AUTHORIZATION FOR OFF – CAMPUS COURSES

Last Name First Name Initial Student ID

Check Appropriate Class: Freshman _____ Sophomore _____ Junior _____ Senior _____

Course to be Taken (Use Course Data of Institution Where Course is to be Taken)

Course Prefix _______ Course No _______ Course Title

Institution Where Course Is To Be Taken: ___________________________ Major ___________________

Period In Which Course Is To Be Taken: Fall _____ Spring _____ Summer _____ Year _______

Why are you taking this course off-campus?

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. Even when authorization for off-campus study is granted, all students are required to fulfill their UMass Lowell residency requirements.

A. FULFILLS UNIVERSITY REQUIREMENTS
   1. English Composition Requirement _________
   2. General Education Requirement _________

   C. CHECK IF COURSE TAKEN AS AN UNRESTRICTED ELECTIVE
   (An unrestricted elective course cannot be presented for fulfillment of University core Requirements, Major requirements, Minor requirements, or prerequisite and co-requisite courses which have been designated for a required course.) _________

B. FULFILLS CURRICULUM REQUIREMENT FOR:
   1. Major in (specify) prefix number credits _______
   2. Minor in (specify) Title

   D. DESIGNATE UMASS LOWELL COURSE EQUIVALENT (IF ANY):

   APPROVED

CHAIRPERSON OF STUDENT MAJOR DEPARTMENT: ___________________________
CHAIRPERSON OF UNIVERSITY DEPARTMENT OFFERING COURSE EQUIVALENT: ___________________________
(If course is not in the UML transfer dictionary)

FACULTY ADVISOR: ___________________________

For Office of the Registrar Only: Date Received: ___________________________

NOTE TO STUDENT:

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. File separate application for each requested course and for each course change prior to enrollment in course.
4. Have schedule and catalogue of institution in which course is to be taken for examination by University officials.
5. Prior to completing course, make arrangement with institution to submit transcript to the Registrar, UMass Lowell.
6. Only courses which have received advanced approval will be acceptable for baccalaureate credit.
7. Return this form to the Office of the Registrar when all signatures for approval have been obtained.
8. Off-campus courses may not be used for grade substitution.
9. It is the student’s responsibility to meet the UML residency requirement.