

# McGill School of Social Work

## BSW Degree Planning

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School of Social Work

**2023-2024**

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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*; you choose
- 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 or less
- 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 fulfill prerequisites & be eligible for entry into the U2 and U3 field placements***
- Attend a BSW Degree Planning Session should you have questions or concerns

# 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**
- But... **You must complete a minimum of 60 credits at McGill towards your 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” students do not count
- Before taking courses external to McGill, please consult the BSW Degree Planning Contact for approval to make sure you are meeting the BSW program requirements
- 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? (Not advanced standing)

Required social work courses (15 credits)	Credits
<b>SWRK 219</b> Anti-Oppression Social Work Practice (Winter)	3
<b>SWRK 220</b> History & Philosophy of Social Work (Fall)	3
<b>SWRK 221</b> Public Social Services in Canada (Fall)	3
<b>SWRK 222</b> Introduction to Practicum (Winter)	3
<b>SWRK 224</b> 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 <b>Fall</b> term	6
Plus 9 credits of non-SWRK complementary courses from the BSW Approved Disciplines (Non-SWRK) and/or electives in <b>Winter</b> term	9

\*\*\* Are you eligible for an exemption from SWRK 224? Have you completed an equivalent CEGEP or university level course on human development across the lifespan?

# WHICH COURSES DO I TAKE IN U2? (Not advanced standing)

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

# WHICH COURSES DO I TAKE IN U3? (Not advanced standing)

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



# “Advanced Standing” with a SS DEC – Full time, Year 1 (U2)

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30 credits (Fall & Winter + 3 credits in Summer):	Credits
SWRK 320 Practice with Individuals & Families (Fall)	3
Non-SWRK Elective 1 of 2 (Fall)	3
Non-SWRK Complementary Course 1 of 4 (Fall)	3
Non-SWRK Complementary Course 2 of 4 (Fall)	3
Non-SWRK Complementary Course 3 of 4 (Fall)	3
SWRK 326 Practice with Individuals & Families 2 (Winter)	3
SWRK 219 Anti-Oppression Social Work (Winter)	3
Non-SWRK Complementary Course 4 of 4 (Winter)	3
SWRK Complementary Course 1 of 3 (Winter)	3
SWRK Complementary Course 2 of 3 (Winter)	3
Non-SWRK Elective 2 of 2 (Summer)	3

## “Advanced Standing” with a SS DEC – Full time, Year 2 (U3)

30 credits (Fall & Winter):	Credits
SWRK 319 Critical Thought & Ethics (Fall)	3
SWRK 424 Mental Health and Illness (Fall)	3
SWRK 428 Social Policy & Administration (Fall)	3
SWRK 420 Advanced Field Practice 1 (Fall)	3
SWRK Complementary Course 3 of 3 (Fall)	3
SWRK 327 Community Practice (Winter)	3
SWRK 421 Advanced Field Practice 2 (Winter)	3
SWRK 422 Integrative Seminar 2 (Winter)	3
SWRK 425 Advanced Social Work Practice in Quebec (Winter)	3
SWRK 445 First Peoples & Social Work (Winter)	3

# BSW SWRK COMPLEMENTARY COURSES – choose 3

## 2023/24 (check Minerva for updates)

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U2	U3	TUTORIALS & SWRK 600 level – U3
SWRK 342 <u>Social Work, Gender &amp; Sexual Diversity</u>	SWRK 400 <u>Policy &amp; Practice for Refugees</u>	SWRK 471 <u>Tutorial in Social Work Research</u>
SWRK 353 Introduction to Mental Health Practice	SWRK 434 <u>Practice with Involuntary Clients</u>	SWRK 485 <u>Tutorial in Social Work Practice</u>
SWRK 354 <u>Social Work in the Health Field</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>	Students in U3 are permitted to take SWRK 600 level courses as per university regulations & instructor approval;
	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*, reach out to the **BSW Degree Planning Contact, Prof. Syndie David, [syndie.david@mcgill.ca](mailto:syndie.david@mcgill.ca)** to ensure the course fulfills BSW requirements
- If Prof. David approves, she will forward her approval to Maria Pacheco, BSW Student Affairs Coordinator, who will then issue an override to permit you to register **if there is room in the course for further enrolment**
- You will be notified by email that an override has been granted, and you will be able to register.
- These requests are granted on **a first come, first served basis**

# 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 – *you must be in U3*
- 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; ask them!
- The research tutorial tends to derive from a professor’s research interests and activities; this is the same for the practice and policy tutorials
- Identify an SWRK tutorial as an SWRK complementary on your BSW Degree Planning form
- 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](mailto: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 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 (SOCI)	SOCI
Art History & Communication Studies (ARTH)	ARTH	Music (MUAR)	MUAR
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		

# Non-SWRK COMPLEMENTARY COURSES: continued...

- 4 courses (12 credits) 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 <b>OR</b> 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**
- *However, you CAN choose 100-level courses 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/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 only
- You may take *one elective course per term to be graded under the S/U option*
- Remember, 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 but not 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 . However, there are some exceptions:**

- School of Continuing Studies courses with subject numbers that **do not start with a C** are **accepted for credit** as electives towards your BSW degree. However, **CHEM** and certain McGill Writing Centre courses that begin with CEAP or CESL (see the eCalendar) **are accepted for credit** as electives towards your BSW degree.

**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*
- *If you do not pass an SWRK course that is a prerequisite for a later SWRK course, before Add/Drop, you will be instructed to withdraw immediately; this will delay your BSW*
- You must respect all restrictions and/or prerequisites listed in the university calendar for *all 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:

- ***Advising tip 1:*** Take the required SWRK U1 courses first! You will need these to be completed before you can enter the U2 field placement
- ***Advising tip 2:*** Take 4 Non-SWRK complementary courses and 1 elective course in U1. Remember, when you are in U2 and U3, you will be in field placement training on Tuesdays and Thursdays (sometimes on Fridays as well) so fulfilling the non-SWRK complementary courses and electives in U2 & U3 becomes a challenge
- 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](mailto: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 McGill transcript with 0 credits, 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](mailto: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](mailto:msca.cft@mcgill.ca)

## CAN I GET CREDITS FOR A REQUIRED COURSE BASED ON A PREVIOUSLY TAKEN UNIVERSITY COURSE?

**YES!** 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 McGill transcript, and you will be notified
- If your university level course was taken external to McGill, and is equivalent to SWRK 224 and/or 423, you will receive the credit but not 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 the BSW Degree Planning Contact, Prof. Syndie David, to ensure you are meeting BSW program requirements
- If Prof. David 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”

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

<b>J</b>	<b>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</b>
<b>K</b>	<b>incomplete; instructor has extended the deadline for submission of work in a course</b>
<b>KE or K*</b>	<b>further extension granted for submission of work in a course, approval from the Faculty SAO may be required</b>
<b>KF</b>	<b>failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA</b>
<b>KK</b>	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
<b>L</b>	approved to write a deferred examination in a course
<b>LE or L*</b>	permitted to defer examination for more than the normal period
<b>NR</b>	no grade reported by the instructor (recorded by the Registrar)
<b>P</b>	pass; not calculated in TGPA or CGPA
<b>Q</b>	course continued in next term (applicable only to courses taken pre-Fall 2002)
<b>S</b>	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See <a href="#"><u>Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</u></a> )
<b>U</b>	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See <a href="#"><u>Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</u></a> )
<b>W</b>	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
<b>WF</b>	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.)
<b>WL</b>	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
<b>NA or &amp;&amp;</b>	grade not yet available
<b>W- - or - -</b>	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)

# I NEED EXTRA TIME TO COMPLETE MY COURSEWORK: WHAT DO I DO?

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- If you need extra time to complete work for an SWRK course, ***let your professor know***. Your course outline should state the circumstances for granting extra time, and the consequences for handing in course work late.
- If you are asking for extra time to complete your work ***at the end of a given course***, ***let your professor know***. Discuss with your professor the possibility of an extension.
- An extension “K” is for an assignment or term paper, not the majority of coursework
- If you and your professor agree to an extension, you must complete all sections of the BSW K form, found at <https://www.mcgill.ca/socialwork/prospective/bsw/formsmanuals>
- The grade of “K” will appear on your transcript.
- The School of Social Work follows the rules for “K” grades as a school in the Faculty of Arts. See: <https://www.mcgill.ca/oasis/academic/courses/grade-submission-deadlines>

# EXTENSION FOR A REQUIRED SOCIAL WORK COURSE: CONSEQUENCES & OPTIONS?

- If you received the grade of “K” in a required social work course, *ask: Is this course a prerequisite to a required social work course that follows?* If yes:
- You will be asked to withdraw from the required SWRK course that follows if the course work is not completed before Add/Drop in the following course.
- Depending on the circumstances for the extension, *ask: Can I complete the course work in the SWRK course – and have my grade changed by my professor - before Add/Drop for the required SWRK course that follows?* If yes, this is a great option.
- **You must have all required SWRK U1 courses + 9 credits = 24 credits to enter U2 field placement**
- **You must have all required SWRK U1 & U2 courses + 15 credits = 54 credits to enter U3 field placement**



# 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

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- 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 SWRK courses is *administered and conducted solely by the School of Social Work*
- To request a reassessment of coursework, *contact the Director, Nicole Ives, in writing to make this request; append a copy of the graded coursework and the instructor's grading grid*.
- Professor Ives 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)

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- 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**.
- **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) on the Course Equivalency Database.
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 SOSC (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](mailto:undergraduate.socialwork@mcgill.ca) with the following subject: Transfer Credit Equivalency, last name, student number
- The Transfer Credit Equivalency form is reviewed for final approval and sent to Enrolment Services to update your McGill transcript
- Check your McGill transcript on Minerva for the list of all transfer credit courses and update your BSW Degree Planning form accordingly
- Attend a BSW Degree Planning Session should you have questions or concerns

## INTRA/INTER-FACULTY TRANSFER STUDENTS & 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 and normally 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 guidance from the BSW Degree Planning Contact, Prof. Syndie David, and by Arts OASIS advisor, Mylena Bergeron
- Following BSW program planning, you meet with Mylena Bergeron, providing your up to date completed and approved BSW Degree Planning 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 September 30<sup>th</sup> 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 credits must be completed (this includes all SWRK U1 required courses and any combination of SWRK complementary, non-SWRK complementary, and/or electives courses)*
- Full-time students doing course work and their field placement concurrently 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 during field placement hours

## 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.*
- If you did not complete the required courses, for whatever reasons, you will not be able to enter the U2 field placement as planned.
- 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](mailto:field.socialwork@mcgill.ca)

# FIELD PLACEMENT FOR U3

- *To enter the U3 field placement, 54 credits must be completed (this includes all U1 & U2 SWRK required courses and any combination of SWRK complementary, non-SWRK complementary, and/or electives courses)*
- If you did not complete the required U1 & U2 courses, for whatever reasons, you will not be able to enter the U3 field placement as planned.
- 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 SWRK complementary courses, Non-SWRK complementary or elective courses during field placement hours
- U3 students are permitted to take the U3 field placement in a “block”, provided all course work is completed & passed (84 credits completed)

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

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

- BSW Degree Planning Form, SS DEC graduates (For U1 students entering as of September 2023)
- BSW Degree Planning Form (For U1 students entering as of September 2021, 2022 & 2023)
- BSW Tutorial Form
- BSW Approved Disciplines for Non-SWRK Complementary & Elective Courses
- BSW Transfer Credit Equivalency Form
- BSW/Minor Concentration Form
- This BSW Degree Planning PowerPoint!

# WHO DO I CONTACT WHEN I HAVE QUESTIONS?

- For questions on BSW degree planning, registration difficulties in SWRK courses, or permission to take an SWRK course for which you are blocked, attend a BSW Degree Planning Session or contact Prof. Syndie David
- Please note: Maria Pacheco is not an academic advisor and should only be contacted for registration matters that cannot be resolved following review with Prof. Syndie David.
- Please: **“Subject” your email with your LAST NAME, McGill STUDENT NUMBER, and SPECIFIC TOPIC**
- Maria Pacheco at [undergraduate.socialwork@mcgill.ca](mailto:undergraduate.socialwork@mcgill.ca)
- For any registration difficulties in courses from OTHER programs or departments, please contact them directly.

# DO I UPDATE MY BSW DEGREE PLANNING FORM EACH YEAR?

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## DO I REALLY NEED TO GET TRANSFER CREDITS?

- **YES AND YES!**
- Update your BSW Degree Planning form after Add/Drop each term of U1, U2, U3
- Attend a BSW Degree Planning Session should you have questions or concerns about being 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 BSW Degree Planning 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



# DEGREE PLANNING SESSIONS & CONTACT

Degree Planning sessions are held throughout the year. Students are invited to attend any session to simply review their progress in the BSW as a way to ensure success at time of graduation. **To prepare for a degree planning session, students are asked to complete and send your BSW Degree Planning form to Prof. David to review during the session.** *Remember to subject your email lastname, student number, topic (i.e., Degree planning form for session).* Degree planning sessions are normally held:

- Early June, before initial registration for U1s
- Late August/early September, before Add/Drop deadline (for all cohorts)
- Late November, early December (for all cohorts)
- Early January, before Add/Drop (for all cohorts)
- Early March (for summer courses)
- Late May (for returning students for fall & winter courses)

Typical Registration problems arise because:

- You have not completed or you have an extension on a course that is a prerequisite
- You are part time, and your year in the program is inconsistent with the courses
- You have outstanding fees or dues

# WHEN SENDING AN EMAIL FOR DEGREE PLANNING...

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- Use only your [firstname.lastname@mail.mcgill.ca](mailto: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 is on a different topic.
- Depending on the request, make sure to attach pertinent documents such as your BSW Degree Planning form or Transfer Credit Equivalency form or official letter detailing credits transferring into the BSW program (inter/intra-faculty transfer students) or for an exemption, your course outline and transcript, etc.
- **NOTE:** requests for overrides are made after Prof. Syndie David has reviewed the BSW Degree Planning form. Prof. David directly notifies Maria Pacheco. *Students cannot request overrides directly to Maria Pacheco.*