

## Instructions for Use

### Form to Register for a Course Form to Drop a Course

The UMass document, Operational Guidelines for Intercampus Course Exchange, provides a streamlined way for students to incorporate courses offered at a different UMass campus within their program of studies. It applies to (a) degree-seeking students in joint UMass degree programs or other programs where a course exchange has specifically been approved; and (b) degree-seeking graduate students in graduate programs not formally approved for a course exchange, on a space-available basis and not including continuing education courses.

Use this form to register for a course or courses on a campus other than your home campus. Use a separate form for each course. The form is designed to accomplish the following:

- It records the academic approvals for you to use the course towards your requirements.
- It enables you to pay for the course at your home campus along with your other courses and thus honors any scholarship, assistantship, financial aid, or other benefits that you receive. Academic charges will be those of your home-campus. You will pay nothing to the host campus.
- It notifies the host campus of the registration so they can give you an appropriate registration status. You will not need to contact officials at the host campus.
- It notifies the home campus to create a record for this course on your home campus transcript. If a course has not already been created for this purpose, one will be created for you.
- At the end of the term, the host campus will notify the home campus of your completion status and grade earned so these can be posted to your home campus transcript. Quality point value assigned will be that of the home campus for the purposes of computing grade point averages and for any considerations of academic status. These courses are considered residential as opposed to transfer courses.
- It makes your home campus be responsible for all procedural communications and transactions with the host campus. If you have any questions, you should contact the administrator identified as your *home* campus's Intercampus Course Exchange coordinator.
- It verifies that you have understood and will follow the add-drop, withdrawal-from-courses, and other campus-specific academic policies of your *host* campus. A decision to drop the course requires you to submit a Drop Form to the Exchange program representative on your home campus and to notify both home and host officials in writing, following the procedures and within the deadlines of each campus. Failure to accomplish this step may result in a failing grade of record.
- In the case of requests to take a Continuing Education course at a host campus or through UMass On-Line, for students in programs where a course exchange has been approved, the form gives the specific permissions needed from your home campus that verify that the course is fulfilling a requirement for the degree and is available only as a Continuing Education course (refer to full policy for details). Students in other programs may not access continuing education courses through this policy but must register and pay for them separately at the host campus or through UMass On-Line.