

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
School of Social Work

Policy and Procedure for Transfer of Course Credit

Full-time and distance education students may transfer a maximum of nine semester hours of graduate credit for courses taken from another accredited institution, for courses taken at this institution before admission to the Graduate School, or for courses taken in a different graduate program at this institution (see the *Graduate School Handbook*). Advanced Standing students may transfer three credit hours of graduate course work toward the requirements for the MSW degree. Grades earned on transferred work must be the equivalent of B or better, and courses taken on a pass/fail basis cannot be used for transfer credit. The course must have been taken within the last six years, at the graduate level, for graduate credit. The transferred course should be used as an elective, and must be relevant to the student's educational plan of study, MSW degree, and professional goals. To have a course reviewed for possible transfer, students need to submit an official transcript, a copy of the syllabus and/or other course materials, and a statement justifying the request. To be approved by the Graduate School, requests for transfer of credit must be supported by the Associate Dean for Academic Affairs at the School of Social Work.

The following is a checklist of the procedures for transferring course credit:

- _____ The student consults with the faculty advisor about transferring graduate courses.
- _____ If the course is being transferred to meet Concentration requirements, the student needs to submit the "Course Exception Form," including the recommendations of the faculty advisor and the Concentration Chair/Committee.
- _____ The student submits the following materials to the Associate Dean for Academic Affairs at the School of Social Work:
 - _____ The completed "Transfer Credit Recommendation Form" (available at <http://gradschool.unc.edu/pdf/wtrnform.pdf>)
 - _____ If required, the "Course Exception Form"
 - _____ A letter indicating how this transferred course will contribute to the student's professional goals and MSW degree
 - _____ An official transcript, if it is not already on file at the Graduate School
 - _____ The course syllabus, or other documentation explaining the content of the course, if not an UNC-CH School of Social Work course.
- _____ If approved, by the Associate Dean, the Registrar will submit the student's Transfer Credit Recommendation Form and any other needed documentation to the Graduate School.
- _____ The Graduate School will notify the student and the School of Social Work of the decision and, if approved, the course will appear on the student's transcript.