



School of Library and Information Science
**REQUEST FOR PRE-APPROVAL OF
PASS/FAIL CREDIT TRANSFER**

- 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 using this 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.
- After completion of this pass/fail coursework, submit the *Request for Transfer Credit* form for final approval.

Student Name _____ Date _____

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

(Name of Kent State College/Department)

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

___ I have reviewed this request and approve _____
(Advisor) (Date)

Please put the signed form in the student file in the SLIS main office.