

TRANSFER CREDIT PETITION  
**FOR CREDIT TO BE EARNED**  
(To apply to the MLIS)  
The University of Oklahoma  
School of Library and Information Studies

**Submit this completed and signed form, with documentation, to:**

The Graduate Studies Committee  
School of Library and Information Studies  
University of Oklahoma  
401 West Brooks, Room 120  
Norman, OK 73019-6032

Use this form for **NON-OU graduate credit that you will be taking** that you want to petition for **initial approval** for inclusion in your program of graduate study in the School of Library and Information Studies. **Final approval** is given by the Graduate Studies Committee **after** the grade earned in the course is posted and is dependent on meeting all criteria below.

All transfer credit must be approved by the student's advisor, the School's Graduate Studies Committee, and ultimately the University's Office of Admissions (which will require an official transcript of the credit earned). Transfer credit must meet the following conditions:

- All hours must be **graduate** hours from an **accredited institution, graded A or B**, and must **NOT have been applied toward another degree**.
- All **library and information studies hours must be from an ALA accredited program**. All hours **must be related to and supportive** of each individual's program
- **No more than nine hours** may be transferred into the MLIS program.
- The student is responsible for submitting this form to the SLIS Graduate Studies Committee, asking for consideration of the transfer hours and providing documentation regarding the applicability of such coursework, prior to enrollment in the proposed course. Documentation must include the **university or college's catalog description** of the course. After taking the course, a **course syllabus or outline** and an **unofficial transcript showing the grade earned** will be required for final approval.
- All hours applied to the program must fall within the time limits of the program. Typically, coursework will be **no older than five calendar years** at the time of completion of the degree.

I. Provide the following information for EACH course for which you are petitioning credit.

College/University:

Course Number:

Course Name:

Credit Hours:

Anticipated Date of Course Completion:

SLIS Requirement to be met by this Course (check one):

- Core courses:  LIS 5033 Information and Knowledge Society  
 LIS 5023 Management of Information and Knowledge Organizations  
 LIS 5043 Organization of Information and Knowledge Resources  
 LIS 5053 Information Users in the Knowledge Society  
 LIS 5063 Information and Communication Technology  
 LIS 5713 Research and Evaluation Methods

General electives:

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- II. Attach a copy of the **course description** from the university/college catalog for each course listed above.
- III. Provide a **brief statement** addressing the relevance and/or supportiveness of the courses listed above for your library and information studies goals on an attached page. The advisor signature (below), indicating approval, must also be included.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

OU ID# \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SLIS Office Use Only**

Approved  Not Approved

\_\_\_\_\_  
Signature of SLIS Graduate Studies Committee Chair Date \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
Signature of SLIS Director Date \_\_\_\_\_

COMMENTS:

1/2019