



School of Library and Information Science  
**REQUEST FOR TRANSFER CREDIT**

- A *maximum* of 6 hours of transfer credits may be applied toward the MLIS degree. A *maximum* of 3 of the 6 hours can be pass/fail coursework, which includes workshops and courses from other Kent State units (Note: Coursework from outside Kent State is not eligible for pass/fail credit transfer).
- All pass/fail credit transfers must be approved **prior to** the student taking the course/workshop (see the *Request for Pre-Approval of Pass/Fail Credit Transfer* form). Pass/fail coursework that is not pre-approved will not be eligible for transfer.
- Any transferred workshop hours will be considered part of the 4 (maximum) graduate-level workshop credits that are allowed toward the MLIS degree.
- No transfer credit may be more than 6 years old at the time the MLIS degree is conferred at Kent State University.
- A transcript (for non-Kent State credit transfers only) and a course syllabus (for all transfers) *must* be attached to this form. Only a grade of "S" for pass/fail coursework, or a letter grade of "B (3.0)" or higher will be eligible for transfer.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

I request approval for transfer credit for the following course(s) from:

\_\_\_\_\_ (Name of College or University)

<u>Course #</u>	<u>Course Title</u>	<u>When taken</u>	<u>Grade</u>	<u>Sem. Hrs.</u>
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This coursework is relevant to my academic and career goals because:

For pass/fail credit transfer request: Was the transfer request pre-approved? Yes \_\_\_ No \_\_\_

\_\_\_ I have reviewed this request and agree \_\_\_\_\_  
(Advisor) (Date)

\_\_\_ I approve this request \_\_\_\_\_  
(Director) (Date)