



In order to receive transfer credits for any course, a student must:

1. Have received a grade of B or better
2. Have taken this course within the past five years
3. Submit a copy of this form for each course you are petitioning along with the following materials to the **Office of Academic Affairs, Boston University School of Social Work, 264 Bay State Rd, Boston, MA 02215**
 - o Course outline/syllabus
 - o Official transcript (or written evaluation indicating a grade of B or better in case of a pass/fail grade)

To be completed by applicant

Name _____ Email _____

Address _____ Phone _____

Please check one:

I have taken courses in another graduate social work program as a non-matriculated student (accredited by the Council on Social Work education). I understand I may transfer no more than nine (9) credits.

I have taken courses in a graduate program other than social work. I understand I may transfer in no more than six (6) credits. Credits applied towards the completion of another degree program are not transferrable.

I am currently enrolled in a graduate social work program and wish to have courses considered for transfer.

School Name _____ Course #/Name _____

Semester/Year _____ Credits _____ Hours in Course _____ Grade in Course _____

BUSSW Equivalent _____

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

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.

Faculty Signature Date

To be completed by BUSSW Associate Dean for Academic Affairs

Processed

Signature Date