

TRANSFER POLICIES AND PROCEDURES

Students may transfer courses from other colleges or universities to meet requirements for the MSW Program. The policy and procedures for transferring course credits appears below.

Transfer Policy

The Social Work program falls under the following Graduate School policy of the University of Minnesota. Master's degree students are required to complete at least 60 percent of the coursework for their official degree programs as registered Graduate School students at the University of Minnesota. With the approval of the advisor and Director of Graduate Studies in the major (i.e., social work) the transfer of up to 40 percent of the degree coursework from any combination of the following is permitted.

- A. Other recognized graduate schools
- B. Non-degree Seeking Student, summer session, and University College (UC) status at the University of Minnesota

The work to be transferred must be post-baccalaureate graduate level that was taken for graduate credit and taught by faculty authorized to teach graduate courses. Continuing Education courses must bear transcript entry verifying that they were completed for graduate credit. Credits transferred from other institutions must appear on official transcripts of the institutions. Credit for courses taken before the awarding of the baccalaureate degree cannot be transferred.

Any transfer course that will be used to satisfy degree requirements must be included on the proposed degree program. If the course has been completed by the time the degree program is approved, the transfer process is automatic. If the transfer course has not been completed by the time the degree program is approved, the course is not automatically transferred. To complete this transfer an appropriate petition must be submitted and approved. More information regarding this process can be obtained from the UMD Graduate School office, 431 Darland Administration Building.

In the case of a transfer from a non-U.S. institution, credits must have been earned in a program comparable to a graduate degree program at a regionally accredited U.S. institution.

Transfer Procedures

The Director of Graduate Studies in the Department of Social Work determines which transfer courses to accept in consultation with the student's advisor and the Social Work faculty member that is designated as a "specialist" in the content area(s). Graduate coursework that is being considered for elective credits must be relevant to social work practice or in a related field. Graduate coursework that is being considered to meet Social Work requirements is carefully evaluated to determine whether or not it includes the appropriate content and objectives. Transferred Social Work courses should be from programs accredited by CSWE. In situations where students request transfer from Social Work programs that are not accredited, students must provide materials to the Director of Graduate Studies that documents that content of these courses (i.e., course descriptions, syllabi). An exam may be required to document competency based upon the review of this material by the DGS and course specialist.