or email it to: [soplotnik@hputx.edu](mailto:soplotnik@hputx.edu), titled Application for Admission

**Admission Criteria and Application Process**

Every student shall meet the following minimum criteria prior to applying for official admission to the Social Work Program. (See Student Handbook, Section 2.1 for detailed admission policies.)

**Please initial each statement:**

- \_\_\_\_\_ Declared Social Work as your major
- \_\_\_\_\_ Have at least a 2.0 overall cumulative GPA
- \_\_\_\_\_ Have at least a 2.5 GPA in all Social Work courses
- \_\_\_\_\_ Earned a grade of C or better in Introduction to Social Work (SWK 1315)  
(Or be currently enrolled in the course)
- \_\_\_\_\_ Read the BSW Program Student Handbook
- \_\_\_\_\_ Read the NASW *Code of Ethics*  
(available on the NASW website)
- \_\_\_\_\_ Submit a completed Application Packet, including:
  - ☐ Complete the Application for Admission (Appendix A)
  - ☐ Signed acknowledgment of the NASW Code of Ethics (Appendix B)
  - ☐ Signed BSW Program Student Handbook (Appendix C)
  - ☐ Typed personal statement
- \_\_\_\_\_ Agree to participate in an interview with the Program Director after application review

## Appendix A

Date of Application: \_\_\_\_\_

| <b>APPLICANT INFORMATION (TO BE FILLED OUT BY STUDENT)</b> |                         |            |
|------------------------------------------------------------|-------------------------|------------|
| Last Name:                                                 | First:                  | Student #: |
| Local Mailing Address:                                     |                         |            |
| Phone Number:                                              | Alternate Phone Number: |            |
| Birthdate:                                                 | HPU Email address:      |            |

| <b>ACADEMIC BACKGROUND</b>                    |              |
|-----------------------------------------------|--------------|
| Major:                                        | Minor:       |
| Social Work GPA:                              | Overall GPA: |
| Grade in <i>Introduction to Social Work</i> : |              |

| <b>IT IS NOT REQUIRED THAT YOU RESPOND TO THE FOLLOWING ITEMS</b><br><b>This information is used only for program assessment and reporting, not admission decisions.</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Languages Spoken:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | First-generation college student?                                                                           |
| Race/Ethnic Background:<br><input type="checkbox"/> African American / Other Black (non-Hispanic)<br><input type="checkbox"/> American Indian/Native American<br><input type="checkbox"/> Asian American<br><input type="checkbox"/> Pacific Islander<br><input type="checkbox"/> Mexican American<br><input type="checkbox"/> Puerto Rican<br><input type="checkbox"/> Other Latino/Hispanic<br><input type="checkbox"/> White (non- Hispanic/Caucasian)<br><input type="checkbox"/> Other Group: | Sex:<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female<br><input type="checkbox"/> Other: |

*All students who meet the minimum requirements stated above are invited to apply, and no student will be denied admission on the basis of race, national or ethnic origin, gender, age, marital or veteran status, disability, religion, or sexual orientation.*

**VOLUNTEER EXPERIENCE**

Please list your most recent volunteer positions. Start with the most recent.

| <b>VOLUNTEER HISTORY</b> |                              |                         |
|--------------------------|------------------------------|-------------------------|
| <b>AGENCY</b>            | <b>VOLUNTEER DESCRIPTION</b> | <b>DATES OF SERVICE</b> |
| Name:<br><br>Location:   | Responsibilities:            | Date:<br><br>Hours:     |
| Name:<br><br>Location:   | Responsibilities:            | Date:<br><br>Hours:     |
| Name:<br><br>Location:   | Responsibilities:            | Date:<br><br>Hours:     |

| <b>HISTORY</b>                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Prior Social Work Education</b></p> <p>Have you ever been dismissed from a social work program at another institution? If yes, please explain:</p> |
| <p><b>Legal History</b></p> <p>Have you ever been arrested or convicted of a misdemeanor or felony? If yes, please explain:</p>                          |

*Please note, a yes response does not automatically mean that you will be denied admission to the BSW program.*

### PERSONAL STATEMENT GUIDELINES

As part of your application to the BSW Program, you are required to submit a 2-3 page typed personal statement. This is your opportunity to help the Social Work Program faculty understand who you are, why you're applying, and what you bring to the profession.

Your statement should be typed and double-spaced, approximately 2 to 3 pages in length, and written in your own words with honesty and reflection.

**Please respond to the following questions in your statement:**

1. Why do you want to pursue social work?
2. What experience influenced this decision?
3. What social justice or service issue matters to you?
4. What strengths do you bring to the profession?
5. Any challenges or growth you have experienced?

This statement is a key part of your application and helps us understand your readiness for the social work profession. Take your time and be thoughtful.

I certify that the information I have provided in this application is true and accurate to the best of my knowledge. I understand that withholding or falsifying information on this application is sufficient cause for denial of admission or dismissal from the program once admitted. Information submitted with this application will be kept in individual student files under double lock. Access to individual student files will be limited to the Social Work Program faculty/staff and the Social Work Program Admissions Committee. Individual social work students may access all information in their own files excluding any personal recommendations that have been denoted for non-release. The information submitted will be used by the Social Work Program Admissions Committee in making decisions regarding acceptance to and/or continuation in the program and by program faculty for advisement of individual students.

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Student Signature

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Date

#### OFFICE USE ONLY

**Admission Decision:**

- ☐ **Approved** – Fully admitted into the BSW Program
- ☐ **Denied** – Does not meet current admission requirements

**Comments/Conditions (if applicable):**

**Reviewed by:**

**Date:**

HOWARD PAYNE  
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SOCIAL WORK PROGRAM

NATIONAL ASSOCIATION OF  
SOCIAL WORKERS CODE OF ETHICS

**COMMITMENT TO SOCIAL WORK VALUES**

Before completing this form, students must read the *NASW Code of Ethics* (available at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>).

Please initial each statement acknowledging your commitment.

\_\_\_\_\_ I have read the National Association of Social Workers Code of Ethics.

\_\_\_\_\_ I understand what it means to commit to the NASW Code of Ethics; I have no concerns, or I have discussed any concerns with social work faculty.

\_\_\_\_\_ I understand I am responsible for following the NASW Code of Ethics as a social work major, in field practicum, and as a future professional in the field of social work.

\_\_\_\_\_ I understand that failure to act in accordance with the NASW Code of Ethics may result in disciplinary action, up to and including dismissal from the Social Work Program.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
HPU ID

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

\_\_\_\_\_  
Date

HOWARD PAYNE  
UNIVERSITY  
SOCIAL WORK PROGRAM

**STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

Before signing this form, students must carefully read the Bachelor of Social Work Program Student Handbook in its entirety. By signing below, you acknowledge your understanding and commitment to follow the policies, procedures, and values outlined in the handbook.

Please initial each statement:

**General Program Understanding**

- \_\_\_\_\_ I have read and will follow the **Social Work Program Mission Statement**.
- \_\_\_\_\_ I understand the **Program Goals and Objectives** and their relevance to my preparation for generalist social work practice.

**Admission and Enrollment**

- \_\_\_\_\_ I understand the **criteria for admission** to the Social Work Program.
- \_\_\_\_\_ I have reviewed the **admission procedures** and know how admission decisions are made.
- \_\_\_\_\_ I understand the **appeal procedures** in the event I am denied admission.

**Academic Expectations**

- \_\_\_\_\_ I am responsible for maintaining a **minimum cumulative GPA of 2.0** and a **Social Work GPA of 2.5** to remain in good standing.
- \_\_\_\_\_ I understand the **advisement process**, including regular meetings with my advisor and the development of a degree plan.
- \_\_\_\_\_ I have read the policies regarding the **transfer of social work credits**, including the requirement that transfer credits be approved by faculty.

**Professional Conduct and Participation**

- \_\_\_\_\_ I acknowledge the importance of following the **NASW Code of Ethics** in all professional behavior and academic settings.

## Appendix C

\_\_\_\_\_ I understand my responsibility to participate in the **Student Association of Social Work (SASW)** and to engage in professional development.

\_\_\_\_\_ I am aware of the **faculty and program evaluation processes** and my opportunity to provide feedback through course evaluations and the exit interview.

### Grievances and Student Voice

\_\_\_\_\_ I have read and understand the **grievance procedures** and know how to raise concerns about program policies or faculty.

\_\_\_\_\_ I understand that I have a right to **provide input on program policies** and that my feedback can be submitted through the grievance process, course evaluations, and the Student Association of Social Work.

### Program Continuation and Termination

\_\_\_\_\_ I have read the policies regarding **termination from the Social Work Program** for academic or professional reasons.

\_\_\_\_\_ I understand that failure to meet academic requirements, uphold ethical conduct, or demonstrate professional behavior may result in dismissal from the program.

### Final Confirmation

I affirm that I have read and understood the BSW Program Student Handbook. I agree to uphold its policies and standards as a student in the Social Work Program at Howard Payne University.

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

\_\_\_\_\_  
Date