

SLIS Core and Elective Course Transfer Guidelines

Course Transfer Eligibility

A student may elect to transfer up to six hours of coursework from another institution to apply to the 36 hour MLIS degree requirement or the 60 hour MFA degree requirement if the following conditions are met:

1. The course or courses proposed for transfer must be at the graduate level from an institution accredited by a regional accrediting agency such as SACS. The grade in the course(s) must be a B or better. A student may transfer in no more than **six (6)** hours of course work.
2. Courses considered for transfer must be limited to courses completed prior to admission to the SLIS program OR be pre-approved by the student's advisor prior to enrolling in courses outside UA SLIS.
3. At the time of the student's admission to UA SLIS, the course(s) transferred must have been taken within the last **six (6)** years. For example, if the student was admitted in August 2020, then the transferred course(s) must have been taken since December 2014.
4. Any transferred courses will fall under the 9-hour rule, which states that no more than 9 semester hours of pass/fail courses can be applied to the SLIS degree.
5. All transfer requests must be made no later than the beginning of the semester in which the student plans to graduate, otherwise, the student may not graduate when planned.

Course Transfer Procedure for Students

1. Schedule a meeting with academic advisor - Students must meet with their advisor prior to initiating a transfer request for any graduate course. In this meeting, the student must make the case for the course to transfer and be a part of their SLIS degree. The course syllabus from the institution where the course was taken should be shared with the academic advisor prior to this meeting. The provided syllabus should provide documentation of the subjects covered in the course as well as descriptions of major assignments. If the syllabus does not, the advisor may request additional documentation, such as assignment instructions or work examples.
2. Obtain approval – Transferred courses may be applied towards either core or elective courses. Elective transfers can be approved by the academic advisor while core course transfers must be approved by both the advisor and SLIS Curriculum Committee. If the elective course to be transferred is substantially similar to an existing SLIS course, the academic advisor will consult with the SLIS instructor who teaches that course before approving the transfer.
3. Submit paperwork - If the course to be transferred is a **core course**, the student should complete the *SLIS Request for Course Transfer Form*, including written rationale and copy of syllabus and return it to their advisor to sign. The advisor then forwards the form for approval to the chair of the SLIS Curriculum

Committee to present to the rest of the committee. A majority of the SLIS Curriculum Committee must approve the transfer request. If the SLIS Curriculum Committee denies a transfer request, then the student's advisor will inform the student of the committee's decision and pass along any comments.

4. Submit DocuSign – After advisor approval for elective credits, or advisor and curriculum committee approval for core credits is obtained, in order to formally initiate the transfer of course credit, the student must file a transfer request form using the “Request for Transfer of Graduate Credit” DocuSign form from the UA Graduate School available at: <https://graduate.ua.edu/current-students/forms-students/> . This form will be processed by the graduate registrar then be delivered to the SLIS Assistant Director who will forward to the advisor for signature.

September 24, 2007; Revised February 2017; Revised March 2022

SLIS Request for Core Course Transfer Form

Student Name: _____

Date: _____

Student ID Number: _____

Rationale for transfer/waiver request: Attach course syllabus.

Advisor Approval: _____

Y N Date: _____

SLIS Curriculum Committee Approval:

Y N Date: _____

Y N Date: _____

Y N Date: _____

Y N Date: _____