GEORGE FOX UNIVERSITY
COLLEGE OF SOCIAL WORK

BSW Program Summary of Application Process

Introduction

All students interested in social work as their major must complete a formal application to the Social Work Program. No student will be denied admission on the basis of race, national or ethnic origin, gender, age, marital or veteran status, disability, religion, or sexual orientation.

Students should submit their applications in their sophomore year by the appropriate deadline. Please drop it off at Roberts Center 215 during business hours or mail it to: BSW Program, George Fox University, 414 N. Meridian St #6047, Newberg OR, 97132

2026-2027 Academic Year BSW Application Deadlines

- Application Deadline is February 15, 2027
- Transfer Student Application Deadline is June 30, 2027

Social work major coursework, not including prerequisite courses, requires a minimum of four (4) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution.

Admission Criteria and Application Process

Every student must meet the following minimum criteria prior to applying for official admission to the Social Work Program.

1. Be living in compliance with the university's expectations & responsibilities (found in the University's Student Handbook).
2. Have an overall GPA of at least 2.5.
    a. Students who currently do not have a 2.5 GPA can still apply to the program. Probationary admission may be granted for candidates whose overall GPA is below the 2.5 requirement.
3. Complete the following prerequisite courses: PSYC 150, SOCI 150, and SWRK 180 with a minimum of a "C" in each.
    a. Students who are currently enrolled, or plan to complete their prerequisites after the application submission deadline may still apply to the program. A student in this situation may receive a "conditional acceptance."
4. Complete a written program application, including the following:
    a. Two recommendations (one academic, one professional/volunteer related)
    b. A copy of your professional resume
    c. A copy of your unofficial transcript for all coursework completed
    d. Personal Narrative
5. Complete an interview with BSW Program faculty if requested by the review committee.

Admission Decisions

The BSW Admissions Committee reviews applications to make an admissions decision. Students receive a formal decision letter by email and in an official letter sent through campus mail to the student's on-campus mailbox. Students must be formally admitted to the Program to enroll in Social Work Major courses beyond SWRK 180, unless they are completing the requirements of a Social Welfare minor.

1. Admission to the program may be full, conditional, or probationary for one semester.
    a. Full admission is granted for candidates who meet all requirements for admission at the time of application review.
    b. Conditional admission may be granted for candidates who lack a "C" or higher final grade for all prerequisite courses.
    c. Probationary admission may be granted for candidates whose overall GPA is below the 2.5 requirement.
    d. Denied admission may be determined for students who do not meet multiple admissions requirements at the time of admission. A rationale for the scoring must be provided by the committee member.

Students admitted under either the conditional or probationary classifications will not be able to enroll in field courses until conditions are resolved and/or the student's overall GPA is raised to 2.5, and the GPA in social work prerequisite courses is a "C" or above. Any exceptions to this standard will be handled on a case-by-case basis.

1. Students admitted on probationary or conditional status must resolve any specified deficiencies within the next semester.
2. Retention in the Social Work Program will be based upon periodic faculty review.

Educational & Social Philosophy:

It has been the historic practice of George Fox University to provide equal opportunity in education and employment without regard to race, national or ethnic origin, sex, age, or disability.

The BSW Program at George Fox University is set within the framework of Christian higher education and aims to provide liberal arts, pre-professional, and professional training in a setting that is vitally Christian, intellectually vigorous, socially wholesome, and physically healthful. It is assumed that sound scholarship, Christian faith, and experience are mutually interdependent and meaningful and that sound education must correlate these in the growing experience of the student.

The goal of the George Fox University lifestyle standard is to create a community in which individuals are encouraged to be transformed into the image of Christ. In addition, we desire that our common life would reflect the teachings and Spirit of Christ in all that we do and say. The Community Lifestyle Statement is available at: http://www.georgefox.edu/about/beliefs/lifestyle.html

George Fox University and the Social Work Program reserve the right to select students on the basis of academic performance and professional qualifications.

Application for Admission Checklist for the BSW Program

Use this sheet as a cover sheet for your application packet. Check off the items you have completed and sign below. Put all required materials in a manila envelope or folder and submit it to the Social Work Office (Roberts 215) by the deadline.

2026-2027 Academic Year Deadlines: Application Deadline is February 15, 2027; Transfer Student Application Deadline is June 30, 2027.

- ☐ Read the BSW Program Student Handbook (on BSW website)
- ☐ Read the entire NASW *Code of Ethics* (on NASW website)
- ☐ Completed application
    - ☐ Personal narrative
    - ☐ Professional resume
    - ☐ Unofficial transcripts for all coursework (GFU students can print this from MyGFU)
    - ☐ Two letters of recommendation (1 academic and 1 professional/volunteer; no friends or relatives) Read, signed, and submitted Attendance Policy form with application
    - ☐ Read, signed, and submitted Semester Abroad Declaration form with application
- ☐ Completed all prerequisite courses for the program with a "C" or higher for the course grade Have at least a 2.5 cumulative GPA

In addition to the materials submitted, the BSW program may require a formal interview as part of the application process. Without formal admittance into the BSW program, you will not be able to enroll in the remaining social work courses beyond SWRK 180.

Signature:_____ Date:_____

PrintName:_____ GFU ID#:_____

Application to the Bachelor of Social Work Program

Personal Information

Name (Last, First, Middle): _____ Student #:_____

Pronouns (Optional): _____

Date of Birth (month/day/year): ____/____/____

Local mailing address: _____
Street Box #

_____
City State Zip Code

Cell Phone: ( ) _____ Alternative Phone: ( )_____

GFU email address: _____

Personal email address if not a GFU student:_____

Permanent mailing address: _____
Street

_____
City State Zip Code

My legal gender marker, according to my state of residence, is

- ☐ Female
- ☐ Male
- ☐ X
- ☐ Prefer not to disclose

I identify my gender as

- ☐ Woman
- ☐ Man
- ☐ Genderqueer/nonbinary
- ☐ _____ (Fill in the blank)
- ☐ Prefer not to disclose

I Identify my ethnicity as

- ☐ Hispanic or Latino
- ☐ Non-Hispanic or Latino
- ☐ Prefer not to disclose

I identify my racial background as: (Check all that apply)

- ☐ American Indian or Alaska Native: People with origins in North, South, or Central America who maintain tribal affiliation or community attachment
- ☐ Asian: People with origins in the Far East, Southeast Asia, or the Indian subcontinent
- ☐ Middle Eastern or North African: People with origins in the Middle East or North Africa, such as Lebanese, Iranian, Egyptian, or Syrian
- ☐ Native Hawaiian or Pacific Islander: People with origins in Hawaii, Guam, Samoa, or other Pacific Islands
- ☐ White: People with origins in Europe, the Middle East, or North Africa
- ☐ Black or African American: A person with black or African American origins
- ☐ Fill in the blank: _____
- ☐ Prefer not to disclose

Academic Qualifications

Cumulative GPA:_____ Number of credit hours completed to date: _____

Check the BSW program course prerequisites that you have completed and indicate the grade received. If you are currently enrolled in a class, please put an "E" for enrolled in the blank.

Course	**Grade**
□ General Psychology	_____
□ Introduction to Sociology	_____
□ Introduction to Social Work	_____

Other college(s) attended:

College/University:_____
Location:_____
Major(s):_____ Dates of Attendance:_____
Degree Awarded:_____

College/University:_____
Location:_____
Major(s)_____ Dates of Attendance:_____
Degree Awarded:_____

Prior Social Work Education

Have you ever been dismissed from a social work program at another institution? ☐ Yes ☐ No

If yes, please explain:

Legal History

*Have you ever been arrested or convicted of a misdemeanor or a felony? ☐ Yes ☐ No

If yes, please explain:

** Please note a yes response does not automatically mean that you will be denied admission to the BSW program.*

Volunteer and Work History

Please list the last three paid or volunteer positions you have held. Start with the most recent.

Employer/Agency	Job Description	Dates of Service
Name: Location:	☐ Paid ☐ Volunteer What I did:	Dates: Reason for leaving:
Name: Location:	☐ Paid ☐ Volunteer What I did:	Dates: Reason for leaving:
Name: Location:	☐ Paid ☐ Volunteer What I did:	Dates: Reason for leaving:

Program Questions

How did you first hear about GFU's BSW Program?_____

What most attracted you to GFU's BSW Program?_____

Certification or Accuracy

I certify that the information I have provided in this application is true and accurate to the best of my knowledge. I understand that withholding or falsifying information on this application is sufficient cause for denial of admission or dismissal from the program once admitted. Information submitted with this application will be kept in individual student files under double lock. Access to individual student files will be limited to the Social Work Program faculty/staff and the Social Work Program Admissions Committee. Individual social work students may access all information in their own files, excluding any personal recommendations that have been denoted for non-release. The information submitted will be used by the Social Work Program Admissions Committee in making decisions regarding acceptance to and/or continuation in the program and by program faculty for advisement of individual students.

Signature of Applicant_____ Date_____

Office Use Only

Date Received:_____

Transcript Received:_____

Advisor_____

General Instructions for Personal Narrative

Respond to the areas below in a 3-4 page (typed, double-spaced) personal narrative that will assist us in understanding your motivation for pursuing a BSW degree. Ensure your name is on each page of the document and attach it to this application.

1. Describe your family (both of origin and current).
2. What is your personal motivation for wanting to study social work?
3. What are your future career goals?
4. What are your personal strengths and limitations related to a future social work career?
5. What have been your experiences in helping others, including others with backgrounds and characteristics different from your own? Are there any groups you feel you could not help? Provide examples.

General Instructions for Letters of Recommendation

As part of your application to the BSW program, you are required to provide **two** letters of recommendation. The form for the recommendation letters follows these instructions. You should provide a letter from each of the following areas.

1) **Professional Reference** – from someone who has supervised you in a work or volunteer setting.

2) **Academic Reference** – from a professor or an academic advisor who is familiar with your academic work.

In addition, **please do not use a friend, relative, or George Fox Social Work faculty member for any of the above references.**

Please note:

1) You must fill out the "To the Applicant" box on each of your reference letter forms prior to giving it to your reference. You must choose whether you are waiving your right to see the letter, and you must sign each reference form. Forms that are received and have not been properly completed may not be accepted.

2) You should provide your reference with a printed reference form and an envelope. You should have your reference put the letter in the envelope and sign it across the back. If your reference is at a distance and will need to mail the letter, you should provide them with a stamped envelope that is addressed to YOU. **You should turn in both unopened reference letters with your application packet.** ***Please do not have your references mail the letters to the Social Work Office*****.**

3) You are responsible for making sure you get the two reference letters back in time to turn in with the rest of your application materials by the application deadline.

Letter of Recommendation for the BSW Program

To the Applicant: **Please read and complete this section of the form**. Deliver or mail this form to the person who will write your recommendation. Ask the person writing the recommendation to return it to you in a sealed envelope with their signature across the seal. Submit both letters of recommendation with your application and other required documentation by the deadline.

Name of Applicant (print)_____
Last First Middle

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to inspect this recommendation by signing the statement below.

I choose to waive not waive my right of access to this letter.

Applicant Signature:_____ Date:_____

To the Reference: The above-listed person is applying for admission to George Fox University's Bachelor of Social Work (BSW) program. Thank you for providing us with your honest assessment of this applicant in order to assist us in determining this applicant's suitability for social work. **Please return this form in a sealed envelope with your signature across the seal to the applicant**. Please note, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), it is possible that an applicant may read your reference unless he or she waives that right.

How long have you known the applicant? _____ Nature of Relationship_____

Please rate the applicant relative to other students, employees, or people interested in social work that you have known:

	Superior	Good	Average	Below Average	Unsatisfactory	Unknown
Service to others						
Academic potential						
Intellectual ability						
Maturity, Emotional stability						
Verbal communication skills						
Written communication skills						
Critical thinking ability						
Leadership potential						
Ability to work with others						
Self-Awareness						
Constructive use of feedback						

Additional Comments (attach a letter to this form if needed):

Signature:_____ Date:_____
Phone: ( )_____
Name (Print):_____ Title:_____
Email Address:_____ Organization:_____

Letter of Recommendation for the BSW Program

To the Applicant: **Please read and complete this section of the form**. Deliver or mail this form to the person who will write your recommendation. Ask the person writing the recommendation to return it to you in a sealed envelope with their signature across the seal. Submit both letters of recommendation with your application and other required documentation by the deadline.

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Please rate the applicant relative to other students, employees, or people interested in social work that you have known:

	Superior	Good	Average	Below Average	Unsatisfactory	Unknown
Service to others						
Academic potential						
Intellectual ability						
Maturity, Emotional stability						
Verbal communication skills						
Written communication skills						
Critical thinking ability						
Leadership potential						
Ability to work with others						
Self-Awareness						
Constructive use of feedback						

Additional Comments (attach a letter to this form if needed):

Signature:_____ Date:_____
Phone: ( )_____
Name (Print):_____ Title:_____
Email Address:_____ Organization:_____

Semester Abroad Declaration

☐ I do **not** plan to spend a semester abroad (*please sign at the bottom*)

STOP − you do not need to complete the rest of this form if you are not going abroad

☐ I do wish to spend a semester abroad. *Please answer the following questions:*

1. **Have you decided on a location for your semester abroad?** ☐ YES ☐ NO If yes, which program? _____

What semester and year are you planning to apply for?_____

Have you met with the staff of the Global Studies office? ☐ YES ☐ NO

2. **What is the application deadline for your chosen program?** _____

☐ I don't know. I need to find out.

3. **Do you wish to complete your social work internship abroad?** ☐ YES ☐ NO

4. **Are you aware that acceptance into global locations with or without a social work internship is a competitive process?** ☐ YES ☐ NO

Print Name _____

Signature _____ Date _____

Student Policies for Bachelor of Social Work Program

The following policies are designed to

1. Support and empower students to meet the BSW program goals and expectations of CSWE educational standards and competencies.
2. Provide clear guidelines to help students engage in their learning in alignment with CSWE Competency 1: Demonstrate Ethical and Professional Behavior and the NASW Code of Ethics core values of integrity and competence.
3. Develop students' social work skills and knowledge while caring for their well-being.

Communication Policy

Communication is a core part of professional social work practice. Social work students are expected to practice clear, respectful, and timely communication, whether written, verbal, or digital, to reflect the commitment to the NASW Code of Ethics value of integrity. This prepares students for future social work practice in all professional settings.

Core communication principles:

1. Respect and Tone: Communication is to be constructive, professional, and respectful. Expressing differing perspectives or concerns is welcomed when conducted thoughtfully and constructively.
2. Professionalism: Verbal, written, and digital communication/correspondence should offer clarity, a respectful tone, and be in complete sentences through official University systems.
3. Timeliness: It is expected to acknowledge or respond to communications within 48 business hours (excluding weekends, holidays, academic breaks). When requesting meetings, allow sufficient lead time and provide clear context regarding the purpose of the meeting to facilitate a productive conversation.

When there are concerns with any of these stated principles, students may be asked to meet with faculty or Program Director, and may go through due process (See Policies for Evaluating Professional Performance and General Student Complaint Procedures for guidance).

Attendance Policy

The goal of the BSW Program is for students to attend all classes on time and in person to obtain the knowledge and skills to become competent social workers. To navigate conflicts with scheduled classes, the student needs to engage in communication with their professor to ensure ongoing learning occurs.

Expectations for communication of absences: A student has the responsibility to communicate all absences to their professor by email before a missed class. In case of emergency, when communication cannot be sent before the date of absence, the student is responsible for communicating their absence to the professor within 48 hours.

Excused absences:

Excused absences may be related to individual or family illnesses/emergencies, student cultural or religious holidays, or sanctioned university events (sports, music/theater, scholarship requirements, etc.). The professor and student will collaborate to identify a plan for the student to make up missed course content to ensure the student receives information relevant to competent social work practice.

Unexcused absences:

When a student misses more than twenty percent (20%) of classes due to unexcused absences, the highest grade the

student can receive is a C- (72%). When the course is required for the BSW degree, and the student is a declared social work major, the student will need to retake the course and complete it with a C (73%) or higher (BSW Student Handbook: Grade Requirements).

Late Arrivals: A student has the responsibility to communicate potential late arrivals to their professor by email or verbally before class in order to receive a potential excuse for that late arrival. If a student is more than ten (10) minutes late to any class, it is considered an unexcused absence.

Professional Behavior

As developing social work professionals, students are responsible for demonstrating courtesy and professional behavior in their interactions with faculty, staff, field personnel, clients, and peers. Professional behavior in the classroom includes being on time, being prepared for class, remaining on task and engaged in class, active listening, and treating others respectfully regardless of differences. Students are expected to abide by the NASW Code of Ethics and the Professional Expectations for Social Work Students outlined in the BSW Program Student Handbook and the BSW Field Practicum Manual. Students' professional behavior in the classroom and their attendance will determine students' scores for the "Professional Behavior" assignment in social work courses.

Electronic Devices

In regard to the use of electronic devices, students are responsible for following the following guidelines:

1. The use of laptops or tablets can be used for course-related purposes.
2. Cell phones are to be on "Do Not Disturb" or silenced during class meeting times. If a cell phone is needed due to an emergency, notify the instructor before class and the phone should be switched to a ring mode that will not disturb the class.
3. A student needs verbal and written permission from the professor prior to any recording or photography in the classroom.

Request for an Extension:

Students may request an assignment extension due to illness, family emergencies, cultural or religious holidays, or student well-being.

The process to submit a request for an extension is outlined below:

1. The student will initiate their request for an extension in an email to their professor at least 48 hours prior to the assignment due date.
2. The professor and student will collaborate to develop a completion plan in regard to the student's request. When a student has more than one request for an extension in any given course, it will be a factor in developing a completion plan.
3. The student is responsible for submitting their work by the date identified in the plan. If the work is not completed by the date set in the identified plan, the student will receive 0 points for the assignment.

When a student does not follow the above plan, the student will receive 0 points for the assignment. In situations where a student experiences an emergency or crisis that prevents them from engaging in the outlined process, they may request to meet with the professor to explore options for assignment completion.

When students need extra support and guidance in regard to attendance and extensions for assignment submissions they are encouraged to set up an appointment with Disability and Accessibility Services (DAS). The faculty within the Bachelor of Social Work Program will collaborate with the student and DAS to enact accommodations developed as part of the student's individualized plan set up through DAS.

Student Signature_____

Date_____