

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

**REQUEST FOR EXEMPTION
FROM COURSE PREREQUISITE(S)**

PROCEDURE:

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 for the prerequisite(s).
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 prerequisite(s) or not.
4. The Graduate Adviser then notifies the student (with a copy to the SLAIS Administrator and the student's adviser of the School's decision, and puts a copy of the message in the student's file.

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REQUEST FOR EXEMPTION
FROM COURSE PRE-REQUISITE(S)

[Please complete one form for each course you wish to take.]

NAME

STUDENT #

EMAIL

PROGRAM

COURSE YOU WISH TO TAKE

PREREQUISITE COURSE(S) FOR EXEMPTION

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, background experience, work history, etc.) for requesting this exemption. If possible, and if you are basing your case on a course or courses previously completed, also attach a description of this course.

Student Signature

Date

Graduate Adviser's Signature

Date

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