

**Marieb College of Health & Human Services
Department of Social Work**



**Medical Social Work Certificate
Supplemental Application Packet
2019 – 2020**

Dear Prospective Applicant:

Thank you for your interest in the Medical Social Work Certificate being offered by the Department of Social Work at Florida Gulf Coast University!

The Medical Social Work certificate is designed for individuals holding a Master of Social Work (MSW) degree who are seeking to further their knowledge in the area of social work in healthcare settings. The courses are offered online and tuition is required for all coursework. Applications for admission are considered on a continuing basis but applicants should consider that required courses might only be offered once per year.

The Medical Social Work Certificate requires successful completion of the following coursework:

Three Required Courses (9 credits)

- SOW 6603: Medical Social Work (3)
- SOW 6678: Loss & Bereavement (3)
- SOW 6696: Trauma-Informed Care (3)

One Elective Course (3 credits) - Complete one of the following courses:

- SOW 6710: Chemical Dependency (3)
- SOW 6656: Child Abuse (3)
- SOW 6644: Issues in Aging (3)
- SOW 6606: Issues in Health/Mental Health - Supervision & Leadership (3)

Students must satisfactorily complete the minimum number of credit hours (12) in specific courses or approved substitutes. A grade of 'B' or higher must be earned in each course to be applied for completion of the Medical Social Work Certificate. A cumulative GPA of 3.0 for all coursework to be applied for completion of the Medical Social Work Certificate.

To pursue the Medical Social Work certificate, you must apply for admission as a Certificate Student to FGCU Graduate Studies. The following packet contains the information and documentation required for application. Carefully read the enclosed information and instructions to ensure proper enrollment in the Medical Social Work certificate program.

Please do not hesitate to direct questions regarding the application process to the MSW Coordinator, Hugh Clark at hclark@fgcu.edu or (239) 590-7824.

We look forward to working with you!

ADMISSION REQUIREMENTS

Student must hold the following in order to be eligible for the Medical Social Work certificate program:

- Earned Bachelor's degree from a regionally accredited college or university.
- Earned Master's degree in Social Work from a CSWE-accredited college or university.
- Admission to graduate studies at Florida Gulf Coast University
 - <https://www.fgcu.edu/admissionsandaid/graduateadmissions/prospectivegraduatestudents/applicationprocess#CertificateStudents>

TRANSFER CREDIT

The Department of Social Work has formal policies and procedures concerning the transfer of credit from other accredited colleges and universities, including the transfer of credit from other CSWE-accredited social work programs. The department seeks to prevent duplication of academic content by recognizing prior educational achievement where applicable. Student's life or work experience is highly valued by the Department of Social Work. However, neither classroom nor practicum course credit will be granted for such life experience, even when it relates directly to social work.

A student may request that a course taken prior to enrollment in the Medical Social Work certificate program be accepted as a substitute for the elective course required for the certificate program. The following rules will apply in such cases:

- 1) The course was graduate level and offered by an accredited college or university;
- 2) The course was taken in a Master of Social Work (MSW) Program accredited by the Council on Social Work Education (CSWE);
- 3) The course bears direct relevance to the Medical Social Work certificate program;
- 4) A grade of "B" or better was earned in the course as shown via an official transcript; and
- 5) The course was completed within five years prior to admission to the Medical Social Work certificate program at FGCU.

Again, the determination of acceptance of transfer credit must be requested prior to the student applying for the Medical Social Work certificate program. Requests for determination of acceptance of transfer credits will not be undertaken after a student has applied to the program.

The MSW Program Coordinator and/or Department Chair reviews transfer requests on a case-by-case basis. A request may be made for the course syllabus so that it may be compared to the equivalent course at FGCU. The faculty member who teaches the course at FGCU may also be consulted. Students may also be asked to provide details regarding course content and examples of written work.

Courses taken as an undergraduate student, including the undergraduate equivalents of courses required for this certificate, **cannot be used** for credit towards the Medical Social Work certificate program.

APPLICATION PROCESS

The following information can also be found on the FGCU website at - <https://www.fgcu.edu/admissionsandaid/graduateadmissions/prospectivegraduatestudents/applicationprocess#CertificateStudents>

Please note that this certificate is for individuals who have earned a Master's degree in Social Work from a regionally accredited institution or equivalent foreign institution!

The following steps must be taken to be eligible to participate in the Medical Social Work Certificate program:

1. Apply to FGCU Graduate School at any point during the academic year:
 - a. Submit the [Graduate Application](#) and \$30 application fee
 - b. Submit Medical Social Work Supplemental Application and official transcripts.
 - i. Please email these to grad_docs@fgcu.edu. Electronic submission should be in PDF format. Please reference your full name as listed on your application and UIN in subject line.

OR

- ii. Mail to: FGCU Office of Research & Graduate Studies; 10501 FGCU Blvd. S.; Fort Myers, FL 33965-6565
2. Check Your Application Status: Check your status by email (graduate@fgcu.edu) or phone (239-590-7988). Please reference your UIN and full name as listed on your application.
 - Find your UIN (or FGCU ID) by logging into your application and checking your profile.
 - Allow 24-48 hours for emailed documents to be processed.
 - Allow 10 business days for mailed documents to be processed.
3. Confirm Residency for Tuition Purposes: All incoming graduate students in Florida must establish their status as Florida residents or non-Florida residents for tuition purposes.
 - Email your completed residency form and supporting documentation in PDF format to grad_docs@fgcu.edu. Please reference your UIN and full name as listed on your application in the subject line.
 - Only admitted students will have their residency documents reviewed.
 - Additional information, including residency classification form and acceptable documents, is available on the residency page.
4. Submit Immunization Records: All incoming graduate students are required to submit their immunization information to Student Health Services before class registration can occur. For detailed information, including requirements, processing time, and submission details, consult [Student Health Services](#).

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Application Checklist

Please attach this checklist to the top of your application packet!

Certificate Program Application (submitted online)

\$30.00 submission fee paid to the Office of Graduate Studies

Medical Social Work Certificate Supplemental Application
(submitted via email or hard copy to the FGCU Office of Graduate Studies)

MSW transcripts from each college or university attended including FGCU
(submitted via email or hard copy to the FGCU Office of Graduate Studies)

ACADEMIC HISTORY

Please list below all colleges and/or universities that you have attended (use reverse side if necessary):

College/University	Dates Attended	Credit Hours Completed	Degree Awarded

OTHER INFORMATION

Emergency Contact Information: _____

Name	Relationship	Phone

How did you learn about the FGCU Medical Social Work Certificate program?

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Application Certification Statement

By signing this statement, I certify that:

- 1) I understand that this application is for admission to Florida Gulf Coast University only and is valid for the term indicated on page 1.
- 2) I understand and agree that I will be bound by the FGCU Department of Social Work and University regulations concerning admission requirements as published in the FGCU Catalog for 2019 – 2020.
- 3) I understand that admission to the program is competitive and that this application does not ensure my admission to the Medical Social Work Certificate at FGCU.
- 4) I certify that all the information given in this application is complete, accurate, and true, and if admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations currently found on the FGCU website (<http://www.fgcu.edu/generalcounsel/regulations.asp>)
- 5) I authorize the release of information concerning my academic progress to educational institutions for research study purposes.
- 6) I will notify the Department of Social Work of any changes in the information I have given prior to my entry into the University.

Name (print): _____

Signature: _____

Date: _____