

## Veterinary Social Work Certificate Program Policies and Procedures

Title: Waiving Admittance Requirements	Number: 1.3
Effective Date:	Revised Date:

1. Rational: To have a publicly posted, uniform procedure for waiving certain Veterinary Social Work Certificate Program requirements.
2. Policy Statement: Under certain circumstances an individual who has graduated from a CSWE (or equivalent) accredited university, but is not licensed in their state or lives in another country, may be admitted into the Veterinary Social Work Certificate Program.
3. Procedures: In order to be considered for certain program waivers applicants must send an appeal to [vswcp@utk.edu](mailto:vswcp@utk.edu). The appeal must include:
  - a. A letter of justification that addresses why the applicant is requesting a waiver for one or more of the requirements for admittance into the VSW-CP.
  - b. An explanation of experience that is salient to the VSW-CP. (This includes demonstration of research efforts or programmatic development in one of the four areas of Veterinary Social Work).
  - c. A letter of intent that outlines what the applicant intends to do with the VSW-CP.
  - d. Applicants' resume/CV
  - e. Two letters of recommendation.

Once the appeal has been received, in two weeks' time it will be reviewed by a staff member of the VSW-CP. After reviewing the application, the staff member assigned to the appeal will arrange for an interview with the applicant. After the interview process is complete, the assigned staff member will present the information to all VSW-CP staff. The VSW-CP staff may choose to approve or deny the appeal.



# Veterinary Social Work