

Application for Exemption from Degree and Track Requirements

SCHOOL OF INFORMATION SCIENCE AND POLICY, UNIVERSITY AT ALBANY, SUNY

Student Name: _____ ID# _____

Email: _____ Phone #: _____

For exemption from course(s)/competency for:

M.L.S. or M.S.I.S. Degree Requirement

M.S.I.S. Track Requirement

Catalog #: RISP _____

Catalog #: _____

Catalog #: RISP _____

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 Dean Date

~ Completed form should be submitted to Assistant Dean's office. ~

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.
- ISP 668 (Internship) exemptions may be approved on the basis of substantial professional experience in an information environment.
- 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.) For ISP 668 exemption requests, please supply a resume and a detailed description of professional responsibilities.
- If the faculty advisor recommends the exemption, he or she signs the form and forwards it to the assistant dean. The assistant dean 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 ISP 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*).