

# Petition for Transfer of Graduate Credit

## Wayne State University School of Information Sciences Master's Degree

Name: \_\_\_\_\_ WSU ID: \_\_\_\_\_  
Last First Maiden or Middle

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 \_\_\_\_\_

Term/Yr.	Dept. and Number	Course Title	Credits	Grade	Advisor's Classification (Core / Elective)

Remarks: \_\_\_\_\_

(2) Institution Name and State \_\_\_\_\_

Term/Yr.	Dept. and Number	Course Title	Credits	Grade	Advisor's Classification (Core / Elective)

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 SIS:

\_\_\_\_\_  
 Reviewed by Date