APPLICATION FOR CREDIT FOR ‘EXTERNAL’ COURSES

An ‘external” course is any course outside of your degree program (e.g., a course offered by a different iSchool program or outside the iSchool). Dual MAS/MLIS students do **not** need to complete this form for ARST or LIBR courses. Core courses in the MAS and MLIS programs can only be taken by students registered in their respective stand-alone program or DUAL students.

**Submit this form to** **ischool.program@ubc.ca** **for each external course BEFORE the Add/Drop deadline.**

**DEGREE PROGRAM:** MAS MLIS DUAL

**Date: Student #**:

# Name:

## Course Title & Number: Credits:

**Institution/Program Offering the Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year and term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

LIMITS: In accordance with the regulations specified in the *UBC Calendar*, students in the MAS and MLIS programs are permitted **apply a maximum of** **twelve credits** in ‘external’ courses to their respective degree. Students in the Dual MAS/MLIS program are permitted to apply a maximum of **nine credits** in ‘external’ courses to their degrees.

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

Approval of this application will be granted on the basis of the following criteria; please check each applicable box.

* Completion of Core courses (for DUAL students: Completion of the MAS **or** MLIS Core)
* The content of the course is not covered in a course available within your degree program.
* The content of the course does not duplicate in any way, a study you have already completed.
* I confirm my understanding that I can apply a max of 6 external credits at the 300-400 level and a max of \_\_\_ (9 or 12) external credits **overall** to my degree.

**Please indicate why you are taking a course external to your program:**

* This course supports my participation in the FNCC, DfP, or Blockchain specializations.
* This course supports my professional and academic goals.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Student’s Signature

**Graduate Advisor’s Signature:**

Updated Jan 2021