A. Exemption from 3 Credits of Field Instruction (SW 515/531)

1. Policy

All students must complete a minimum of 12 credits of Advanced fieldwork (SW 691) and 8 credits of fieldwork in their practice method and practice area of concentration. Qualified entering students must reduce the number of credit hours required in fieldwork from 15 to 12 credits if they are either Advanced Standing or have a three-credit exemption.

If the student has been granted Advanced Standing status, the exemption is automatic because accredited BSW programs provide students with Foundation Field Instruction experiences (See section on Advanced Standing in the *Student Guide to the MSW program)*). A student can obtain a three-credit exemption from fieldwork if the student has *not* been granted Advanced Standing status but has earned a baccalaureate degree with a major in social work from a program accredited by the Council on Social Work Education, and has completed the equivalent of eight semester hours of field instruction during their undergraduate program with grades of B or better. In this case, the student must apply for the exemption as described in this section. All BSW's who meet the above criteria are eligible for a three-credit fieldwork exemption, but they must apply fieldwork exemption.

2. Credit Hours After Exemption

For students not awarded Advanced Standing, the exemption does not reduce the degree requirement of 60 hours. Exempt students receive a three credit reduction of fieldwork requirements and therefore do not register for Foundation Field Instruction (SW 515/531). The three credits can be taken in elective course work. The student is required to earn 12 credits of advanced (SW 691), with at least 8 credits in their practice method and practice area concentrations.

3. Advanced Standing and Exempt Students with a Minor Method

Advanced Standing and exempt students who choose to elect a minor method must use 3 out of their 12 advanced field instruction credits (SW 691) toward the minor assignments in their field setting (see The Student's Optional Minor Method.).

4. 20-month Students

Students in the 20-month program who receive an exemption must be in fieldwork continuously, like other exempt students. Therefore, exempt 20-month students must do one of the following:

- Switch to the 16-month curriculum; or
- Be enrolled in fieldwork during the Fall, Winter, and Spring/Summer terms for two days per week*; or
- Be enrolled in fieldwork during the Fall and Winter terms for three days per week*.

** An Out-of-Sequence Petition must be completed if this option is elected.*

5. Revoking the Exemption

The exemption will be revoked if the student receives a grade below Satisfactory at the completion of the first advanced term of fieldwork.

6. Application for the Exemption

When to apply: The application for exemption should be completed and submitted shortly after the student learns of admission to the School, and before starting the first term of fieldwork. An Exemption Application Form is included in the student's orientation packet. Exemptions can usually be processed very quickly. The student may wish to check with the Office of Field Instruction to determine the status of the application.

The student may request an exemption by filing out an Application for Exemption form and submitting it to the Office of Field Instruction. The request will be reviewed and acted upon by the Director of the Office of Field Instruction. The Recorder and student will be notified of the decision.

The University of Michigan School of Social Work
Office of Field Instruction

Application for Exemption from Four Credits of Foundation Field Instruction (SW 515/531)

Name of Student: _____

Social Security Number: Are you Advanced Standing? ❑ YES ❑ NO

Email Address, if known: _____ Student Mailbox #, if known:

Have you elected a Minor Method (circle one): YES NO

B.S.W. Field Instruction

College/University _____

Year BSW awarded _____

Internal Use Only:
Accredited: ❑ YES ❑ NO Initials: _____

Course Name and #: _____ Credit Hrs _____ Grade _____

Course Name and # _____ Credit Hrs _____ Grade _____

For Internal Use Only

❑ PP ❑ SSDB ❑ RO/SCDB