



220 Pawtucket Street
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Office of Study Abroad and International Experiences
<http://www.uml.edu/international>

REQUEST FOR PRIOR APPROVAL OF STUDY ABROAD PROGRAM TRANSFER CREDIT

Program Participants, Academic Advisors and Department Chairs: Please read the directions on the reverse side of this form prior to completing or signing this document.

Name: _____ Student ID# _____ Date: _____
 Major/Minor: _____ / _____ Academic Level: Undergraduate Grad.
 Host City/ Country: _____ Study Abroad Provider: _____
 Host Institution: _____ Anticipated Graduation Date: _____

Dates of Proposed Study: Winter: _____ Spring: _____ Summer: _____ Fall: _____

Study Abroad Course Title	Course#	Host Credit	UMass Lowell Equivalent Course #	UMass Credit	Chair Signature

- **Check this box if any of the above courses are to be applied to the FAHSS Language Requirement.
 - Reminder: The World Ready Option requires courses to be in a World Language that is offered at UMass Lowell.

TO THE STUDENT:

I am aware of the policies and procedures outlined in UMass Lowell's university catalog and referenced on the Office of Study Abroad webpages. If I register for courses not listed on this form, I understand that it is my responsibility to notify the Office of Study Abroad immediately of this change, obtain written approval from the appropriate Department Chairperson and forward this approval to the Office of Study Abroad. Failure to do so may result in zero credit for those course/s. I am aware that I must maintain enrollment equivalent to full-time status in the Fall or Spring semesters.

Student Signature: _____ Date: _____

Name of Academic Advisor: _____ Name of Dept. Chair _____

TO CHAIR/FACULTY MEMBER:

The signatures below indicate review of the courses taken abroad in relation to completion of degree requirements. Sign and return to the Office of Study Abroad & International Experiences.

Academic Advisor (or Dept. Chair) _____ Print Name: _____ Date: _____

Indicate if the student needs these credits to be applied to the University residency requirement: Yes/No (See Policy on pg. 2)

Grad. Students: Dept. Grad. Coordinator: _____ Print Name: _____ Date: _____

Study Abroad Coordinator: _____ Print Name: _____ Date: _____

**If the above box is checked, it is recommended to review the Language Requirement policy to ensure proper course selection abroad:

<https://www.uml.edu/Catalog/Undergraduate/FAHSS/Policy/Language-Requirements-FAHSS.aspx>



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REQUEST FOR PRIOR APPROVAL OF TRANSFER CREDIT OF STUDY ABROAD PROGRAMS

TO THE STUDENT: Students participating in exchange or study abroad programs must complete this form to request credits for courses taken abroad. A separate Prior Approval form must be completed for each semester/term abroad; study abroad must not exceed one calendar year.

1. Each course must be signed off by the UMass academic department that would award the credit. Print the syllabus/course description for each course you would like to take abroad, plus we suggest including an alternate for each course. For example, if you are planning on taking 4 courses abroad, you are recommended to have a minimum of 8 courses pre-approved.
2. Contact the appropriate department to review each course in that discipline. You must provide the printed syllabus and/or course description to the Dept. Chair who will approve credit. Follow this procedure for each course.
3. Once each individual course has been approved, contact the Department Chairperson for your major, or academic advisor, to review and sign on the second page of the course approval form in the designated spot.
4. Bring the form with all the above authorizations completed, to the Office of Study Abroad prior to the end of the term just previous to your study abroad.
5. It is your responsibility to review the UMass Lowell Study Abroad Transfer policy:

All students must have their study abroad program approved through the Office of Study Abroad & International Experiences.

All courses taken through an approved study abroad program must be pre-approved first through the Academic Department from which the student is seeking credit as well as their Major Department Chair or Academic Advisor and submitted for final review to The Office of Study Abroad & International Experiences. Study Abroad course pre-approvals will then be sent to the Office of the Registrar to grant the student approval for full-time, off-campus study abroad status.

Upon receipt of the Official Transcript, all courses completed on an approved study abroad program will be posted to a student's UMass Lowell academic record. The final grade earned for each course will be documented on the UMass Lowell academic record but will not be factored into the student's GPA statistics. Courses with a grade of C- (1.7 on a 4.0 scale) or better may be applied to the University residency requirement, not to exceed one semester of full-time study, maximum of 18 credits.

<https://www.uml.edu/international-programs/policies-procedures/Policies.aspx>

<<Insert statement regarding "Study Abroad in the final semester may impact your graduation date...here">>

TO FACULTY: This form verifies student enrollment status and is a required form for release of financial aid. *Please complete and return to the student promptly.* This student has applied for study abroad and requests that the listed courses be approved for academic credit. Please evaluate the course, determine most suitable course equivalent and number of credits to be awarded. If courses are not valued at the equivalent of 3 US credits, credits from abroad may be bundled or split between multiple course equivalents (for example, if a course abroad is 5 US credits, the course can be approved to transfer as one 3-credit class plus one 2-credit class). If there isn't an appropriate equivalency, departmental elective credit may be granted. All approved courses taken abroad must have an assigned equivalency. Please indicate on the front of this form if the course meets special designations, ie. AH, SS, SCL, Gen Ed, etc.