

## REQUEST TO TAKE COURSES AT ANOTHER SCHOOL OF SOCIAL WORK OR GRADUATE SCHOOL - Directions (Complete the Inter-Institutional form for each semester)

A student may wish to take a course at another MSW program and have that course credit transferred to their UM program. (An example would be an education abroad experience offered for credit at another school during the summer or the semester break). The completed form must be submitted to the Office of Records and Registration for approval prior to enrolling in the course.

### GUIDELINES

- 1) The student must complete a minimum of 30 credits at the University of Maryland School of Social Work.
- 2) The student is responsible for having an official transcript sent directly from the Registrar's Office of the school attended to the Office of Records and Registration at the School of Social Work.
  - a) This transcript must be received in order for the credits to be accepted and posted to the UMB transcript.
  - b) If the student is graduating the transcript must be received by SSW/UMB no later than the date on which grades are due for all graduating students.
  - c) Only social work courses taken at a school of social work accredited by the Council on Social Work Education will be considered for transfer.
  - d) A grade of "B" or better is required for transfer credit. However, it is the credits that transfer not the grade.
- 3) The student who is applying for financial aid may use the approval reflected on this form as part of their application for financial aid. For additional information on student financial assistance and education please see <http://www.umaryland.edu/fin/index.html>.
- 4) Processing the request for transfer credit:
  - a) The request for consideration of transfer credit(s) is initiated by the student prior to taking the course.
  - b) The request is reviewed and either approved or disapproved by the SSW Office of Records and Registration.
  - c) The student receives a copy of the approval (or disapproval). An approval may be used as supporting documentation for an application for financial aid.
  - d) The SSW Associate Dean for Academic Affairs receives a copy of the approval (or disapproval) of the request.

\_\_\_\_\_(initial) I have attached a catalog course description of each course in which I am requesting permission to enroll and on the reverse have stated the reason(s) for this request.

\_\_\_\_\_ (initial) I have read the information regarding transfer of credits above, including the special timing requirements for graduating students.

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

(For Office Use Only ): Date Received by ORR, SSW: \_\_\_\_\_

Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Special Provisions of Approval, if any: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Copy to Student \_\_\_\_\_