

## Student Request to Review Transfer Course Outlines

If you've previously taken graduate-level coursework as a graduate student, you may request a review for potential transfer of credit towards the University of Iowa's MSW program.

According to the *MSW Admission Policy Statement* pdf on the [Admissions](#) webpage for additional transfer details:

- **[Transfer students admitted must complete a minimum of 24 semester hours of coursework after admission to the MSW program at Iowa and agree to meet all requirements of the Iowa program.](#)**
- **Transfer students may only register for required courses when prerequisites have been met. This may mean a delay in matriculation.**
- We will only review a maximum of 12 semester hours of graduate credit, if you are transferring from a non-social work program. Submissions exceeding this limit may not be considered.
- If you are transferring from another MSW program, see additional details in Student Responsibilities below.

To have graduate-level courses considered for transfer, the following conditions must be met:

- You have accepted admission to the MSW program.
- The University of Iowa has received your official transcript (send to: [admissions@uiowa.edu](mailto:admissions@uiowa.edu)).
- The [Graduate Admissions](#) office has awarded transfer credit and stamped the official transcript. The Graduate Admissions office will not review the official transcript until *final* grades appear on your official transcript. If the official transcript shows a course "in progress", the transcript will not be reviewed. You must resubmit transcripts when all courses show a final grade.
- Graduate-level courses were completed at an accredited institution when student is enrolled as a graduate student
  - If the course was part of an MSW program, the institution must be CSWE-accredited.
- Courses were completed within 10 years of your projected MSW graduation date.
- A grade of "C" or higher was earned for each course under review.

## Student Responsibilities

- Review your MSW structured sequence courses and the [University of Iowa General Catalog](#) to identify which required MSW courses or electives your previous coursework may fulfill.
- Discuss your proposed transfer credit submission with your MSW advisor to ensure that appropriate prerequisites have been met.

- Prepare a justification for each course that addresses how the previous coursework is in line with the Iowa requirements.
  - **For research courses SSW:6600 Engaging in Evidence and SSW:7550 Program and Practice Evaluation:** If comparable courses are being reviewed and the courses were completed more than 5 years ago, include details how you have been using these skills since completing these courses.
  - **For electives:** Explain how the course supports your social work career goals.

If you are transferring from a non-social work program, select only 12 credit hours of coursework for review. Requests exceeding this limit may not be considered.

- If you are requesting a transfer from another CSWE-accredited MSW program where you were formally enrolled as an MSW student, we will consider more than 12 semester hours of credit; however, you must complete a minimum of 24 semester hours of coursework after admission to the MSW program at Iowa and agree to meet all requirements of the Iowa program.
- If submitting multiple courses, include all information in one submission. Per Graduate College policy, additional requests will not be reviewed later.

## Submission Requirements

Submit all course details using the *MSW Request to Review Course Outlines* workflow form (available on the [MSW Advising webpage](#)). For each course, include:

- Course title
- Semester and year taken (e.g., Fall 2024)
- Institution name
- Semester credit hours
- Final grade
- UI MSW course equivalent (or indicate if it should be reviewed as an elective)
- Justification for how the course meets the MSW course or elective requirements
- Uploads of course outline or syllabus
- If transferring from an accredited MSW program, please also provide a link to the program's required courses or general catalog to help us assess equivalence

## Course Evaluation Guidelines

Per CSWE guidelines, we will only accept field/practicum education and practice course (e.g., 6200, 6300, 6400, etc...) transfer credits from other CSWE-accredited or candidacy social work programs, unless the program is able to explain how the program assesses course equivalency to comply with all field/practicum standards ([2022 EPAS AS 3.2](#)) and practice course instructor qualifications ([2022 EPAS AS 4.2.2](#)).

Completed courses may not be considered eligible for exception if the content of the course does not align with the expectations for rigor or competency of the School of Social Work's MSW program.

## **Final Approval Process**

If the School of Social Work determines a course may meet MSW requirements, it will submit an exception request to the Graduate College. **The Graduate College makes the final decision.** Approved courses will be added to your MSW degree audit.

## **Submission Deadline**

Preferred deadline: Within 3 weeks of admission. Once a student is within four weeks of their start session, transfer course outlines will not be reviewed.

Submit your request via the MSW Request to Review Course Outlines workflow form on the [MSW Advising webpage](#).

## **Questions?**

Email: [ssw-admissions@uiowa.edu](mailto:ssw-admissions@uiowa.edu)

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