

THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF INFORMATION (SI)

PETITION FOR THE TRANSFER OF GRADUATE CREDIT TO SI

In order to meet the requirements for the School of Information all core courses must be taken in the department.

Ordinarily, all work for the master's degree must be done at The University of Texas at Austin. Under some circumstances however, a maximum of six semester hours of graduate-level coursework (not upper-division) in which the grade is A or B may be transferred from another institution. Grades of Credit (CR) are not applicable. Courses may not have been used toward any other degree nor may they be transferred from a foreign university. In cases where transfer of credit is approved, the student must still meet residence requirement of two full semesters or the equivalent, and all work must have been completed within a six-year period at the time of graduation. **Approved transferred courses will not appear on the official student record maintained by the registrar. For the reason that the transfer course(s) are not part of the official records, such coursework does not appear on the student's transcript and is not included in the graduate grade point average.**

All petitions for transfer of course work toward the M.S.I.S. degree should take the form of a letter to the Chairman of the Committee of Graduate Studies (GSC) in the School of Information for a preliminary decision. If approved, by the GSC committee, the Graduate Coordinator will transfer the information from the packet of material submitted by the student onto the Office of Graduate Studies official petition form. The Graduate Coordinator will submit the official form, to include the signature of the Graduate Adviser, and packet of material to the Office of Graduate Studies for the final and official decision. The letter should state (1) the request for transfer of credit, (2) the name of the institution at which each course was or will be taken, (3) the number and title of each course and the number of credit hours, and (4) the semester and date in which each course was or will be taken. If the relatedness of a course to the M.S.I.S. degree is not obvious, the justification for its acceptance for transfer should be stated also. **Please submit complete petition packet to Graduate Coordinator** for submission to the Graduate Studies Committee. **Petition request for course(s) taken the semester in which the student will graduate will not be accepted.**

The letter must be accompanied by a copy of the following pages from the catalog of the institution at which each course was or will be taken:

- (1) The title page.
- (2) The page(s) containing the description of each course.
- (3) The page(s) containing the credentials of the faculty member teaching the course, if the instructor is known and if the catalog contains such information. If not, a statement of the credentials of the instructor should be contained in the letter.
- (4) Documentation, either on the transcript or from a photocopy of an official catalogue, must be provided to explain the course numbering system. The number(s) must be for a graduate-level course, not merely a course taken as a graduate student.
- (5) Documentation, in the same manner as for No.4 above, must also be provided to explain the system of credit hours. Credit hours at schools on a quarter-system are usually worth one-third less than hours earned on a full-semester system. In such cases, three hours on a quarter-term basis would convert to an allowable two hours.

If the course numbering system implies that undergraduates could also take the course, you **must** provide written proof that graduate students are required to do more work than undergraduates in the course. Such proof could be a letter from the instructor or from the dean or chairman of the program.

The following guidelines apply to petitions for transfer of credit toward the M.S.I.S. degree:

- (1) The student's faculty advisor must be consulted regarding the transferability of courses prior to submitting the petition.
- (2) If courses are taken for transfer of credit following admission to M.S.I.S., approval of transfer should be obtained in advance.
- (3) Library and Information Science courses may be transferred only from library schools whose programs have been accredited by the American Library Association (ALA).

Upon completion of the course(s), the official transcript(s) showing courses and grades must be supplied to the Office of Graduate Studies, if not attached to the packet of information upon submission to the Graduate Coordinator.

The University of Texas at Austin
The Office of Graduate Studies
Master's Evaluator
Main Building 101 MC: G0400
Austin, TX 78712

**Petition to Transfer a Graduate Course From Another Institution
For Use on a Master's Degree at the University of Texas at Austin
In SI**

Cover Letter

Chairman of the Committee of Graduate Studies (GSC)
School of Information

UTEID

Last

First

M.I.

Institution Name

1. _____
Course # Title Semester & year Grade Credit hours

2. _____
Course # Title Semester & year Grade Credit hours

Petition Request:

Encl: Petition information packet

The University of Texas at Austin
School of Information
Attn: Graduate Coordinator
1 University Station D7000
Austin TX 78712-0390