

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

**Policy and Procedure for Requesting an Exception to the 3-Year MSW Program Generalist Curriculum**

3-Year MSW students are expected to take all generalist courses with their cohort during the first two years in the traditional 3-Year MSW curriculum sequence. In exceptional circumstances, the School of Social Work will consider allowing students to take course work in addition to the generalist courses. If a student is considering this, the student should talk with his/her faculty advisor as soon as possible, and no later than two weeks before the semester(s) affected by the exception. Students should also be aware that additional course work will impact their tuition amount because 3-Year MSW students pay tuition per credit hour.

The procedure is as follows:

1. Student consults with his/her

- Faculty Advisor
- Field Advisor (if applicable)
- Field Instructor (if applicable)
- Plan of Study Advisor

2. If the request seems appropriate, the student

\_\_\_ completes and signs the Exception Form (the student should be sure to explain how the course work he/she is suggesting as an alternative to the typical curriculum relates to his/her educational plan of study and learning goals)

\_\_\_ obtains signatures from the following people:

- \_\_\_ the faculty advisor, which indicates the faculty advisor thinks the exception and alternative plan proposed for coursework is both feasible and academically sound;
- \_\_\_ the field advisor (if field education will be affected), which indicates the field advisor thinks the exception and alternative plan proposed for field is both feasible and academically sound;
- \_\_\_ the field instructor (if field education will be affected), which indicates the instructor agrees to the proposed changes in field placement scheduling for the student; and
- \_\_\_ the plan of study advisor, indicating that the exception and proposed alternative meet all requirements for graduation

\_\_\_ submits the form to the Associate Dean for Student Affairs for review and final approval

3. The Associate Dean has the following options:

- a. Sign and approve the exception request.
- b. Deny the request.

4. The student will be notified of the outcome, and the exception request will be filed in the student's record.

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Student (please print) \_\_\_\_\_

Nature of Request: \_\_\_\_\_

Rationale for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan for Completing Field Education Requirements (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan for Completing Course Requirements (List courses, when they will be taken, and how they fit with your learning and career goals): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

\_\_\_\_\_  
Student Signature                                          Date

\_\_\_\_\_  
Faculty Advisor Signature                                          Date

\_\_\_\_\_  
Field Advisor Signature (if applicable)                                          Date

\_\_\_\_\_  
Field Instructor Signature (if applicable)                                          Date

\_\_\_\_\_  
Plan of Study Advisor Signature                                          Date

\_\_\_\_\_  
Associate Dean Signature                                          Date

Additional Advisor/Dean Comments: \_\_\_\_\_

\_\_\_\_\_

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