



Dear Incoming MSW Students:

MSW students may pursue exemptions from foundation course requirements via an SSW online exemption request system. **The exemption process is web-based and student-initiated.** We encourage students to request exemptions as soon as possible as it may affect fall 2019 course selections. Students are encouraged to pursue exemptions for foundation courses if they have already covered the material and demonstrated the relevant competencies in course work completed within the past six years with grades of “B” or better. (See details below).

The following foundation courses are eligible for exemptions:

SW 504*

SW 511 (interpersonal practice concentrators)

SW 512 (community organization, management of human services, or social policy and evaluation concentrators)

SW 515/531

SW 521

SW 522

SW 530

SW 560

* Exemptions from SW 504 are very rare and approved only under extraordinary circumstances

Exemption Criteria

- Receiving an Exemption from a foundation course does not lower the number of credit hours needed for graduation. Students receiving exemptions will still need to complete 60 graduate credit hours (45 if eligible for advanced standing). Receiving exemptions will increase the amount of elective credits that a student can complete in the program.
- Exemptions from foundation courses will be granted when students have prior undergraduate or graduate course work comparable to the content of a foundation course. Students need to have completed at least two relevant undergraduate courses or one graduate course to be eligible for an exemption from a foundation course
- The courses utilized for exemption review must have been completed within the six years prior to enrollment in the MSW program with a grade of “B” or better.
- Courses that are graded by narrative evaluation will also be considered for exemption review. When completing the exemption request form, if the course was not graded, but included a narrative evaluation, please indicate the grade as “narrative” in the appropriate box.
- Courses graded as Pass/Fail, Satisfactory/Unsatisfactory, or other evaluative scales cannot be utilized for exemption review unless it is for Field Instruction exemption consideration (SW 515/531).
- Prior work experience is not a basis for exemptions.

Exemption Process

1. Go to the exemption request form at ssw.umich.edu/assets/exemption-request/
2. Select the relevant foundation course from the drop down menu.
3. Review the course statement and description to better understand the content covered in the relevant foundation course.
4. Upload the syllabus for the first course previously completed to be utilized for exemption review. Include any supporting documents that illustrate the relevance of this course. Provide a rationale for why the completed course contributes to the content and competencies of the MSW foundation course.
5. Repeat the process for the second previously completed course to be considered for the exemption review. Upload a syllabus and supporting documents for the second course and the rationale for this course being considered.
6. It is optional to add a third course, but sometimes it is necessary to cover all the areas in the foundation course. Follow the same format for this third course.
7. Complete the web-based form and submit the request.

Repeat the process for additional foundation course(s) to request an additional exemption(s).

A faculty Exemption Consultant will review each submitted exemption request.

Students will receive an email regarding the outcome of the exemption review. If the exemption is approved, students should register for courses for fall term accordingly.

Students will be informed if an exemption request has been denied and if there is additional information needed.

The School will review official transcripts to verify that a grade of "B" or higher was received for any course listed for an exemption request. Once the grade is verified, the exemption will be made official.

Advanced Standing Students

Advanced standing students do not need to pursue exemption approval for the following courses SW 511 or SW 512, SW 515/531, SW 521, SW 522 and SW 530. Advanced standing students are reviewed automatically for an exemption from SW 560.

Students Renouncing Advanced Standing Status

Advanced standing-eligible students who renounce advanced standing status are reviewed automatically for an exemption from SW 560 and are exempted automatically from the foundation courses which are not required for advanced standing students (SW 511 or SW 512, SW 515/531, SW 521, SW 522 and SW 530) with the following exceptions: Integrated Health Scholars are not exempt from SW 511 and SW 521. Additionally, New Leaders in African-Centered Social Work Scholars with a macro concentration are also automatically exempt from SW 560 and do not need to pursue exemption approval from this course.

Faculty Exemption Consultants for 2019-2020:

SW 504	Professor Jamie Mitchell	SW 521	Professor Robert Ortega
SW 511	Professor Rich Tolman	SW 522	Professor Katie Schultz
SW 512	MSW Program Director / Professor Barb Hiltz	SW 530	Professor Karen Staller
SW 515/531	Assistant Dean Dan Fischer	SW 560	Professor Trina Shanks

Substitutions

Students who do not receive an exemption for a required foundation course may pursue approval for a substitution for the requirement. Substitutions may be granted for students wishing to take a graduate-level SW course or a graduate-level course given in another unit of the University of Michigan as a substitution for a required course. Students interested in pursuing a substitution for a required foundation or advanced course should discuss this option with their faculty advisor at fall orientation. Substitutions require approval of a student's faculty advisor and the MSW Program Director.

Course Planning Assistance

Prior to the start of fall term, Course Planning Specialists are available in the Office of Students Services (OSS) to answer questions regarding exemptions and other course planning issues. OSS will be providing course registration information for all incoming students in June 2019. **After** reviewing this information, please contact the Office of Student Services at ssw-ossoffice@umich.edu or by phone at 734-936-0961 with any questions or to schedule an appointment with a Course Planning Specialist.

Welcome to the University of Michigan School of Social Work! We look forward to seeing you in Ann Arbor soon.

Sincerely,

Tim Colenback, Assistant Dean for Student Services