

McGill School of Social Work

BSW Advising

Julia Krane, PhD. & Maria Pacheco
School of Social Work

2021-2022

Updated August 27, 2021

BSW CURRICULUM

- Consists of 30 courses = 90 credits
 - 21 courses are “required SWRK” courses = 63 credits
 - 3 courses are “complementary SWRK” courses = 9 credits (SWRK)
 - 4 courses are “Non-SWRK complementary” = 12 credits (Not “SWRK”)
 - Of these 4 courses (12 credits), 2 courses (6 credits) must be at 300 level or higher (can be same or different subject code), **or** 3 courses (9 credits) must be in the same subject code (Not “SWRK”)
 - See our *BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses* on the BSW website:
<https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>
 - 2 courses are “electives” = 6 credits (Non-SWRK)

CAN YOU EXCEED 90 CREDITS?

- You are *not permitted to exceed the 90 credits* for the BSW
- Only with justification and the written approval of your academic advisor in the School of Social Work *and* the approval of the Associate Dean, Faculty of Arts can students exceed the 90 credits for the BSW.
- See <https://www.mcgill.ca/oasis/academic/degree-planning/requirements>
- See <https://www.mcgill.ca/oasis/academic/degree-planning-guide>

RESIDENCY REQUIREMENTS & GRADE REQUIREMENTS

- You must complete a minimum of 60 credits *at McGill University* toward the fulfilment of the BSW degree
- At least two-thirds of all program requirements must normally be completed at McGill
- This means that you can take up to 30 credits towards the BSW degree external to McGill University (some restrictions and regulations apply)
- *Any course taken external to McGill for credit towards the BSW program must be established as equivalent through the Course Equivalency Database* (including a Statistics course).
- See: https://www.mcgill.ca/study/2021-2022/faculties/arts/undergraduate/ug_arts_residency_reqs#topic_53A2C1A2BFEA4823BD7446E8CED86A99

UP TO 30 CREDITS EXTERNAL TO MCGILL

- You can take *up to 30 credits external to McGill* towards the BSW program
- 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 System](#) (including a Statistics course).

REQUIRED COURSES

- *Required courses* are mandatory courses that must be completed to fulfil the BSW program
- All BSW required courses have the **Subject Code SWRK**
- Students have no choices among required courses
- It is possible to request an exemption from a required course
- The BSW program is comprised of **63 credits of required SWRK courses**

COMPLEMENTARY COURSES

- *Complementary courses* are selected from a restricted list from which you choose; these courses give you content on specialized areas of practice.
- The BSW program is comprised of **9 credits of complementary SWRK courses** (Subject code is SWRK)
- The BSW program is also comprised of **12 complementary course credits selected from the BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses** (Subject Code here is not SWRK)
- **NOTE:** You must respect any restrictions or prerequisites listed in the university calendar. If instructor permission is required, follow up with the specific instructor in the particular department and go through their administrative office to get an override to register. Permission must be obtained prior to course registration.

***** see BSW Plan of Study section of website *****

ELECTIVE COURSES

- 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*.
- 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>

***** see BSW Plan of Study section of website *****

ONLY ELECTIVES CAN BE TAKEN ONLINE

ONLY ELECTIVES CAN BE TAKEN AS S/U

- **ONLY** elective courses can be taken online in our BSW program
- **ONLY** elective courses can be taken with the S/U grading option
- A *maximum* of 6 credits of elective courses can be taken online and/or graded with the S/U option towards the BSW program
- See https://www.mcgill.ca/study/2020-2021/faculties/arts/undergraduate/ug_arts_course_reqs#booknode-5571
- See <https://www.mcgill.ca/oasis/academic/courses/satisfactoryunsatisfactory-option>

Tip: If you are interested in our MSW program, consider taking a *statistics course as an elective or Non-SWRK complementary course* during your BSW

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

THINKING ABOUT TAKING A STATISTICS COURSE... AS A PREREQUISITE TO THE MSW AT MCGILL?

- 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 a non-SWRK complementary course*, must be from list of approved disciplines
- *If 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) based on their CEGEP results in the past, ie an equivalent course, *you will be permitted to take PSYC 204 for grade and credit to be included in their student record and counted towards the BSW*
- **Remember:** You *must* establish equivalency for any courses taken external to McGill, even if an elective, whether online or in the classroom.

ADVISING TIP: Non-SWRK COMPLEMENTARY COURSES

- ANY course can be selected from the *BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses* on the BSW website:
<https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>
- This list also includes a selection of Interdisciplinary programs
- 200+ level **courses external to this list may be used as “electives”**
- Make every effort to **take Non-SWRK courses in U1** because there are 2 full days of field placement training AND SWRK courses in U2 & U3
- If a Non-SWRK course is full, see Waitlisting website
<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

Non-SWRK COMPLEMENTARY 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 12 credits, 9 credits must be from the ***SAME Subject Code*** **OR** 6 credits must be at the 300+ level (***can be different subject codes***)

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 (SOCI)	SOCI
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...

Same rules – just a reminder:

- 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 12 credits, 9 credits must be from the **SAME Subject Code** **OR** 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.			

ELECTIVE COURSES, RESTRICTIONS & PREREQUISITES

Same rules – just a reminder: 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
- You must establish equivalency for any courses taken external to McGill even if an elective, whether online or in the classroom

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.

RESTRICTIONS & PREREQUISITES FOR Non-SWRK COMPLEMENTARY AND/OR ELECTIVE COURSES

- You must respect any restrictions or prerequisites listed in the university calendar for all SWRK and Non-SWRK courses
- If instructor permission is required for complementary and elective courses (not SWRK), follow up with the *specific instructor in the particular department and go through their administrative office to get an override to register.*
- Permission must be obtained prior to course registration

***** see BSW Plan of Study section of website *****

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

- For full-time students pursuing the 90-credit BSW over 3 years, please **take as many Non-SWRK complementary courses (and electives if need be) as possible 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

COURSES TAKEN 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
Plus IPEA 500 (Fall) & IPEA 501 (Winter) – these modules are part of SWRK 222	0
*** Are you eligible for an exemption? Have you completed a Social Services DEC or an equivalent university level course?	

COURSES TAKEN 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
IPEA 502 (Winter) & IPEA 503 (Winter) - these modules are part of SWRK 344	0

COURSES TAKEN 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 (Fall)	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 a Social Services DEC or an equivalent university level course??	

SOCIAL WORK (SWRK) COMPLEMENTARY COURSES***

Second Year (U2)

- SWRK 342 Social Work, Gender, and Sexual Diversity
- SWRK 354 Social Work in the Health Field

Third Year (U3)

- SWRK 400 Policy & Practice for Refugees
- SWRK 434 Practice with Involuntary Clients
- SWRK 463 Social Work Practice with Older Adults
- SWRK 471 Tutorial in Social Work Research
- SWRK 485 Tutorial in Social Work Practice
- SWRK 486 Tutorial in Social Policy
- SWRK 493 Seminar on Child Protection
- SWRK 510 Critical Disability Studies: Social Work Perspectives
- SWRK 532 International Social Work
- SWRK 535 Addictions
- IDFC 500 Indigenous Field Studies*

*** Check the School of Social Work website and Minerva class schedule to see if the course is offered; it almost always is!

*IDFC 500 Indigenous Field Studies can be counted as a complementary Non-SWRK course OR a complementary SWRK course.

ELIGIBLE FOR AN EXEMPTION FROM A REQUIRED COURSE?

[CEGEP or Ontario College] – Slide 1/2

BSW students 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
- *In order 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

- An exemption from SWRK 224 “Human Development Across the Lifespan” based on 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
- **Note:** All applicants to the M.Sc.(A.) in Couple and Family Therapy **MUST** complete a 3-credit Human Development Across the Lifespan course *at the university level*, as mandated by the professional orders (OTSTCFQ & OPQ) for the CFT/TCF professions. **There are no exceptions.**
- For questions regarding this prerequisite to the M.Sc. (A.) in Couple and Family Therapy program, contact msca.cft@mcgill.ca

AM I ELIGIBLE FOR 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 (BUT NOT IN A SOCIAL WORK FACULTY OR SCHOOL), normally within 5 years of starting U1 in the BSW, and received the grade of 70% or better, please submit the course syllabus for the exact term and year in which you took the course, and a copy of your university transcript with confirmation of final grade, to Julia.krane@mcgill.ca

- If granted an exemption, you will receive 0 credits and MUST take a complementary course(s) in social work (SWRK)

If you previously took the equivalent of 224 or 423 IN A SOCIAL WORK PROGRAM at another university, and received the grade of 70% or better, you MUST submit an equivalency request via McGill Equivalency System

- If the course is assessed as equivalent, transfer credits are granted and you do NOT take an additional complementary SWRK course
- Transfer credits will be noted on your unofficial transcript, and you will be notified

EXEMPTIONS & 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 a “social work” course)
- 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.

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

- Social Work complementary courses (SWRK) at the 300-level are *only open to BSW students in U2*
- Social Work complementary courses (SWRK) at the 400-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 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.

CAN I TAKE 600 LEVEL COURSES IN U1, U2 OR 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, send an email to the course instructor for their approval, and send the approval to the BSW Program Director
- This email will be held in your student file
- For full instructions go to:
<https://www.mcgill.ca/oasis/academic/courses/graduate-level-courses>

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 does not complete other required work; calculated as a failure in the TGPA and CGPA
K	incomplete; deadline extended for submission of work in a course
KE or K*	further extension granted
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
L	deferred examination
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)
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

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 social sciences, humanities, literature and civilization disciplines 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>

CAN I REQUEST THAT MY COURSE WORK BE GRADED AS S/U AND NOT A LETTER GRADE?

- The Satisfactory/Unsatisfactory (S/U) option is an alternative grading scheme for **ELECTIVE courses only**
- 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
- **You cannot make any changes after the course change deadline**
- **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.
- **Note:** You can only add or remove the S/U grading option until the end of the course change period (Add/Drop deadline). No changes to the grading mode can be made after this deadline.
- <https://mcgill.ca/oasis/academic/courses/satisfactoryunsatisfactory-option>

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 **18 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 receive up to 18 transfer credits **MUST** establish course equivalency
 - 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!

- To best prepare for establishing course equivalency, make sure to provide Enrolment Services with *FINAL official transcripts* as per the Minerva Application Checklist – **please start this NOW to avoid delays!**
- Make sure to keep or access or request the course outline for the term and year in which you *actually took the course* - **please start this NOW to avoid delays!**
- For instructions see the BSW Transfer Credit Equivalency Form at:
<https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>
- If your course does not fall neatly into one of the disciplines or departments at McGill, select “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 ARE PART OF A BA DEGREE (but not 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 a BA degree (not a certificate)
- i.e., *Applied Human Sciences at Concordia or Criminology at U Ottawa*
- Enrolment Services reviews official transcripts and identifies number of transfer credits on your McGill transcript
- You use the Course Equivalency Database and select "No matching subject", and then identify a subject GNST, SOSOC, HUMN, LANG
- The request for equivalency goes to Arts OASIS for assessment; you are notified by email.
- You now complete the Transfer Credit Equivalency form & the BSW U1 Advising form and send them 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 & U1 Advising form are reviewed for final approval
- The Transfer Credit Equivalency form is sent to Enrolment Services to update transcript
- BSW Program Director advises you on remaining credits towards your BSW degree

TRANSFER CREDITS COMPLETED PRIOR TO ENTERING BSW:

From a “certificate” (not from McGill)

Please start this NOW to avoid delays!

- Enrolment Services reviews *official transcripts* and identifies number of transfer credits on a student's McGill transcript
- **You do NOT use the Course Equivalency Database**
- Please send to the BSW Program Director, by email, a copy of your transcript and the course outline from year and term in which you took the course for each course to be considered for transfer credit
- Please also send your BSW U1 Advising Form
- The BSW Program Director assesses if the courses are relevant to the Social Work Degree and grants generic transfer credits for them, communicating these results to you.
- You complete the Transfer Credit Equivalency form, using TRNS SOSC or TRNS GNST, for example, articulating the credits
- The form is reviewed by the Student Affairs Coordinator and sent to Enrolment Services to update transcript
- BSW Program Director advises you on remaining credits towards your degree

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 18* 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 do not appear in specific academic terms of study.** They 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
- Whether completing 90 credits or less (i.e., 72), to be full time, you must be registered for 12-15 credits per term; to be part-time, you must be registered for 9 credits or less per term

BSW/MINOR CONCENTRATION

- A Minor Concentration is an *additional 18 credits* to the 90-credit BSW
 - This means exceeding 90 credits, and, an additional term of study
- These 18 Minor Concentration credits cannot be counted as fulfilling BSW program requirements
- Courses taken to fulfil a Minor Concentration cannot conflict with BSW courses or interfere with the BSW field placement days
 - The BSW program **requires** students to complete **400 hours** of field placement in U2 and in U3 (200 hours/term/year) **on Tuesdays and Thursdays from September until mid-April.**
 - Courses taken towards a Minor Concentration cannot interfere with this BSW program requirement.
- 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 Advising form.
- This ensures that courses counting towards the fulfilment of the BSW are not used for the Minor Concentration

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 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 session).
- 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 McGill 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.

FIELD PLACEMENTS 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 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

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 PLACEMENTS 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

IMPORTANT DOCUMENTS

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

- BSW Program Advising Form (For U1 students entering as of September 2021)
- 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!

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
- *The subject of your email MUST be: the topic, your last name, and your McGill student number.* For example, “Exemption from SWRK 423, Last name, student number” or “U1 Transfer credits, Last name, student number”
- When requesting an override to register for a course or advising on your program requirements, please only use your firstname.lastname@mail.mcgill.ca email address and include your student number, and attach any pertinent documentation such as a course outline or transcript or your BSW Program Advising form if appropriate to the request