

THE UNIVERSITY OF MICHIGAN
School of Social Work

TRANSFER CREDIT REQUEST
Submit to Registrar/Recorder in room 1772 SSWB

Student name: _____

E-Mail address: _____

U/M I.D. #: _____

Advisor name: _____

TRANSFER OF THE FOLLOWING CREDIT IS RECOMMENDED FOR ABOVE STUDENT:

School course is being transferred from (use one form per school):				U of M SSW course equivalencies for required courses or electives:	
Course # & Name	Term taken	Grade	Credit hours*	Course # & name	Credit hours
			Total*		
			_____	Total	
			_____	_____	

*If quarter hours, please indicate

Total hours recommended for transfer: _____

Advisor's signature/approval: _____ Date: _____

Students who have completed approved graduate education related to social work in another institution or another unit of the University of Michigan may be allowed to transfer this credit providing that the following are true:

1. The maximum amount of transfer credit is 30 hours.
2. The student earns a minimum of 30 hours of credit in the University of Michigan School of Social Work.
3. At least 8 credit hours of Advanced Field Instruction were completed at the University of Michigan. Students in the MSW/PhD joint program typically will complete 8 of their advanced hours through their doctoral program.
4. No more than 7 credit hours of field instruction were transferred as field credit toward the MSW degree, 3 credit hours of which will be Foundation Field Instruction. This may be adjusted for students in the MSW/PhD joint program who typically count 8 their advanced hours from their doctoral program.
5. Transfer credits were not used toward another degree unless the student pursues a dual degree.
6. The credits were earned within four years of the expected MSW graduation date.
7. A grade of B or better was achieved. Courses that were graded by narrative evaluation will also be considered for transfer credit. Courses graded as Pass/Fail, Satisfactory/Unsatisfactory, or other evaluative scales will not be eligible for transfer credit consideration unless it is transferring for Field Instruction credit. An exception may be made in accepting Satisfactory/Unsatisfactory for students in the MSW/PhD joint program if a transfer is from the PhD program to the MSW program to meet the 60 credit hours required for the MSW. This exception may also hold true in other dual degree programs.

Transfer credit will not be granted until the student has completed one full-time term of work satisfactorily. Grades in the courses for which transfer credit is granted are not included in grade point averages.

The specific number of hours that may be transferred is subject to the following guidelines.

1. Up to 30 hours of graduate credit for social work courses completed in another CSWE accredited graduate school of social work may be transferred for students coming from a degree-seeking program and up to 15 hours for students coming from a non-degree seeking program.
2. No more than 9 credit hours may be transferred after enrollment at the University of Michigan. All other course work must be completed prior to enrollment at the University of

Michigan.

3. Graduate credit in cognate (non-social work) areas for courses taken in another unit at the University of Michigan or at another graduate program in an accredited institution may be recommended for transfer providing the content applies in a substantive way to the student's program of study.
4. The maximum number of cognate credit hours that may be recommended for transfer of credit will be limited to the number of exemption and elective credit hours available to the student.
5. The student's total credit hours, including the transfer credit, must meet the distribution requirements for the professional foundation areas (i.e., Methods, Social Welfare Policy and Services, Research, and Field Instruction).
6. The transfer of credit for both Social Work and cognate courses must meet the provisions specified above.

Students should request that transcripts of potential transfer credit be sent to the School of Social Work at the time of admission or when the course to be transferred is completed. For those courses taken prior to enrollment in the SSW, the potential transfer credits will be reviewed by the MSW Director in the SSW prior to Fall enrollment. Students will be notified before registering for the Fall term how the potential transfer credits would count in the MSW program.

If students seek to take courses to transfer once enrolled in the SSW, they should discuss potential transfer credits with their faculty advisors who will submit a request to grant such credit to the School's Registrar via the Transfer of Credit request form found at <https://ssw.umich.edu/assets/exemption-request/>

Transfer of Field Instruction Credits

Foundation Field Instruction credits transferred to the University of Michigan cannot exceed the credits earned at another institution for foundation field instruction. The maximum credits transferred for foundation field instruction cannot exceed 3 credit hours.

If a student has earned more than 3 credit hours for Foundation Field Instruction, the remaining credits may be eligible for transfer to the University of Michigan as elective credit. No credit may be awarded toward Advanced Field Instruction regardless of the number of clock hours if the transferred credit is identified as Foundation Field Instruction.

Field instruction credits transferred to the University of Michigan as Advanced Field Instruction from another institution must be designated as Advanced Field Instruction by the other institution. A student may

transfer up to 4 credits of Advanced Field Instruction and 3 credits of foundation field instruction to cover field requirements.

Field credit will be eligible for possible transfer within the following guidelines regardless of the number of clock hours required of the specific program/school:

Social Work programs that require 2 terms of foundation field:
3 credits of foundation and 3 credits of elective may be transferred

For social work programs that require 2 terms of foundation field but only one term is completed:
3 credits of foundation may be transferred with no additional elective credit given

For social work programs requiring 1 term of foundation field:
3 credits of foundation may be transferred with no additional elective credit

A student with designated advanced field in addition to foundation may receive 3 foundation credits, advanced credit not to exceed 4 (per established policy), and possibly additional elective credit (if at least 2 terms of field were completed)

All students must complete a minimum of 8 credits of Advanced Field Instruction at the University of Michigan.

Students should request that transcripts of transfer credit be sent to the School at the time of admission or when the course to be transferred is completed. The transfer of credit request is located at <https://ssw.umich.edu/my-ssw/class-related-forms>