



# Stony Brook School of Social Welfare

Policy regarding transfer of elective credit taken outside of the School of Social Welfare  
*Approved by the Undergraduate Program Committee – May 6, 2015*

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It is expected that the required social work electives are taken within the School of Social Welfare (HWC3xx courses). Any electives taken outside of the SBU School of Social Welfare that are approved towards satisfying the elective requirements of the Stony Brook University School of Social Welfare Bachelors of Science in Social Work degree **must be**:

- pre-approved by the BSW Program Director prior to the student taking it\*
- taken while the student is enrolled in the social work program (ie. the Jr. or Sr. year, inclusive of summers and intersessions; the course credits can not be credits that counted towards the pre-requisites for admission into the BSW program)
- directly relevant to the student's individual plan for their social work education (determined in consultation with the BSW Program Director, with a Learning Reflection\*\* submitted upon completion of the course\*\*\*)
- upper-division (300/400 level)
- passed with a grade B or higher

Official approval for credits to be applied to the student's BSW degree will be made after these requirements are satisfied.

\* Students requesting to transfer credits under this policy must arrange and attend a Pre-Approval meeting with the Undergraduate Program Director no less than one week prior to the student's enrollment appointment to register for the class in the subsequent term. Students must bring with them to the meeting: a copy of the course description from the official Bulletin/Course Catalog, the term dates the class will be taken, and a brief statement indicating their reason and learning expectations for taking the course outside of the School of Social Welfare. Following the meeting, a Pre-Approval Notice will be placed in the student's file and a copy given to the student.

\*\* The required parameters of the Learning Reflection assignment will be given to the student along with a copy of the approved "Pre-Approval Notice."

\*\*\* The due date for the student's submission of the Learning Reflection assignment to the Undergraduate Program Director will be no more than 10 days after the completion of the course and will be reflected on the "Pre-Approval" notice.