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| Policy and Procedure Arizona State University | | Number SWK 302 |
| Manual Social Work | Section | Page 1 of 3 |
| Subject Testing Out and Transferring of Credits | | Effective 8/92 Revised 4/7/00 |

PURPOSE: To define policies for waiving and transferring of credit

SOURCE: Faculty Council

APPLICABILITY: All students, School of Social Work

POLICY: Waiving and Transferring Credits

Academic credit for life experience and previous work experience must not be given under any circumstances, in whole or part, in lieu of field practicum or of courses in the professional foundation areas.

A. Graduate Student Policies

The number of hours required to complete the MSW degree ranges from 36 to 60 credit hours, with 60 credits representing the standard program. Admitted students may reduce the number of credits required for their degree, by:

Transferring in courses:

- a. Students who are transferring from an accredited graduate social work program must submit their social work transcript and course descriptions. The MSW Coordinator may request additional documentation including course syllabi, and a letter of support from Director or Dean of the School of Social Work.
- b. Students who take nondegree graduate courses (university policy limits students to 9 credit hours, only six of which can be elective credit) in the ASU School of Social Work may have the credits transferred in upon admission to the MSW program.
- c. ASU undergraduates may petition to take graduate electives and reserve the credit for the MSW program. The petition must be approved in advance of taking the courses (university policy limits students to 9 credit hours).

2. Exemptions from and Testing-out of Required Courses:

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- a. BSW students from ASU may exempt without examination, the courses listed below. BSW students from other accredited programs, must submit an application for course exemption, and copies of either catalog descriptions, course outlines or course syllabi and transcripts. The MSW Coordinator will use these materials to perform an equivalency review.

Important note: For students to be eligible for course exemptions they must have received their BSW degree no more than five years before the date of admission or be able to demonstrate current continuing education credits.

| <u>Credit</u> | <u>Course</u> | <u>Criteria</u> |
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| 03 | SWG 501 Human Behavior and the Social Environment I | Students who have taken SWU 301 (or an equivalent course from an accredited program) and received at least a "A" grade are exempt. |
| 03 | SWG 502 Human Behavior and the Social Environment II | Students who have taken SWU 340 (or an equivalent course from an accredited program) and received at least a "A" grade are exempt. |
| 03 | SWG 519 Research Methods in Social Work | Students who have taken SWU 320 (or an equivalent course from an accredited program) and received at least a "A" grade are exempt. |
| 03 | SWG 531 Social Policy and Services I | Students who have taken SWU 271 and 432 (or equivalent courses from an accredited program) and received a 4.0 GPA are exempt. |
| 03 | SWG 533 Diversity and Oppression in a Social Work Context | Students who have taken SWU 374 (or an equivalent course from an accredited program) and received at least a "A" grade are exempt. |

TOTAL CREDITS 15

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b. Testing-Out of Required Courses:

Any student, regardless of undergraduate major, may participate in a series of waiver exams that are administered prior to the start of Fall semester. The examinations are designed to assess whether an incoming student has mastered the content at the level expected of a student who satisfactorily completes the particular course in the MSW program. Students are given reading lists and course objectives to help them prepare for the exams. The following exams are offered:

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| SWG 501 Human Behavior and the Social Environment I | (3 credits) |
| SWG 502 Human Behavior and the Social Environment II | (3 credits) |
| SWG 510 Foundation Practice I | (3 credits) |
| SWG 511 Foundation Practice II | (3 credits) |
| SWG 519 Research Methods in Social Work | (3 credits) |
| SWG 531 Social Policy and Services I | (3 credits) |
| SWG 533 Diversity and Oppression in a Social Work Context | (3 credits) |
| SWG 580 Community and Organization Change | (3 credits) |

TOTAL CREDITS 24

B. Undergraduate Student Policies

1. Students who are transferring from an accredited undergraduate social work program must submit a petition and their social work transcript and course descriptions. The BSW Coordinator reviews the material and may request additional documentation including course syllabi.
2. Students who are transferring from a non-accredited undergraduate social work program must submit course syllabi in addition to their social work transcript. Students from non-accredited programs must provide evidence of course assignments, course readings, and course learning objectives if these are not included in the syllabus. To verify that the courses meet our program goals, students are often asked to submit a letter from a faculty member or administrator of the other institution describing the course.