



## **PRIOR APPROVAL FOR COMPLETING SENIOR YEAR IN ABSENTIA**

### **GUIDELINES:**

1. This form can be used only after a student has accrued 90 or more credits and should be used in conjunction with an End of Semester Withdrawal Form, unless attending an approved UMass Exchange Program.
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: Oviedo Italy, Siena Italy, Salamanca Spain, Oxford England, 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 25; and a September graduate, by October 15. The address is:

RECORDS AREA  
Undergraduate Registrar's Office  
213 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. Before submitting this form, please verify the status of your degree requirements in SPIRE.