

Permanent Program Plan of Study

All M.S.W. students must complete a "Permanent Program Plan of Study" form. Forms can be found below. The M.S.W. degree requires the completion of 60 credit hours of approved course work for the full-time and extended-study programs and 39 credit hours of approved course work for the advanced-standing programs. The scheduling of M.S.W. course work follows a rigid sequence of prerequisites and required courses which must be listed in the program plan of study. Before filling out a program plan:

1. Students schedule an appointment with their advisor to review the student's interests and career goals. The advisor serves to assist the student in deciding upon elective courses that will further the student's career goals.
2. Once the student has decided upon electives, he/she must complete the "Permanent Program Plan of Study" and have it signed by their advisor.
3. Plans should be completed during:
 - a. the summer session for full-time advanced-standing students,
 - b. the fall semester for second year extended-study students, and
 - c. the spring semester for first-year full-time and first-year part-time advanced-standing students. All exceptions to the program and transfer credits must be approved the student's advisor.
4. Once the plan has been completed and signed by the advisor, it is turned-in to the Grand Rapids campus social work office or the Kalamazoo campus admissions office.
5. It is then forwarded to the graduation auditor in the Registrar's Office. The auditors will use this plan of study to determine if the student has met the degree requirements when applying for graduation.

Changes in the Permanent Program Plan of Study

After submitting the approved "Permanent Program Plan of Study" to the graduation auditor, students must not make changes in their schedule of courses. If changes are necessary, the student must meet with their advisor to review these changes. The advisor then completes a "Change of Program" form to send to the auditor. If this form is not completed, the graduation auditor will inform the student that they cannot graduate without taking the courses documented in the "Permanent Plan of Study" form. Any changes to the Program should be sent to the auditor at least one semester prior to submitting a graduation application.

[MSW Program Plan IP](#)

[MSW Program Plan PP&A](#)

[Advanced-standing Program Plan IP](#)

[Advanced-standing Program Plan PP&A](#)