APPLICATION FOR CREDIT FOR ‘EXTERNAL’ COURSES

(Note: An “external” course is any course outside your own degree program, whether at UBC iSchool or elsewhere. iSchool cross-listed courses are not considered ‘external’ courses. Core courses in the MAS and MLIS programs can only be taken by students registered in each stand-alone program.)

DEGREE PROGRAM: ☐ MAS ☐ MLIS ☐ DUAL

Date: ___________________ Student #: ___________________

Name: ________________________________

Is this for the FNCC? ☐ Yes ☐ No

Student’s Signature ________________________________

Instructor’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 iSchool course. Please complete a copy of this form for each external course you wish to take, not including iSchool cross-listed courses.

Permission for crediting this course towards your degree will be decided by the iSchool 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 iSchool Graduate Advisor before registering for the course. Students wishing to take courses outside the iSchool that will apply towards degree requirements must have permission of the iSchool Graduate Advisor 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; please confirm you have met the following by checking the boxes.

☐ Completion of Core courses (for DUAL students: Completion of the MAS or MLIS Core)
☐ All additional course pre-requisites are met [for iSchool courses see relevant course description]
☐ The content of the course is not covered in a course available within your degree program.
☐ The content of the course is highly relevant to your career goals.
☐ The content of the course does not duplicate in any way, a study you have already completed.
☐ The course is at 300 level or higher.

In addition, please submit the following:

☐ A course description
☐ A rationale that indicates what you hope to learn that would make this course directly relevant to your individual program and career goals

Course Title & Number: ___________________________________________ Credits: ________

Institution/Program Offering the Course: ____________________________

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

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