

**THE UNIVERSITY OF MICHIGAN**  
**School of Social Work**

**Request for Change in Concentration and/or Minor Form**

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**CONCENTRATION/PRACTICE AREA (Practice Method/Practice Area)**

Students who want to change their concentration (practice method) and/or practice area to another should do so prior to being assigned to a field agency and/or between the first and second term of full-time study. Requests for changes in concentration/practice area are initiated by the student.

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**MINOR (Practice Method)**

Students who wish to elect/delete/change their optional (MINOR) should do so before the beginning of the term in which they plan to begin their field instruction. Requests for election/deletion/change of minor are initiated by the student

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Students may change their concentration and/or practice area under the following circumstances:

- An academic plan that demonstrates that all requirements can be met
- The required courses are offered
- An appropriate field placement can be secured to accommodate concentration or practice area changes

Student should be aware that:

- Changing concentration or practice area after the second term of Advanced field instruction may result in lengthening the duration of the program since students must complete at least 8 credit hours of Advanced field instruction (SW 691) in their chosen concentration/practice area
- Advanced Standing Students who change their concentration or practice area after the second term of Advanced field instruction will, in all probability, need to enroll for an additional term of study
- Students who elect a minor method, specialization, or certificate program will, in all probability, need to enroll for an additional term of study if they change their concentration or practice area after the second term of Advanced field instruction
- Financial assistance is generally awarded to eligible students for no more than four terms, and therefore, may not be available to students who elect to lengthen their course of study to accommodate changes in concentrations or practice areas

Student should also:

- Confirm that the concentration or practice area change will not conflict with the conditions required of any grant or scholarship offered from the School of Social Work.
- Consult the MSW Student Guide when changing concentration from IP to a macro concentration or from a macro concentration to IP as it relates to SW 511/SW 512. <http://ssw.umich.edu/msw-student-guide/section/1.10.01/19/changing-concentration-or-practice-area-after-enrollment-in-the-msw-program>

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**DEADLINES FOR CHANGE IN CONCENTRATION/PRACTICE AREA**

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If you wish to change either your concentration or practice area, you must meet the deadlines below in order to complete degree requirements within four terms.

<u>16-month students:</u>	Must submit all necessary forms by the end of the second term of study (April 1).
<u>20-month students:</u>	Must submit all necessary forms by the end of the second term of study (April 1).
<u>Advanced Standing:</u>	Must submit all necessary forms by the end of the first term of study (Dec. 1).
<u>Out of Sequence Students:</u>	May not be able to change concentrations without extending the program of study.

(Note: Requests for Change in Concentration/Practice Area and/or Minor forms submitted between November 1 and the end of the Fall semester will not be effective until the Winter semester).

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Name: _____	Date: _____
Student ID Number: _____	Track: <input type="checkbox"/> Advanced Standing
Term/Year of first enrollment in MSW program: _____	<input type="checkbox"/> 20-month
Term for which transfer is to be effective: _____	<input type="checkbox"/> 16-month
If you have begun fieldwork, can your placement provide assignments in your new method(s) & area: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Extended Degree
	<input type="checkbox"/> Peace Corps MI Adv Standing
	<input type="checkbox"/> Peace Corps MI 20-month
	<input type="checkbox"/> Other

Concentration/Minor Key:	
IP=Interpersonal Practice	AG=Aging in Families and Society
CO=Community Organization	C&Y=Children and Youth in Families and Society
MHS=Management of Human Services	CSS=Community Social Systems
SP&E=Social Policy and Evaluation	MH=Mental Health
	HLTH=Health

PLEASE SELECT:

<i>CONCENTRATIONS/PRACTICE AREAS</i>	
<b>METHOD (from)</b>	<b>METHOD (to)</b>
IP	IP
CO	CO
MHS	MHS
SP&E	SP&E
<b>AREA (from)</b>	<b>AREA (to)</b>
AG	AG
C&Y	C&Y
CSS	CSS
MH	MH
HLTH	HLTH

PLEASE SELECT:

<i>MINOR and/or PEACE CORP</i>	
<b>METHOD (from)</b>	<b>METHOD (to)</b>
IP	IP
CO	CO
MHS	MHS
SP&E	SP&E
None	None*
Peace Corp	None

Comments:

REQUIRED SIGNATURES:

\*NOTE: ONLY STUDENT'S SIGNATURE IS REQUIRED IF ONLY ACTION IS TO DROP THE MINOR

Student: _____	Date: _____
Current Faculty Advisor: _____	Date: _____
Current Field Educator/Liaison: _____	Date: _____
Field Director: _____	Date: _____

If only action is to drop the Minor submit the completed form to the SSW Registrar's office.  
 For all other changes submit the completed form to the Office of Field Instruction (they will route it to the SSW Registrar).