

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.

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| 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 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 may be 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