

Simmons College
School of Library and Information Science
Petition Form for Master of Science Courses

Transfer of Credit

With the approval of Simmons-SLIS faculty, the School will accept credit for graduate work completed at another ALA-accredited graduate institution towards the Master of Science degree. Under special circumstances, the faculty may approve exceptions to the ALA accreditation requirement. You may petition to transfer up to six credits, in elective courses or core course waivers. Graduate level courses taken towards an earned degree will not be considered for transfer of credit.

For more information, please contact: Dr. Em Claire Knowles, Assistant Dean of Student and Alumni Affairs.
Email: knowles@simmons.edu
Phone: (617) 521-2798

PETITION PROCEDURE

Courses taken prior to *initial enrollment* in the School's master's degree program.

CORE/REQUIRED COURSES

You may petition for transfer of credit and/or to waive core courses after you have successfully completed nine credits of coursework in our master's degree program. The courses must have been taken within five years of entry into the program.

Required Documentation:

- Petition letter addressed to "Assistant Dean Knowles and Members of the Faculty"
- Course description
- Syllabus
- Official transcript of the course grade, mailed directly to the Assistant Dean of Student and Alumni Affairs
- The attached petition form

These should be sent to Dr. Knowles (Simmons SLIS, 300 The Fenway, Boston, MA 02115) or emailed to knowles@simmons.edu in PDF format. The Academic Decisions Committee meets once a month September through December and February through May.

ELECTIVE COURSES

You may request transfer of credit for an elective course by filling out the attached petition form and submitting it to the Assistant Dean of Student and Alumni Affairs.

Required Documentation:

- Petition letter addressed to "Assistant Dean Knowles and Members of the Faculty"
- Course description
- Syllabus
- Official transcript of the course grade, mailed directly to the Assistant Dean of Student and Alumni Affairs
- The attached petition form

These should be sent to Dr. Knowles at the address above or emailed to knowles@simmons.edu in PDF form.

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 must be secured PRIOR to enrollment in that course, following the petition procedure as described above. This applies to all courses, face-to-face and online. (**Exception: International Courses. See below.*)

Required Documentation:

- Petition letter addressed to "Assistant Dean Knowles and Members of the Faculty"
- Course description
- Syllabus
- Official transcript of the course grade, mailed directly to the Assistant Dean for Student and Alumni Affairs
- The attached petition form

Waiver

Students who enter the school with an acceptable background of graduate study in library and information science from an ALA-accredited program may, upon completion of nine credits at the School, petition the faculty for a course waiver in addition to a transfer of credit. A waiver may be requested with no transfer of credit to substitute an elective course from the LIS 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. A transfer of credit and a waiver may be requested with a single petition.

Required Documentation:

- Petition letter addressed to "Assistant Dean Knowles and Members of the Faculty"
- Course description
- Syllabus
- Official transcript of the course grade, mailed directly to the Assistant Dean for Student and Alumni Affairs
- The attached petition form

***International Travel Courses**

Students interested in taking an international travel course should consult the list of approved travel courses offered by ALA-accredited LIS programs and follow the instructions in that document.

Petition Form
Transfer of Credit/Waiver/International Travel Course

Student name and ID number: _____

Student address: _____

Student email: _____

Student telephone: _____

Semester/year in which you completed nine semester hours: _____

_____ I have not completed nine semester hours.

Course(s) you wish to transfer:	Semester/Year:	Credits:

Institution: _____

Transfer of _____ credits are requested.

Waiver of required course is requested? _____ YES _____ NO

If yes, which course: _____

Student's signature: _____

Date of faculty decision: _____

International travel course approval: (Assistant Dean) _____

.....

This space for office use only:

_____ Transfer of _____ credits granted. _____ Waiver of LS _____ granted.

_____ Transfer of credit request denied.

Administrative signature: _____ Date _____

Original: Registrar
Copies: Student file and Student