

College of Information Studies
Request to Postpone a Core Course

iSchool policy requires that an MIM student complete the core courses within the first 18 credit hours of his/her academic program. This form is for use in requesting permission to postpone a core course and to take the course after completing 18 course credits. Complete Part 1 of the form and obtain your advisor's signature in Part 2. Return the form to the Student Services Office.

Part 1

Name: _____

UMD e-mail address: _____

Credit hours completed at the end of the current semester:

Status of core courses:

INFM 600 I have completed this course
 I am currently taking this course.
 I plan to take this course in semester..

INFM 603 I am currently taking this course.
 I am currently taking this course.
 I plan to take this course in semester.

INFM 605 I plan to take this course in semester.
 I am currently taking this course.
 I plan to take this course in semester.

INFM 612 I have completed this course.
 I am currently taking this course.
 I plan to take this course in semester.

I request permission to postpone INFM _____ until semester _____.

Reason:

Student: _____ Date: _____

Part 2

I have reviewed and approve this request.

Comments:

Advisor:

Date:

Part 3

This request is () approved () not approved.

Comments:

Director of Student Services Office:

Date:

Student notified on:

Advisor notified on:

This decision may be appealed in writing to the Committee on Admissions and Academic Standards; send the appeal to the committee in care of the iSchool Student Services Office. An appeal of the decision should be made as soon as possible after the decision.

6/09