



TRANSFER CREDIT EVALUATION

Courses presented for transfer credit must have been taken from an accredited institution authorized to grant graduate degrees, must be applicable to graduate degrees at the institution, and must have been completed with a grade of “B” or better.

Students who have completed graduate-level social work courses or graduate level courses in a related field other than social work may request an evaluation of coursework for approval of eligible /comparable courses with a grade of B or better (3.0 on a 4.) scale)earned within the last 7 years .

Materials needed to evaluate transfer credit(s) must be submitted at the time of admission but no later than six weeks prior to the beginning of the semester seeking admission. Courses taken at another institution after a student has matriculated at the Mandel School are not eligible for transfer credit unless approval is granted by the Associate Dean of Academic Affairs or designee.

TRANSFER CREDITS FROM OTHER CSWE ACCREDITED GRADUATE SCHOOL OF SOCIAL WORK

Students who are applying to transfer to the Mandel School from another CSWE **accredited graduate school of social work** may apply for **transfer credit for up to 12 credit hours of academic work and field education (12 credit hours)**. Transfer students from other social work programs must submit fieldwork evaluations, **number of clock hours required/earned**, final official transcripts, and course syllabi.

In addition, students applying to transfer from other schools of social work must submit:

- A final transcript of all graduate social work education completed to date. If work is still in progress at time of application, applicant should send a list of additional courses to be completed.
- An evaluation of first-year field experience performance from the dean, field education director, or faculty advisor of the school.
- ***Request for Evaluation of Transfer Credit form***

Please note: There will be no additional credit approved separately or in combination, beyond the maximum of 12 credit hours.

No transfer credits can be granted for course(s) taken at international universities.

TRANSFER CREDITS FROM OTHER SCHOOLS OF NONPROFIT MANAGEMENT

Students who are transferring to the Mandel School from another accredited graduate school of nonprofit management may apply for transfer credit up to twelve (12) academic credit hours. Final official transcripts, course syllabi for each course transfer credit is requested and the *Request for Transfer Credit Evaluation* form must be submitted to the Mandel School Office of Admissions.

- Credit hours **may not** have been applied toward a previous graduate degree.
- Students must have received a **grade of B or better (3.0 on 4.0 scale)** in any course for which transfer credit is sought.
- Student must submit official transcript, official description of course (course catalog or institution bulletin), and course syllabi.
- Course syllabus must show evidence that course content, activities, readings, requirements and methods are commensurate with the standards of **graduate level education**.
- Courses approved for transfer credit are not used in computing the student's grade point average (GPA).
- Quarter hours will be converted to semester hours.
- The ***Request for Evaluation of Transfer Credit*** form must accompany all materials.

TRANSFER APPLICANTS FROM OTHER GRADUATE PROGRAMS

- A **maximum of six (6) hours of transfer credit may be given for related, but non-social work coursework completed within the last seven years** taken from an accredited institution authorized to grant graduate degrees.
- Credit hours **may not** have been applied toward a previous graduate degree.
- Students must have received a **grade of B or better (3.0 on 4.0 scale)** in any course for which transfer credit is sought.
- Student must submit official transcript, official description of course (course catalog or institution bulletin), and course syllabi.
- Course syllabus must show evidence that course content, activities, readings, requirements and methods are commensurate with the standards of **graduate level education**.
- The ***Request for Evaluation of Transfer Credit*** form must accompany all materials.

Please also note:

- Courses approved for transfer credit are not used in computing the student's grade point average (GPA).
- Quarter hours will be converted to semester hours.





REQUEST FOR TRANSFER CREDIT EVALUATION

Name: _____ Student ID# _____

Email: _____ Phone: _____

CWRU Email: _____ Entry Term: _____

Enrollment Status: Applicant/Admitted Student Current Student

Degree Program: MSW MNO MSW/MNO

Program format: On-Campus Intensive Weekend Online Part Time

Transfer Institution: _____

Are you presently enrolled? Social Work Other MNO Program
 Other Graduate Program

Please provide the following information for each course for which transfer credit is requested:

Term/Year Course Taken	Course Number	Course Title	Credit Hours	Grade

Credit System: Semesters Quarters*

I request that credit for graduate level courses described above be accepted for transfer to my Master's Degree program at the Mandel School.

Student Signature _____ Date: _____

*Courses submitted for transfer credit formatted in quarter hours will be converted to semester hours.

FOR OFFICE USE ONLY

The courses listed in the chart below have been approved for transfer credit:

Course	MSW/MNO Course Equivalent	Credit Hour(s)	Required (R) Or Elective (E)
TOTAL TRANSFER HOURS CREDITED:			

The courses listed below have not been approved for transfer credit:

Course Number	Course Title	Reason

Authorized Signature: _____ Date: _____

cc: Mandel School Registrar

Student File

Student