



STEPHEN F. AUSTIN STATE UNIVERSITY

School of Social Work

Accredited by:
The Council on Social Work Education (CSWE)

MSW Application Packet

School of Social Work
P. O. Box 6104, SFA Station
420 East Starr Avenue
Nacogdoches, TX 75962-6104
Phone: (936) 468-4020
Fax: (936) 468-7201
swk@sfasu.edu

MSW PROGRAM APPLICATION PROCESS

It is the applicant's responsibility to provide all required documentation to the School of Social Work and Graduate School offices. The MSW application materials should be submitted to the School of Social Work via email to swk@sfasu.edu.

The application to the Graduate School must be submitted online using SFA's online application, along with a \$50 application fee and official transcripts. The Application may be obtained at: <https://www.sfasu.edu/academics/orgs/graduate-admissions#applying>. The application process will proceed as follows:

1. When the Graduate School office has received all required application materials, that office will forward a Notice of Admission to the School of Social Work for review by the MSW Admissions Committee.
2. When all MSW application materials, Graduate School Application Packet, and the Departmental Recommendation for Admission have been received by the School of Social Work, the student's file will be forwarded to the MSW Admissions Committee for review.
3. The MSW Admission Committee will review the student file and make a recommendation to the MSW Director. The director will complete the Notice of Admission and this form will be returned to the Graduate School's office immediately.
4. The Graduate School will complete a Graduate School Admission Notice based on the recommendation from the MSW Admission Committee.
5. If the student is to be admitted, the Graduate School will mail a copy of the Graduate School Admission Notice to the student or a letter on admission status.
6. The Graduate School is responsible for admitting the student into the Student Information System. This may take several days for completion.
7. Once the Graduate School has admitted the student into the Student Information System, the student may attend a new student orientation, be advised and register for courses.

For more information, contact the School of Social Work.

(Please keep this page for your records)

MSW PROGRAM ADMISSION CRITERIA

In order to be considered for admission to the MSW program, applicants must submit: **(1)** a SFA Graduate School application, **(2)** official transcripts to the Graduate School, **(3)** three letters of recommendation using the attached form (or a letter on letterhead providing the same information), **(4)** a written statement of interest in social work, and **(5)** a résumé.

Nonadvanced Standing

To be considered for clear non-advanced standing admission, applicants should have an overall GPA of at least 3.0. Applicants who demonstrate outstanding qualifications on other admission criteria may be admitted on a probationary basis with an overall GPA below 3.

All students admitted to the nonadvanced track must complete 64 credit hours to earn the MSW degree.

Advanced Standing

To be considered for advanced standing, applicants must have earned a bachelor's degree in social work from a program accredited by the Council on Social Work Education. Applicants admitted on a probationary status are not eligible for advanced standing. To receive advanced standing, an applicant must have made a minimum GPA of 3.0.

The MSW program director will make decisions on course equivalency credit. Advanced placement credit may be awarded for SOCW 5300, 5301, 5302, 5304, 5305, 5307, 5312, 5315, 5419, and 5429, as appropriate. Advanced standing credit is not granted automatically; students may be required to submit documentation demonstrating course equivalency or successfully complete a competency examination before credit is awarded.

All students who receive advanced standing must complete a minimum of 35 credit hours to receive the MSW.

MSW PROGRAM

APPLICATION REQUIREMENTS

It is the applicant's responsibility to provide all required documentation to the School of Social Work and Graduate School offices.

- _____ Apply using SFA's online application:
<https://www.sfasu.edu/academics/orgs/graduate-admissions>
- _____ \$50 application fee
- _____ Official transcripts from all post-secondary education sent to the **Graduate School**
- _____ Academic and Professional Integrity Code
- _____ Criminal History Form
- _____ Statement of Interest in Social Work (At least one paragraph answering three questions in APA format, double-spaced with your name on the paper)
- _____ Summary of employment history or Resume
- _____ 1-3 Letters of Recommendation forms completed as stated below*
 - a. A supervisor from a work or volunteer setting, preferably a professional setting.
 - b. A professor or dean from an educational setting.
 - c. A professional (not personal) reference.
- _____ Student Information Contact Form

(Please keep this page for your records)

Stephen F. Austin State University (SFASU)
Academic and Professional Integrity Code
MSW Program

Social work is a profession whose members are required to strictly adhere to standards of professional integrity

The mission of the MSW program is to prepare competent and effective professional social workers committed to advanced generalist practice and able to respond to the needs of rural communities and to the challenges faced by people with rural lifestyles. MSW students are prepared to become leaders in practice. Students must act in a professional manner which reflects the knowledge, values and skills of the social work profession. Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities related to services to clients/consumers. This includes being able to function under stressful situations and to adapt to changing environments. Students must be able to perform their duties with compassion, integrity and concern for others.

The Council on Social Work Education (CSWE), Educational Policy and Accreditation Standards (EPAS), National Association of Social Workers (NASW) Code of Ethics and the Statement of Ethical Principles developed by the International Federation of Social Workers (IFSW) and the International Association of Schools of Social Work (IASSW)

establish behavioral expectations for professional social workers and students. As a MSW student it is important to adhere to these codes of ethics. You are expected to fully understand and appreciate the importance of the provisions of these codes and to apply them to your educational experience, *as a condition to your continued status* as a social work student in the program.

1. The **MSW social work student** is expected to maintain high standards of personal conduct and act in accordance with the highest standards of integrity.
2. The **MSW social work student** is expected to uphold high standards of academic integrity.
3. The **MSW social work student** will be committed to becoming a leader in the social work profession. The commitment must be reflected in course work, assignments, class participation, field placements and all professional interactions.
4. The **MSW social work student** will represent the School of Social Work in a professional manner at agencies, in the community and professional events.
5. The **MSW social work student** will familiarize him or herself with the CSWE accreditation standards, competencies and generalist practice and specialized practice behaviors.
6. The **MSW social work student** will familiarize him or herself with the relevant Codes of Ethics including NASW and IASSW.
7. The **MSW social work student** will adhere to SFASU Academic Integrity policies.
8. The **MSW social work student**, while engaged in study and research, must be guided of by the conventions of scholarly inquiry.
9. The **MSW social work student**, while engaged in service delivery, will focus on the needs of clients/consumers.
10. The **MSW social work student** must strictly respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
11. The **MSW social work student** is expected to treat fellow students, faculty, supervisors, and staff with respect, honesty, courtesy, fairness, and good faith.
12. The **MSW social work student** will uphold and advance the values, ethics, and mission of the social work profession.
13. The **MSW social work student** must not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.

14. The **MSW social work student** must not engage in any form of inappropriate discrimination based on an individual's race, ethnicity, gender, sexual orientation, age, religion, or other personal characteristic, belief, status, or condition.
15. The **MSW social work student** will be responsible for responding to their standard SFA titan e-mail address in a timely and respectful manner.
16. The **MSW social work student** will use D2L in a responsible way to enhance learning. D2L will not be used to communicate information about fellow students, faculty, supervisors, and staff.
17. The **MSW social work student** will use all social media in a responsible and ethical way. Social media should not be used to communicate information about clients, fellow students, faculty, staff and colleagues at agencies. Social media will not be used to communicate with clients.
18. The **MSW social work student** will use appropriate policies and information in syllabi and the MSW Student Handbook to address problems related to specific courses. Students represent themselves and should not speak for or discuss fellow students with faculty.
19. The **MSW social work student** will continue his or her professional development through regular self-assessment of academic and professional aptitude and performance.

The NASW Code of Ethics, promulgated by the National Association of Social Workers
<http://www.socialworker.org>

IASSW Code of Ethics on Human Rights, Social Justice and Professional Conduct
<http://www.iasw-aiets.org>

CSWE accreditation standards, promulgated by the Council on Social Work Education
<http://www.cswe.org>

SFASU Academic Integrity policies
<http://catalog.sfasu.edu/content.php?catoid=2&navoid=78#academic-integrity>

TEXAS STATE BOARD OF SOCIAL WORKERS—RULE 781.201 Code of Conduct
[https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=09%2F10%2F2026&recordId=201711](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=09%2F10%2F2026&recordId=201711)

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

Student Print Name: _____ Date: _____

Student Signature: _____ Date: _____



STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM ★ NACOGDOCHES, TEXAS

School of Social Work

P.O. Box 6104, SFA Station • Nacogdoches, Texas 75962

Phone (936) 468-5105 • Fax (936) 468-7201 • Email swk@sfasu.edu • Web sfasu.edu/socialwork

For electronic use only

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 have been informed of this policy.

Student Print Name: _____ Date: _____

Student Signature: _____ Date: _____

Revised 6/28/2021

SFASU General Counsel- DD

Stephen F. Austin State University
School of Social Work
MSW PROGRAM

STATEMENT OFINTEREST

As part of your application, please enclose a statement (written in an essay form, about two pages, double-spaced) about your interest in social work addressing:

1. How did you become interested in pursuing a professional career in social work?
2. What qualities or abilities do you possess that would make you an asset to the social work profession?
3. How would the Advanced Generalist MSW program at SFA help to meet your goals for your professional career in social work?

(Please keep this page for your records)

Stephen F. Austin State University

School of Social Work

P.O. Box 6104, SFA Station
Nacogdoches, TX 75962-6104
(936) 468-4020

MSW PROGRAM

LETTER OF RECOMMENDATION

Applicant's Name: _____

(Please Print)

Under the federal Family Education and Privacy Act of 1974, students are entitled to review their record including letters of recommendation. However, persons who serve as a reference may feel more comfortable in fully addressing all issues if they know that their recommendations will remain confidential. You have the option of waiving the right to review your recommendation. Please indicate your choice concerning this right.

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's Signature: _____

TO THE PERSON COMPLETING THIS RECOMMENDATION:

You have been selected by the person named above to evaluate his or her ability and readiness to enter a graduate program in social work. Your appraisal of this individual will help the Admission Committee to decide about the applicant's capacity to benefit from this program.

KNOWLEDGE OF APPLICANT

1. What is the nature of your contact with this applicant?

2. Approximately how long have you known this applicant?

3. How well do you know the applicant?

1	2	3	4	5
Not very well				Very Well

4. On a scale of 1 to 5, how would you rate the applicant's chances of success in an MSW program?

1	2	3	4	5
Unsuccessful	Probably	Marginal	Successful	Very

Knowledge of social work:	Successful			Unsuccessful	
	Poor	Below Average	Average	Above Average	Outstanding
	1	2	3	4	5
Writing ability	1	2	3	4	5
Verbal ability	1	2	3	4	5
Creativity	1	2	3	4	5
Problem Solving	1	2	3	4	5
Motivation	1	2	3	4	5
Maturity	1	2	3	4	5
Teamwork	1	2	3	4	5
Concern for others	1	2	3	4	5
Sensitivity to Other cultures	1	2	3	4	5

What are the applicant's primary strengths?

What are the applicant's weaknesses?

What would the applicant contribute to the profession?

Would you recommend this applicant for admission to this MSW program?

Yes_____ With Serious reservations_____ No_____

Signature of respondent: _____

Name (printed): _____

Title:_____ Institution: _____

Address: _____ Phone:_____ E-mail: _____

Stephen F. Austin State University

School of Social Work

MSW PROGRAM

STUDENT INFORMATION

Last Name: _____

First Name: _____

Middle Name/Initial: _____

Name you wish to be called: _____

Student ID Number: _____

Current Address: _____

City/Town: _____

State: _____

Zip Code: _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell Telephone Number: _____

E-mail Address: _____

Emergency Contact Person(s): _____

Contact Person(s) Telephone Number: _____

Additional Information:



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

**Office of Research and
Graduate Studies**

GRADUATE TRANSFER CREDIT

Name _____ Campus ID _____ Date _____

The graduate courses listed below are eligible for transfer to Stephen F. Austin State University. The student pursuing a master's degree with thesis may transfer a maximum of six (6) semester hours; a student pursuing a master's degree without thesis may transfer a maximum of twelve (12) semester hours. The courses listed on this form may not necessarily apply toward a degree. To transfer this credit toward a graduate degree at Stephen F. Austin State University, the student must have the approval of the appropriate academic department, academic dean, and graduate dean.

Credit transfer from: _____

Eligible Courses:

Expiration Date:

Transfer as:

(Course number – Title- Credit hours)

(Semester completed + 6 yrs)

(Substitute for)

Ex: BIO 5415-Ichthyology-4

Ex: Fall 2012

Ex: BIO 523

Academic Advisor

Date

Academic Unit Head

Date

Academic Dean

Date

Graduate Dean

Date

Please return signed form to the Office of Research and graduate Studies SFA Box 13024.

Stephen F. Austin State University
School of Social Work
P. O. Box 6104, SFA Station
Nacogdoches, Texas 75962-6104
Office (936) 468-4020 Fax (936) 468-7201
<https://www.sfasu.edu/social-work>

FAQ's

1. What can I do with an MSW degree after I graduate?

The social work profession has its own body of knowledge, code of ethics, practice standards, credentials, state licensing, and a nationwide system of accredited education programs that equip professional social workers to combine the desire to help others with the knowledge, skill, and ethics needed to provide that help. MSW social workers typically work in leadership or advanced positions as managers, supervisors, and administrators in a wide variety of settings. Examples include private and public agencies, hospitals, schools, private practice, international organizations, and courts to name a few. Social Workers are committed to the process of planned change and may work directly with individuals or groups; help communities or groups provide or improve social and health services and participate in relevant legislative processes that affect quality of life for all citizens.

2. Why should I pursue a master's degree in social work from SFASU?

The School of Social Work at Stephen F. Austin has a commitment to excellence in the preparation of students as professional social workers. The undergraduate social work program has been accredited by the Council on Social Work Education (CSWE) since 1979. The graduate program was accredited by CSWE in 2001.

3. What are my options for study toward a Master's Degree in Social Work (MSW)?

- Full time Advanced Standing – 1 year
- Part time Advanced Standing – 2-3 years
- Full time Non-advanced Standing – 2 years
- Part time Non-advanced Standing – 3-5 years

4. What practice areas are offered?

The specialized practice area that is focused on in the program will prepare students to become advanced generalist practitioners within a rural context. Upon completion of the program, students will have gained the advanced knowledge, skills, and values to work with individuals, families, groups, communities, and organizations in a variety of settings in rural areas and with people who have rural lifestyles. Although the program's specialized practice primarily focuses on the rural context of practice, the knowledge, values, and skills that students learn are readily transferable to other settings.

5. What are the admission requirements for the MSW program?

In order to be considered for admission to the MSW program, applicants must submit:

- SFA graduate school application
- Official transcripts from all colleges and universities attended
- 1-3 letters of recommendation?
- A written statement of interest in social work.
- Resume or history of employment
- Student information sheet

To be considered for clear admission, applicants should have an overall GPA of at least 3.0. Applicants who demonstrate outstanding qualifications on other admission criteria may be admitted on a probationary basis with an overall GPA less than 3.0.

A limited number of students may be admitted to the advanced standing program. To be considered for this program, applicants must have earned a bachelor's degree in social work from a program accredited by the Council on Social Work Education. Applicants admitted on probationary status are not eligible for advanced standing. To receive advanced standing status, applicants must have a minimum GPA of 3.0 overall. Students do not receive credit for previous life or work experience.

6. Can I transfer credits from other graduate programs?

All courses that students wish to take outside of the MSW program (either at SFASU or another college or university) must be approved by the students' advisor and the MSW Program Director. The advisor may ask students to provide relevant information about the course work for transfer credit. Such information might include the university catalog description of the course and/or course syllabus. The student may also wish to consult the Program Director as to the appropriateness of the course toward the MSW degree. Only courses from MSW programs accredited by the Council on Social Work Education will be accepted for transfer credit. Elective courses taken in areas other than social work are not accepted for transfer credit.

7. Do you offer the MSW program at locations other than the Nacogdoches?

No. However, our program is fully online for advanced standing and hybrid for non-advanced standing.

8. Do you offer online courses in social work?

Yes.

9. What are requirements for international applicants?

International applicants must meet the same requirements for admission as a student from the United States. In addition, all international applicants must submit a completed International Student Application (available at www.sfasu.edu/admissions) plus a non-refundable \$50 application evaluation fee. Applicants whose native language is not English are required to submit evidence to demonstrate competency in the English language sufficient to function successfully in graduate work.

10. What type of undergraduate degree do I need?

Students wishing to enter the advanced standing (one-year) program must have an undergraduate degree in social work. For other applicants, a liberal arts background is the ideal preparation for the MSW program, but all majors are accepted. For some, additional coursework in human biology, social statistics, and/or multicultural studies may be required.

11. What is the MSW program application deadline?

Applications are accepted on a rolling basis but should be submitted as early as possible prior to the upcoming semester.

12. Does SFA provide financial aid?

Yes. Financial aid programs in which Stephen F. Austin State University participates include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Leveraging Educational Assistance Program, Texas Grant Program, Texas Public Educational Grant, Federal Work-Study Program, Federal Perkins Loan, Federal Family Educational Loan Program (Stafford Loan), and the Hinson-Hazelwood Student Loan Program. Consideration for these programs requires need analysis. Unsubsidized Stafford Loans, Federal Parent Loans, short-term emergency loans and University scholarships may be available to students who do not demonstrate financial need. Information regarding student aid can be found at <http://www.sfasu.edu/scholarships>. A limited number of graduate assistantships and specific scholarships such as the Elisabeth Kenny Memorial Scholarship and the Ima Hogg Mental Health Foundation Scholarship are also available.

13. Is student housing available?

Rooms and apartments are provided for approximately 8,000 students on campus. Application forms can be found on the university housing web site at www.sfasu.edu/housing.

14. Will I be able to pursue social work licensure after graduation?

Yes. Students graduating from the SFA School of Social work are qualified to sit for the licensure examination in the state of Texas. For more information about application for licensure, students may contact the Texas State Board of Social Work Examiners at 1- (800) 821-3205 or <https://bhec.texas.gov/texas-state-board-of-social-worker-examiners/applying-for-a-social-work-license/>

15. Who do I call for additional information?

You may contact the MSW Program Office at 936-468-4020 or via email at swk@sfasu.edu.