

## **POLICY FOR PROCESSING REQUESTS FOR TRANSFER ADMISSION INTO A CSU MSW PROGRAM FROM STUDENTS ENROLLED IN NON-CSU MSW PROGRAMS**

The following criteria and processes are established for admitting transfer students into a CSU MSW program. Absent extraordinary circumstances, this policy covers regular and advanced standing transfer admissions into both the campus and distance education CSU MSW programs. The Student Affairs and Admissions Committee (SAAC) is the usual venue for processing all such requests. Contingent upon the approval of the Graduate School, the determination of SAAC regarding transfer admissions is final. The chair of the Curriculum Committee, or her/his designee, is tasked with determining the corresponding equivalencies of successfully completed non-CSU MSW courses with CSU MSW courses.

### **CRITERIA**

- a) All transfer admissions are contingent upon the availability of an enrollment opening in the corresponding CSU MSW student cohort.
- b) All transfer admissions are contingent upon the approval of the Graduate School. Course credits transferred are also reviewed and approved based on Graduate School Policies, and specific social work course transfer credit is not guaranteed.
- c) Transfer applicants must apply for a specific CSU MSW program (campus, distance education location) and, if successfully admitted, the admission applies only to that program. (A separate policy has been established for processing requests for transfer between CSU MSW programs.)
- d) The MSW program from which the student is requesting transfer must be a program accredited by CSWE, or accepted into candidacy by CSWE, at the time of the student's enrollment in that program.
- e) Transfer applications will be accepted from students currently in good standing (academically and professionally) with their non-CSU MSW program. If an applicant is/was not in good standing, that applicant can be afforded the opportunity to directly address the relevant issue(s) in writing and provide evidence arguing for special circumstances.
- f) If a transfer applicant is not currently enrolled in a non-CSU MSW program at the time of her/his application for transfer, s/he must have left their program in good standing (academically and professionally) no longer than 7 years from the time they would be admitted into a CSU MSW program.
- g) Transfer applicants should have earned an undergraduate GPA of 3.0 or better and must be carrying a graduate GPA of 3.0 or better.
- h) SAAC will utilize, in part, the *MSW Applicant Rating Form* in evaluating the applicants for transfer.

### **Transfer applicants must submit the following at least 3 months prior to the start date of classes:**

1. A complete application to the CSU Graduate School (*see*: CSU Graduate School website).
2. A letter submitted to the School of Social Work and addressed to SAAC specifically stating:
  - a. the reason(s) for requesting a transfer;
  - b. the specific CSU MSW program into which the applicant is seeking admission; and
  - c. the date the applicant anticipates starting the CSU program.
3. Additional letters of reference from two (2) professors in the non-CSU MSW program who know the applicant's work and character, submitted as part of the Graduate School application.

4. Syllabi of all courses the applicant is seeking to transfer into the CSU MSW program.
5. Copies of the final evaluation of all field internships undertaken – for advanced standing admission - both the BSW final field evaluation, plus evaluations for all field internships taken in the applicant's MSW program: for regular admission – evaluations for all field internships taken in the applicant's MSW program.

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