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

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
SLIS:
_____
Reviewed by   Date

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

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