

**School of Information Sciences
Request for Transfer or Substitution of Credits**

Name _____

Advisor _____

I am requesting a: Transfer Substitution

Institution and course to be transferred or substituted:

Will course substitute for a required SIS course? Yes No

If yes, which one? _____

No more than 6 credit hours can be transferred into the program. Have you transferred and/or substituted course credit prior to this request? Yes No

If yes, how many? _____

Does the course meet the following criteria?

- Was taken for graduate credit.
- Carried a grade of B or better.
- Was a part of a graduate program in which the student had a B average.
- Was not counted towards a previous degree.
- Is specifically related to the student's career objectives.
- Will not be older than six calendar years from the time of graduation from SIS.

Supporting Documents:

- Include a separate typewritten rationale for transfer or substitution of credit.
- Include a copy of the course syllabus that clearly indicates topics covered, assigned readings, and course assignments.

Approvals:

Advisor _____ Date _____

Consulting Faculty _____ Date _____

Director _____ Date _____