THIS FORM HAS TWO SIDES

THE UNIVERSITY OF MICHIGAN
School of Social Work

REQUEST FOR CHANGE IN DUAL CONCENTRATION (PLAN) AND/OR MINOR (SUBPLAN)

Prior to filling this out, please meet with an Associate in the Office of Field Instruction to discuss changes.

Please refer to the 'Changing Areas of Concentration' section in the Student Guide to the MSW Program for additional information.

Name: _____ Date: _____
Please print!

Student ID Number: _____ Are you Advanced Standing? ❑ Yes ❑ No

Term/Year of first enrollment in MSW program: _____

DUAL CONCENTRATION (Practice Method/Practice Area): Students who want to change one or both parts of their dual concentration to another should do so prior to being assigned to a field agency and/or between the first and second term of full-time study. Requests for changes in concentration are initiated by the student.

MINOR (Practice Method): Students who wish to elect/delete/change their optional (MINOR) should do so before the beginning of the term in which they plan to begin their field instruction. Requests for election/deletion/change of minor are initiated by the student.

DEADLINES FOR CHANGE IN DUAL CONCENTRATION

If you wish to change either one or both parts of your dual concentration, you must meet the deadlines below in order to complete degree requirements within four terms.

16-month students:	Must submit all necessary forms by the end of the second term of study (April 1).
20-month students:	Must submit all necessary forms by the end of the second term of study (April 1).
Advanced Standing	Must submit all necessary forms by the end of the first term of study (Dec. 1).
Out of Sequence Students	May not be able to change concentrations without extending the program of study.

PLEASE CIRCLE:

CONCENTRATIONS	
METHOD (from)	**METHOD (to)**
IP	IP
CO	CO
MHS	MHS
SP&E	SP&E
AREA (from)	**AREA (to)**
AG	AG
C&Y	C&Y
CSS	CSS
MH	MH
HLTH	HLTH

PLEASE CIRCLE:

MINOR	
METHOD (from)	**METHOD (to)**
IP	IP
CO	CO
MHS	MHS
SP&E	SP&E
None	None

REQUIRED SIGNATURES→

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REQUEST FOR CHANGE IN DUAL CONCENTRATION AND/OR MINOR

REQUIRED SIGNATURES:

Student: _____ Date: _____

If you have begun field work, can your placement provide assignments in your new method(s) & area: ❑ Yes ❑ No

Current Faculty Advisor: _____ Date: _____

Current Faculty Liaison: _____ Date: _____
(if in Field)

Field Associate: _____ Date: _____

Term for which transfer is to be effective: _____
(To be completed by Field Associate and Student)

(Note: Requests for Change in Concentration and/or Minor forms submitted between November 1 and the end of the Fall semester will not be effective until the Winter semester).

Concentration/Minor Key
IP=Interpersonal Practice
CO=Community Organization
MHS=Management of Human Services
SP&E=Social Policy and Evaluation
AG=Aging in Families and Society
C&Y=Children and Youth in Families and Society
CSS=Community Social Systems
MH=Mental Health
HLTH=Health

Internal use only: ❑ MP (OSS) ❑ SSDB (RO) ❑ MP (RO) ❑ File (OSS/RO)

NOTE: CONCENTRATIONS ARE REFERRED TO AS PLANS AND MINORS AS SUB-PLANS IN MPATHWAYS

KEY TO PLANS/SUBPLANS (for internal use only)

1792=IP/C&Y	1962=CO/C&Y	5032=MHS/C&Y	8692=SP&E/C&Y
1793=IP/CSS	1963=CO/CSS	5033=MHS/CSS	8693=SP&E/CSS
1794=IP/HLTH	1964=CO/HLTH	5034=MHS/HLTH	8694=SP&E/HLTH
1795=IP/MH	1965=CO/MH	5035=MHS/MH	8695=SP&E/MH
1796=IP/AG	1966=CO/AG	5036=MHS/AG	8696=SP&E/AG

DEADLINES FOR CHANGE IN DUAL CONCENTRATION →