

AUTHORIZATION FOR OFF – CAMPUS COURSES

Last Name	First Name	Initial	Student ID
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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 _____

UNIVERSITY RESTRICTIONS CONCERNING OFF-CAMPUS STUDY

Students are not permitted to pursue off-campus courses until an initial evaluation of their academic progress at the University has been made and they are in satisfactory academic standing. Students who have transferred 60 or more semester credits to the University or who have been admitted from another institution with a baccalaureate degree to pursue a second bachelor's degree are not permitted to pursue off-campus studies except at another campus of the University of Massachusetts. Students who combine University courses with off-campus courses during the regular academic year are subject to University restrictions on semester course loads.

A. FULFILLS UNIVERSITY REQUIREMENTS	C. CHECK IF COURSE TAKEN AS AN UNRESTRICTED ELECTIVE
1. English Composition Requirement _____	(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.) _____
2. General Education Requirement _____	
B. FULFILLS CURRICULUM REQUIREMENT FOR:	D. DESIGNATE UMASS LOWELL COURSE EQUIVALENT (IF ANY):
1. Major in (specify) _____	prefix _____ number _____ credits _____
2. Minor in (specify) _____	Title _____

APPROVED

CHAIRPERSON OF MAJOR DEPARTMENT: _____

CHAIRPERSON OF UNIVERSITY DEPARTMENT OFFERING COURSE EQUIVALENT: _____

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.
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