

THE UNIVERSITY OF BRITISH COLUMBIA
SCHOOL OF LIBRARY, ARCHIVAL AND INFORMATION STUDIES

APPLICATION FOR CREDIT FOR 'EXTERNAL' COURSES

(Note: An 'external' course is any course outside your own degree program, whether at SLAIS or elsewhere. SLAIS cross-listed courses are **not** considered 'external' courses.

DEGREE PROGRAM: MAS MLIS DUAL

Date: _____ Student #: _____

Name: _____

Is this for the FNCC? Yes No

Student's Signature _____

Graduate Advisor's Signature: _____

In accordance with the regulations specified in the *UBC Calendar*, students in the MAS and MLIS programs are permitted to take up to **twelve credits** in 'external' courses to be applied to requirements for their degree. Students in the Dual MAS/MLIS program are permitted to take up to **nine credits** in 'external' courses to be applied to requirements for their degrees. Dual MAS/MLIS students do **not** need to complete this form in order to take any SLAIS course. **Please complete a copy of this form for each external course you wish to take, not including SLAIS cross-listed courses.**

Permission for crediting this course towards your degree will be decided by the SLAIS Graduate Advisor, in consultation with other faculty members as may be deemed advisable. If you wish to appeal the decision you may do so through the School's Adjudication process.

Please note that permission to apply external credits for courses designated as either ARST or LIBR towards your degree **must** be granted by the SLAIS Graduate Adviser **before registering** for the course. Students wishing to take courses outside SLAIS that will apply towards degree requirements must have permission of the SLAIS Graduate Adviser before the course **begins**.

If the course is approved it is your responsibility to contact the instructor well before the course begins to determine any additional preparation that needs to be done prior to taking the course.

Approval of this application will be granted on the basis of the following criteria:

1. Basic prerequisites:
MLIS: Completion of the MLIS Core
MAS: Completion of the MAS Core
DUAL MAS/MLIS: Completion of the MAS **or** MLIS Core.
2. All additional course pre-requisites are met [for SLAIS courses see relevant course description]
3. The content of the course is not covered in a course available within your degree program.
4. The content of the course is highly relevant to your career goals.
5. The content of the course does not duplicate in any way, a study you have already completed.
6. The course is at 300 level or higher.

Course Title & Number: _____ Credits: _____

Institution/Program Offering the Course: _____

Year and term in which you will take the course: _____

Please attach a course description. Indicate briefly on a separate sheet what you hope to learn that would make this course directly relevant to your individual program and your career goals.