

College of Information Studies

Request to Postpone a Core Course

According to iSchool policy, MLS students must complete their core courses within the first eighteen (18) credit hours of his/her academic program. This form should be used when requesting permission to postpone a core course until after completing eighteen course credits. Complete the form and submit to Student Services.

Student Name:

Student UID:

Total number of credit hours completed at the end of the semester:

STATUS OF CORE COURSES: (choose one option for each core course)

LBSC 602

I have completed this course

I am currently taking this course

I plan to take this course in _____ semester

LBSC 631

I have completed this course

I am currently taking this course

I plan to take this course in _____ semester

LBSC671

I have completed this course

I am currently taking this course

I plan to take this course in _____ semester

I request to postpone _____ until _____.
(course) (semester/year)

Reason:

Student Signature:

Date

FOR YOUR ACADEMIC ADVISOR:

I have reviewed and approved this request.

FROM THE DIRECTOR OF STUDENT SERVICES:

I have reviewed this request and it is

Approved

Not Approved

If you wish to appeal this decision, please send the appeal to the Committee on Admissions and Academic Standards in care of the iSchool Student Services Office. An appeal of the decision should be made as soon as possible after the initial decision.