

Petition for Transfer of Graduate Credit

Wayne State University
School of Information Sciences
Master's Degree

Name: _____ WSU ID: _____
Home Address: _____ City: _____
State: _____ Zip: _____ Country (if not U.S.): _____
Telephone: _____ E-mail: _____ LinkedIn: _____
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) If official transcripts for the courses are not already in the student's admissions application at Graduate Admissions, have them sent directly from the school to Matt Fredericks in the SIS Office.
- 5) Complete updated 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

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