

Transfer of Credit

A student may petition the SLIS Director, following consultation with his/her advisor and completion of the form from the Graduate School entitled Request for Transfer/LSU Extension or Non-degree Work to be Applied to the Master's Degree, for transfer of a maximum of six graduate credits from: 1) outside the LSU System; 2) extension; 3) N/ MATR or N/MATL, or; 4) combinations of any of the three listed above for a total of six credit hours at the 7000 level or above, provided that:

- a. the credit was awarded within five years of when the LSU degree is awarded;
- b. no grade lower than "B-" appears anywhere on the graduate transcript from which transfer credit is petitioned, and;
- c. for library and information science courses, a syllabus or other appropriate course materials must be submitted.

Procedure

Transfer credit may not be granted until the student has completed a minimum of nine credits in the School of Library and Information Science program at LSU. The student must be enrolled in a graduate level program the semester/term the form is sent to Graduate School for their review and approval.

Note: The SLIS office forwards the completed and approved form to Graduate School for the graduate dean's final approval. Transcripts showing the proposed transfer courses must be in the SLIS and Graduate School offices.

Approved by the Policy Committee March 23, 1990

Revised September 2001

Updated by the Policy Committee March 13, 2015

THE GRADUATE SCHOOL - LOUISIANA STATE UNIVERSITY

REQUEST FOR TRANSFER/LSU EXTENSION OR NON-DEGREE WORK TO BE APPLIED TO THE MASTER'S DEGREE

Name _____ SUID# _____

Department _____ Date _____

I request that the following courses be applied to my

___ Thesis ___ Non-Thesis (check one) _____ degree.
(M.A., M.S., M.S. in E.E., etc)

I have obtained approval from my department as indicated below.

Course Abbr. & No.	Credit Hrs.	Grade	Institution/EXTN or NMATL Classification	Semester Taken

 Student Signature Date

Approved by _____
Graduate Advisor/Major Professor Date

 Chair, Head of Department or
 Graduate Advisor Date

 Dean of the Graduate School Date

Students must have 9 hours of graduate residence credit in a degree program at LSU and be in academic good standing before submitting this form to the Graduate School. A **maximum of 12 hours** of transfer and/or LSU extension and/or non-matriculating credit may be transferred in thesis and non-thesis programs as explained in the Graduate Bulletin or General Catalog under the **"Transfer of Credit"** section. This includes a **maximum of 6 hours** of credit at the 6000 level and above.

Transfer work must have been taken for graduate residence credit with a grade of **"B"** or better and must have been completed within 5 years of the time the student is eligible to submit this request. See the **"Transfer of Credit"** section in the Graduate Bulletin for further stipulations.

Completed forms should be forwarded to the Graduate School.