

Guidelines

- This form needs to be approved by your faculty advisor, the instructor of the required course, and the MLA Specialization Coordinator.
- Please attach a statement describing your reason(s) for requesting this action.
- There must be a very strong justification in order to gain approval.
- Lack of academic planning will not result in a routine approval.
- Work experience does not qualify for meeting the analytics or specialization requirements
- For substitution requests, the course for which approval is being requested must be:
 - graduate level
 - comparable to courses on the existing lists
- A copy of the syllabus of the course for which approval is being requested must be attached.