

MSW Transfer Credit Procedure

The procedure for obtaining transfer of graduate credit is as follows:

1) Select transfer course in consultation with your academic advisor and fill out the "Petition for Transfer of Graduate Credit."

2) Submit the following documentation for **each** course you wish to transfer

a) course description

b) content outline or course syllabus

c) official transcript in sealed envelope sent directly by Registrar's Office of the school you attended (*only needed if course is completed after admission*)

3) Submit a written statement identifying what required course or elective for which you want to substitute the transfer course.

4) Mail to: MSW Program Director
 School of Social Work, F-15
 2004 Randolph Ave
 St. Paul, MN 55105

**Weekend cohort students mail to: MSW Weekend Program Director
 School of Social Work, F-15
 2004 Randolph Ave
 St. Paul, MN 55105

The request will be reviewed and you will be notified of approval or disapproval.

PLEASE NOTE:

Students may request transfer of graduate credit for courses taken in another graduate program. Transfer of credits may be requested for required foundation or elective courses.

Up to 9 semester credits or 13.5 quarter credits may be transferred from another accredited institution. Only one elective course may be taken outside the School of Social Work at the College of St. Catherine/University of St. Thomas. Only courses with a letter grade of "B" (3.0) or better will be accepted, assuming that they meet criteria of the program for relevancy. No credits taken on an ungraded basis (S/N) may be transferred. Undergraduate courses, continuing education or extension courses may not be transferred.

For credits completed prior to admission to the MSW Program, it should be understood that courses to be transferred will be applicable to the MSW degree only if they have been completed within the four-year period normally allowed for the completion of the degree. To request an exemption to this policy, the student should consult with the MSW Program Director and submit a written request to the Dean of the School of Social Work for a decision.

College of St. Catherine/University of St. Thomas
School of Social Work

Petition for Transfer of Graduate Credit

TO BE COMPLETED BY STUDENT:

Name _____
(Last) (First) (Middle)

UST ID# _____

Graduate students wishing to transfer graduate work completed at other accredited institutions to the MSW Program at the College of St. Catherine/University of St. Thomas must complete this form and submit required documentation. Official transcripts must be on file with the MSW Program Manager or be included with this petition in a sealed, unbroken envelope sent directly by the Registrar's Office.

I hereby petition to transfer the following:

Course Title _____ Credits _____ Sem/Qtr. _____
(please circle)

Institution _____

Date Taken _____ Final Grade _____

Course Title _____ Credits _____ Sem/Qtr. _____

Institution _____

Date Taken _____ Final Grade _____

MSW Program Director or MSW Weekend Cohort Director:

Approved Denied Signature _____ Date: _____

Comments:

Dean of the School of Social Work:

Approved Denied Signature _____ Date: _____

Comments:

Accepted for credit as Elective Course Core Requirement, GRSW _____