

MLIS Out-of-School Course Approval Form

(UW Seattle Courses Only)

- The *MLIS Out-of-School Course Approval* form must be filled out for electives taken outside of the iSchool curriculum. This includes electives in other UW departments and online stand-alone courses offered by UW Extension.
- Out-of-school electives must be 400 level or above. A maximum of 21 out-of-school electives may count towards the MLIS degree.
- If you would like to take an Informatics (*INFO*), MSIM (*IMT*), PhD (*INSC*) and/or INFX course, you do not need to fill out this form. However, it is best that you consult with your academic advisor on your course planning.
- For students concurrently enrolled in another graduate program (i.e., MPA), please attach a separate sheet to this form and list all of the courses that you want to have apply to the MLIS degree.
- You are allowed to list more than one course and, if doing so, please attach a separate sheet with all the relevant information: course(s), titles, credits, offered by whom, course descriptions, etc.
- **Ideally you want to fill out this form and give it to the MLIS Academic Advisor for approval prior to registering for the course.** However we will also accept this form after you have taken a course, as long as you receive approval.

Student Name: _____ Student Number: _____

Student UW Email: _____

Program: ☐ Residential MLIS ☐ Online MLIS ☐ Law MLIS

List the course(s) and credits you would like to have count towards your MLIS degree.

Course Number: _____ Course Title: _____

Amount of Credits: _____ Offered by (UW dept): _____

Course description (as found in the UW Course Descriptions Catalog):

Thoroughly explain the rationale behind taking each course and how it benefits your MLIS degree and graduate experience, as well as your professional goals (please attach an additional page if there is not enough room – should be 1-2 paragraphs):

Student Signature: _____ (date)

MLIS Academic Advisor Signature: _____ (date)

Please digitally sign and route this form to the MLIS Academic Advisor for approval (digitally signature). You can also drop-off at MGH 420, or fax to 206.616.3152. This form will remain in your student file and be used in your degree audit for graduation.