

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.

| COURSEWORK. | | | | | | | | | |
|--|-------------------------------------|--|--------------|---|------------------|----------------------------|--|----------------------|--|
| Name | | | | Class | Date | Date | | | |
| Street Address | | | | | Major | | Student I | Student ID Number | |
| City, State, Zip | | | | | | Telephone Nu | ımber | | |
| (Please be sure the add | dress above is appro | priate for the months around your graduation o | late; we may | need to contact j | , | | | | |
| Are you plan | entia throu | ıgh: | CLEP cred | dits | Transfer Credits | Both | | | |
| 2 | Graduation cr | edits at UMass at start of this progr | am of stud | dy | 4. | | Total credits (add yo | our answers to 2 & 3 | |
| 3 | Total credits y 1 Qtr = .66 Cred | rou will earn in absentia (If school is dits; Northeastern Qtr = .75 Credits) | on quarter | hrs, | 5. | F | Present Cumulative | Average | |
| 6. College/Univ | ersity where co | ourse(s) will be taken: | | 7. | Dates for p | proposed study | y: | | |
| Name: | | | From: | m:To: | | | | | |
| Address: | | | | 8. | Do you ex | pect to gradua | te after completing | the course(s) | |
| | | | | | listed belo | w? yes | s no | | |
| 9. Check | here if you will | be attending this college/university | through a | n approved l | | | | | |
| | | art below, list the course(s) you pla t you must earn a grade of C- or be | | | | for transfer ba | ck to UMass for inc | lusion in your | |
| 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 | DEPARTME EQUIVALEN | | FOR IIS STUDENT ONLY | GENERAL UMASS EQUIVALEN FOR ANY STUDEN | | |
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| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| copy of this f | form will be returned completed by | department and school for review of urned to you for your records. Have the student's department and, as a pure to the charts above and below. | a good s | emester in a | bsentia! | | | · | |
| Department Reg | uirements (che | eck one): | | College Re | eauirements | (check one): | | | |
| | | Have been satisfied previously. | | | | | | | |
| Have been satisfied previously. Will be satisfied by completion of courses initialed above. | | | | Will be satisfied by completion of courses initialed above. | | | | | |
| Will rer Studer | ove. | Will remain to be satisfied after completion of courses above. Student is not cleared to graduate. | | | | | | | |
| | | | | | BS | degree | BA degree | | |
| Signature of Aut | Signature | ure 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 90 or more credits and should be used in conjuction 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: <u>A minimum of 45 credits in residence</u> 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 <u>official</u> 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. <u>It is the student's responsibility to see that an official transcript of all work completed elsewhere is sent to UMass.</u> You will not receive transfer credit without the transcript; this will block your graduation if you need credit for the courses to graduate.

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 a copy 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.