

PRIOR APPROVAL FOR COMPLETING SENIOR YEAR IN ABSENTIA

GUIDELINES:

1. This form can be used only after a student has accrued 87 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. 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 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).
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 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. 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:

Transfer Processing
C/O Undergraduate Admissions
University Of Massachusetts Amherst
37 Mather Drive
Amherst, MA. 01003-8250 USA

elcolts@admissions.umass.edu

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.