

THE CATHOLIC UNIVERSITY OF AMERICA  
NATIONAL CATHOLIC SCHOOL OF SOCIAL SERVICE

PROCEDURES FOR APPLYING FOR QUALIFYING EXAMINATIONS

Qualifying Examinations are offered two (2) times a year (January and August). The examinations are offered in the following subjects:

SSS 571 Human Behavior and the Social Environment  
SSS 581 Social Welfare Policy and Services I

SSS 572 Human Development and Psychopathology  
SSS 590 Social Work Research

Students may take a maximum of three of the above examinations within their first two semesters of enrollment at NCSSS. Students wishing to take any qualifying exams must make formal application to the MSW Program Chair. The application (below) requires that students document that, through previous coursework, they have mastered the course material. The Council on Social Work Education mandates that life or previous work experience cannot be used as justification for application for a qualifying exam. **The completed application form must be submitted to Dr. Marie Raber, MSW Program Chair, by August 2, 2016.**

A student must earn a grade of 85 or above on a qualifying examination in order to be exempted from taking that course, e.g., passing one examination reduces the total number of credits required to 57 credits.

APPLICATION FOR QUALIFYING EXAMS

The 2-hour exams are scheduled for:  
Please circle preferred time (s):

**Date of Exam: Tuesday, August 23, 2016**  
9:30 a.m.      12:30 p.m.      2:00 p.m.

NAME: \_\_\_\_\_ Student #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ E-mail: \_\_\_\_\_

I request approval to take the following exam(s): **(Request for approval is limited to three exams only)**

\_\_\_\_\_ 571    \_\_\_\_\_ 572    \_\_\_\_\_ 581    \_\_\_\_\_ 590

Briefly describe past coursework, which you feel qualifies you to take this examination.

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1) Qualifying Examination for Course #: \_\_\_\_\_ Disposition: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

2) Qualifying Examination for Course #: \_\_\_\_\_ Disposition: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

3) Qualifying Examination for Course #: \_\_\_\_\_ Disposition: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

**PLEASE RETURN THIS PAGE DIRECTLY TO DR. MARIE RABER. MARK CLEARLY "QUALIFYING APPLICATION" ON YOUR ENVELOPE.**