



# Policy and Procedure for Transfer of Course Credit

Requests for transfer of course work are reviewed by the Graduate School after recommendation by the School of Social Work. Transferred courses must be taken within the last six years, relevant to the MSW degree, related to the student's professional goals, and course content and level of instruction must be commensurate with that offered by the School. For more information, consult the Graduate School Handbook (<http://handbook.unc.edu/coursecredit.html>).

Full-time and 3-Year MSW program students may transfer a maximum of 7.5 semester hours of credit into the MSW program from another accredited institution or from another graduate program at UNC Chapel Hill. Transfer credits will substitute for elective credits only. Students may not transfer credits for a required Generalist or Specialization course, including field education. 12- Month and 20-Month Advanced Standing students may transfer a maximum of three credit hours into the MSW program and must complete 37 hours for the program in residence.

## Three criteria must be met:

1. Grades earned on transferred work must be the equivalent of B or better; courses taken on a pass/fail or satisfactory/unsatisfactory basis cannot be used for transfer credit;
2. The course must have been taken at the graduate level, for graduate credit; and
3. Although the transferred course may be used as an elective, it must be relevant to the MSW degree and the student's Plan of Study.
4. The course must have been taken within the last six years.

To have courses reviewed for possible transfer, a student must first consult with the faculty advisor to be certain that the course is relevant to the MSW degree, pertinent to the student's learning and career goals, and commensurate with similar courses offered by UNC Chapel Hill. If these conditions are satisfied, the students may submit the following materials to the Associate Dean for Student Affairs:

- The course syllabus, or other documentation explaining the content of the course including the course description, reading list, requirements (including assignments and grading criteria, and information about the types of tools and methods used to engage students in learning).
- A statement from the student 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; and
- A completed [Transfer of Credit](http://gradschool.unc.edu/pdf/wtrnform.pdf) form (available at <http://gradschool.unc.edu/pdf/wtrnform.pdf>)



The Associate Dean for Student Affairs, Dr. Sarah Naylor, will review the request and supporting documentation in consultation with the Senior Associate Dean for MSW Education, Dr. Lisa Zerden, and, if the course transfer is approved, will make a recommendation to the Graduate School.

Transfer of Credit forms are available from the plan of study advisor, who can answer questions about the process, and on the SSW web site. Because the process requires several steps, students should initiate their requests as early as possible—well in advance of the anticipated graduation date.

The School does not award academic credit for life experience or previous employment experience. Similarly, the School does not accept life experience or previous employment as a replacement for academic courses or field practica.