

PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE
REQUEST FOR PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION

Student's Name: _____

I. D. Number: _____

Student's Address: _____

Cooperating Institution: _____

Semester and Year: _____

Course Number and Title: _____

Number of Credits: _____ **MSLIS Equivalent:** _____

_____ **Date:** _____

Signature of Advisor

_____ **Date:** _____

Signature of Dean/Director

Instructions to Student

Attach a copy of the Bulletin description of the course, a course syllabus, and a letter outlining your reasons for enrolling in this course. Approval will not be granted without these supporting materials.

After this form is filled out, submit it to the Registrar of the institution where you plan to take the approved course. Keep in mind that to obtain transfer credit, you must submit an official transcript of your grade to the Palmer School. Approval is subject to other regulations and policies regarding transfer credits.

Copies: Student file; Dean; Registrar