

McGill School of Social Work

BSW Advising

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School of Social Work

2022-2023

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HOW MANY COURSES ARE IN A BSW?

The BSW has 30 courses = 90 credits

21 courses are “required SWRK” courses = 63 credits

- Required courses must be completed to fulfil the BSW program
- All BSW required courses have the Subject Code SWRK

3 courses are “complementary SWRK” courses = 9 credits (SWRK)

- Complementary courses are selected from a restricted list; you choose
- All SWRK complementary courses have the Subject Code SWRK

4 courses are “Non-SWRK complementary” = 12 credits (Not “SWRK”)

- These complementary courses are selected from a restricted list; you choose
- There are specific rules to follow for these courses

2 courses are “electives” = 6 credits (Not “SWRK”)

- Generally, these courses can be taken from *any academic Faculty and any department*
- There are specific rules to follow for these courses

CAN I STUDY FULL OR PART-TIME?

- **YES!**
- The BSW program can be pursued on a full-time basis (4 or 5 courses/term). This is equal to 12 or 15 credits/term
- The BSW program can also be pursued on a part-time basis (1, 2, or 3 courses/term). This is equal to 3, 6, or 9 credits/term
- If you study full-time, you will complete the BSW in 3 academic years
- If you study part-time, it will most likely take longer to complete your BSW
- Part-time students are advised to **take SWRK required courses first** in order to be eligible for entry into the U2 and U3 field placements
- Make sure to check in with your assigned advisor each year. We are here to help!

CAN I EXCEED 90 CREDITS?

- **Yes!**
- You can exceed the 90 credits for the BSW to take additional courses of interest or complete a Minor Concentration
- The time to formally request exceeding 90 credits is at the *start of your graduating/final term*
- If at the start of your graduating/final term you have a total of 89 credits or less completed, you do not need to request to exceed 90 credits.
- If at the start of your graduating/final term you have a total of 90 credits or more completed, then you will have to request to exceed the 90 credits.
- Here is the link to the form you will need:
<https://www.mcgill.ca/oasis/academic/degree-planning-guide/requirements>

CAN I TAKE UP TO 30 CREDITS EXTERNAL TO MCGILL?

- **YES!** You can take **up to 30 credits external to McGill towards the BSW program**
- You must complete a minimum of 60 credits at McGill towards completing the BSW
- These 30 credits include transfer credits (from other universities) for courses taken prior to and during the BSW program
- The 2 courses taken prior to entry by “mature student” candidates do not count
- Before taking courses external to McGill, please consult your academic advisor for approval to make sure you are meeting the requirements of the BSW program
- If the course is offered in another university **in the province of Québec:**
See: <https://www.mcgill.ca/oasis/away/application-process/inter-university-transfer-iut-including-online>
- If the course is **external to the province of Québec:**
See: <https://www.mcgill.ca/oasis/away/plan-prepare>
- **Courses taken at another university must be assessed for *course content equivalency* on McGill’s [Course Equivalency Database](#) (including a Statistics course)**

WHICH COURSES DO I TAKE IN U1?

Required social work courses (15 credits)	Credits
SWRK 219 Anti-Oppression Social Work Practice (Winter)	3
SWRK 220 History & Philosophy of Social Work (Fall)	3
SWRK 221 Public Social Services in Canada (Fall)	3
SWRK 222 Introduction to Practicum (Winter)	3
SWRK 224 Human Dev Across the Lifespan (Fall) ***	3
Plus 6 credits of non-SWRK complementary courses from the BSW Approved Disciplines (Non-SWRK) and/or electives in Fall term	6
Plus 9 credits of non-SWRK complementary courses from the BSW Approved Disciplines (Non-SWRK) and/or electives in Winter term	9
*** Are you eligible for an exemption? Have you completed an equivalent CEGEP or university level course?	

WHICH COURSES DO I TAKE IN U2?

Required social work courses (24 credits)	Credits
SWRK 319 Critical Thought & Ethics in Social Work (Fall)	3
SWRK 320 Practice with Individuals & Families (Fall)	3
SWRK 321 Introduction to Practice with Groups (Fall)	3
SWRK 322 Field Practice 1 (Fall)	3
SWRK 323 Field Practice 2 (Winter)	3
SWRK 326 Practice with Individuals & Families 2 (Winter)	3
SWRK 327 Approaches to Community Practice (Winter)	3
SWRK 344 Integrative Seminar 1 (Winter)	3
Plus 6 credits of SWRK complementary and/or non-SWRK complementary courses from the BSW Approved Disciplines (Non-SWRK) and/or electives	6

WHICH COURSES DO I TAKE IN U3?

Required social work courses (24 credits)	Credits
SWRK 420 Advanced Field Practice 1 (Fall)	3
SWRK 421 Advanced Field Practice 2 (Winter)	3
SWRK 422 Integrative Seminar 2 (Winter)	3
SWRK 423 Social Work Research (Fall) ***	3
SWRK 424 Mental Health and Illness (Winter)	3
SWRK 425 Advanced Social Work Practice in Quebec (Winter)	3
SWRK 428 Social Policy & Administration (Fall)	3
SWRK 445 First Peoples & Social Work (Winter)	3
Plus 6 credits of SWRK complementary and/or non-SWRK complementary courses from the BSW Approved Disciplines (Non-SWRK) and/or electives	6
*** Are you eligible for an exemption? Have you completed an equivalent CEGEP or university level course?	

WHAT ARE THE BSW SWRK COMPLEMENTARY COURSES?

2022/23 (check Minerva for updates)

U2	U3	TUTORIALS – U3
SWRK 342 <u>Social Work, Gender & Sexual Diversity</u>	SWRK 400 <u>Policy & Practice for Refugees</u>	SWRK 471 <u>Tutorial in Social Work Research</u>
SWRK 354 <u>Social Work in the Health Field</u>	SWRK 434 <u>Practice with Involuntary Clients</u>	SWRK 485 <u>Tutorial in Social Work Practice</u>
	SWRK 463 <u>Social Work Practice with Older Adults</u>	SWRK 486 <u>Tutorial in Social Policy</u>
	SWRK 493 <u>Seminar on Child Protection</u>	
	SWRK 510 <u>Critical Disability Studies</u>	
	SWRK 532 <u>International Social Work</u>	
	SWRK 535 <u>Addictions</u>	
	IDFC 500 <u>Indigenous Field Studies</u>	

CAN I TAKE ANY SWRK COMPLEMENTARY COURSE DURING U1, U2, OR U3?

- Social Work complementary courses (SWRK) at the 300-level are *only open to BSW students in U2 and U3*
- Social Work complementary courses (SWRK) at the 400 & 500-level are *only open to BSW students in U3*
- If you wish to take a 300-, 400-, or 500-level Social Work complementary course (SWRK) and **the course is not full and not open to you**, please **consult your academic advisor to ensure the course fulfills BSW requirements**
- If the academic advisor approves, forward their approval to Maria Pacheco at undergraduate.socialwork@mcgill.ca. You will then be issued an override to permit you to register **if there is room in the course for further enrolment**
- These requests are granted on **a first come, first served basis**
- You will be notified by email that an override has been granted, and you will be able to register.

WHAT IS A TUTORIAL AND CAN I TAKE ONE OR MORE?

- The BSW program offers three tutorial courses to *students in U3*:
 - SWRK 471 Tutorial in Social Work Research
 - SWRK 485 Tutorial in Social Work Practice
 - SWRK 486 Tutorial in Social Policy
- A “tutorial” is an SWRK complementary course for credit
- Unlike other BSW courses, the content and expectations of the tutorial course are negotiated with a faculty member who sets the expectations, due dates, grades, and supervises the tutorial
- Not all faculty members offer tutorials; sessional lecturers do not offer tutorials
- The research tutorial tends to derive from a professor’s research interests and activities; this is the same for the practice and policy tutorials
- Because a tutorial is an SWRK complementary course, make sure to check your BSW program progress with your academic advisor beforehand
- Once you decide to take a tutorial and register for it on Minerva, please complete the appropriate tutorial form on the BSW website, signed by you & tutorial instructor, and send to undergraduate.socialwork@mcgill.ca

Non-SWRK COMPLEMENTARY COURSES – choose 4

Non-SWRK complementary courses are chosen from the *BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses*

<https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>

RULES:

- Choose any courses from the list of *BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses* except for language courses (conversational, written, grammar etc)
- Non-SWRK complementary courses do **NOT** have the Subject Code SWRK
- Non-SWRK complementary courses are at *the 200 level or higher*
- *Three of these courses must be from the SAME Subject Code* **OR** *two of these courses must be at the 300 level or higher*
- If you choose 300+ level or higher, these can be different subject codes (but not SWRK)

ADVISING TIPS:

- 200+ level **courses external to this list may be used as “electives”**
- ***If you are studying full-time***, make every effort to **take Non-SWRK courses in U1** because you will have 2 full days of field placement training AND SWRK courses in U2 & U3

Non-SWRK COMPLEMENTARY COURSES:

- 4 courses (12 credits) from *any* course from the **BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses** (Subject Code is not SWRK; 200+ level)
- Of these 4 courses, 3 courses (9 credits) must be from the **SAME Subject Code** **OR** 2 courses (6 credits) must be at the 300+ level (*can be different subject codes*)
- *ALL language courses from the below disciplines can ONLY be taken as electives.*

APPROVED DISCIPLINES	SUBJECT CODE	APPROVED DISCIPLINES	SUBJECT CODE
Anthropology (ANTH)	ANTH	Linguistics (LING)	LING
Economics (ECON)	ECON	Political Science (POLI)	POLI
Geography (GEOG)	GEOG	Psychology (PSYC)	PSYC
History (HIST)	HIST	Sociology (SOCL)	SOCL
Art History & Communication Studies (ARTH)	ARTH	Music (MUAR)	MAUR
English (ENGL)	ENGL	Philosophy (PHIL)	PHIL
Gender, Sexuality, Feminist & Social Justice Studies (GSFS)	GSFS	Religious Studies (RELG)	RELG
Canadian Studies (CANS)	CANS	International Development Studies (INTD)	INTD
Indigenous Studies (INDG)	INDG	African Studies (AFRI)	AFRI
Latin American and Caribbean Studies (LACS)	LACS	Gender, Sexuality, Feminist & Social Justice Studies (GSFS)	GSFS

Non-SWRK COMPLEMENTARY COURSES: continued...

- 4 courses (12 credits) from *any* course from the **BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses** (Subject Code is not SWRK; 200+ level)
- Of these 4 courses, 3 courses (9 credits) must be from the **SAME Subject Code** **OR** 2 courses (6 credits) must be at the 300+ level (*can be different subject codes*)
- *ALL language courses from the below disciplines can ONLY be taken as electives*

APPROVED DISCIPLINES (CONT'D)	SUBJECT CODE	APPROVED DISCIPLINES (CONT'D)	SUBJECT CODE
Classics (CLAS)	CLAS	Islamic Studies (ISLA)	ISLA
East Asian Studies (EAST)	EAST	Italian Studies (ITAL)	ITAL
French Studies (FREN)	FREN	Jewish Studies (JWST)	JWST
German Studies (GERM)	GERM	Russian Studies (RUSS)	RUSS
Hispanic Studies (HISP)	HISP	Spanish Studies (HISP)	HISP
Indigenous Field Studies (IDFC 500) *	IDFC		
* IDFC 500 can be counted as a complementary Non-SWRK course OR a complementary SWRK course or elective.			

ELECTIVE COURSES – choose 2

- The BSW program is comprised of **2 elective courses = 6 elective credits**
- *Electives do NOT have the Subject Code SWRK*
- Electives are courses taken for credit from *any academic Faculty and any department; this includes (but is not limited to) the disciplines listed on the BSW Approved Disciplines for non-SWRK complementary courses.*
- Elective courses are **200+ level – not 100-level courses**
- *The only 100-level courses you CAN take are from:*
 - **Mathematics & Science courses**
 - **Approved Freshman courses available on the Arts OASIS website**
 - **Language courses**, where the appropriate level is determined by a placement test administered by the department offering the course

See <https://www.mcgill.ca/oasis/students/new/incoming-u1/course-selection>

CAN I TAKE ELECTIVES ONLINE?

- **YES!** *Only* elective courses can be taken online in our BSW program
- A *maximum* of 2 courses (= 6 credits) of elective courses can be taken online
- https://www.mcgill.ca/study/2022-2023/faculties/arts/undergraduate/ug_arts_course_reqs
- <https://www.mcgill.ca/oasis/academic/courses/satisfactoryunsatisfactory-option>

ADVISING TIPS:

- If you are interested in our MSW program, consider taking a *statistics course as an elective or Non-SWRK complementary course* during your BSW
- You *must* establish equivalency for any courses taken external to McGill, even if an elective, whether online or in the classroom.

CAN I CHOOSE THE S/U GRADE FOR ELECTIVES?

- **YES!** In fact, **ONLY** elective courses can be graded S/U in your BSW
- The Satisfactory/Unsatisfactory (S/U) option can be selected for electives
- You can take *only one S/U course per term*
- BSW students are permitted to take **up to 6 credits of “elective” courses with the S/U grading option**
- Grades of A through C are converted to “Satisfactory” (S)
- Grades of D, F, and J are converted to “Unsatisfactory” (U)
- Courses taken under the S/U option **ARE EXCLUDED** from (GPA) calculations, but **ARE INCLUDED** in the attempted credits total.
- With the grade of "S", you receive credit for the course; with a grade of "U", no credit is received

HOW DO I SELECT THE S/U OPTION?

- You must decide to have an elective course graded as S/U [before the course change deadline on Minerva](#) as part of the Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu
- **Step 1:** Go to the "Quick Add or Drop Course Sections" tool under the Registration Menu in Minerva.
- **Step 2:** In the "Course Grade Mode" drop down menu for the elective course, select the "Satisfactory/Unsatisfactory" grade mode.
- **Step 3:** Click "Submit" at the bottom of the menu to save the change.
- **Fall-Winter Deadlines:**
 - Adding the S/U option: **the last day of "add/drop"**
 - Removing the S/U option: **the "withdrawal without refund" deadline.**
- **Summer Deadlines:**
 - Adding the S/U option: **the last day of "add/drop" which is the 4th scheduled class.**
 - Removing the S/U option: **the "withdrawal without refund" deadline. which is the 9th scheduled class.**
- Please refer to the [Key Dates website](#) to view these dates for the current term.
- <https://mcgill.ca/oasis/academic/courses/satisfactoryunsatisfactory-option>

WHAT ARE THE RULES FOR ELECTIVES?

REMEMBER electives are 200+ level with specific exceptions: Mathematics & Science courses; Approved Freshman courses available on the Arts OASIS website; Language courses, where the appropriate level is determined by a placement test administered by the department offering the course

- Elective courses are taken for credit from *any academic Faculty and any department except SWRK*
- Only electives can be taken online and only up to 6 credits online
- If an elective course is taken external to McGill, whether online or in the classroom, you must establish equivalency

School of Continuing Studies courses do NOT count towards an Arts degree except:

- With subject numbers that do not start with a C (exception CHEM and certain McGill Writing Centre courses that begin with CEAP or CESL – see the eCalendar) **are accepted** for credit towards the BSW

Other acceptable Continuing Studies courses for credit **as an elective** include:

- CEAP 250 Research Essay & Rhetoric
- CESL 300 ESL: Academic English 2
- CESL 400 ESL: Essay & Critical Thinking
- CESL 500 ESL: Research Essay and Rhetoric
- As well as CCOM 200: Introduction to Creative Writing, offered by McGill Writing Centre

See <https://www.mcgill.ca/oasis/academic/courses/continuing-studies-courses> for Continuing Studies courses that do not count for credit as electives.

WHAT IF COURSES HAVE RESTRICTIONS OR PREREQUISITES?

- You must respect all restrictions and/or prerequisites listed in the university calendar for *all required SWRK and complementary SWRK courses*
- You must respect all restrictions and/or prerequisites listed in the university calendar for *all non-SWRK courses (non-SWRK complementary & elective courses)*
- If a given course is full and a waitlist is available, you will need to place yourself on the waitlist from Minerva's registration menu. Go to: <https://www.mcgill.ca/students/courses/add/waitlisting> to be added to a course with a waitlist. If it doesn't have a waitlist, *check Minerva regularly up to the end of Add/Drop period.*
- If a Non-SWRK course *requires a prerequisite or permission*, questions are directed to the department which offers the Non-SWRK course

CAN I TAKE A STATISTICS COURSE IN MY BSW AS A PREREQUISITE TO THE MSW AT MCGILL?

- **YES!** If you are interested in our MSW program, consider taking a *statistics course as an elective* or *Non-SWRK complementary course* during your BSW
- *If taken as a non-SWRK complementary course*, must be from list of approved disciplines
- *If taken as an elective*, can be taken as S/U or online
- *for CEGEP students who received an exemption for MATH 203* (indicated on McGill transcript when admitted to McGill), *you cannot take PSYC 204 for credit towards your BSW*. Please discuss options with the MSW Program Director

- **ADVISING TIP:**

You *must* establish equivalency for any university courses taken external to McGill, even if an elective, whether online or in the classroom.

U1 ADVISING TIP: TAKE Non-SWRK COMPLEMENTARY COURSES & ELECTIVES IN U1

- **For full-time** students pursuing the 90-credit BSW over 3 years:
- Take the required SWRK U1 courses first!
- Then take 4 *Non-SWRK complementary courses and 1 elective course in U1*
- In U1, full-time students have 5 “required” SWRK courses (= 15 credits); this leaves room for 5 Non-SWRK complementary courses and/or electives (= 15 credits)
- For full-time students who have completed all courses needed to enter U2 field placement, **field placement training** takes place on Tuesdays and Thursdays (sometimes on Fridays as well) during **U2 and U3**
- This field placement training means that you will have a *limited timetable in U2 and U3 to complete the Non-SWRK complementary courses and electives*
- You cannot take Non-SWRK courses during field placement days

CAN I GET AN EXEMPTION FROM A REQUIRED COURSE?

[CEGEP or Ontario College] – Slide 1/2

YES! You are eligible for an exemption from the following two courses based on having completed **an equivalent course taken at CEGEP or Ontario College** (normally within 5 years of starting U1 in the BSW):

- SWRK 224, Human Development Across the Lifespan
- SWRK 423, Social Work Research
- *For a **CEGEP or Ontario College** course to be considered “equivalent”, you **MUST** provide your **exact course syllabus & a copy of your CEGEP transcript showing a grade of 70% or better** via email to Julia.krane@mcgill.ca for evaluation of an exemption.*
- ***Human Development courses** that cover only one aspect of development (infancy, childhood or adolescence or older adults etc.) do **NOT** qualify for this exemption.*
- If granted an exemption from SWRK 224 and/or SWRK 423, you **MUST** replace the course with a 3-credit SWRK complementary course. The exemption will be noted on your unofficial transcript, and you will be notified.

DOES MY CEGEP OR ONTARIO COLLEGE “HUMAN DEVELOPMENT ACROSS THE LIFESPAN” MEET THE PREREQUISITE FOR THE **MSW & CFT PROGRAMS**? [CEGEP] – Slide 2/2

- **Yes for MSW!** An *equivalent* course taken at **CEGEP** or Ontario College meets the prerequisite for admission into the MSW at McGill with a minimum grade of 70%
- Keep a copy of your **CEGEP/Ontario College** “Human Development Across the Lifespan” course syllabus for the exact term and year in which you took the course, and a copy of your **CEGEP/Ontario College** transcript to confirm the final grade.
- You **MUST** upload these two documents with your MSW application at McGill
- For questions regarding this prerequisite to the MSW program at McGill, contact graduate.socialwork@mcgill.ca
- **No for CFT!** A university level Human Development Across the Lifespan course is required as a prerequisite.
- For questions regarding this prerequisite to the M.Sc. (A.) in Couple and Family Therapy (CFT) program, contact msca.cft@mcgill.ca

CAN I GET AN EXEMPTION FROM A REQUIRED COURSE? [University course taken]

If you previously took an “equivalent” course in *Human Development Across the Lifespan* and/or *Social Work Research* at another university in a department of Social Work or any other department normally within 5 years of starting U1 in the BSW, and received the grade of 70% or better, you MUST submit an equivalency request via McGill’s **Course Equivalency Database** to be assessed by the School of Social Work.

- **Choose subject code SWRK in the equivalency database**
- If the course is assessed as equivalent to SWRK 224 *Human Development Across the Lifespan* and/or SWRK 423 *Social Work Research*, transfer credits are granted
- Transfer credits will be noted on your unofficial transcript, and you will be notified

DO EXEMPTIONS IMPACT MY GPA?

- If you are granted an exemption from SWRK 224 and/or 423, the exemption will be indicated on your McGill transcript with 0 credits (unless your course was an equivalent university-level course or from a CEGEP Social Services DEC)
- An exemption with 0 credits means that you must replace the exempted course with an SWRK complementary course
- Only the grade received for the replacement SWRK complementary course is included in the calculation of your GPA
- If you are a “transfer” student and you took a university level course that is equivalent to SWRK 224 and/or 423, you will receive the credit but not the grade
- If you are an “inter/intra-faculty transfer” student and took a course at McGill equivalent to SWRK 224 and/or 423, you will receive the credit and the grade

CAN I TAKE 600 LEVEL COURSES IN U3?

- **BSW U3 students** are permitted to take a maximum of two 600-level courses if the following conditions are met:
- You have a minimum CGPA of 3.30
- The course is offered at a time that does not compete with required BSW courses including field placement on Tuesdays and Thursdays
- As a first step, discuss this request with your academic advisor to ensure you are meeting BSW program requirements
- If your advisor approves, follow the steps at:
<https://www.mcgill.ca/oasis/academic/courses/graduate-level-courses>
- Please note that multiple signatures of approval are required
- As an exception, approval can be requested for U2s taking a 600 level course – see above link

BSW GRADES – “C” OR BETTER

- **All REQUIRED & COMPLEMENTARY** courses used to fulfil the BSW degree must be completed with **a grade of C or better**
- **ONLY** for an **elective course** will the grade of **D be counted for credit**
- **ONLY** for an **elective course** can a student choose the **S/U grading option**
- This policy concerns ALL courses completed while *in the BSW program*, not courses taken prior to entering the BSW program and being transferred into the BSW program.
- If a student does not complete a **required course** with a C or better, the grade is considered **a failure** (“D” or “F”, “J” or “KF”)

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%

OTHER GRADES

J	unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA
K	incomplete; instructor has extended the deadline for submission of work in a course
KE or K*	further extension granted for submission of work in a course, approval from the Faculty SAO may be required
KF	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
L	approved to write a deferred examination in a course
LE or L*	permitted to defer examination for more than the normal period
NR	no grade reported by the instructor (recorded by the Registrar)
P	pass; not calculated in TGPA or CGPA
Q	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
U	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
W	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	grade not yet available
W- - or - -	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)

WHAT DO I DO? I FAILED A COURSE...

Failing a **REQUIRED** course:

- If you do not complete a **required** course with a C or better, this is considered a failure (“D” or “F”, “J” or “KF”)
- You must either **pass the supplemental examination** if this option is available OR **repeat the course**
- Course substitution is allowed only in special cases; ask your academic advisor
- You can repeat a failed course **only once**. Thereafter, you must appeal to the Associate Dean (Student Affairs) for permission. If permission is denied by the Associate Dean and/or the appeals committee, you must withdraw from the program.
- A failing grade of “D”, “F”, “J” or “KF” does NOT get removed from the transcript and CGPA IS affected by the grade

Failing a **COMPLEMENTARY** course:

- If you do not complete a **complementary** course with a C or better, the grade is considered a failure (“D” or “F”, “J” or “KF”)
- You may **replace the failed course with another appropriate complementary course** OR **retake the same course**
- If the same course is repeated, **credit** will be given only once
- If the grade for the complementary course from the **BSW Approved Disciplines for Non-SWRK Complementary Courses** was a “D”, this course can be considered **an elective** in the BSW program
- A failing grade of “D”, “F”, “J” or “KF” does NOT get removed from the student record and CGPA is affected by the grade
- See: <https://www.mcgill.ca/oasis/advising/common-issues/failing-0>

REASSESSMENT POLICY – FACULTY OF ARTS

- In accordance with the Charter of Student Rights, and subject to the conditions stated therein, you have the right to consult any written submission for which you have received a mark and the right to discuss this submission with the examiner.
- **The Faculty of Arts recognizes two types of reassessments or rereads:**
 - Reassessment of coursework (term papers, mid-terms, assignments, quizzes, etc.);
 - Reread for a final exam.
- In both cases, rather than re-correct the work and then grade it as they would have done themselves, *independent reviewers assess the appropriateness of the original grade based... on the application of the grading key to your work*. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original – i.e. the reviewer's grade takes precedence over the original grade.
- Reassessment of coursework is *administered and conducted solely by the School of Social Work*
- To request a reassessment of coursework, *contact the Director, Nico Trocmé, in writing to make this request; append a copy of the graded coursework and the instructor's grading grid*.
- Professor Trocmé will forward the graded coursework and the instructor's grading grid to a member of faculty with a request for a reassessment of the submitted work.
- SEE: <https://mcgill.ca/oasis/academic/exams-evaluations/reassessment-and-rereads>

TRANSFER STUDENTS & TRANSFER CREDITS COMPLETED PRIOR TO ENTERING BSW (NOT FOR INTRA/INTER-FACULTY TRANSFER STUDENTS)

- Transfer students: up to **30 previously completed credits from other universities** are assessed for transfer at the point of admission by Enrolment Services.
- These credits may be transferred from a completed degree or an incomplete degree.
- Students who transfer to the BSW after completing a freshman/U0 year DO NOT obtain transfer credits for any of the 30 credits completed in freshman/U0 year.
- Only courses with a **grade of C or better** will be considered as possible transfer credits.
- **Any online courses** taken by transfer students, up to a maximum of 6 credits, can **ONLY count as electives. Due to the pandemic, it is possible that courses delivered via remote or online formats in winter, spring/summer and fall 2020 and winter 2021 are eligible for transfer credits.**
- **ALL transfer credit courses MUST be** evaluated as equivalent to courses offered at McGill to count as an elective, or equivalent to courses in the “Approved Disciplines” to count as Non-SWRK Complementary courses
- ALL students who are eligible for up to 30 transfer credits **MUST** establish course equivalency in order for these credits to count towards the BSW
 - For instructions, see the BSW Transfer Credit Equivalency Form at:
<https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>

**PREPARING FOR THE TRANSFER CREDIT EQUIVALENCY PROCESS FOR COURSES
COMPLETED PRIOR TO ENTERING THE BSW
(NOT FOR INTRA/INTER-FACULTY TRANSFER STUDENTS)**

Please start this NOW to avoid delays!

1. Provide Enrolment Services with *FINAL official transcripts* as per the Minerva Application Checklist
2. Have the course outline for the term and year in which you *actually took the course*
3. Go to <https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals> and follow the instructions on the BSW Transfer Credit Equivalency Form
4. If your course is from a discipline or department that exists at McGill (i.e, PSYC or SOCI or EDUC etc.), select this same subject code (not SWRK)
5. If your course is from a discipline or department that does not exist at McGill, choose “No Matching Subject” on the Course Equivalency Database and then select one “Area of Study”:
 - TRNS HUMN (for a course in a Humanities subject – can be a COMP)
 - TRNS LANG (for a language course not taught at McGill – can be an ELEC)
 - TRNS GNST (for a general studies course not taught at McGill – can be a COMP)
 - TRNS SOSOC (for a social science course not taught at McGill – can be a COMP)
 - TRNS MASC (for a math or science course not taught at McGill – can be an ELEC)

TRANSFER CREDITS FOR COURSES TAKEN FROM PROGRAMS/DISCIPLINES THAT DO NOT EXIST AT MCGILL NO SUBJECT CODE

Please start this NOW to avoid delays!

- You can request ‘equivalency’ for courses taken from programs/disciplines that do not exist at McGill and are part of an undergraduate degree (not a certificate)
- i.e., *Applied Human Sciences at Concordia or Criminology at U Ottawa*
- You use the Course Equivalency Database and select “No matching subject”, and then identify a subject GNST, SOSC, HUMN, LANG, MASC
- The request for equivalency goes to Arts OASIS for assessment; you are notified by email.
- You now complete the Transfer Credit Equivalency form and send it by email attachment to undergraduate.socialwork@mcgill.ca with the following subject: Transfer Credit Equivalency & U1 Advising form, last name, student number
- The Transfer Credit Equivalency form is reviewed for final approval by the BSW Prog. Dir.
- The Transfer Credit Equivalency form is sent to Enrolment Services to update transcript
- Check your unofficial transcript on Minerva for the list of all transfer credit courses and update your BSW Advising form accordingly. Questions about remaining program requirements should be directed to your academic advisor.

INTRA/INTER-FACULTY TRANSFER STUDENTS AND TRANSFER CREDITS COMPLETED PRIOR TO ENTERING THE BSW

- For Intra/Inter-Faculty Transfer students, up to a *maximum of 30* previously completed credits from another program at McGill, are assessed individually for transfer at the point of admission
- *Students who transfer to the BSW after completing the U0 year DO NOT obtain transfer credits for any of the 30 credits completed in U0 year*
- Only courses with a **grade of C or better** will be considered as possible transfer credits.
- **Any online courses** taken at McGill can **ONLY count as electives**, up to a maximum of 6 credits.

Mature students CANNOT obtain transfer credits for any courses taken in their previous studies or advanced standing for prerequisites or other courses completed prior to starting the BSW

TRANSFER CREDITS, COURSES/TERM & GPA

- Transfer credits for courses taken at **another university** prior to entering the BSW will be indicated on your McGill transcript. *The grades you received for these courses do not transfer, nor will the grades be included in the calculation of your GPA*
- Transfer credits for courses taken **at McGill as part of a completed degree** prior to entering the BSW will be indicated on your McGill transcript. *The grades you received for these courses do not transfer, nor will the grades be included in the calculation of your GPA*
- Transfer credits for courses taken **at McGill as part of an incomplete degree** prior to entering the BSW (students admitted as **Intra/Inter-Faculty Transfer** to the BSW) will be indicated on your McGill transcript. *The credits and GPA for the courses that are transferred will roll over into your BSW transcript and be part of your GPA. Credits and GPA for courses that are not transferred will be excluded [EXC] from your record.*
- Transfer credits reduce the total number of credits to complete your BSW program, i.e., when 18 transfer credits are granted, you complete 72 credits for your BSW program

CAN I DO THE BSW & A MINOR CONCENTRATION?

- A Minor Concentration is usually an *additional 18 credits* to the 90-credit BSW
- This means exceeding 90 credits an additional term of study
- Credits taken for the Minor cannot be counted as fulfilling BSW program requirements
- Courses taken for the Minor cannot conflict with BSW courses or field placement days in U2 and in U3 (200 hours/term/year) **on Tuesdays and Thursdays (and for some placements, ½ day Fridays) from September until mid-April**
- The BSW/Minor Concentration requires advising by your social work advisor and by Arts OASIS advisor, Mylena Bergeron
- Following BSW program advising, you meet with Mylena Bergeron, providing your up to date completed and approved BSW Advising form
- This ensures that courses counting towards the BSW are not used for the Minor
- Students pursuing a Minor must complete a BSW/Minor Concentration form see <https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>

SUMMER COURSES

- Summer course registration opens late in Winter term
- The **maximum number of credits** you may take in the **Summer term is 12 credits**
- This credit total includes McGill courses and courses taken at another host university during the Summer term
- SWRK courses begin in May and usually run twice a week for 6 weeks
- You may take a **maximum of two courses** in Arts, Education, Engineering, Management, or Science, **in any one Summer session** (May, June, or July)
- To register for more than two courses in Arts, Education, Engineering, Management, and Science—or more than one course in other faculties, you must obtain written permission from the Faculty of Arts
- The schedule of lectures in Summer courses is very intensive; therefore, you may not register for more than two courses in any one McGill Summer term.

DO I NEED TO PROVIDE MY IMMUNIZATION RECORD?

- All ***staff and students*** (including students in field placement) in healthcare and social services ***must*** be vaccinated and show proof of vaccination
- See the [McGill Student Wellness Hub webpage for required immunizations](#) for instructions
- All documents related to immunization and vaccination are submitted and reviewed by the McGill Student Wellness Hub for ***all*** health and social services professional program incoming students on a rolling basis
- To avoid any delays or consequences for field placements, ***please upload your immunization and vaccination status documentation as soon as possible. The deadline to do so is November 1st of U1***
- The specific School of Social Work standing requirements for immunization can be found at [Important Immunization Information for Social Work Students](#)

FIELD PLACEMENT FOR U2

- To enter the U2 field placement, 24 of 90 credits must be completed (minimum **all** SWRK U1 required courses – see next slide)
- Full-time students doing course work at the same time as their field placement are in placement from September until mid-April
- Field placement is on Tuesdays and Thursdays; some placements require students to be available at alternate times
- The U2 field placement amounts to approximately 400 hours
- In BSW U2, the field courses are SWRK 322 and SWRK 323
- You may not register for SWRK complementary courses, Non-SWRK complementary or elective courses on field placement days

Note: Pass/Fail based on goals and evaluation by field supervisors

U2 FIELD PLACEMENT ADVISING TIP

- You must have completed a minimum number of **24 credits** to begin the second year (U2) field placement.
- These 24 credits are comprised of all U1 required courses (SWRK 219, SWRK 220, SWRK 221, SWRK 222, and SWRK 224) and any combination of SWRK complementary, Non-SWRK complementary, and/or Electives courses totalling 24 credits.
- Second year (U2) students cannot do block placement

All questions concerning the field placement component of the BSW program are addressed to Francine Granner, BSW Field Education Coordinator at field.socialwork@mcgill.ca

FIELD PLACEMENT FOR U3

- To enter the U3 field placement, 54 of the 90 credits must be completed (including *all* U1 & U2 SWRK required courses)
- Field placement takes place on Tuesdays and Thursdays; some field placements require students to be available at alternate times
- The U3 field placement amounts to approximately 400 hours
- In BSW U3, the field courses are SWRK 420 and SWRK 421
- You may not register for 500 or 600 level SWRK complementary courses, Non-SWRK complementary or elective courses on field placement days

Note: Pass/Fail based on goals and evaluation by field supervisors

WHERE DO I GET IMPORTANT BSW FORMS, LINKS AND DOCUMENTS?

<https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals> for the following important documents:

- BSW Advising Form, SS DEC graduates (For U1 students entering as of September 2022)
- BSW Program Advising Form (For U1 students entering as of September 2021 & 2022)
- BSW Program Advising Form (For U1 students entering as of September 2017, 2018, 2019, 2020)
- BSW Tutorial Form
- BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses
- BSW Transfer Credit Equivalency Form
- BSW/Minor Concentration Form
- This BSW Advising PowerPoint!

WHO DO I CONTACT WHEN I HAVE QUESTIONS?

- Please contact your assigned academic advisor:
 - Prof Syndie David, last name starts with A-L
 - Prof. Nicole Mitchell, last name starts with M-Z
- Prof. Krane oversees the preliminary selection and review of all transfer credits from university and Social Services DEC courses
- For registration difficulties with SWRK courses, first review with your academic advisor. You might be blocked because you have not met the prerequisites or you are trying to register for a course not open to your level (U1, U2, U3). If the problem is not resolved, contact Maria Pacheco at undergraduate.socialwork@mcgill.ca
- Please note: Maria Pacheco is not an academic advisor and should only be contacted for registration matters that cannot be resolved following review with your advisor.
- Please: **“Subject” your email with your LAST NAME, McGill STUDENT NUMBER, and SPECIFIC TOPIC**
- For any registration difficulties in OTHER programs or departments, please contact them directly.

DO I UPDATE MY ADVISING FORM EACH YEAR?

DO I REALLY NEED TO GET TRANSFER CREDITS?

- **YES AND YES!**
- Update your advising form after Add/Drop each term of U1, U2, U3
- Send your advisor your updated form to confirm that you are on track in terms of all SWRK required & complementary courses, and all non-SWRK complementary and elective courses
- ALWAYS **subject** your email with your last name, your student number, and the topic, i.e., **Lastname, 123456789, review advising form**
- Don't leave this until U3 as this can delay the completion of your degree
- Transfer credits are determined by Enrolment Services; the university **requires** students to establish equivalency with McGill courses and articulate them for the BSW

WHEN SENDING AN EMAIL FOR ADVISING...

- Use only your firstname.lastname@mail.mcgill.ca email address for all official email communications with the School of Social Work
- ALWAYS **“Subject” your email with your LAST NAME, McGill STUDENT NUMBER, and SPECIFIC TOPIC** – change the specific topic when your request for advising is different.
- **NOTE:** requests for overrides are made after an advisor has reviewed the BSW Advising form and come directly from the academic advisor to Maria Pacheco. Students do not request overrides directly to Maria Pacheco.
- Depending on the advising request, make sure to attach pertinent documents such as your BSW Advising Form or Transfer Credit Equivalency form or course outline and transcript, etc.