### MSW PROGRAM
REQUEST TO TAKE COURSE/S OUTSIDE THE GCSW

**STUDENT NAME:**

**ID NUMBER** ____________________ **UH EMAIL ADDRESS** ____________________

**CONCENTRATION** ____________________ **SPECIALIZATION** ____________________

PLEASE CHECK ALL THAT APPLY:  
- MSW Transfer student ___  
- Advanced Standing student  ___  
- Transferred courses from another discipline ___  
- Dual Degree student ___

**NAME OF OTHER INSTITUTION OR PROGRAM** ____________________

**LOCATION OF OTHER INSTITUTION** ____________________

**SEMESTER** Fall ___  Spring ___  Summer ___  **YEAR** ________________

**DOES THIS COURSE INVOLVE STUDY ABROAD?** Yes ___  No ___  If yes, please state to where you are traveling: ____________________________________________

**COURSES TO BE TAKEN AT OTHER INSTITUTION OR PROGRAM**

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<th>Department</th>
<th>Course</th>
<th>Credits</th>
<th>GCSW Equivalent</th>
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**REASON/S FOR TAKING COURSE/S OUTSIDE GCSW**

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**PLEASE NOTE THE FOLLOWING:**

- Please attach the syllabus/syllabi of the course/s you are requesting to transfer.
- Per UH policy, no more than nine hours of graduate course work outside the GCSW may be applied to the MSW degree.
- Approval is subject to successful completion of foundation.
- A grade of B or better is required for credit to be transferred.
- For financial aid recipients: Please note that in most cases, credits taken at another institution may not be counted towards enrollment level for financial-aid purposes.
- Courses taken outside of GCSW may only be counted towards open electives.

Contact your advisor at the GCSW Office of Admissions and Student Affairs if you have any questions at 713-743-8075.

*This document is not valid nor is approval completed until all signatures listed below are obtained.*

**MSW Advisor:** ____________________ **Date:** ____________________

**Asst Dean of Admissions and Student Affairs:** ____________________ **Date:** ____________________

**MSW Program Manager or Associate Dean for Academic Affairs:** ____________________ **Date:** ____________________