



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

*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 may be recognized only if they have been completed with grades of "C- " (1.70 on a 4.0 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
9. Division I varsity athletic advisor - must review prior to submission for eligibility.
10. International Students must have signature from ISSO Office.

For Office Use Only:

Doc Type: Off Campus Authorization

Processor Name

Imager Name

Effective Term

Date

Date

Verifier 1 Name

Verifier 2 Name