



School of Social Work
UNIVERSITY *of* ALASKA ANCHORAGE

Master of Social Work Program & Admissions Information

Contents

Introduction: MSW Program Chair	4
MSW Program Introduction	5
Mission	5
MSW Program Student Learning Outcomes	5
MSW Program Accreditation	5
MSW Curriculum	5
Generalist MSW Curriculum	6
Advanced Generalist MSW Curriculum	6
Practicum Education	7
Credit for Life or Work Experience	7
UAA MSW Program Delivery	7
Full-Time Program (2 years)	7
Part-Time Program (4 years)	7
Combination Part-time / Full-time (3 years)	8
Advanced Standing Program (1-2 years)	8
Technology Requirements	8
Specialized Learning Opportunities	8
Dual Degree, Master of Social Work / Master of Public Health	8
AHEC Scholars	8
AK LEND	9
Graduate Certificate in Children's Mental Health	9
Pathway in School Social Work	9
MSW Tuition Information	9
Tuition	9
Student Financial Aid	10
Scholarships & Stipends	10
Licensure	10
MSW Application Information	10
Instructions for Applying to the UAA MSW Program	10
Required Application Documents	12
Professional Resume	12

Personal Statement	12
Writing Sample	12
3 Professional Letters of Reference	13
Official Transcripts	13
Review your complete MSW application	13
After submitting your MSW Application	14
MSW Program Admission Information	14
Criteria for Admission to the MSW Program	14
Criteria for Admission to the MSW Program with Advanced Standing	14
Transfer Credits	15
Transferring from an MSW program	15
Admissions Decisions	16
Notice of Admission Decisions	16
Types of Admissions Decisions	16
Admitted	16
Admitted with provisions	16
Waitlisted for admission	17
Denied admission	17
Deferring Admission	17
Non-attendance	17
Practicum Placement Notification	17
Felony Policy	17
Notice of Nondiscrimination	18
MSW Program Reinstatement	18

Introduction: MSW Program Chair

Dear Prospective Student,

This admissions guide will walk you through everything you need to know about applying to the Master of Social Work (MSW) program at the University of Alaska Anchorage. Here you will find an overview of the MSW mission, curriculum, accreditation, and student learning outcomes.

You'll find details on the different program options: full-time (2 years), part-time (4 years), hybrid (3 years), and the Advanced Standing track (1–2 years) for BSW graduates. Practicum education is a key part of the program, and while we value your experience, credit is not given for prior work or life experience. Technology requirements and various learning opportunities are also covered, including dual degrees, certificates, and special programs like AK LEND and the School Social Work Pathway. In addition, you will find tuition costs, financial aid, and scholarships.

Finally, you will also find information on the full application process. This includes what documents you need (resume, personal statement, writing sample, transcripts, and letters of reference) and what to expect after you apply. Finally, you'll find information on how admissions decisions are made, transfer policies, deferrals, practicum placements, and important policies.

We welcome your feedback and input at any time. Again, thank you for your interest in the UAA Master of Social Work program!

Sincerely,
Matthew Cuellar, PhD, MSW
MSW Program Chair



MSW Program Introduction

Mission

The mission of the UAA MSW program is to develop a community of MSW professionals located across rural and urban Alaska who are dedicated to advancing human rights, engaging in anti-racist and anti-oppressive social work practice, while pursuing justice, equity, and inclusion for all. MSW students engage in a collaborative online learning environment and practicum to develop advanced generalist social work values, knowledge, and skills in direct practice, leadership, critical scientific inquiry, and policy advocacy to address the health and social welfare needs in Alaska, the Circumpolar North, and beyond.

MSW Program Student Learning Outcomes

The MSW program prepares advanced generalist social workers who:

1. Demonstrate ethical and professional behavior in advanced generalist practice.
2. Advance human rights and social, racial, economic, economic and environmental justice in advanced generalist practice.
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice in advanced generalist practice.
4. Engage in practice-informed research and research-informed practice in advanced generalist practice.
5. Engage in policy practice in advanced generalist practice.
6. Engage with individuals, families, groups, organizations, and communities in advanced generalist practice.
7. Assess individuals, families, groups, organizations, and communities in advanced generalist practice.
8. Intervene with individuals, families, groups, organizations, and communities in advanced generalist practice.
9. Evaluate practice with individuals, families, groups, organizations, and communities in advanced generalist practice.
10. Integrate the context of Alaska in advanced generalist practice.

MSW Program Accreditation

The UAA School of Social Work Master of Social Work program is fully accredited by the [Council on Social Work Education](#).

MSW Curriculum

The UAA School of Social Work Master of Social Work program is a distance-delivered advanced generalist MSW program. The advanced generalist concentration is the ideal curriculum model to meet the significant and complex needs spanning across remote, rural, and small metropolitan community needs of Alaska. Social workers in Alaska are required to assume multiple roles and responsibilities in their work, frequently serving as the only social worker in their agencies, and quite possibly, the only social worker in their geographic region. As a result, an advanced generalist social worker needs to be able to perform multiple roles in the direct, organizational and community practice arenas.

The MSW program curriculum is divided into the generalist curriculum and the advanced generalist curriculum, and it includes five course sequences across the curriculum: social work practice, policy, human behavior in the social environment, research, and practicum. The generalist curriculum prepares students to

engage in generalist social work practice, and the advanced generalist curriculum prepares students to engage in leadership and advanced social work practice.

Generalist MSW Curriculum

The UAA MSW foundation curriculum design, including the goals, objectives and course outcomes, provides students with a generalist perspective for social work practice. Generalist social work practice prepares social work students who can: assume multiple roles in their work; intervene on multiple levels to enhance human well-being; address the needs of Alaskans in distress due to poverty, oppression or other forms of social or economic injustice; and demonstrate a commitment to the values and ethics of the profession.

The generalist curriculum consists of the following courses, which must all be completed before beginning the advanced generalist curriculum:

SWK A607 Social Welfare Policy and Services

SWK A624 Foundation Research Methods

SWK A630 Practice with Individuals

SWK A631 Introduction to Social Work Practice

SWK A632 Practice with Families and Groups

SWK A636 Practice with Organizations and Communities

SWK A642 Human Behavior in the Social Environment

SWK A643 Engaging Diversity through Justice and Anti-Oppressive Social Work Practice

SWK A695A Generalist Practicum I

SWK A695B Generalist Practicum II

Advanced Generalist MSW Curriculum

The advanced generalist curriculum provides advanced content in the curricular areas introduced in the foundation curriculum, addressing it in greater depth, breadth, and specificity. Thus, the advanced generalist concentration provides a continuum of knowledge based upon the liberal arts foundation and generalist practice knowledge from the foundation curriculum. The continuum moves entry-level practitioners to an autonomous level of practice, with leadership, innovation, and creativity at the core of advanced generalist practice. The intent of the advanced generalist curriculum is to prepare students for independent practice and leadership roles in the community. The UAA MSW advanced generalist curriculum design, including the goals, objectives and course outcomes incorporate elements of the definition of advanced generalist practice to prepare graduates for advanced generalist practice. MSW students complete a total of 6-credits of electives.

The advanced generalist curriculum consists of the following courses:

SWK A608 Advanced Policy Practice

SWK A628 Program Evaluation

SWK A629 Advanced Practice with Individuals

SWK A633 Advanced Practice with Families and Groups

SWK A635A Transformational Leadership Capstone Development

SWK A635B Transformational Leadership Capstone Implementation

SWK A637 Transformational Leadership with Communities and Organizations

SWK A695C Advanced Generalist Practicum I

SWK A695D Advanced Generalist Practicum II

Practicum Education

The UAA MSW practicum education program provides students with a rich opportunity to apply knowledge, values, skills, and cognitive and affective processes developed in the classroom to the demonstration of generalist and advanced generalist competencies in real-world agency settings while working directly with and on behalf of a variety of client groups, including clients and constituencies in rural and urban communities.

MSW students complete two practicum placements: one in the generalist curriculum and one in the advanced generalist curriculum. The MSW Practicum Coordinator assists students with the practicum placement process. The MSW Practicum Coordinator will attempt to identify opportunities for practicum within a student's home community. However, subject to suitable placement availability and/or state or territory regulations, students may need to relocate to Alaska or another state to complete their practicum education. Both practicum placements are a year-long, and they are completed during the fall and spring semesters. Students may complete their practicum placement in their place of employment. Students are required to complete a total of 480 hours in each practicum, which is approximately 16 hours a week in the practicum placement for a total of 30 weeks (2 semesters). While in the practicum, students are also enrolled in a practicum seminar, where they integrate MSW didactic course content with practicum learning experiences.

Credit for Life or Work Experience

As required by the Council on Social Work Education, the UAA MSW program does not grant social work course credit for life experience or previous work experience.

UAA MSW Program Delivery

The MSW program is distance-delivered. The courses are delivered using synchronous and asynchronous educational technologies, including Blackboard course management system and Zoom video conference. Through distance education technology, students and faculty are highly engaged in a community of collaborative learning.

All required MSW courses have regularly scheduled distance-delivered class sessions each week. Class time options will include course sections after traditional working hours. Students are required to attend the MSW Program Intensive and Practicum Orientation at the start of fall semester.

The MSW program is offered full-time, part-time, and advanced standing:

Full-Time Program (2 years)

Full-time students attend classes during summer, fall, and spring semesters for two years. Full-time students complete the generalist curriculum during the first year followed by the advanced generalist curriculum during their second year. Full-time students complete two practicum placements in their home community: one is completed in the first year during fall and spring semesters and one is completed in the second year during fall and spring semesters. The full-time program requires a course load of 3 credits each summer and 13-16 credits each fall and spring semester.

Part-Time Program (4 years)

Part-time students attend classes during summer, fall, and spring semesters for four years. Part-time students complete the MSW program in four years with the generalist curriculum completed during the first two years and the advanced generalist curriculum completed during the

second two years. They complete two practicum placements in their home community: one is completed in the second year during fall and spring semester and one is completed in the fourth year during fall and spring semesters. The part-time program requires a course load of 3 credits during the summer and 6 credits each fall and spring semester.

Combination Part-time / Full-time (3 years)

Students can complete the program in three years by either beginning part-time (2 years) then switching to full-time (1 year) or beginning full-time (1 year) then switching to part-time (2 years).

Advanced Standing Program (1-2 years)

Students with a BSW degree from an accredited social work program who are admitted with advanced standing enter the MSW program during the advanced generalist curriculum, and they may attend full-time or part-time. Advanced standing students complete one practicum placement in their home community during fall and spring semesters. The part-time advanced placement program requires a course load of 3-6 credits during the summer and 6-7 credits during fall and spring semesters. The full-time program requires 3-6 credits in the summer and 15-16 credits during fall and spring semesters.

Technology Requirements

UAA MSW Students must be able to access the Internet, navigate web pages, check and respond to email, and attach files to email. Students need access to word processing software (such as Microsoft Word), presentation software (such as Microsoft PowerPoint), and media playing software (YouTube, Windows Media Player, etc.) as courses often use these programs to complete assignments. Courses use Zoom web conferencing for the synchronous class meetings. To participate in the UAA MSW program, students will need a web camera, speakers, and a microphone (or a headset with a built-in microphone).

Specialized Learning Opportunities

Dual Degree, Master of Social Work / Master of Public Health

The [Master of Social Work/Master of Public Health \(MSW/MPH\) dual degree](#) provides academic training to maximize the impact of both public health and social work practices. This dual degree develops expertise in public health and social work. The goal of this program is to train leaders who have the skills and competencies to address many of the social and public health problems facing the state of Alaska, this nation, and the world.

Admissions requirements: Students must apply separately and meet the admission requirements of both the MSW and MPH programs. See below for the MSW program admissions requirements.

AHEC Scholars

[AHEC Scholars](#) is a two-year program designed to supplement and broaden a student's healthcare training. Any student enrolled in their final two years of an Alaskan healthcare program can apply. Students receive a stipend and reimbursement for transportation and lodging to rural community-based learning site.

AK LEND

[Alaska LEND](#) (Leadership Education in Neurodevelopmental and related Disabilities) provides graduate level interdisciplinary leadership training for individuals with a commitment to providing family-centered coordinated systems of health care and related services to improve the health of infants, children, and

adolescents who have, or are at risk for developing, autism and other developmental disabilities. Students receive a \$7,000 stipend.

Graduate Certificate in Children's Mental Health

The [Graduate Certificate in Children's Mental Health](#) is designed to expand specific skills and clinical experiences in children's mental health and allow students to expand their expertise through [an interprofessional](#) understanding of children's mental health practices in Alaska.

Graduate Certificate in Public Health

The [Graduate Certificate in Public Health](#) prepares public health practitioners to apply skills in program planning and evaluation, data analysis, and health services administration and management. The program focuses on preparing students to work in public health-related agencies that serve rural and underserved communities.

School Social Work Pathway

The [UAA School Social Work Pathway](#) prepares MSW-level social workers to provide school social work services in rural and urban school districts. Students who complete the Pathway will have met the content area requirements for Type C Certification in School Social Work from the Alaska Department of Education and Early Development.

MSW Tuition Information

Tuition

Tuition at UAA is determined by the number of course credit hours, the level of the course, and the student's residency status. All MSW courses are graduate 600-level courses. 100% online classes taken by non-resident students will be discounted at the resident tuition rate. For detailed information about tuition, fees, financial aid, scholarships, and residency status, please visit the [UAA Financial Aid website](#).

Student Financial Aid

The Office of Financial Aid assists students with financial aid and can be reached by phone at (907) 786-1480 or on the [UAA Financial Aid website](#).

Scholarships & Stipends

The UAA Office of Financial Aid has [information about scholarships eligibility](#). Social work students should inquire about:

- The Dove Kull Memorial Scholarship: minimum award of \$500.
- The NASW Alaska Scholarship: \$500-\$1000 to a UAA MSW student who is a member of NASW.
- The Ella Craig/NASW Alaska Chapter Scholarship: awards of \$500-\$1000 at the MSW level.

Licensure

Graduates completing the Master of Social Work are eligible to sit for the Licensed Master Social Worker (LMSW) examination within the state of Alaska immediately after graduation. They are also eligible to sit for the Licensed Clinical Social Worker (LCSW) examination within the state of Alaska after completion of requisite practice hours and supervision of those practice hours.

Please go to UAA's [Authorization by State](#) website for information about licensure or certification in a state other than Alaska.

MSW Application Information

Instructions for Applying to the UAA MSW Program

Admission to the UAA Master of Social Work Program is a two-part application process, and both applications must be submitted by the January 15 application deadline:

1. [Apply for admission](#) to the University of Alaska Anchorage graduate programs. The application costs \$75.
2. Apply to the University of Alaska Anchorage MSW Program through the [Social Work Centralized Application Service](#) (SocialWorkCAS). SocialWorkCAS charges a processing fee of \$45 for each MSW program that you apply to.

How to apply through SocialWorkCAS

- Visit [Starting Your SocialWorkCAS Application](#) for an overview of the process, important dates and fees, and contact information.
- [Create an account](#) in SocialWorkCAS.
- In “My Application”, you will complete personal information, academic history, and supporting information.
 - o UAA does not require you to provide your social security number in the SocialWorkCAS application.
 - o In the “Academic History” tab:
 - “Colleges Attended”: You will report all institutions you have attended and provide transcripts for each college or university attended.
 - “Transcript Entry”: In the transcript entry section, enter the coursework that meets the human biology and statistics program prerequisites. If you completed either program prerequisite through a continuing education course, you will upload the certificate of completion in the “Program Materials” section of the application (see below).
 - “Standardized Tests”: The UAA MSW program does not require the GRE or other standardized tests for admission. [International students](#) must submit a TOEFL test score of 79 iBT as proof of English proficiency.
 - o In the “Supporting Information” section, you will provide information for 3 references.
 - o In the “Supporting Information” section, you are not required to submit experiences, because your experiences will be included in your resume.
- In the SocialWorkCAS application, navigate to the “Add Program” tab. Search for the University of Alaska. Choose either Advanced Standing Master of Social Work or Master of Social Work. To apply for the Advanced Standing Master of Social Work you must have a Bachelor degree in Social Work. See program descriptions in SocialWorkCAS for detailed information about each program.
- Return to the “My Application” tab and choose “Program Materials”.
 - o The “Home” tab provides a program description and the criteria for admission.
 - o Navigate to the “Questions” tab and complete the questions.

- o Navigate to the “Documents” tab, which is where you will upload your resume, personal statement, writing sample, and certificates of completion for prerequisite courses that are not on your transcripts.
- o Navigate to the “Prerequisites” tab. If you have not already done so, you will enter the coursework that meets the human biology and statistics program prerequisites. If you completed either program prerequisite through a continuing education course, you will upload the certificate of completion in the “Documents” tab.
- Submit your application.
 - o You must submit your application in SocialWorkCAS by the application deadline to have your application reviewed by UAA School of Social Work MSW Program.
 - o SocialWorkCAS charges a processing fee of \$45 for each program you apply to.
 - o If the \$45 processing fee presents a barrier for you to apply to the MSW program, the UAA MSW program has a limited number of coupon codes to offset application fees. To apply for a coupon code, send an email request to MSW Admissions (mawadmissions@alaska.edu). You must apply the coupon code on the payment page before you submit your application. Navigate to [SocialWorkCAS Application Fees](#) for detailed information on using a coupon code.
 - o Once your application is submitted, no changes or refunds can be made.
- Need assistance with SocialWorkCAS? For help with application-related questions or to check the status of your application materials, you can log in to your application and contact SocialWorkCAS using the chat icon in the lower right corner, by email at support@socialworkcas.myliaison.com, or by phone at 857-304-2016. Note the following:
 - o Hours of operation: Monday – Friday, 9 AM – 5 PM EST.
 - o For the quickest response, log in to your application and contact via chat.
 - o Typically responses will be provided to emails within two business days; however, response times can take up to three business days when they are the busiest.
- Be sure to have your CAS ID number (located under your name in the upper-right corner of the application) when contacting SocialWorkCAS.

Required Application Documents

Professional Resume

The resume will be uploaded to the SocialWorkCAS application. At a minimum, the resume should include:

- Work Experience: Prior employment history with name and location of the organization, title / position held, duties performed, and dates of employment;
- Volunteer Experience / Community Involvement: List prior community involvement or volunteer experience and include the name and location of the organization, tasks performed, and dates of service;
- Awards / Honors: Highlight relevant activities and honors, such as academic awards and scholarships, membership in organizations, leadership positions, and work-related awards or honors. Provide dates of award or involvement.

Personal Statement

Purpose of the Personal Statement:

- The personal statement provides evidence for the following:

- Readiness for graduate social work education,
- Demonstration of leadership, community engagement, and volunteer/work experience,
- Understanding of the social work profession and why specifically obtaining an MSW aligns with your career goals.

Directions: Please respond separately to each of the three questions below, and number your response to each question. Submit the personal statement in the SocialWork CAS system as a single electronic document titled “Personal Statement” and include your name. The personal statement should be typed and double-spaced, and responses to each question should be between 300 and 500 words.

Artificial Intelligence Policy: Your personal statement essay should be in your voice and share your story, so please do not use AI to outline your essay, draft content, or translate your essay from another language. Acceptable uses of artificial intelligence include brainstorming topics and checking grammar and spelling.

Prompts: Please respond to each of the following questions individually. Please number your response to each question.

- 1.) Please share how an MSW degree from UAA will help you meet your personal and professional goals. In other words, how did your personal, volunteer, community involvement, education, and/or professional experiences lead you to seek social work specifically, rather than other similar but distinct degrees.
- 2.) The requirements of an MSW program can be time-consuming and demanding in many ways. At the same time, we understand that students also have other obligations. Please describe how you plan to balance the demands of graduate school education and other important community, family, and work responsibilities.
- 3.) Describe an ethical issue related to social work that you have had in your personal, professional, or volunteer experience. Discuss your ethical decision-making process for resolving the ethical issue and the factors that contributed to the ultimate outcome. Please protect confidentiality and do not reveal the names of people, communities, or organizations. (Here is a link to our NASW Code of ethics for your reference)
- 4.) Social work education requires a commitment to self-reflection, growth, and humility. Please describe areas in which you recognize the need for continued growth or improvement, including any personal strengths or challenges that have influenced your academic or professional journey.

Writing Sample

Purpose of the Writing Sample:

The writing sample provides evidence for the following:

- Readiness for graduate social work education;
- Understanding of concepts fundamental to the social work profession such as anti-racism, diversity, equity, and inclusion and to advancing human rights and social, racial, economic, and environmental justice.

Directions: Please choose ONE of the prompts below to respond to. Submit the writing sample in the SocialWork CAS system as a single electronic document titled "Writing Sample" and include your name. The writing sample should be typed, double-spaced, and should be between 400 and 500 words.

Artificial Intelligence Policy: Your writing sample essay should be in your voice and share your story, so please do not use AI to outline your essay, draft content, or translate your essay from another language. Acceptable uses of artificial intelligence include brainstorming topics and checking grammar and spelling.

Prompts: Please choose ONE of the prompts to respond to as if you would be writing an academic paper. Please support your arguments with evidence from your lived experience and outside sources of information. Please utilize APA Style 7th edition in-text citation and reference list format to the best of your abilities. The reference list at the end of the document is not included in the word limit.

1.) Describe your understanding of systemic oppression and discuss how social workers can work within society to address the issue.

2.) Describe your understanding of income inequality and discuss how social workers can work within society to address the issue.

3 Professional Letters of Reference

Three professional reference forms will be submitted through SocialWorkCAS.

- Please select professional references from your work, educational, and volunteer experiences who can best speak to your qualities that make you suitable for a career as a social worker. Please do not use relatives or friends as references.
- **Applicants with a BSW who are applying for advanced standing:** One of the three professional references must be provided by a BSW faculty member who can address the applicant's readiness for advanced standing, such as the applicant's BSW practicum seminar instructor, the BSW program coordinator, the BSW practicum coordinator, or the student's academic advisor. Be sure that the BSW faculty member responds to the advanced standing question on the reference form.
- **Applicants Transferring from another MSW program:** One of the three letters of reference must be from the MSW program director / coordinator or MSW advisor stating that you are currently in good standing in the MSW program from which you are transferring, and that you have completed all courses in the generalist curriculum including practicum education.

Official Transcripts

Official transcripts will be submitted in the UAA Graduate Application. Official transcripts from all colleges and universities attended reflecting completion of all baccalaureate or master degrees as well as any transcripts with graduate credit must be submitted in the UAA application. Transcripts from UAA, UAS, or UAF do not need to be submitted in the UAA application. Students can submit unofficial transcripts in the SocialWork CAS Application, so long as transcripts reflect prerequisite course information and all institutions you have attended.

Review your complete MSW application

It is the responsibility of the applicant to ensure that all they have completed their UAA Graduate Application and their UAA MSW application in SocialWorkCAS. The MSW program reserves the right to request additional materials and/or interviews pertaining to program admission. Please note that the UAA MSW program does not grant social work course credit for life experience or previous work experience.

After submitting your MSW Application

- You will receive an email confirming submission of your application and notification of any incomplete documents.
- Notify the School of Social Work if your name, address, email, or phone number changes.
- Notify the School of Social Work if you decide to withdraw your application

MSW Program Admission Information

Criteria for Admission to the MSW Program

- GRE is not required.
- An earned baccalaureate degree from an institutionally accredited institution in the United States or a foreign equivalent. Students who expect to receive their baccalaureate degree within two semesters may also apply for admission.
- Applicants must have a cumulative grade point average (GPA) of 3.00 (B average on a 4.00 scale). The MSW Admissions Committee may make exceptions, taking into account special circumstances based on a review of the entire application.
- Two prerequisite courses - one in human biology and one in statistics (completed with a minimum grade of C or a Pass for Pass/Fail).
 - o Prerequisites may be in progress at the time of application, but they must be completed by the program's start date.
 - o Prerequisite courses can be completed through a 3-credit academic course from an institutionally accredited college or university or through an approved continuing education certificate course.
 - o Prerequisite courses may also be met through the successful completion of national exams recognized by UAA, such as Advanced Placement (AP), College-Level Examination Program (CLEP), DSST, UExcel, or International Baccalaureate (IB), for which the student meets the minimum score set by the UAA faculty and published in the catalog.
 - o There is no time limit on prerequisite credit.
 - o Human biology - This should be a human biology course or a biology course with human biology content (basic anatomy and human biological systems). UAA courses that satisfy this requirement include: BIOL A100, BIOL A102, BIOL A111, or BIOL A112.
 - o Statistics - This should be an introductory or elementary statistics course. Most courses with "statistics" in the title will be approved. UAA courses that satisfy this requirement include: ECON A227, PSY A260, SOC A462, STAT A200, or STAT A253.

Criteria for Admission to the MSW Program with Advanced Standing

Applicants who do not meet the criteria for advanced standing may apply to the full MSW program.

- GRE is not required.
- Bachelor of Social Work from a baccalaureate social work program accredited by the Council on Social Work Education, recognized through its International Social Work Degree Recognition and Evaluation

Services, or covered under a memorandum of understanding with international social work accreditors. If the BSW degree was completed more than five years ago, then the applicant must demonstrate employment in health and social services. Students who expect to receive their baccalaureate degree within two semesters may also apply for admission.

- Applicants must have a cumulative grade point average (GPA) of 3.00 (B average on a 4.00 scale). Minimum grade of B or equivalent in each BSW practicum placement course.
- Two prerequisite courses - one in human biology and one in statistics (completed with a minimum grade of C or a Pass for Pass/Fail).
 - Prerequisites may be in progress at the time of application, but they must be completed by the program's start date.
 - Prerequisite courses can be completed through a 3-credit academic course from an institutionally accredited college or university or through an approved continuing education certificate course.
 - Prerequisite courses may also be met through the successful completion of national exams recognized by UAA, such as Advanced Placement (AP), College-Level Examination Program (CLEP), DSST, UExcel, or International Baccalaureate (IB), for which the student meets the minimum score set by the UAA faculty and published in the catalog.
 - There is no time limit on prerequisite credit.
 - Human biology - This should be a human biology course or a biology course with human biology content (basic anatomy and human biological systems). UAA courses that satisfy this requirement include: BIOL A100, BIOL A102, BIOL A111, or BIOL A112.
 - Statistics - This should be an introductory or elementary statistics course. Most courses with "statistics" in the title will be approved. UAA courses that satisfy this requirement include: ECON A227, PSY A260, SOC A462, STAT A200, or STAT A253.

Transfer Credits

Up to 9 semester credits not used toward an undergraduate degree may be transferred to UAA from an accredited institution and counted toward a graduate degree. Up to 9 graduate credits may also be transferred in the case of a second master's degree, although doctoral degree credits may not be used toward an additional master's degree unless that degree is in a distinctly different field. Acceptance of transfer credit toward graduate program requirements must be approved by the individual program faculty, college dean and Graduate School.

Transferring from an MSW program

Transfer applicants must submit a full MSW application by the January 15 deadline. Applicants who have not completed the generalist curriculum can apply to the full MSW program and transfer up to 9 credits, and applicants who have completed the full generalist curriculum, including course work and practicum, can apply to the advanced standing program. To be considered, applicants must be currently enrolled in a CSWE accredited MSW program, must be in good standing, and must have a cumulative GPA of 3.0 or better. Per [UAA Graduate School Policy](#), all graduate degree requirements must be completed within 7 years.

Procedure for applying as an MSW transfer student:

- Submit the UAA Graduate Application and the MSW program SocialWorkCAS application by January 15.
- One of the three letters of reference must be from the MSW program director / coordinator or MSW advisor stating that you are currently in good standing in the MSW program from which you are

transferring, and that you have completed all courses in the generalist curriculum including practicum education.

- Transfer students might be asked to submit syllabi for courses taken in the previous program for review by the MSW Program Chair, who will review for course equivalency. Admitted students may be required to take additional generalist coursework at UAA as a condition of admission.

Admissions Decisions

The UAA MSW Admissions Committee is composed of faculty of the UAA School of Social Work, UAA MSW alumni, and members of the professional social work community. The Admissions Committee reviews all complete applications to the MSW program. Only complete applications are reviewed by the Admissions Committee, and incomplete applications will not be reviewed until all application materials have been submitted. The Committee conducts a holistic review of MSW applications and determines admission based on a combination of factors, including:

- Academic preparation and readiness for graduate social work education. While a minimum GPA of 3.0 is desired, exceptions may be for special circumstances based on a review of the entire application packet, particularly if the grade point average in the last 60 credits is above 3.0.
- Leadership, community engagement, and volunteer / work experience
- Understanding of the field of social work and connection of MSW to career goals
- Demonstration of social work values, ethics, and commitment to social justice, diversity, and anti-racism
- Demonstration of critical thinking, organization, and graduate-level written communication

Notice of Admission Decisions

Applicants to the UAA MSW program will receive a written notice of the admission committee's recommendation from the UAA School of Social Work by April 1. Applicants will also receive a formal written admission decision from the UAA Office of Admissions. At the time of admission, students are assigned an MSW advisor.

Types of Admissions Decisions

Admitted

All admissions requirements were met, and the applicant is selected for admission to the MSW program.

An Intent to Enroll form is enclosed with the UAA School of Social Work notice of admission, and applicants must return this form to the School of Social Work by the date specified in the letter in order to confirm their seat in the MSW program. Students admitted to the full-time program will be required to provide practicum education placement information with the Intent to Enroll form.

Admitted with provisions

Applicant showed potential for success in the MSW program but did not meet all the admission requirements, so admission is contingent on completing provisions. For example, applicants who are enrolled in the last semester of their undergraduate program or who have not completed the prerequisite courses will be given a provisional admission. Provisions must be completed by the date specified in the letter of admission. If the provisions are not met within the specified deadlines, the student may be removed from graduate degree-seeking status.

An Intent to Enroll form is enclosed with the UAA School of Social Work notice of provisional admission, and applicants must return this form to the School of Social Work by the date specified in the letter to confirm their seat in the MSW program. Students admitted provisionally to the full-time program will be required to provide practicum education placement information with the Intent to Enroll form.

Waitlisted for admission

A small number of applicants may be selected for a waitlist. If space becomes available, applicants will be removed from the waitlist and offered admission. If space does not become available, then applicants on the waitlist must reapply to be considered for admission in subsequent years.

Denied admission

Applicants who do not meet admission criteria and do not demonstrate readiness for graduate education are denied admission. Applicants who are denied admission may reapply in subsequent years.

Deferring Admission

Applicants who are admitted or admitted with provisions to the MSW program may request to defer admission to the MSW program for one year. The MSW Admissions Committee reviews all requests for deferral of admission. Applicants may submit a request for a one-year deferral of admission by completing the following steps:

- Submit the Intent to Enroll Form to the School of Social Work by the date specified indicating a request to defer admission for one year.
- Enclose a written request for deferral that is addressed to the MSW Admissions Committee. The written request should describe the reasons for requesting a one-year deferral.

Non-attendance

Admitted applicants who cannot attend should indicate their decision on the Intent to Enroll form that is sent with the letter of admission. The Intent to Enroll form should be returned to the School of Social Work by the date specified in the letter of recommendation.

Admitted applicants who fail to submit the intent to enroll form and who do not enroll in the required summer semester MSW course by the end of the add/drop period for summer semester will be removed from the MSW program. Accepted applicants removed for non-attendance who wish to pursue the MSW degree must reapply for admission.

Practicum Placement Notification

The UAA MSW Program requires MSW students to complete two years of practicum placements (480 hours for each practicum placement). Many practicum agencies require students to complete a criminal background check, drug screening, or communicable disease screening before accepting a student into the agency. Having a criminal record or being unable to pass drug or communicable disease screenings could impact the ability of the UAA School of Social Work to place a student in a practicum placement, which may result in the student being unable to complete the practicum instruction sequence as planned or possibly prevent a student from completing the MSW program.

Felony Policy

The School of Social Work MSW Admissions Committee will, at its discretion, deny an applicant for admission if the committee finds that the applicant's history of felony or misdemeanor convictions make the

applicant unfit for social work practice. The committee will consider the number and recency of any convictions, and the relationship those convictions may have to license eligibility and social work practice.

Notwithstanding the above, a person who has been convicted of a felony crime against a person, described in [AS 11.41](#), within the ten years before the date of application, is unfit for admission to the MSW Program and will be denied.

Notice of Nondiscrimination

The University of Alaska is an affirmative action/equal opportunity employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

MSW Program Reinstatement

MSW students may apply for reinstatement to the UAA MSW program, if they were enrolled in the program but failed to register for two consecutive semesters, voluntarily withdrew from the program, or failed to obtain an approved Leave of Absence. To be considered for reinstatement, a student must be in good standing (with a cumulative GPA of 3.0 or higher) during their last semester of attendance and pay the fee for reinstatement.

The decision to approve or deny reinstatement into the original degree program is made by the MSW program. Decisions may be based on the applicant's academic status when last enrolled; activities while away from the program; the length of absence; the perceived potential for successful completion of the program; the ability of program to support the student both academically; as well as any other factors or considerations regarded as relevant by the program.

Contact the MSW program coordinator for information on applying for reinstatement.



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