Application for Exemption from Degree and Track Requirements

University at Albany
Department of Information Studies
College of Engineering & Applied Sciences

Student Name: _____________________________ ID#: __________________

Email: _____________________________ Phone #: __________________

For exemption from course(s)/competency for:

☐ M.S.I.S. Degree Requirement

☐ M.S.I.S. Track Requirement

Catalog #: IIST______________

Catalog #: __________________

Catalog #: IIST______________

Catalog #: __________________

I request this exemption on the basis of: (If course, fill in information below.) Attach supplementary document(s).

1. Course number and title: _____________________________

Institution: _____________________________________________

Department/School: ___________________________________

Credit hours: _____________________________ Grade: ________________

Year and term taken: _____________________________

Other: _____________________________________________

2. Course number and title: _____________________________

Institution: _____________________________________________

Department/School: ___________________________________

Credit hours: _____________________________ Grade: ________________

Year and term taken: _____________________________

Other: _____________________________________________

I understand that an exemption does not give course credit. The same number of credits of course work is still required for each program.

Approval for: _____________________________ Signature of Student Date

______________________________ Signature of Advisor Date

______________________________ Signature of Assistant to the Chair Date

~ Completed form should be submitted to the IST office in Draper 113. ~
Procedures and Policies for Requesting an Exemption from a Required Course

☐ Exemptions from required courses are normally granted on the basis of equivalent graduate courses. Professional experience or training may also be considered.

☐ IST 668 (Internship) exemptions may be approved on the basis of substantial professional experience in an information environment. A cover letter, résumé, and a detailed description of professional responsibilities must be submitted with the waiver form. Since IST 668 is the capstone course of the program the only approved substitution is an independent study. An independent study proposal form must also be submitted.

☐ All requests for exemptions should be discussed with your academic advisor. Please provide a completed exemption request form along with appropriate supporting documentation, which may include transcripts and detailed descriptions of course content (syllabus, outline, course assignments, etc.)

☐ If the faculty advisor recommends the exemption, he or she signs the form and forwards it to the assistant to the chair. The assistant to the chair provides final review and is responsible for notifying the student of the decision and recording the exemption in the student’s file. The approved original exemption form serves as documentation for degree clearance purposes. An exemption from IST 668 will be noted as a transcript comment.

☐ Please note that an approved exemption from a required course does not alter the number of credits required for the degree. Credit transfer may be considered at the same time as the exemption and requires a separate form (see Application for Transfer of Credit to a Graduate Program).