



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

**Doctorate in Social Work (DSW)
Application Packet**

School of Social Work
P. O. Box 6104, SFA Station
420 East Starr Avenue
Nacogdoches, TX 75962-6104

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swk@sfasu.edu

Dr. Freddie L. Avant, Associate Dean and Director
Dr. Emmerentie Oliphant, Director Doctorate in Social Work (DSW)

Submit to swk@sfasu.edu

Stephen F. Austin State University

School of Social Work

Dear prospective DSW student,

Deciding to pursue a Doctorate in Social Work is an important step in your life. Stephen F. Austin State University, School of Social Work provides you with an excellent opportunity to complete a DSW and to prepare for practice, higher education and management in social work. Stephen F. Austin State University is one of the two first DSW programs in Texas. We are excited to offer this program to students who hold an MSW from a Council on Social Work Education (CSWE) accredited university. International students are also welcome to apply. CSWE does not accredit international programs, however, the SFA Office of International Programs will assist in determining your eligibility for the DSW program.

We appreciate your interest in the program and are here to assist you in the application process. Please review the application criteria. You are welcome to contact the School of Social Work at any time before and during the application process. We are available to provide information and to assist you during the application process. The School of Social Work has a rolling deadline for applications. We are able to select 10 students for the DSW program. The starting date for the program is **Spring 2023**. Limited financial assistance is available.

There are two parts to the application:

Step 1: Please complete the [Apply Texas](#) Application for Admission along with a \$50 application fee and official transcripts.

Step 2: Please complete the DSW Application provided by the SFA School of Social Work.

If you scroll down this page, you will find the following:

- 1) DSW program application process
- 2) DSW program admissions criteria
- 3) DSW program application form
- 4) Criminal history notification form

The DSW program will accept transferring students from DSW programs, based on the SFA transfer policy. A maximum of 12 credit hours can be transferred, based on review by the DSW admissions committee.

I am looking forward to receiving and reviewing your application.



Emmerentie Oliphant, Ph.D

DSW Director

Buddy Zeagler Endowed Professor of Community-Based Research

Institutional Review Board (IRB) Chair

School of Social Work

Stephen F. Austin State University

P. O. Box 6104

Nacogdoches, TX 75962-6104

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DSW PROGRAM APPLICATION PROCESS

The application to the SFA of Research and Graduate Studies must be submitted online using the [Apply Texas](#) Application for Admission along with a \$50 application fee and **official transcripts**. If you are an international student, you must apply to the Office of International Programs - international@sfasu.edu

Submit the DSW application forms to the School of Social Work via email to swk@sfasu.edu
Use the following subject line in your e-mail:

DSW application: Name and last name of student.

Application process:

1. Once the Office of Graduate Studies and Research has received all required application materials, that office will forward a notice of admission to the School of Social Work for review by the DSW Admissions Committee.
2. When the School of Social Work has received all application materials, notice of admissions, and the recommendations for admission, the application will be forwarded to the DSW Admissions Committee for review.
3. The DSW Admission Committee will review the application and make a recommendation to the DSW director on interviewing the applicant.
4. The DSW Admissions Committee will schedule the interview with the applicant. The DSW Director will provide preparation material for the interview to the applicant.
5. DSW Admissions Committee interviews applicant.
6. DSW Admissions Committee meets to discuss recommendation for approval.
7. The DSW Director will complete the notice of admission, and the form will be returned to the Graduate School's office immediately.
8. The DSW Director will send a letter of the final decision to the applicant. At the same time, the Office of Research and Sponsored Programs will send the Graduate School Admission Notice based on the recommendation from the School of Social Work.
9. The Graduate School is responsible for admitting the DSW student into the Student Information System. This may take several days for completion.
10. After the DSW student is admitted into the Student Information System, the student must be advised and register for courses.

Submit to swk@sfasu.edu



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DSW PROGRAM ADMISSION CRITERIA

1. The student will have a minimum cumulative grade-point average of 3.0 on a 4.0 scale from previous graduate work.
2. The student will hold a Master's degree in social work from a program accredited by the Council on Social Work Education (CSWE). If your MSSW/MSW is from a university outside of the US, you must obtain a letter from CSWE confirming international degree recognition. Please visit <https://www.cswe.org/centers-initiatives/international-degree-review/> for the international degree review. The student will have three years of post-MSSW/MSW practice experience.
3. The student will complete a statement of **interest and purpose**.
4. The student will provide a writing sample. This can include any type of professional product developed by the student – for example report, journal article, intervention program or training manual.
5. The student will provide three reference letters from colleagues and supervisors in a field related to social work. At least one from a supervisor.
6. The student will provide a most recent curriculum vitae
7. The student must be willing to participate in an applicant interview in person.

Submit to swk@sfasu.edu



STEPHEN F. AUSTIN STATE UNIVERSITY

School of Social Work

DSW PROGRAM Application Checklist

It is the applicant's responsibility to provide all required documentation to the School of Social Work and Office of Research and Graduate Studies. Please use this checklist to complete your application.

- Texas Common application for admission to the SFA Office of Research and Graduate Studies. International students must apply at the Office of International Programs
- \$50 application fee payable online through Texas Common Application or payable to Stephen F. Austin State University Business Office
- Official transcripts from all post-secondary education sent to the Office of Research and Graduate Studies or Office of International programs (except for SFA graduates)
- CSWE International Social Work degree recognition letter (only for students with a MSW/MSSW from a university outside of the US.
- DSW Application to the School of Social Work
- Statement of interest and purpose. The statement of interest should be no longer than two pages, APA style.
- Writing sample
- Curriculum Vitae
- Three letters of recommendation
- Student Information Contact Form
- Signed copy of Criminal History Notification Form

All DSW School of Social Work application documents must be submitted via email to swk@sfasu.edu

Submit to swk@sfasu.edu



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DSW PROGRAM APPLICATION

Name: _____

Preferred pronouns: _____

E-mail: _____

Address: _____
Address City State Zip

Phone: _____ Cell: _____

Application for Admission: Spring _____ Fall _____ Year _____

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

First language: _____

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

If yes, what language? _____

Employer: _____

Graduation Date MSW: _____

Years of experience in social work practice after obtaining MSW: _____

Practice interests:

Submit to swk@sfasu.edu

**Stephen F. Austin State University School
of Social Work
DSW PROGRAM**

STUDENT INFORMATION

Last Name: _____

First Name: _____

Middle Name/Initial: _____

Preferred Name: _____

Preferred Pronoun: _____ Student ID Number: _____

Address (while attending SFA): _____

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

City & State Field Placement Preference: _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell Telephone Number: _____

E-mail Address: _____

Emergency Contact Person(s): _____

Contact Person(s) Telephone Number: _____

Additional Information: _____



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Office – (936) 468-5105 • Fax (936) 468-7201 • <http://www2.sfasu.edu/aas/socwk/>

Criminal History Notification Form

Date: _____

Student Name: _____

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

Required notification:

Students are hereby notified of the following:

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

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

3. There may be other state or local restrictions or guidelines used by the licensing authority to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and
4. The right of an individual to request a criminal history evaluation letter (See Texas Occupations Code, Sec. 53.102).

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

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

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

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

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

Criminal History Evaluation in Texas

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

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

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

Student Print Name: _____ Date: _____

Student Signature: _____ Date: _____

Revised 6/28/2021
SFASU General Counsel- DD