Full-Time MSW Program
Generalist Practice First Year, SW 400-401, Exemption Eligibility Process Request Form

Please carefully review the Exemption from First Year of Field, SW 400 & 401: Generalist Practice policy, which contains the requirements that must be met to be considered for exemption from the first year of field. Before requesting an exemption, please note that one requirement is a minimum equivalent of two full-years of post BSW social work experience in the last five years. In addition, you will be required to pay a nonrefundable $250.00 processing fee.

To request an exemption from your first year of field, SW 400 & 401, you must initiate the Request for Participation in the Generalist (First Year) Field Practicum Exemption Process. To begin the process, please complete the student section below and return this completed form to the address listed below by the date due in the policy in order for your application to be considered. Once your request has been reviewed, you will receive a letter from the Director of Field Education indicating if your request has been approved or denied.

To be completed by student:
Applicant’s name (L, F, MI), please print: _____________________________________________
Address: ____________________________________________________________
Phone: ______________________________________________________________
Email: ________________________________________________________________
The MSW Program I am enrolled in is: ☐
☐ UW-Madison Full-Time ☐
☐ UW-Madison Part-Time Madison ☐
☐ UW-Madison Part-Time Eau Claire

Please return this form to:
University of Wisconsin-Madison School of Social Work
Field Education Office
1350 University Avenue
Madison, WI 53706
Phone: (608) 263-4813

To be completed by Part-Time MSW Program field personnel:
Date of BSW Degree: _________________________________________________________
Field Grade: _____________________________________________________________
Date of Enrollment in MSW Program: __________________________________________

To be completed by the Director of Field Education:
_____ Approved □ Not approved

FTP E1 Generalist Year Exemption Eligibility Process Request Form Revised 3/14/2017