

## **Transfer of Credit Policy**

If you have taken or are planning on taking your electives outside of UK, here are the guidelines for transferring credit:

Credit can only be given for courses that meet the following requirements:

- (1) graduate-level courses
- (2) have relevance for social work and in our judgment are appropriate electives
- (3) will not be older than 8 years at the time that the student graduates from the MSW program
- (4) the student earned at least a "B"

**YOU MUST HAVE THE CREDIT APPROVED BEFORE THE BEGINNING OF YOUR LAST SEMESTER IN THE PROGRAM.**

If you are in the process of requesting credit, you need to do the following:

1. write a letter to Dr. Ford requesting the course be applied to your elective credit (email is fine - [jpford01@uky.edu](mailto:jpford01@uky.edu)),
2. get a copy of the course syllabi/description,
3. send an official transcript showing your grade and completion date.