



PRIOR APPROVAL FOR COMPLETING SENIOR YEAR IN ABSENTIA

UNIVERSITY OF MASSACHUSETTS AMHERST

REGISTRAR'S OFFICE, 213 WHITMORE

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: If you are taking Continuing & Professional Education courses, you should check with the Financial Aid Office to determine if you are eligible for financial aid.

Read the guidelines on the reverse side.

PLEASE NOTE: COMPLETION OF THIS FORM DOES NOT GUARANTEE GRADUATION. STUDENTS MUST CHECK THEIR GRADUATION STATUS WITH 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	
_____ Current Email address		

(Please be sure the address above is appropriate for the months around your graduation date; we may need to contact you then.)

- 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 = .66 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

- Now take this form to your department and school for review of your status and completion of the charts above and below. When completed, a 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.

<p><u>Department Requirements (check one):</u></p> <p><input type="checkbox"/> Have been satisfied previously.</p> <p><input type="checkbox"/> Will be satisfied by completion of courses initialed above.</p> <p><input type="checkbox"/> Will remain to be satisfied after completion of courses above.</p> <p><input type="checkbox"/> Student is not cleared to graduate.</p> <p>_____ Signature of Authorized Faculty</p> <p>_____ Date</p>	<p><u>College Requirements (check one):</u></p> <p><input type="checkbox"/> Have been satisfied previously.</p> <p><input type="checkbox"/> Will be satisfied by completion of courses initialed above.</p> <p><input type="checkbox"/> Will remain to be satisfied after completion of courses above.</p> <p><input type="checkbox"/> Student is not cleared to graduate.</p> <p><input type="checkbox"/> BS degree <input type="checkbox"/> BA degree</p> <p>_____ Signature of Academic Dean/Advisor</p> <p>_____ Date</p>
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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. 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 have an official transcript of all work completed elsewhere sent to UMass before the deadline. You will not receive transfer credit without the transcript; this will prevent you from graduating if you need credit for the courses. In Spring and Fall CLEP exams must be taken before the last date of the semester. In Winter and Summer the CLEP exams must be taken before the subsequent term begins. 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:

Diploma and Graduation Services
University Registrar's Office
213 Whitmore Administration Building
University of Massachusetts
Amherst, MA 01003-8250
USA
8. As they complete their sections of this form, departments and the academic dean should retain a copies 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.