



REQUEST FOR TRANSFER BETWEEN LOCATIONS

Please read the information on the second page before completing this form.

PERSONAL INFORMATION		
NAME:		
<i>First Name</i>	<i>Middle Name(s)</i>	<i>Last Name</i>
UCID:		
CURRENT ADDRESS:		
PREFERRED TELEPHONE:	ALTERNATE TELEPHONE:	
TRANSFER INFORMATION		
DATE OF ADMISSION TO BSW PROGRAM:		
CURRENT LOCATION:	REQUESTED LOCATION:	
FOR WHICH TERM:	TRANSFER TYPE: <input type="checkbox"/> Informal <input type="checkbox"/> Formal	
REASON(S) FOR REQUEST:		
COURSE(S) SOUGHT IN REQUEST LOCATION FOR INFORMAL TRANSFER ONLY:		
STUDENT'S SIGNATURE	DATE	
OFFICE USE ONLY:		
APPROVAL		
CURRENT LOCATION:	DATE:	INFORMAL TRANSFER ONLY FIELD EDUCATION CONTACT:
REQUESTED LOCATION:	DATE:	
RULING		
DIRECTOR, UNDERGRADUATE PROGRAMS	DATE:	<input type="checkbox"/> APPROVED

TRANSFER BETWEEN LOCATIONS GUIDELINES

(June 2018)

Students requesting a Transfer between Locations should be familiar with the types of transfer and their implications.

There are two types of transfers:

- 1) **INFORMAL TRANSFER** – is recommended for students who have completed all of their required social work core and elective courses at their current program location and wish to transfer to another location only to complete their practicum and seminar courses, SOWK 410, SOWK 411, SOWK 412 and SOWK 413. Students must contact the Field Office at the current location at least 6 months in advance of fall practicum and 3 months in advance of winter practicum to inquire about the feasibility of their transfer.

An informal transfer request will be approved only under extenuating circumstances.

If the informal transfer is APPROVED, students will complete their practicum and seminar at the requested location but will remain affiliated with their current program location and be required to pay tuition and fees associated with this location. Consequently, students **do not qualify for any non-instructional services provided to students at the requested location** (e.g., UPass, Campus Athletics, Campus Recreation, on-campus Library services, etc.).

- 2) **FORMAL TRANSFER** – is recommended for students who have not yet completed all of their required social work core and elective courses and are planning to register for these courses at the requested location.

A formal transfer request will be approved only under extenuating circumstances.

If the formal transfer is approved, the student's location in the system will be updated by Student Services at the requested location. From the effective term, the student will be required to register for and complete their remaining courses at the requested location. Additionally, students are required to **pay the applicable tuition and fees for the requested location**. The transferring student **will receive the same non-instructional services as received by students at the requested location** (e.g., UPass, Campus Recreation, Athletics, etc.).

By signing this form, the student acknowledges that s/he is aware of the implications of the transfer.

A student whose informal or formal request is approved is obligated to contact Student Services and, if applicable the Field Education Coordinator at the requested location, within one week from transfer approval for consultation regarding registration and/or practicum placement.

Failure to check-in with Student Services and/or the Field Education Coordinator within the prescribed timeframe may result in withdrawal of the transfer.

Current BSW students who wish to transfer to another location must apply for a location transfer by February 1 for the following Fall. Students must:

1. Discuss the possibility of transfer with faculty advisors from both the location they wish to leave and the location they wish to transfer to. The decision will be made through consultation between the program directors and field co-ordinators at the two locations.
2. Fill out this form and submit it to Student Services at their current location, prior to the February 1 deadline.

Calendar: <http://www.ucalgary.ca/pubs/calendar/current/sw-3-2.html>