



## **Social Work Program (BSW Degree)**

- Admission Policies & Procedures
- Admission Process & Instructions

## **Program Option Locations**

- Minot ND, Minot State University
- Bismarck ND, Bismarck State College
- Fargo ND, North Dakota State University
- Online

### **Minot State University Social Work Program:**

The admission procedures and standards of the Minot State University Social Work Program at all program options are organized and implemented in compliance with the principles of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity; including Title IX of the 1972 Education Amendments. It also aligns with the CSWE 2022 EPAS. Minot State University policy prohibits discrimination on the basis of race, gender, sexual orientation, religion, age, color, creed, national or ethnic origin, marital status, political affiliation, or disability in the recruitment and admission of students and the employment of faculty, staff, and students and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported to the Human Resource Director. **Revised: Spring 2025**

## **APPLICATION PROCESS**

Admission to Minot State University is required prior to program acceptance and is a separate process. The following link will take you to the University admissions application. Instructions are provided for freshmen, transfer, returning, or International students.

<https://www.minotstateu.edu/enroll/apply.shtml>

Students enrolled in Minot State University are mentored through the program application process during one of the pre-program courses.

- Minot – SWK 330 Human Behavior in the Social Environment
- Fargo – SWK 250 Interpersonal Skills
- Online – SWK 250 Interpersonal Skills

Prospective Social Work students who are transferring in from Bismarck State College or any other ND College/University need to complete both a Minot State admissions application and a Bureau of Criminal Investigations (BCI) Criminal History Record Check prior to receiving the Social Work program admissions application.

Prospective Social Work students who are transferring in from outside of North Dakota and those who would be considered International Students need to complete both a Minot State admissions application and a Castlebranch background check prior to receiving the Social Work program admissions application.

## **SOCIAL WORK PROGRAM ADMISSION CRITERIA**

**Admission to the social work program at all program options is based on the following criteria:**

1. Second semester sophomore standing or higher (minimum 32 credits). *Unofficial transcripts* from all colleges/Universities attended must be submitted to verify credits and prerequisite requirements.
2. Successful completion (Grade of C or better) of core introductory foundation courses SWK 250 Interpersonal Skills and SWK 256 Development of Social Welfare.
3. A Social Work (SWK) grade point average (GPA) of 3.0. GPA for Admission is calculated on SWK 250 and SWK 256. If other SWK courses have been completed prior to admission then the Social Work GPA will be calculated with all completed SWK courses.
4. A cumulative GPA of 2.5
5. Successful completion of the 25 hour volunteer experience taken in conjunction with SWK 250 Interpersonal Skills. The supervisor evaluation completed at the end of the volunteer experience is reviewed and a positive evaluation is required for admission into the Social Work program. *Credit will not be granted for previous life, work, or volunteer experiences.*

The following SWK 250 documents must be submitted with the program application and will remain in the student's academic file:

- Volunteer Hour Time Sheet reflecting all 25 hours
- Student Self-Evaluation

- Positive Supervisor Evaluation

**Note:** It is the responsibility of the student to ensure these documents have been submitted. SWK 250 faculty are not required to provide this documentation to students for any purpose. Students must retain a copy of these documents prior to submitting them to their SWK 250 instructor. Students who transfer into the MSU Social Work program without the 25 hour volunteer experience OR without the associated paperwork, will be required to take a one credit course (SWK 299) to complete the required 25 hour volunteer experience.

6. North Dakota applicants are required to complete and submit the **Public Request for Criminal History Record Information** located on the BCI website. Applicants who live outside of North Dakota are required to complete the Castlebranch background check.
7. Successful set-up and registration with IPT Software. IPT (Intern Placement Tracking) is used to store and process admission documents and field related paperwork. Instructions on how to establish an IPT account will be emailed to students upon receipt and evaluation of either the BCI Criminal History Record Information check or the Castlebranch background check.
8. Completion & submission of the Program Application form, typed Personal Statement, Statement of Understanding and Agreement, and the Student Admissions Contract and Code of Conduct.
9. Students may be asked to submit references and interview (either in person or via TEAMS) with program option faculty if clarification is needed on admission criteria prior to a program decision.

## **PRE-REQUISITE COURSE REQUIREMENTS**

Students are required to successfully complete the following prerequisite courses prior to Social Work program admission. The grade listed next to the course is the lowest grade you can achieve in the course in order for the course to be considered *successfully completed*. Provisional admission to the program will not be granted for in progress courses and/or missing course substitutions.

ENGL 110	College Composition I (D)
ENGL 120	College Composition II (D)
COMM 110	Fundamentals of Public Speaking (D)
MATH 210, PSY 241, or DATA 211	Elementary Statistics, Introduction to Statistics, or Applied Statistics & Data Visualization (D)
<i>*Students at the Fargo program option do not need to take statistics prior to program admission because an NDSU HDFS statistics course is the program requirement.</i>	
PHIL 210 or 215	Ethics (D) or Contemporary Moral Issues (D)
PSYC 111	Introduction to Psychology (D)
SOC 110	Introduction to Sociology (D)
POLS 115 or 215	American Government (D)

**Note:** The SWK GPA for admission needs to be a 3.0 and this will be calculated between any successfully completed courses with a SWK prefix.

### **Course Substitution Information & Transfer Credit Information**

Students who believe they have completed curriculum requirements from another college or university must meet with their assigned (MSU) Social Work advisor to discuss substitutions. An unofficial transcript is required and course descriptions or syllabi may be requested to determine if a course can be substituted for a prerequisite course or program requirement. Any SWK course considered to be a practice or methods course will only be accepted if it is transferred in from another CSWE accredited or candidacy Social Work program. All course substitutions are submitted by the student's faculty advisor to both the Social Work Program Director and Department Chair for approval. Course substitutions will not be accepted for field related courses SWK 490, SWK 491, or SWK 492. The Social Work program also does not grant social work course credit for life experience or previous work experience.

### **PROGRAM ACCEPTANCE DECISION & NOTIFICATION PROCESS**

Acceptance to the Social Work Program is independent of admission to Minot State University and admission decisions are based upon the following criteria:

1. Cumulative grade point average of 2.5
2. SWK grade point average of 3.0
3. Formal application
4. 25 hour volunteer experience through SWK 250 including submission of required paperwork and positive supervisor evaluation.
5. Successful completion of pre-requisite coursework.
6. Submission and review of required criminal history background checks.
7. Typed personal statement
8. A minimum of 32 credit hours completed towards degree.
9. Signed/Initialed Statement of Understanding and Agreement
10. Signed/Initialed Student Admissions Contract & Code of Conduct
11. Successful enrollment in IPT (Intern Placement Tracking).
12. Interview with program option faculty if additional information is required.

### **Admission Decision Types**

#### **Program Admission**

- Prospective students are admitted to the BSW program if they have successfully completed all program prerequisite courses and have met all of the admission criteria by the established deadline.
- Students admitted to the program are allowed to advance to the following Methods courses based on program option availability: SWK 335 Methods I, SWK 426 Methods II, SWK 427 Methods III, SWK 442 Research Methods, SWK 490 Field Education, and SWK 491 Senior Seminar.

### Program Rejection

- Prospective students who have not successfully completed all program prerequisite courses or who have not met admission criteria will be notified they are not accepted into the program.

Program option faculty review admission applications and work with students to obtain supplemental information to complete the application. If an interview is required, program option faculty will include either the Social Work Program Director or Field Director on a TEAMS meeting to assist with the decision making process. Prospective students who are at risk of program rejection will be staffed at a Social Work program meeting with all faculty present prior to a final decision.

### **Notification Process**

All applicants will be notified of the decision in writing by program option faculty through official University email. If the prospective student is denied admission, the student will be provided the rationale for the decision and the specific conditions (if any) the student needs to fulfill to be accepted into the program at a later date. Students will also be notified of the program requirements they are allowed to take to continue working towards program acceptance. Only after the student is formally admitted to the program can they proceed with the following Social Work Methods courses: SWK 335, 426, 427, 442, 490, & 491. Grievance and appeal procedures will be provided in the email to all students who are denied admission to the program.

### **APPEAL PROCEDURES**

If applicants choose to appeal the admissions decision, they have a right to take the following action:

1. Discuss decision with their assigned faculty advisor; **if unresolved:**
2. Take the appeal to the Program Director in writing; **if unresolved:**
3. Take the appeal to the Department Chair; **if unresolved:**
4. Take the appeal to the Vice-President of Academic Affairs

Failure to meet any assigned application deadline or to follow application procedures may result in delayed entry into the program and/or delayed graduation beyond the minimum four semesters (post-admission) required to complete the Social Work Program. Failure to respond to requests for additional information or meet established due dates will result in program rejection.

### **SUCCESSFUL COMPLETION OF THE SOCIAL WORK PROGRAM (POST-ADMISSION)**

**Students must receive a “C” or better in all courses with an SWK prefix**

**Students are only allowed to repeat a Social Work (SWK) course once.** Students who fail to obtain a “C” or better after two attempts will automatically be rejected from program admission and will be terminated from the program if previously accepted. Students who receive grades of “D” or “F” in courses with an SWK prefix are required to repeat the course to graduate with the BSW degree. A grade of “F” in any **general education and/or required social work support course must be successfully repeated in order to receive the BSW degree.**

When a student is accepted into the program, the student is expected to progress toward graduation within a reasonable time period. Program acceptance will expire if the student is not enrolled in any social work courses within three consecutive semesters (Fall/Spring/Summer) post admission.

When a student has been out of the program for three semesters or longer, the student must submit a new admission application (including required background checks) and be readmitted into the program. Readmission into the program is not guaranteed and students who are readmitted will be subject to any new admission policies and catalog requirements.

## **Advising Requirements**

All students are required to meet at least once per semester with their faculty advisor to confirm program requirements are being met. Advisor holds will not be lifted until an advising session has been completed either in person, over TEAMS, by phone, or through email.

Prospective students are strongly advised to make an appointment with program option faculty advisors at the earliest possible time to discuss prerequisite requirements and/or transfer credits. Faculty advisors will need access to unofficial transcripts from all Colleges/Universities attended.

## **General Education Requirements**

Transfer students who do not enter the program with either a Bachelor's degree, Associate of Arts, or Associate of Science, will not be considered General Education complete. The Associate of Applied Science is not a transfer degree. It is the responsibility of the student – not the faculty advisor – to establish themselves as Gen Ed complete with Minot State. All students accepted into the program will be advised based on MSU General Education requirements until they are established as Gen Ed complete with Minot State. If you are an applicant with one of the transfer degrees listed above – you must ensure Minot State receives a transcript stating the degree has been conferred.

## **Requirements for Student Success in the Social Work Program**

- College level writing skills including the APA (American Psychological Association) writing style. Social Work students are expected to write in APA.
- Interpersonal skills; including the ability to establish rapport and work well with other students, faculty, staff, field instructors, volunteer supervisors, clients, and support staff.
- Overall presentation of self that reflects professionalism, emotional maturity, and the ability to navigate situations with sound judgment. This includes advocating effectively for oneself while maintaining respectful and professional communication both interpersonally and in writing.
- The potential to effectively engage in professional social work practice as demonstrated by....
  - a. Responsiveness to feedback and constructive criticism.
  - b. Appropriate use of self-disclosure.
  - c. Willingness to address areas that might interfere with effectiveness as a future social work professional.
  - d. Initiative and self-directed behavior.
  - e. Motivation to pursue a career in the field of social work.
  - f. Reliability & dependability as it relates to carrying out program responsibilities such as course attendance, punctuality, and meeting assignment due dates.
  - g. Openness to learning and change.
  - h. Leadership abilities.
- Personal behavior, ethics and values which illustrate acceptance of and compliance with the NASW Code of Ethics.

- Integrity and ethical behavior in adherence to MSU policies related to academic performance and student conduct.
- Sensitivity to and respect for human diversity, with an ability to relate to people who are different from oneself and a basic capacity for nonjudgmental behavior toward individuals whose values, beliefs, and lifestyles may be different from one's own.
- The ability to demonstrate anti-racist and anti-oppressive social work practice and show respect for diverse identities in both professional interactions and academic work.
- Practices anti-racist and anti-oppressive social work in alignment with the NASW Code of Ethics and the Council on Social Work Education 2022 EPAS.
- A basic level of self-awareness and insight in assessing strengths and challenges that may impact a student's ability to carry out professional responsibilities.
- Eligibility for field placement and licensure.

## **PROFESSIONAL EXPECTATIONS**

Social work students are expected to demonstrate personal and professional behavior which reflects a commitment to the NASW Code of Ethics, the CSWE 2022 EPAS, and the Century and Administrative Codes related to Social Work Practice in North Dakota. Students who elect to enter the social work profession choose to be in an educational program that reinforces a code of ethics.

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

<https://www.ndbswe.com/regulations/law.asp>

<https://www.ndbswe.com/regulations/admincode.asp>

As student's progress through the social work program, they are expected to continuously develop and refine the competencies necessary for professional success. The profession demands maturity, independence, and professionalism. Students are encouraged to view educational opportunities as essential steps in developing the skills required for effective and ethical practice. It is critical students demonstrate the ability to engage in self-reflection and assess their readiness to support others and ensure that unresolved personal challenges do not interfere with their ability to provide effective, client-centered care. Students who do not meet professional expectations may be terminated from the program.

Behavior contrary to the NASW code of ethics and the CSWE 2022 accreditation standards will be cause for review of the student's admission to the program or continued future in the social work major.

Examples of behavior which would warrant such a review include:

- Discriminatory or derogatory oral and/or written statements towards students, faculty, and/or other persons;
- The inability to work within an anti-racist and anti-oppressive practice mindset including issues with respecting diversity and difference.
- The inability to appropriately resolve conflict.
- Inappropriate self-disclosure.
- Un-rehabilitated substance abuse.
- Mental health difficulties which could impair an individual's ability to practice Social Work.
- Conviction of an offense that could impinge on the individual's ability to practice social work, be accepted into a field placement, or prevent them from achieving licensure.

Since the role of social worker involves helping people from a variety of backgrounds and with a wide range of problems, it is important the social work student not permit personal issues to interfere with this role and that they have the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behavior which suggests their own difficulties are not sufficiently resolved to be able to help and support others; students may be:

- Denied admission to the program.
- Removed from the program until personal issues have been resolved and the student is able to provide proof of resolution.
- Terminated from the program.

### **Professional Communication and Problem-Solving**

Students are expected to approach both academic and program-related concerns with a solution-focused mindset and professional demeanor. This involves addressing issues directly with the appropriate individuals, following established appeal/grievance procedures, and maintaining respectful communication. As promising social work professionals, students must demonstrate the ability to navigate challenges independently, uphold program requirements, and demonstrate self-awareness in their interactions. Failure to adhere to these standards may result in a review of the student's readiness to be accepted into the program or remain in the program post-acceptance. By embracing these expectations, students not only enhance their personal and academic growth but also uphold the integrity of the social work profession.

### **Student Success Plan**

The Social Work Program utilizes a formative evaluation model to assess student performance throughout the curriculum, and nurture students toward successful completion of the program, or the selection of another major. Known as the *Student Success Plan* all students are assessed *academically* to determine whether they have mastered the knowledge necessary for entry-level social work practice. Additionally, students are monitored *non-academically* to determine whether they can function effectively and professionally in a field placement, and ultimately as autonomous licensed professionals. The program equally emphasizes both academic and non-academic performance standards during all phases of the evaluation process to determine students' professional potential. The ability to develop relationships is one of the skills in which future social workers are assessed—including the ability to interact appropriately with classmates, faculty, staff, and field agencies. Students routinely ask faculty for letters of recommendation for employment and graduate school. Students should be aware that the quality of their interactions with faculty, students, staff, and others will inform the nature and content of such recommendations.

### **APPLICATION INSTRUCTIONS**

**STEP 1:** Complete a Minot State University admission application and be accepted to MSU.

<https://www.minotstateu.edu/enroll/transfer/admissions-reqs.shtml>

**STEP 2:** Submit required background checks based on geographical location.



**North Dakota Residents** complete the Bureau of Criminal Investigation (BCI) Public Request for Criminal History Record Information. Instructions are as follows:

- **Submit the BCI form and pay the \$15.00 fee directly to BCI.** The results of the background check will be sent to Rebecca Daigneault at Minot State University.

Applicants are required to complete and submit the PUBLIC REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION located on the BCI website (use this link)

<https://attorneygeneral.nd.gov/wp-content/uploads/2023/08/SFN50744-Public-Request-for-Criminal-History-Record-Information.pdf>

**Use this information to complete the section of the form that states Requester Information: MAIL to ATTENTION of**

Rebecca Daigneault  
Minot State University  
500 University Ave. W  
Minot, ND 58707  
Phone: 701-858-3510

**Note:** Arrests, charges, or convictions of criminal offenses may limit acceptance into either the Social Work program or the Field Education program. It may also impact professional licensure and career related opportunities in the field of Social Work. Applicants with hits on their background check will be reviewed by both the Field Director and the Program Director prior to an admission decision. Applicants may be asked to interview via TEAMS to obtain additional information related to the background check and/or be asked to submit references.

**Out of State (US Residents other than ND) Applicants** complete the Castlebranch US Student (CAC) \$50.00 background check

**Canadian Applicants** complete the Canadian Province (CAC\*CA) \$76.00 background check

**International Applicants (non-Canadian countries)** complete the \$50.00 International Country Search (CAC\*INT)

**STEP 3:** Establish an IPT (Intern Placement Tracking) account

Once the background check has been received by Minot State, instructions will be emailed to you on how to establish an IPT account. IPT software is used to house the Social Work program admission application and other program related documents.

**STEP 4:** Complete all Social Work admissions application requirements in IPT and attach copies of the SWK 250 25-hour volunteer experience documentation including:

- Volunteer Hour Time Sheet, Student Self Evaluation , Supervisor Evaluation

**Note:** If volunteer experience documentation is not available you must notify your faculty advisor and ask for further instructions.

