

# 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.

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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

- x Please fill out the matriculation application form completely.
- x Hints and tips for completing the matriculation application form:
  - o Your catalog year can be obtained from UNA Portal under the “student ~~tab~~ student profile”.
  - o Your current status (sophomore, junior, senior) can also be obtained from the same tab.
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- x 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.
- x Please no letters from family or friends. These do not meet the criteria for professional letters of reference.
- x 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 (5 Stevens Hall) but the letters must be in sealed envelopes with the letter writer's signature across the seal.

- x The only acceptable method for electronic delivery of these letters is for the letter writer to scan a signed letter (on letterhead) and email 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 and reference letters. If your forms and letters are not turned in by the due date, you will not have an interview scheduled. Please dress professionally for the interviews. Matriculation 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 function as Admissions Committee to reach a consensus on the disposition of each student's application for admission, choosing one of the following options:

- o Acceptance into the professional social work program
- o Provisional acceptance or deferred matriculation dependent upon satisfactory completion of specific (by 4/8/16) 391

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*.