

PRIOR AUTHORIZATION FOR OFF CAMPUS COURSES

OFFICE OF THE REGISTRAR
220 PAWTUCKET STREET, UNIVERSITY CROSSING, SUITE M10
LOWELL, MA 01854

phone: 978-934-2550
fax: 978-934-4076
email: registrar@uml.edu

This form may not be used for international study.

Note: File separate application for each requested course and for each course change prior to enrollment in course.

Last Name First Name MI UMS/SiS ID

Major Institution where course is to be taken

Term in which course is to be taken Fall Spring Summer Year

Course to be taken (use course data of institution where course is to be taken)

Subject Catalog Title

University Restrictions Concerning Off Campus Study

Once students have matriculated at UMass Lowell, they are expected to complete their coursework at UMass Lowell. Such coursework may also include credits earned through approved study-abroad programs. In some cases, in order to clear a deficiency or to remain on track for graduation, a student may seek permission for off campus study to take a course at another accredited institution.

Required Signatures

Chair of Student Major Department Date

Signature

Faculty/Professional Advisor Date

Signature

Designate UMass Lowell Course Equivalent

Subject Catalog Title Credits

Chair of University Department Offering Course Equivalent Date
(If course is not in the UML transfer dictionary)

Signature

Athletic Advisor ⁹ Date

Signature

ISSO Representative ¹⁰ Date

Signature

Student Signature* Date

***Notes:**

1. All off campus courses must be taken under the regular grading system and may not be taken on a Pass/No credit (pass/fail) basis.
2. Courses taken and completed off campus maybe recognized only if they have been completed with grades of "C- " (1.70 on a 4.00 scale) or better.
3. Have schedule and catalogue of institution in which course is to be taken for examination by University officials.
4. Prior to completing course, make arrangement with institution to submit transcript to the Registrar, UMass Lowell.
5. Only courses which have received advanced approval will be acceptable for baccalaureate credit.
6. Return this form to the Solution Center when all signatures for approval have been obtained.
7. It is the student's responsibility to meet the UML residency requirement.
8. Final transcripts may be sent to Office of the Registrar (see address above). E-transcripts should be sent to Registrar@uml.edu
9. Division I varsity athletic advisor - must review prior to submission for eligibility.
10. International Students must have signature from ISSO Office.

For Office Use Only:

Doc Type: Off Campus Authorization

Processor Name	<input type="text"/>	Imager Name	<input type="text"/>	Effective Term	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>	Verifier 1 Name	<input type="text"/>
				Verifier 2 Name	<input type="text"/>