

**Transfer Credit Policies:**

The USC School of Social Work follows the transfer credit policies set forth by the USC Degree Progress Department (see USC Graduate Catalog).

- [Graduate transfer] credit will only be allowed for courses (1) from an accredited graduate school, (2) of a quality of at least 3.0 on a 4.0 grading scale, (3) constituting a fair and reasonable equivalent to current USC course work at the graduate level and (4) logically fitting into the program for the degree.
- Graduate transfer credit will not be granted for life experience.
- Transfer work must have been completed within seven years of admission to a USC master's degree program to be applied toward that degree.
- The maximum number of transfer credits that may be applied toward a master's degree; **12 units in programs requiring 41 or more units**

In addition, here are transfer credit policies specific to the Master of Social Work program at the USC School of Social Work:

- Original institutions must be schools of Social Work that are accredited by the Council on Social Work Education (CSWE).
- Student must have been enrolled and matriculating through the Master of Social Work program at the original institution.
- The maximum amount of transferable credits is 12 semester units.
- Courses eligible for transfer credit review are those determined to be equivalent to USC's first-year courses or to meet the expectations of the second-year electives, and in which a grade of at least 3.0 (B) on a 4.0 grading scale was earned.
- **Transfer credit is not guaranteed**, even if a course meets the eligibility requirements.
- Coursework is evaluated on a course-by-course basis by designated faculty members, with the approval of the Vice Dean.
- **There is no petition process for denied transfer credits.**

**Transfer Application Requirements:**

1. Transfer Credit Request Form
2. Official Transcripts from the original institution from which transfer credits are being requested.
3. A letter of good standing from the Dean or Associate Dean of the original MSW program.
4. Course syllabus for each course for which you are requesting transfer credit
  - If you are requesting credit for field experience, you must submit a full description of your field experience and copies of field evaluations.
5. Completed assignments for each course for which you are requesting transfer credit.
6. Copy of MSW program information in the original institution's catalogue for the period during which coursework was completed.

Name: \_\_\_\_\_ Your Original Institution: \_\_\_\_\_

USC ID: \_\_\_\_\_ City, State: \_\_\_\_\_ Terms/Years Attended: \_\_\_\_\_

example: Fall 2009 – Spring 2010

Please indicate for which course(s) you are requesting a transfer credit evaluation, matching each of your courses with the appropriate USC course: **12 units maximum**

USC School of Social Work:		Your Original Institution:					
Course Number	Course Title	Course Number	Course Title	Term(s)	Number of Units	Grade Received	Syllabus attached?
SOWK 506	Human Behavior & Social Environment						<input type="checkbox"/>
SOWK 536	Policy and Advocacy in Professional Social Work						<input type="checkbox"/>
SOWK 544	Social Work Practice with Individuals, Families, and Groups						<input type="checkbox"/>
SOWK 546	Science of Social Work						<input type="checkbox"/>
TBD	(elective course)						<input type="checkbox"/>
TBD	(elective course)						<input type="checkbox"/>
TBD	(elective course)						<input type="checkbox"/>