

OUTSIDE COURSE APPROVAL FORM

INDIANA UNIVERSITY SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Instructions: After discussion with the assigned academic advisor, the student should complete this form AND attach a copy of the course description from the bulletin of the university where the course will be taken. The advisor will sign and forward these documents to the office of the dean for approval. Approval will be filed in the student's SLIS folder.

Student's Name and ID#: _____
(please print)

Title and course number: _____

School where course will be offered: _____

Semester and year: _____

Statement as to how the course will enhance the academic program:
(attach additional pages if needed)

Signature of student _____ Date _____

Signature of academic advisor _____ Date _____

Final Approval _____ Date _____

SLIS Administrative Office, Room 011, IUB

Procedures on seeking approval for applying courses outside SLIS to the MIS degree:

“A maximum of 6 graduate credit hours from outside the IU School of Library and Information Science may, in certain circumstances and with the permission of the dean, be applied to the MIS Degree. These 6 credit hours may be taken in other schools and departments of Indiana University or in another appropriately accredited collegiate institution. Outside courses are warranted only when they are more relevant to students’ career objectives and will contribute more to the enrichment of their program than would additional SLIS courses. Ordinarily, permission for such outside course work must be obtained before enrolling in the course. The course must be completed with a grade of B or higher, must be taken within the five-year time frame allowed for completion of the degree.” (SLIS Bulletin 1998-2000, page 11)

Where an outside course seems warranted, the student should discuss the course with his or her assigned academic advisor early in the MIS program. After discussion, the student should submit a written statement as to how the course will enhance the planned program of study. This statement should be submitted on the outside course approval form (reverse of this announcement). A copy of the course description from the university bulletin should be attached. The faculty advisor will forward these documents to the office of the dean for final approval.

The student should keep in mind that 36 of the 42 credit hours required for the MIS degree must be taken in SLIS. If 6 credit hours in library and information science are transferred in from another institution, additional subject credit hours will not be considered.