

**THE UNIVERSITY OF MICHIGAN**  
**School of Social Work**

**Request for Change in Dual Concentration and/or Minor Form**

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**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.

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**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

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Students may change their dual concentration under the following circumstances:

- An academic plan that demonstrates that all requirements can be met
- The required courses are offered
- An appropriate field placement can be secured to accommodate concentration changes

Student should be aware that:

- Changing concentrations after the second term of Advanced field instruction may result in lengthening the duration of the program since students must complete at least 8 credit hours of Advanced field instruction (SOCWK 691) in their chosen dual concentrations
- Advanced Standing Students who change concentrations after the second term of Advanced field instruction will, in all probability, need to enroll for an additional term of study
- Students who elect a minor method, specialization, or certificate program will, in all probability, need to enroll for an additional term of study if they change concentrations after the second term of Advanced field instruction
- Financial assistance is generally awarded to eligible students for no more than four terms, and therefore, may not be available to students who elect to lengthen their course of study to accommodate changes in concentrations

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**DEADLINES FOR CHANGE IN DUAL CONCENTRATION**

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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.

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

(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).

