

**Simmons University**  
**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 the SLIS MS Program Director at [slis.msDirector@simmons.edu](mailto:slis.msDirector@simmons.edu)

**PETITION PROCEDURE**

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

You may petition for transfer of credit and/or to waive core requirements 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 SLIS program.

**Required Documentation:**

- Petition letter addressed to "SLIS MS Program Director and Members of the Faculty"
- Course description
- Syllabus
- Official transcript of the course grade, mailed directly to the SLIS MS Program Director
- The attached petition form

These should be sent to SLIS MS Program Director (Simmons SLIS, 300 The Fenway, Boston, MA 02115) or emailed to [slis.msDirector@simmons.edu](mailto:slis.msDirector@simmons.edu) in PDF format. SLIS Academic administration will review petitions on an on-going basis and decisions will be communicated in written 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. (*For International Courses, see below.*)

**Required Documentation:**

- Petition letter addressed to "SLIS MS Program Director and Members of the Faculty"
- Course description
- Syllabus
- The attached petition form
- Once the course is complete, to activate the appropriate transfer of credit, you must submit: Official

transcript of the course grade, mailed directly to the SLIS MS Program Director

### **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 “SLIS MS Program Director and Members of the Faculty” Course description
- Syllabus
- Official transcript of the course grade, mailed directly to the SLIS MS Program Director
- The attached petition form

### **\*International Travel Courses**

*Students interested in taking an international travel course must consult with the MS Program Director ([slis.msDirector@simmons.edu](mailto:slis.msDirector@simmons.edu)).*

**Petition Form**  
**Transfer of Credit/Waiver/International Travel Course**

Student's name and ID number: \_\_\_\_\_

Program/Concentration: \_\_\_\_\_

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 decision:

\_\_\_\_\_

.....

... 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