



# 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 (next page).

**REGISTRAR'S OFFICE, 213 WHITMORE**

**PLEASE NOTE:** COMPLETION OF THIS FORM DOES NOT GUARANTEE GRADUATION. STUDENTS MUST CHECK THEIR GRADUATION STATUS WITH THE DIPLOMA & GRADUATION SERVICES 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.)		
Current Email address		

- Are you planning to complete your degree requirements in absentia through: ☐ CLEP credits ☐ Transfer Credits ☐ Both
- Graduation credits at UMass at start of this program of study
- Total credits you will earn in absentia (If school is on quarter hrs, 1 Qtr = .67 Credits; Northeastern Qtr = .75 Credits)
- Total credits (add your answers to 2 & 3)
- Present Cumulative Average
- College/University where course(s) will be taken:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_
- Dates for proposed study:  
From: \_\_\_\_\_ To: \_\_\_\_\_
- Do you expect to graduate after completing the course(s) listed below? ☐ yes ☐ no
- ☐ Check here if you will be attending this college/university through an approved UMass Exchange Program.
- 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.

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

- 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.

<u>Department Requirements (check one):</u> <input type="checkbox"/> Have been satisfied previously. <input type="checkbox"/> Will be satisfied by completion of courses initialed above. <input type="checkbox"/> Will remain to be satisfied after completion of courses above. <b>Student is not cleared to graduate.</b>  Signature of Authorized Faculty _____ Date _____	<u>College Requirements (check one):</u> <input type="checkbox"/> Have been satisfied previously. <input type="checkbox"/> Will be satisfied by completion of courses initialed above. <input type="checkbox"/> Will remain to be satisfied after completion of courses above. <b>Student is not cleared to graduate.</b> <input type="checkbox"/> BS degree <input type="checkbox"/> 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 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. **Coursework in China:** Students must submit a prior approval for Chinese courses, but it is the student's responsibility to verify they will be able to obtain both a transcript and CSSD (China Higher Education Student Information and Career Center) verification after completing their courses. Upon completion of coursework in China, students must submit a CSSD verification in addition to the official transcript issued by the university. The official transcript and CSSD verification should be sent directly to the Undergraduate Admissions office. The Registrar's office will then make the final determinations in awarding credit for these courses. The University Registrar's office will not accept letters/verifications from the program or university in lieu of a CSSD verification. Students should also be aware that many summer programs in China are administered by a third-party bodies with universities in China and are not part of that university's undergraduate degree program. If the summer program is not part of the university's degree program, it may not be recognized by the Ministry of Education and verified by CSSD. We are unable to award credit for these programs. Please also note that CSSD verification does not guarantee that transfer credit will be awarded.
8. **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](mailto:elcolts@admissions.umass.edu)

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