

OFFICE OF FIELD INSTRUCTION
APPLICATION FOR EXEMPTION FROM FOUNDATION FIELD INSTRUCTION
(Three Credits: 2 Credits SOCWK 515 & 1 Credit SOCWK 531)

Note: This application is NOT required if you are an advanced standing student. For questions regarding advanced standing status please contact the Office of Student Services.

Student Name:		Date:
Student ID:		E-Mail:
Primary Phone:	Cell Phone:	

B.S.W. FIELD INSTRUCTION INFORMATION

(To be filled out by student)

Name of College or University Attended: _____

Field Course Information: _____

Course Name and Number: _____ Credit Hours: _____ Grade: _____

Course Name and Number: _____ Credit Hours: _____ Grade: _____

FOR OFI USE ONLY

<input type="checkbox"/> Date Received by OFI: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Reason Rejected: _____

<input type="checkbox"/> Field Director's Signature: _____	<input type="checkbox"/> Date: _____
<input type="checkbox"/> Date Entered into Filemaker: _____	
<input type="checkbox"/> Date Submitted to Registrar: _____	
<input type="checkbox"/> Date Student Mailbox: _____ / Mailbox # _____	

GUIDELINES

FOR EXEMPTION FROM FOUNDATION FIELD INSTRUCTION
(Three Credits: 2 Credits SOCWK 515 & 1 Credit SOCWK 531)

1. Procedure

All students are required to complete a total of 15 credits of field instruction. All students must also complete a minimum of 12 credits of advanced field instruction (SOCWK 691). Qualified entering students may reduce the number of credit hours of required field instruction from 15 to 12 credits if they are either advanced standing or have a three-credit foundation field instruction exemption.

If the student has been granted advanced standing status, the exemption is automatic because accredited B.S.W. 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 foundation field instruction if:

- a. the student has *not* been granted advanced standing status.
- b. has earned a baccalaureate degree with a major in social work from a program accredited by the Council on Social Work Education.
- c. has completed the equivalent of eight semester hours of field instruction during their undergraduate program.
- d. has received grades of B or better.

In this case, the student must apply for the exemption as described in this section. All B.S.W.'s who meet the above criteria are *eligible*, but they **must apply** for this field instruction exemption.

2. Credit Hours After Exemption

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

3. Revoking the Exemption

The exemption will be revoked if the student receives a grade below Satisfactory (S) at the completion of the first term of advanced field instruction.

4. How 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 field instruction. An Application for Exemption form is included in the student's orientation packet. These forms can usually be processed very quickly. The student may request an exemption by submitting a completed 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.

* NOTE: If you have been accepted into a fellowship program, please see that Program Coordinator for exemption information. These guidelines may not apply to the fellowship programs.