Transfer Credits: MLIS Guidelines

APPROVED March 13, 2014
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Revised by the Curriculum Committee and approved by the MLIS Faculty, Spring 2011

Program of Study Requirement

If a student is seeking transfer of credits into a graduate program, the Graduate School requires a Program of Study.

The Graduate School policy reads as follows:

Students seeking a second master’s degree must submit a Program of Study that is approved by the program and faculty advisor, department head, and Dean of the Graduate School. The Program of Study should list all courses to be taken for the second graduate degree. Transfer courses not from a completed graduate degree are limited to six semester hours and cannot be older than seven years at the time of the second degree’s completion. Courses may be drawn from a previously completed graduate degree upon the approval of the program and faculty advisor, department head, and Dean of the Graduate School. No graduate course in either category may be used in which the grade was below a “B.” No more than nine semester hours from a previous graduate degree may be used.

Criteria for Transfer Credits

- Maximum of nine credit hours from a previous completed graduate degree may be used.
- Maximum of six credit hours of transfer courses that did not apply to a degree. Courses in this category cannot be older than seven years at the time of completion of the MLIS degree.
- Categories A + B cannot exceed nine credit hours.
- The advisor will draft the Program of Study in consultation with the student. When the advisor and student have agreed, they will sign the Program of Study form and forward it to the Program Director.

Criteria for Requests to Waive Core Courses

1. To waive MLIS 7100, the student must have completed a course with comparable description and objectives. A reference course from a school media program that exclusively covered information sources and services for youth does not qualify.
2. To waive MLIS 7300, the student must have completed a course with comparable description and objectives. A cataloging course from a school media program will not qualify unless the course included Library of Congress Classification and non-MARC metadata. A catalog course from a school media program may be used as an elective.

3. To waive MLIS 7700, the student must have completed a course with comparable description and objectives. Coverage of both qualitative and quantitative methods is a requirement.

4. MLIS 7000, MLIS 7200, MLIS7800 must be completed at Valdosta State University and do not qualify for course substitution.