

# Transfer CFL Credit Instructions **Credit for Learning Program (CFL)**

Have  
you?

- ◆ Worked for the Cabinet at anytime since 2015?
- ◆ Completed any training classes provided by the Cabinet?
- ◆ Did you earn a grade of a B or higher?

If the answer is YES, you may have already gained Graduate Degree credit through the CFL Program that counts toward your MSSW degree! Please take a few moments to read and FOLLOW the steps below to ensure your credits are transferred. It is your responsibility as the student to ensure your credits are processed so please read thoroughly and follow through on all directions.

## How to Transfer Credits

If you took Cabinet training classes at UofL (Shelby campus) the courses should already be listed on your UofL transcript. If the classes are not listed or you have questions, please contact CFL Coordinator: Katie Price: (502) 852-8792 or [katie.price@louisville.edu](mailto:katie.price@louisville.edu)

- 1) If you took the classes at UK or WKU they must be transferred in. Contact that university's Registrar's Office and request an official transcript to be mailed to:

Graduate Admissions Office  
University of Louisville  
Louisville, Kentucky 40292

UK transcripts: <http://www.uky.edu/Registrar/Transcripts.htm>

WKU transcripts: <http://www.wku.edu/Dept/Support/AcadAffairs/Registrar/transcript.htm>

\*\*There may be a small fee required by UK or WKU to send the transcripts.

- 2) After you have sent your transcripts you MUST e-mail Katie Price with the subject: CFL Transfer Request at [katie.price@louisville.edu](mailto:katie.price@louisville.edu) and let her know the year and the university where you took your CFL courses. She will communicate with you through the transfer process.

## Important Reminders about CFL courses

- ◆ Kent School's MSSW program requires that you complete your first full semester as a Graduate student and earn a 3.0 GPA for these courses to be eligible for transfer. If your GPA does not meet the 3.0 requirement after your first semester, you may not be eligible to utilize these credits.
- ◆ CFL courses are only eligible for use toward your MSSW for 3 years but Kent School will allow CFL courses for up to 6 years. To do this, we must submit a 'variance request' along with your transfer request. Please contact Katie Price (502) 852-8792, [katie.price@louisville.edu](mailto:katie.price@louisville.edu)

### Sponsoring Organizations:

