

PRIOR APPROVAL FOR TRANSFER COURSE WORK FOR STUDENTS IN UWW PROGRAMS

Use this form if you wish to transfer credit(s) taken at another institution to UMass Amherst to meet degree requirements.

IMPORTANT:

1. Do not use this form if you've been dismissed as a dismissal voids this form. You must be reinstated by the Committee on Admissions and Records before any coursework can be posted to your UMass record.
2. Carefully read all instructions before completing this form.
3. Only 75 transferable semester credits may count toward graduation credits.
4. UMass policies governing repeated courses do not apply to courses taken at other institutions.
5. No UMass residence credits are awarded for transfer work.
6. Grades for transferred courses are not computed into the UMass GPA.

How to Obtain Credit for Transfer Courses

1. Decide upon the courses that you would like to take and obtain the complete course numbers and department names.
2. Review your Academic Requirements Report (ARR) to confirm outstanding General Education requirements then discuss your plans with your advisor or Program Coordinator.
3. BEFORE registering for coursework, complete the **student** section below, submit this form to your academic advisor and obtain authorized signature(s) for any course that you want to use to satisfy your major requirements.
4. Your advisor will then forward the form to the University Without Walls (UWW) Transfer Credit Evaluator (TCE) at UWW Admissions, 350 Campus Center Way, cred-eval@uww.umass.edu.
5. TCE will determine UMass equivalency (if any) and Gen Ed (if applicable) for each course and then forward form to the UWW Registration Office.
6. Following completion of the course(s), have an official transcript sent from the college/university to the UWW Registration Office at the address below.
7. If the transcript matches your Prior Approval form and your course grade is "C-" or better, the transfer credit will be added to your UMass Amherst record.

Additional Information

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 Freshman and Sophomore levels
 - b) Courses which have equivalents at UMass which carry Gen Ed designations.

Courses **not** usually transferable include:

- a) Technical, vocational or skills course (e.g. auto engine repair, personal financial management, computer keyboarding) and co-ops.
- b) Internship or practicum - Needs extensive documentation and special review by the student's UMass major department.

NOTE:

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 (ARR) to confirm your requirements.

