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:** If you are taking Continuing & Professional Education courses, you should check with the Financial Aid Office to determine if you are eligible for financial aid.

Read the guidelines on the reverse side.

**PLEASE NOTE:** COMPLETION OF THIS FORM DOES NOT GUARANTEE GRADUATION. STUDENTS MUST CHECK THEIR GRADUATION STATUS WITH DIPLOMA & GRADUATION SERVICES STAFF IN THE UNIVERSITY REGISTRAR’S OFFICE PRIOR TO REGISTERING FOR IN ABSENTIA COURSEWORK.

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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)

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.

<table>
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<tr>
<th>DEPARTMENT</th>
<th>COURSE #</th>
<th>TITLE</th>
<th>CREDITS</th>
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The transfer evaluator in admissions will complete as needed

11. Take this form to your department and school for review of your status and completion of the charts above and below. When completed, a 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 ____________________________
PRIOR APPROVAL FOR COMPLETING SENIOR YEAR IN ABSENTIA

GUIDELINES:

1. This form can be used only after a student has accrued 87 or more.

2. All courses taken at other institutions, including any other UMass campus, must be approved. 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. Students matriculated in Fall 2010 or later have some Gen Ed requirements that must be fulfilled with one 4-unit course or two 3-unit courses. Consult your Academic Requirement Report to confirm your requirements.

5. Reminder: 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).

6. 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: Oviedo Italy, Siena Italy, Salamanca Spain, Oxford England, and ICHA-Brig/HRTA Switzerland.

7. It is the student's responsibility to have an official transcript of all work completed elsewhere sent to UMass before the deadline. You will not receive transfer credit without the transcript; this will prevent you from graduating if you need credit for the courses. CLEP exams must be taken before the first day of the subsequent semester and submitted before the clearance deadline (Graduation clearance deadlines: February - March 15, May - June 25, September - October 15). All transcripts and CLEP test scores must be submitted by the following deadlines: to be a February graduate, by March 15; a May graduate, by June 25; and a September graduate, by October 15. The address is:

   Diploma and Graduation Services
   University Registrar’s Office
   213 Whitmore Administration Building
   University of Massachusetts
   Amherst, MA 01003-8250
   USA

8. As they complete their sections of this form, departments and the academic dean should retain a copy of this form. When all approvals on this form are completed, the Registrar's Office will provide a copy to the student.

9. Before submitting this form, please verify the status of your degree requirements in SPIRE.