

Simmons College
Graduate School of Library and Information Science
Petition Form

Transfer of Credit

Under special circumstances, a student may receive credit for graduate work completed at another ALA accredited graduate institution, with approved exceptions. The School will accept credit for graduate work completed at another institution towards the Master of Science degree with the approval of Simmons-GSLIS faculty. A student may petition to transfer up to six credits. Courses taken at the graduate level as part of an earned degree may not be considered for transfer of credit. You may contact Dr. Em Claire Knowles, Assistant Dean for Student Services by email, or by telephone at 617-521-2798 with questions not answered in this information sheet.

Petition Procedure

Courses(s) taken prior to initial enrollment in the master's degree program at the School.

You may initiate a petition to the faculty for transfer of credit for courses you took prior to your initial enrollment in the School after you have successfully completed 9 credits of coursework in our master's degree program. The courses must have been taken within five years prior to entry into the program.

Submit a letter addressed to "Assistant Dean Knowles and Members of the Faculty" requesting the transfer of credit. The letter should be accompanied by an official transcript of the course grade, course description, syllabus, and the petition form. These should be sent to Assistant Dean Knowles (Simmons GSLIS, 300 The Fenway, Boston, MA 02115) or, emailed as a pdf to her, no later than one week prior to the next scheduled faculty meeting. The faculty usually meets on the second Wednesday of each month from September through December and February through May.

Courses taken after initial enrollment in the School's master's degree program – While enrolled in the master's degree program at Simmons, you may wish to take a course(s) at another institution for transfer of credit to the Simmons program. Permission of the faculty must be secured **PRIOR** to enrollment in that course, following the petition procedure as described above. (This pertains to all courses both face-to-face and online. **Exception: International courses see below.**) If approved, the credit will be transferred upon receipt of an official transcript. Please consult your faculty advisor prior to submitting the petition.

International Travel Courses*

Students interested in taking an international travel course should consult the approved list of international travel courses offered at ALA-accredited LIS programs. If the course is on the approved list the student must complete the "Transfer of Credit" form, and submit it to the Assistant Dean for Student Services for processing. If the course is not on the approved list the student must consult with the Associate/ Assistant Deans for approval.

Waiver

Students who enter the school with an acceptable background of graduate study in library and information science from an ALA-accredited program may petition the faculty for a

course waiver upon completion of 9 credits in addition to a transfer of credit. If there is no transfer of credit, a waiver may be requested to substitute an elective course from the library and information science curriculum for a required course. A waiver may only be requested if there is sufficient proof of the knowledge of the material covered in the required course to warrant such a waiver. The petition procedure is the same as above.

Approved list of International Travel Courses*

University of North Carolina-Chapel Hill – <http://sils.unc.edu/programs/international/index.html>

- Oxford, Oxford University, Libraries and Librarianship: Past, Present and Future seminar, Summers
- Prague, Charles University with tours and lectures relating to librarianship in the Czech Republic, Summers

Pratt Institute of Library and Information Science

- Florence Summer 2009 school in partnership with Studio Art Centers International Florence (SACI) – www.sils.pratt.edu/pratt-saic.html
- 2 separate courses:
 - Florentine Art and Culture: Museum & Library Research and Documentation
 - Cultural Heritage Conservation
- London Summer School and Bloomsbury Conference. Pratt SILS and the University College London, School of Library, Archive and Information Studies – <http://pratt.edu/~infosils/london.html>
 - Program focus: E-Publishing and includes the Bloomsbury Conference

University of Southern Mississippi Library of Science

- LIS 580/587: British Studies Program, King's College Central London – <http://www.britishstudies.org> Summer Program--Contact: studyabroad@usm.edu

University of California, Los Angeles

- Innovative Summer Course on the Russian Information Economy
UCLA Department of Information Studies offers a summer 2009 study abroad program focused on the Russian information economy. The program includes visits to the rich collections of Russian archives, libraries, museums, and universities in Moscow and St. Petersburg. Students will meet and dialogue with Russian archivists, librarians, and educators to learn about the challenges of providing information access and preserving cultural heritage.

The program is directed by Professor John Richardson, UCLA Department of Information Studies. No Russian language skills are required; open to visiting students, both graduate and undergraduate. For more information and online registration, visit www.ieo.ucla.edu/travelstudy/infstud-Russia/overview.htm
<<http://www.ieo.ucla.edu/travelstudy/infstud-Russia/overview.htm>>.

University of Rhode Island

Global Education for Librarians and Information Professionals Program

http://www.uri.edu/artsci/lsc/web/Academcis/Courses/travelchina/GELIP_Home.html

- History of Chinese Libraries, LSC 597 Seminars in Chinese Librarianship; at Zhejiang University in China. Two-week Summer Seminar.
- Encouraged to take a Chinese language/culture course before you leave.
- Contact Ms. Katuska Perez, Coordinator of URI Summer Programs Abroad. Her email: spoie@etal.uri.edu

Florida State University

- London and Paris. <http://ci.fsu.edu/London>
 - LIS 5313: Design and Production of Media Resources.
 - LIS 5362: Design and Production of Network Multimedia.
 - Features field trips tied to settings of children's stories, e.g., Harry Potter, Peter Pan, etc. Exciting backdrops for creating projects such as podcasts, websites, short films and digital photography. Contact Dr. Nancy Everhart, (everhart@ci.fsu.edu <<mailto:everhart@ci.fsu.edu>>) Director, School Library Media Program with any questions.

