

**Simmons College School of Social Work**  
**Request for Permission take an Elective at Another Institution/Transfer of Credit**

Student Name \_\_\_\_\_

Student ID number \_\_\_\_\_

Course #	Title	Sem/yr	Grade/ Credits	Institution

**Transfer of an elective courses taken at another institution**

1. Matriculated Students with special interests may be given permission to take one elective course at another institution or in another Simmons graduate program if:

- It is a Master’s level course at an accredited, degree-granting institution.
- The course content shows clear relevance to the social work degree.
- The course is not offered at SSW.
- The course earns a minimum of 3 credits and meets for at least of 28 classroom contact hours.

Students must notify their advisor of such a proposal prior to the registration period. The advisor must review and approve the plan prior to its submission in writing to the Assistant Dean.

2. If permission is granted, the student is responsible for the transfer of credit to Simmons at the end of the semester. Non-receipt of a transcript and the executed Transfer of Credit Form by the proper deadline in the final year could affect the student’s graduating on time. Students must receive a grade of “B” or better to transfer credit. The form can be obtained from the SSW Registration Coordinator or see page 59.

3. Students may not take any required courses outside of the School of Social Work.

The above request is approved. The student is responsible to acquire an official transcript upon completion of the course.

The above request is denied for the following reason:

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date

**Bottom portion for use by the School of Social Work and the Registrar’s Office only**

**Transfer of credit granted for 3 credits.** Fulfills elective requirement.  
Students must receive a grade of “B” or better to transfer credit.

*Must be counter signed by the Associate Dean and accompanied by a copy of the official transcript.*

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date