

October 21, 2007

Transfer Credits: MLIS Guidelines

- A. Maximum of nine credit hours from a previous completed graduate degree may be used. No time limit applies in this category.
- B. 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.
- C. Categories A + B cannot exceed nine credit hours.
- D. The advisor will review the student's transcript, looking for applicable courses, then will draft the Program of Study in consultation with the student.
- E. When the advisor and student have agreed, they will sign the Program of Study form and forward it to the Program Director.
- F. To waive MLIS 7000, the student must have completed a face-to-face course with comparable description and objectives and one that includes in-person networking opportunities and required in-person class presentations.
- G. 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 cataloging course from a school media program *may* be used as an elective.

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.

The justification reads as follows:

The second master's degree often will utilize course work from a previous master's degree that is beyond the seven year time limit. It is accepted practice for

graduate schools to accept course work from previously completed master's degrees if the faculty agree that the student demonstrates current knowledge of the content. We currently do not limit the number of hours students may bring in from a previous graduate degree.