

**The University of British Columbia
School of Library, Archival and Information Studies**

**REQUEST FOR EXEMPTION
FROM A REQUIRED COURSE**

PROCEDURES:

1. The student fills in the attached **form**, obtains his or her current adviser's signature to indicate approval of the request, and submits the form with the required **personal statement** to the SLAIS Graduate Adviser.
2. The Graduate Adviser examines the student's **file** to confirm (as much as possible and as necessary) that the student is in "good academic standing" and has a legitimate case for an exemption from the required course.
3. The Graduate Adviser, in consultation with other faculty members as appropriate, reviews the student's request and makes a decision to either approve the request for exemption from the required course or not, and notifies the student of the decision.
4. The Graduate Adviser then forwards the School's recommendation for exemption from the required course by way of a memo (prepared by the Administrator) to the Dean of Graduate Studies, and puts a copy of the memo in the student's file.

The University of British Columbia
School of Library, Archival and Information Studies

**REQUEST FOR EXEMPTION
FROM A REQUIRED COURSE**

NAME

STUDENT #

EMAIL

PROGRAM

COURSE

Please attach a one- to two-page **personal statement** outlining your reasons for making this request. Be specific and unambiguous about your reasons (e.g., other course(s) completed, demonstrated abilities/expertise) for requesting this exemption. If possible, and if you are basing your case on a course previously completed, also attach a detailed description of this course as well as indicating the grade received for it.

Signature

Date

Adviser's Signature

Date

Please return this form and any attachments to the School's Graduate Adviser,
c/o the SLAIS main office.