

## 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](mailto: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 <sup>9</sup>  Date

\_\_\_\_\_  
Signature

ISSO Representative <sup>10</sup>  Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Signature\* Date

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**\*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](mailto: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.

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***For Office Use Only:***

Processed

Date

Effective Term

Doc Type: Off Campus Authorization

Imaged

Verified 1

Verified 2