

Transfer Credit Equivalence Form for BSW Students

This form (see last page of this document) is for students enrolled in the BSW who have already been assigned *non-specific transfer credits (TRNS XXX)* for university level courses taken external to McGill prior to entering the BSW program. A maximum of 18 credits can be considered as transfer credits.

This form helps students to identify which previously completed university level courses taken external to McGill can be used to meet the requirements of the BSW program, laid out below.

The BSW program is comprised of 90 credits as follows:

- ✓ **63 credits** from required SWRK courses (including SWRK field placement credits)
- ✓ **6 credits** from complementary social work courses, also SWRK courses
- ✓ **15 complementary credits** from social science courses (not SWRK courses)
 - At least **6 credits** from 300-level courses or higher (not SWRK courses)
 - **OR 9 credits** from courses within the same discipline regardless of level (not SWRK courses)
- ✓ **6 elective credits** from courses taken outside of social work (not SWRK courses) from any academic faculty and any department

Preparing for Transfer Credits

Step 1: Ensure that you accurately declared *all* previously completed university level courses taken external to McGill. Check your unofficial transcript on Minerva. If you have not declared *all* university level courses completed **prior to your registration at McGill**, click here to consult with [Service Point](#) to report any missing courses.

Step 2: Ensure that *all* official transcripts for previously completed university level courses taken external to McGill are provided to Enrolment Services. Click here to [send your official transcript to McGill to Enrolment Services](#) if you have not already done so.

Step 3: An Enrolment Services Admissions Officer will process your non-specific transfer credits (TRNS XXX) and update them on your unofficial transcript.

Step 4: Now you need to ensure equivalency between the courses offered at McGill and the previously completed university level courses taken external to McGill and prior to entering the BSW Program for which non-specific transfer credits have been granted. This step requires the use of the [Course Equivalency System](#).

Information on the McGill Course Equivalency System

In order to receive transfer credits, the courses previously taken at a university other than McGill and prior to entering the BSW Program for which non-specific transfer credits have been granted must be assessed

individually for course content using the Course Equivalency System. McGill University offers a Course Equivalency database of courses that have already been approved. A great reference tool, albeit not binding, you can access the [Course Equivalency System](#). Take a look!

Now you are ready to start the process of establishing equivalency. This process has many steps and involves administrators and faculty members in all academic departments. What you have to do to request transfer credits and who is responsible for which aspects of the request for transfer credits is laid out next.

Step 1: Access the [Course Equivalency System](#).

Follow the [Instructions](#) to **search** the [database](#) for past course equivalency decisions. If the course(s) you took at a university other than McGill and prior to entering the BSW Program is/are already approved as equivalent, print the form on the last page of this document and fill it out manually.

If the university level course(s) taken external to McGill and prior to entering the BSW program are not on the already approved list on the database, you will need to submit a new course equivalency request for review. Go to Step 2!

Step 2: Submit a new course equivalency request for review

Before submitting a new course equivalency request, you **MUST** have the course syllabus from the year in which you took the course in PDF format.

1. Go to www.mcgill.ca/course-equivalency
2. Click on **Login** and sign in with your McGill Username and Password
3. Once signed in, click on **HOME**
4. Click on **Submit a New Request**
5. Follow the onscreen instructions

Once your request is submitted, you will be issued a request number, sent an email with your request details, and your request will be automatically sent to the appropriate reviewer.

If approval of the university level course(s) taken external to McGill and prior to entering the BSW program has expired, you will need to request a reassessment of expired course equivalency decisions. Go to Step 3!

Step 3: Request a reassessment of expired course equivalency decisions

1. Go to www.mcgill.ca/course-equivalency
2. Click on **Login** and sign in with your McGill Username and Password
3. Search for the host course that you wish to be re-evaluated
4. Click on **the equivalency record to open the equivalency details page**
5. Click on Reassess
6. Make any necessary changes and upload the new course syllabus
7. Once ready, click on Submit

Once your request is submitted, you will be issued a request number, sent an email with your request details, and your request will be automatically sent to the appropriate reviewer.

Instructions can be found at: <https://www.mcgill.ca/students/transfercredit/course-equivalency>

Step-by-Step Procedure for the Transfer Credit Equivalence Form:

1. Print the form and fill it out manually, beginning with your name and McGill ID.
2. Enter information for the courses for which you are seeking McGill equivalency in the below table.
3. Use the McGill Course Equivalency System at www.mcgill.ca/course-equivalency to verify if an equivalency has already been determined for your course(s). If not submit a new request via the system.
4. Once all of your courses for which you are seeking equivalency appear on the course equivalency system (if submitting a new request you will receive a notification), enter the Equivalent McGill course and credit value in the below table.
5. Return this completed and signed form to Ms. Maria Pacheco, BSW Student Affairs Coordinator, Wilson Hall, Room 300. Ms. Pacheco will forward your completed form to your academic advisor.
6. Your academic advisor will review your form for accuracy and to determine approval. Once approved, it will be forwarded to Enrolment Services.
7. Your transfer credits will be articulated on your transcript, ex:

Credits/Exemptions

From: Concordia University – 3 credits

SOCI 350 3 cr

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Student Name _____

McGill ID _____

Signature _____

University where course was taken, Ex. Concordia University	Course number, Ex. SOCI 212	Course title, Ex. Statistics 1	Year/term taken, Ex. 2018 Summer	Equivalent McGill course number, Ex. SOCI 350	Credit value of McGill course, Ex. 3	Complementary Social Science/ Elective course – discipline & level *	Advisor approval (name/date)

***15 complementary credits** from social science courses (not SWRK courses): Of these 15 complementary credits, at least **6 credits** from 300-level courses or higher **or 9 credits** from courses within the same discipline regardless of level; **6 elective credits** from courses taken outside of social work (not SWRK courses) from any academic faculty and any department.