

SCHOOL OF GRADUATE STUDIES POLICIES

A. TRANSFER AND RESIDENCY CREDITS

Graduate School Policies on Transfer Credits

(Excerpted from USU 2006/07 General Catalog, p. 102)

Transfer Credits

The MSW Program Coordinator may recommend transfer of graduate credits earned at another accredited institution. The credits must not have been used for another degree. Only 6 semester credits earned before matriculation at USU may be transferred. Credits with grades below "B" or "P" cannot be transferred. Transfer credits cannot replace required residency credit. Transfer credits are subject to approval of the Graduate Review Committee and MSW Program Coordinator. Transfer credit which is more than eight years old may not be acceptable (see Time Limit section, pages 100-101). Transfer credits will be shown on official USU transcripts upon completion of the degree. **Only graduate credit from a CSWE accredited MSW program is eligible for transfer to USU's MSW program.**

- Students who wish to transfer credits are required to complete an application for transfer of credit. This form should first be submitted to and discussed with the student's advisor. After obtaining the advisor's signature, the student should then submit the form to the Graduate Review committee for its approval. The committee will forward the form with its recommendation to the MSW Program Coordinator for approval. If the request is approved, the form is then forwarded to the graduate dean for final approval and processing.
- The Social Work program does not grant academic credit for life experience or previous work experience in lieu of the field practicum or any courses.

B. Elective Credit Substitution for BSW Graduates

MSW students with recent BSW degrees who are able to demonstrate mastery of foundation curriculum knowledge and skills will not have to repeat that content. Students with BSW degrees earned within the last 10 years may substitute electives for foundation courses including Principles & Philosophy of Social Work, HBSE I and II, Research I, Social Policy Analysis, and Practice I and II provided the student achieved an "A-" or better in the corresponding BSW course. Equivalent course credit will be accomplished through elective course substitution. Students are not permitted to substitute elective courses for foundation field practicum courses. Field practicum faculty liaisons supervising these students will ensure that the MSW foundation field experience does not replicate the BSW field experience

The MSW Program Coordinator will review the transcript of each BSW graduate admitted to the full and part-time MSW programs to identify those students who qualify for BSW course substitution. The MSW Coordinator will then notify those who qualify for course substitution before the beginning of the semester in which the course is taught or as soon as practicable.

C. TEACHING AND RESEARCH ASSISTANTSHIP

- A limited number of Teaching and Research Assistantship may be available and awarded on a competitive basis.
- Interested students may contact the Social Work Program for more information.

D. CREDIT LOADS AND PERFORMANCE

1. The following minimum and maximum credit loads are full time enrollment:

- 9 credits for all students on 20 hour per week assistantships.
- 9 to 15 credits for all students on less than 20 hour per week assistantships.
- 9 to 15 credits for all students not on assistantships.

2. Students on assistantship assignments cannot be required to work more hours than they have been contracted or paid to work. Normally this will not exceed an average of 20 hours a week for students on a full assistantship.

3. All International students are reminded that the U.S. government requires full-time student status to be maintained to retain visas. According to the Immigration Service this means that international graduate students must enroll for 9 or more credits, not including duties associated with assistantships. Some exceptions can be allowed in the following cases:

- The student is at the end of coursework and needs only a few hours for graduation.
- The student is ill and has a doctor's statement of verification.

These circumstances should be cleared with the Office of International Students and Scholars at Utah State to avoid any legal status problems.

4. All students should discuss their plans for course registration with their advisors prior to registering for courses and prior to dropping or adding any courses. Students are responsible for adding and dropping courses by the appropriate deadlines, and will assume the cost of any fees and tuition waiver penalties associated with late registration or changes.

5. Students must maintain a cumulative grade point average of 3.0. The Graduate Review Committee can approve no more than two courses with a grade below B within or outside the department towards the total number of credits required for the MSW graduate degree and then only if the overall GPA remains at 3.0 or above.

E. GRADES/CREDIT ACCEPTANCE FOR GRADUATE STUDENTS

Graduate students are required to maintain at least a 3.0 GPA. Grades below C will not be accepted for a graduate degree.

P-Grade Policy: Credits for a course with a P grade can be transferred from another university, if approved by the Graduate Review Committee.

Correspondence Course Credits: Distance Education correspondence (independent home study) courses are not accepted for graduate degrees.

Credit by Special Examination: Credit earned by special examination cannot be used to satisfy the course requirements for the MSW graduate degree or to meet the residency requirement.

Sources: School of Graduate Studies General Catalog

F. ADDING AND DROPPING CLASSES

Specific dates for adding and dropping courses are outlined in the academic calendar, which can be found at the Registrar's Office Website and in the Course Schedule each semester. Adding and dropping classes are handled through Access or the Registrar's Office depending on the time and nature of the transaction. All academic transactions are governed by policies set forth in the Undergraduate Catalog and Course Schedule.

- Academic Calendar: <http://www.usu.edu/calendar/academic.cfm>
- Course Schedule: <http://catalog.usu.edu>
- Graduate Catalog: http://www.usu.edu/graduateschool/degrees/test_index.cfm

G. COURSE LOAD INFORMATION

The maximum course load for graduate students is 16 semester hours during fall or spring semesters. The MSW Program Director must approve all requests for heavier course loads which is permitted only under special circumstances. Full time student status is achieved when students are enrolled in 9 or more credits during fall or spring semesters.