



Boston University School of Social Work

Request for Pre-Approval of Transfer Credits

Students wishing to receive pre-approval of transfer credits prior to taking a course at another graduate, accredited program must submit a copy of each course outline/syllabus and a bibliography with this request to the BUSSW Office of Academic Affairs. These credits will not be valid until satisfactory completion of the approved course which includes earning a grade of B or better and submission of an official course transcript.

To be completed by the student

Name _____ Email _____

Address _____ Phone _____

Please check one:

____ I plan to take courses on a non-matriculating basis in another graduate social work program (accredited by the Council on Social Work Education). I understand that I may request to transfer no more than a total of nine (9) credits.

____ I plan to take courses in a graduate program other than social work. I understand I may transfer in no more than six (6) credits.

School where course was taken _____ Course # / Name _____

Semester / Year _____ Credits _____ Hours in Course _____

BUSSW Equivalent _____

(Include course title and number. If seeking credit towards a BUSSW elective, write "Elective" above.)

Student Signature..... Date

To be completed by BUSSW staff

Course previously approved ____ Yes ____ No For _____ Date _____

To be completed by BUSSW faculty

Yes, ____ transfer credits to be applied toward (course name or elective category): _____

No, petition for transfer credit denied. Please Comment: _____

Faculty Signature..... Date.....

To be completed by BUSSW Associate Dean for Academic Affairs

Processed

Signature..... Date.....

Please note that in order to receive the transfer credits requested, you must receive a grade of B or better. Once the course is completed, please submit a copy of your course transcript (or written evaluation in the event of pass/fail grade) to the Office of Academic Affairs. At that point the transfer credits will become official.