Petition for Transfer of Graduate Credit
Wayne State University
School of Library and Information Science
Master's Degree

Name: ___________________________  WSU ID: ___________________________

Last  First  Maiden or Middle  City: ___________________________

Home Address: ___________________________  City: ___________________________

State: _______  Zip: __________  Country (if not U.S.): ___________________________

Telephone: ___________________________  E-mail: ___________________________

Concentration: ___________________________

PROCEDURES FOR SECURING APPROVAL OF TRANSFER CREDIT
1) Ensure the course you wish to have transferred toward your MLIS degree program is graduate level and has a graduate course number.
2) Request written permission (an email is sufficient) from your advisor to have the course credits transferred toward your MLIS degree. A syllabus must be attached to the request.
   a) Additional evidence may be requested by your advisor to make a decision. This may include examples of course assignments, and/or other documentation of proficiency.
   b) Written justification of how the transferred course fits into the student's overall Plan of Work is to be submitted at the time of the request. Attach a 250-400 word justification to this form.
3) Complete this “Petition for Transfer of Graduate Credit” form and submit it to your advisor for approval.
4) Arrange for official transcripts to be sent directly from the school to Jennifer Bondy in the SLIS Office.
5) Complete Change in Plan of Work form, if necessary.
6) Students granted transfer credits are required to submit a course artifact (transfer credit form and transfer credit justification statement) to their ePortfolio for any credits replacing a core class, and potentially also for electives credits.

(1) Institution Name and State ___________________________

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<tr>
<th>Term/Yr.</th>
<th>Dept. and Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Advisor’s Classification (Core / Elective)</th>
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Remarks: ___________________________

(2) Institution Name and State ___________________________

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Remarks: ___________________________

Petition for Transfer:

Student’s signature: ___________________________  Date: ___________________________

Petition approved and transfer credits recommended by:

Advisor’s signature: ___________________________  Date: ___________________________

Petition approved and transfer credits for Core Class recommended by:

Lead instructor’s signature: ___________________________  Date: ___________________________

Petition authorized by SLIS:

Reviewed by: ___________________________  Date: ___________________________

For more information see Transfer Credit Policy located here: http://slis.wayne.edu/students/classes/transfer-credit.php
Rev. 02/14