

# **Matriculation Checklist**

**If your matriculation application form, background disclosure form and reference letters are not received by the due date given in SW 316, you will not be scheduled for a matriculation interview.**

**Students must have completed or be enrolled in SW 316, SW 324, SW 350 and SW 360 in order to matriculate.**

**Students must have completed all General Education requirements as well as at least 4 hours of General Electives.**

**All course substitutions must be completed prior to matriculation.**

## **1. The Matriculation Application Form**

- Please fill out the matriculation application form completely.
- Hints and tips for completing the matriculation application form:
  - Your catalog year can be obtained from UNA Portal under the “student” tab then “student profile”.
  - Your current status (sophomore, junior, senior) can also be obtained from the same tab.
  - The question that asks about your legal involvement with various agencies does not apply if you have worked professionally with those agencies, only if you have personally been involved with the courts, law enforcement, and others. If so, please give details of the extent and nature of your involvement on the back of the matriculation application form.
  - Your cumulative GPA can be obtained from your transcript. It is the GPA labeled “total institution GPA” and does not include transfer work, only work completed at UNA.
  - Your social work GPA consists of your grades in completed social work courses (SW 230, SW 300, SW 305, and SW 315). A GPA calculator can be found at: <http://www.una.edu/advising/academic-status.html>

## **2. The Student Background Disclosure Form**

- Please fill out the student background disclosure form completely.

## **3. Please provide two professional letters of reference.**

**Both letters of reference must be received before your matriculation interview can take place.**

Professional letters are from sources such as supervisors at a workplace, educators, or others who have been in a position of supervision and can speak to your maturity, responsibility, reliability, empathy, and other core personality traits necessary for success in the field of social work. If possible, please obtain one letter from a work supervisor and one letter from a teacher or professor (other than Social Work faculty) who can speak to your academic performance.

- If you have not been employed, consider seeking letters from someone who has supervised you in a volunteer setting, a church group, or other type of experience where you were able to demonstrate your reliability.

- Letters from work supervisors do not need to be from employment in social work. Regardless of the type of work setting, ask for a letter from the supervisor who knows you best and can best speak to your performance on the job.
- Please no letters from family or friends. These do not meet the criteria for *professional* letters of reference.
- The letters must be on letterhead and signed by the letter writer. They should be delivered to Amy Thompson at the Department of Social Work in a signed, sealed envelope. The address for mailing is:

Department of Social Work  
 UNA Box 5029  
 One Harrison Plaza  
 Florence, AL 35632

Students may hand-deliver the letters to Amy Thompson (500 Stevens Hall) but the letters must be in sealed envelopes with the letter writer's signature across the seal.

- The only acceptable method for electronic delivery of these letters is for the letter writer to scan a signed letter (on letterhead) and e-mail it as an attachment directly to Amy Thompson at [arthompson@una.edu](mailto:arthompson@una.edu). Word documents will not be accepted.

### 3. The Matriculation Interview

Your matriculation interview will be scheduled with two Social Work Faculty members (exclusive of your advisor) once we have your completed matriculation application form and reference letters. If your form and letters are not turned in by the due date, you will not have an interview scheduled. Please dress professionally for the interviews. Matriculations interviews typically last approximately 30 minutes and discuss your social work aptitude, goals, and values.

### 4. What happens after the matriculation interview?

Taken from the *Department of Social Work Student Handbook*, which can be found at:

<https://www.una.edu/socialwork/docs/Student%20Handbook%20October%202017.pdf>

Following the matriculation interview, the two Faculty members who interviewed the student confer and make recommendations regarding the student's application for matriculation. At a scheduled faculty meeting, the Department Chair and Social Work Faculty review the recommendations and – functioning as Admissions Committee – reach a consensus on the disposition of each student's application for admission, choosing one of the following actions:

- **Acceptance** into the professional social work program
- **Provisional acceptance** or **deferred matriculation** dependent upon satisfactory completion of specifically identified actions recommended to correct concerns and deficits
- **Denial** of admission into the professional social work program

The Department Chair notifies each student, in writing, of action taken on the application for admission and written notification is mailed to the student's University campus mailbox and/or is hand-delivered by a faculty member during social work classes.

Students for whom matriculation is **deferred** continue to work with their assigned Social Work Faculty Advisor to satisfy the recommended actions in order to establish eligibility for future admission into the Department. When the recommended actions have been accomplished, the Social Work Faculty Advisor (in consultation with the Department

Chair) reviews the progress and notifies the student in writing that matriculation has/has not occurred and admission into the Department is/is not granted. Students for whom matriculation is **denied** have the right to appeal the decision through the Department's grievance process (Student Status Review Committee) which is explained in the *Department of Social Work Student Handbook*.