

### **Master of Social Work Transfer Credit Policies:**

The USC Suzanne Dworak-Peck School of Social Work follows the transfer credit policies set by the USC Degree Progress Department (see USC Graduate Catalog). <https://catalogue.usc.edu/>

- Graduate transfer credit will only be allowed for courses (1) from an accredited graduate school, (2) of 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 is no more than 25% of the minimum units required for the program.**

In addition, there are transfer credit policies specific to the Master of Social Work program at the Suzanne Dworak-Peck School USC School of Social Work:

- Original institutions must be schools of Social Work accredited by the Council on Social Work Education (CSWE).
- Student must be or have been enrolled and matriculating through a Master of Social Work program at the original institution.
- **The maximum amount of transferable credits (25%) is based on the number of units required to complete the student's graduate program at USC.**
- **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.
- Approval (or denial) of transfer courses does not guarantee admission to the School.
- **Field work is not transferable into the MSW at USC.**
- **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: \_\_\_\_\_ Institution(s): \_\_\_\_\_  
 USC ID: \_\_\_\_\_  
 City, \_\_\_\_\_ State: \_\_\_\_\_ Terms/Years Attended: \_\_\_\_\_  
 example: Fall 2020 – Spring 2021

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