



PRIOR APPROVAL FOR COMPLETING SENIOR YEAR IN ABSENTIA
UNIVERSITY OF MASSACHUSETTS AMHERST

This form should be used when a student intends to complete his/her final degree requirements (or do any portion of his/her senior year) at another institution, including any other UMASS campus, or with CLEP credits.

IMPORTANT: *Read the guidelines on the reverse side.*
Press down firmly – you are making three copies!

REGISTRAR'S OFFICE, 209 WHITMORE

PLEASE NOTE: COMPLETION OF THIS FORM DOES NOT GUARANTEE GRADUATION. STUDENTS MUST CHECK THEIR GRADUATION STATUS WITH THE SENIOR STAFF IN THE REGISTRAR'S OFFICE PRIOR TO REGISTERING FOR IN ABSENTIA COURSEWORK.

Name	Class	Date
Street Address	Major	Student ID Number
City, State, Zip	Telephone Number	

(Please be sure the address above is appropriate for the months around your graduation date; we may need to contact you then.)

1. Are you planning to complete your degree requirements in absentia through: CLEP credits Transfer Credits Both
2. _____ Graduation credits at UMass at start of this program of study
3. _____ Total credits you will earn in absentia (If school is on quarter hrs, 1 Qtr = .66 Credits; Northeastern Qtr = .75 Credits)
4. _____ Total credits (add your answers to 2 & 3)
5. _____ Present Cumulative Average
6. College/University where course(s) will be taken:
 Name: _____
 Address: _____
7. Dates for proposed study:
 From: _____ To: _____
8. Do you expect to graduate after completing the course(s) listed below? yes no
9. Check here if you will be attending this college/university through an approved UMass Exchange Program.
10. On the left section of the chart below, list the course(s) you plan to take at this college/university for transfer back to UMass for inclusion in your program of study. Note that you must earn a grade of C- or better for the course to transfer.

<i>The student completes this section</i>				<i>The department completes this section, if course is to be counted towards major/school requirements</i>			<i>The Transfer Evaluator in Admissions will complete as needed</i>
DEPARTMENT	COURSE #	TITLE	CREDITS	DEPARTMENT EQUIVALENT	FOR THIS STUDENT ONLY	GENERAL UMASS EQUIVALENT FOR ANY STUDENT	ADMISSIONS GEN ED APPROVAL

11. Now take this form to your department and school for review of your status and completion of the charts above and below. When completed, the back copy of this form will be returned to you for your records. Have a good semester in absentia!

This section to be completed by the student's department and, as appropriate, by the college. If the student has multiple majors, the second major should add their annotations and signature to the charts above and below.

Department Requirements (check one):

Have been satisfied previously.

Will be satisfied by completion of courses initialed above.

Will remain to be satisfied after completion of courses above.
Student is not cleared to graduate.

Signature of Authorized Faculty _____ Date _____

College Requirements (check one):

Have been satisfied previously.

Will be satisfied by completion of courses initialed above.

Will remain to be satisfied after completion of courses above.
Student is not cleared to graduate.

BS degree BA degree

Signature of Academic Dean/Advisor _____ Date _____

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GUIDELINES:

1. This form can be used only after a student has accrued 90 or more credits.
2. All courses taken at other institutions, including any other UMass campus, must be approved by the major department and the academic dean. If there is any change in the proposed program of study, a revised prior approval should be submitted with all appropriate signatures. In some circumstances, the Admissions Office Credit Evaluator or the Office of International Programs may also need to approve the program.
3. To be awarded UMass credit for a transfer course, the student must earn a grade of "C-" or better; however, the grade will not be computed into the student's cumulative average here. If the course is a repeat of a course already taken, the credit will count only once. Also, we are not obliged to accept any course that has not been approved through the prior approval process.
4. Reminder for transfer students: A minimum of 45 credits in residence is required for a degree from UMass Amherst. Thirty of these credits must have been taken on the Amherst campus in an undergraduate degree-granting program (not Continuing Education or Stockbridge School).
5. Though credits from most official exchange programs will count as residence credits and their grades will not be figured into the average, there are some exceptions. The exceptions are: Angers France, Siena Italy, Dijon France, Rouen France, Salamanca Spain, Oxford England, Freiburg/Baden-Württemberg Germany, and ICHA-Brig/HRTA Switzerland.
6. It is the student's responsibility to see that an official transcript of all work completed elsewhere is sent to UMass. You will not receive transfer credit without the transcript; this will block your graduation if you need credit for the courses to graduate. To be a February graduate, everything must be completed by March 15; a May graduate, by June 30; and a September graduate, by October 15. The address is:

RECORDS AREA
Undergraduate Registrar's Office
209 Whitmore Administration Building
University of Massachusetts
Amherst, MA 01003-8250
USA

7. As they complete their sections of this form, departments and the academic dean should retain their copies of this form. When all approvals on this form are completed, the Registrar's Office will provide a copy to the student.
8. Students must notify the Senior Staff in the Registrar's Office, 209 Whitmore Administration Building, of their intention to graduate. Before leaving campus, it is critical for all students to check the status of their degree requirements with the Senior Staff and provide the following information: 1) expected date of graduation, 2) diploma name, and 3) address to which diploma should be mailed.