



# PRIOR APPROVAL FOR TRANSFER COURSE WORK

DATE \_\_\_\_\_

This form is to be used by students who wish to take credit(s) at another institution and transfer them to UMass Amherst to meet degree requirements. This form is NOT to be used by Seniors who wish to complete any part of their senior year in absentia. See the back of this form for more instructions.

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Major \_\_\_\_\_ Exp. Grad. Term \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Courses will be taken at \_\_\_\_\_ College/University \_\_\_\_\_ City and State \_\_\_\_\_ Semester & year courses will be taken Fall \_\_\_\_\_ Winter \_\_\_\_\_

Entrance (Matriculation) Term \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**INSTRUCTIONS:**

- Carefully and completely read all information on the back of this form.
- Review your Academic Requirements Report to confirm outstanding requirements, then discuss your plans with Transfer Credit Services (213 Whitmore, 545-0555, press option 2).
- Take this form to your department and obtain authorized signature(s) for any course you want to use to satisfy your major and/or college requirements.
- Submit the completed form (including all signatures) to the University Registrar's Office, 213 Whitmore Administration Building.
- When you have completed the course(s), forward an official transcript from the college/university to:  
 RECORDS AREA, University Registrar's Office, 213 Whitmore Administration Building, University of Massachusetts, Amherst, MA 01003-8250.  
 Courses must be completed with a grade of "C-" or better to be transferable. We accept electronic transcripts directly from secure services. The e-mail address is [rectransfer@registrar.umass.edu](mailto:rectransfer@registrar.umass.edu).
- Important Notes: UMass policies governing repeated courses do not apply to courses taken at other institutions. No UMass residence credits are awarded for transfer work. Also, grades for transferred courses are not computed into the UMass GPA.**

This section must be completed by the student.				This section must be completed by Transfer Credit Services. Student Group:				If the course is to be used to satisfy major/college requirements, this section <u>must</u> be completed by an authorized faculty advisor or college official.				
DEPT (at other school)	COURSE NUMBER (at other school)	TITLE OF COURSE	CREDITS	TRANSFER EVALUATED GEN ED	GEN ED NOTE*	UMASS EQUIVALENT DEPT/CRSE	TRANSFER EVALUATOR APPROVAL	WILL FULFILL MAJOR RQMT	WILL FULFILL COLLEGE RQMT	EQUIVALENT UMass COURSE FOR MAJOR/ COLLEGE RQMT	ACCEPT FOR ALL IN FUTURE TOO?***	SIGNATURE OF FACULTY ADVISOR OR COLLEGE OFFICIAL APPROVING SUBSTITUTION

\* This Gen Ed can be satisfied with one 4-unit course or two 3-unit courses. Since this course carries 3 units, it only satisfies part of the requirement.  
 \*\* Put a Y in this column if this transfer course should be accepted routinely in future for this requirement, so you won't need to approve the exception again.

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## Is This the Correct Form for You?

**Don't** use this form:

- for international exchange programs during the fall or spring semesters. Contact International Programs Office, Hills South (fourth floor), to obtain an International Prior Approval Form.
- if you are a senior completing your final requirements or any portion of your senior year in absentia (at another school). Contact Diploma & Graduation Services in the University Registrar's Office, 213 Whitmore, to obtain a Prior Approval for Completing Senior Year in Absentia form.
- if you will be taking the courses through UMass Amherst Continuing and Professional Education or the Stockbridge School of Agriculture. In most cases, that work will automatically be incorporated into your undergraduate record at UMass.
- if you've been dismissed. Dismissal voids this form. You must be reinstated by the Committee on Admissions and Records before any course work can be posted to your UMass record.

## How to Obtain Credit for Transfer Courses

1. Obtain course and schedule information from the college/university you are interested in attending. Decide which courses you wish to take and check that they will be offered when you plan to take them. Write down the complete course numbers and their department names, as you will need this information in the next step.
2. Review your Academic Requirements Report to confirm outstanding requirements, then discuss your plans with Transfer Credit Services (213 Whitmore, 545-0555, press option 2).
3. Complete and submit a Prior Approval Form before registering for course work. (See notes above about whether this is the correct form to use.)
  - Read the instructions on the front carefully to identify how to fill in this form and to whom it must be submitted for approval.
  - After your Prior Approval Form has been reviewed and signed by the appropriate individual(s), it should be forwarded to the University Registrar's Office, 213 Whitmore.
4. When you complete the courses, forward an official transcript for that course work to the University Registrar's Office. Your Prior Approval Form will be compared to the transcript. If they match, and your course grade is "C-" or better, the transfer credit will be added to your UMass Amherst record, provided you have not already been awarded the maximum number (75) of transfer credits.

## GENERAL TRANSFER CREDIT GUIDELINES

### How is Credit/Gen Ed Awarded?

1. A course is generally transferable if it is:
  - a) offered at a school that has regional academic accreditation at the post-secondary level (consult other school's catalog), and
  - b) similar in scope and content to a course offered at UMass Amherst, and
  - c) completed with a grade of "C-" or better.
2. Gen Ed is generally awarded to:
  - a) introductory courses which are broad in scope and offered at the Freshman and Sophomore levels.
  - b) courses which have equivalents at UMass which carry Gen Ed designations.

Courses not usually transferable include technical, vocational or skills courses (e.g., auto engine repair, personal financial management, computer keyboarding) and co-ops. Any internship or practicum needs extensive documentation and special review by the student's UMass major department.

### Important Notes:

1. **R1** - Courses with a UMass Amherst equivalent of MATH 011 may be taken to satisfy the R1 requirement, but the credits are not transferable toward graduation from UMass Amherst.
2. Quarter hours and other credit systems will be converted to semester credits using the appropriate conversion factor.
3. Students matriculated in Fall 2010 or later have some Gen Ed requirements that must be satisfied with one 4-unit or two 3-unit courses. Consult your Academic Requirements Report to confirm your requirements.