

**Adelphi University School of Social Work  
Field Education Department**

**Request for Change in Field Hours/Course**

Name of Student: \_\_\_\_\_ Date of Request \_\_\_\_\_

Name of Liaison: \_\_\_\_\_

Name of Agency & Field Instructor: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Circle or check hours/course currently registered for and the one requested:

Currently registered for:		Request change to:	
14 hours SWK 693 or 694* Extended 778 or 779* Extended		21 hours SWK 690 or 691 OR 790 or 791	
21hours SWK 690 or 691 OR 790 & 791		14 hours SWK 693 or 694 Extended OR 778 or 779* Extended	
30 hours OYR SWK 796, 797		21, 21, 24 hours OYR SWK 790, 791, or 792	
21, 21, 24 hours OYR SWK 790, 791, or 792		30 hours OYR SWK 796, 797	

- I understand that I must complete a **minimum of 600** hours per academic year. (OYR students complete 900 hours in one year).
- **I also understand that I MAY NOT end my field placement before the last scheduled day of placement even if I have already completed the required minimum amount of hours.**
- NOTE: All 14 hour students will be charged a \$250 Summer Matriculation Administrative Fee on their Spring bill.

Upon approval of the change by the Field Education Department, a new assignment letter/contract will be sent to all respective parties.

This form must be completed and submitted in order for changes to be approved. Please submit the form to the Assistant Director of Field Education for the campuses in which you take courses after all signatures have been acquired.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Field Instructor Signature & Date

\_\_\_\_\_  
Faculty Field Liaison Signature & Date

\_\_\_\_\_  
Asst Director of Field Educ. & Date