

**MASTER OF LIBRARY SCIENCE STUDENT PETITION FOR CORE COURSE WAIVER**

The lead instructor for the course under consideration for waiver will determine whether or not the evidence provided by the student warrants a waiver. *Request for a waiver must be made no later than two weeks before the start of the student's first semester or immediately after admission.*

**STUDENT INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
UB Person Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Advisor: \_\_\_\_\_ Semester matriculated: \_\_\_\_\_

**COURSE INFORMATION:**

Are you using a course taken at another institution as justification for the waiver?      Yes      No  
If No: Move to Justification section.  
If Yes: Institution where you took the course: \_\_\_\_\_  
Link for the Course Description: \_\_\_\_\_  
If you are attaching a description to his form, check here:  
Link for the Course Syllabus: \_\_\_\_\_  
If you are attaching a syllabus to this form, check here:  
Date you completed the course: \_\_\_\_\_ Course Grade: \_\_\_\_\_  
Are official transcripts for this course on file with the dept.?      Yes      No, they are attached.  
Are you planning to transfer the credits from this course into UB's MLS program?      Yes      No

**JUSTIFICATION:**

Please *attach a statement* describing why your are requesting and feel that you are deserving of a waiver. Provide samples of work completed as part of courses or other duties as applicable evidence.

All documentation should be submitted to your advisor, who will forward your petition on to the lead instructor for review.

Office use only below this line.

Waiver Approved

Waiver Denied

Lead Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_