

## UNIVERSITY OF MASSACHUSETTS LOWELL PRE-AUTHORIZATION OF COURSE TRANSFER FOR STUDY ABROAD/EXCHANGE

NAME:	UNDERGRADUATE		GRADUATE			
STUDENT ID #:	MAJOR:		DATE:			
SIGNATURE:						
Please consider the following courses for pre-authorization of course transfer for study abroad/exchange. Courses pre-approved below will be considered options to satisfy the requirement indicated. A U.S. letter grade of a C- (1.7/4.0) for undergraduate credits or a U.S. letter grade of a B (3.0/4.0) for graduate credits or better must be attained in order for the transfer to be completed. Please change my student status to FULL TIME OFF CAMPUS STUDY, if courses will be taken during the fall or spring semesters. I am aware of the policies and procedures outlined on the university catalog web site. www.uml.edu/catalog						
Courses will be taken at Study Abroad University/Program						
Courses will be taken in □ Fall	□ Spring □ Summer Year Year			□ Winter		
Year	Year		Year	Year		
COURSE NUMBER & NAME	UML EQUIVALEN	Γ/# Credits	UML REQUIREMENT	AUTHORIZATI	ON	
1.						
2.						
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4						
5	_					
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ACTION BY: APPROVED	DATE	Į	DISAPPROVED	DA	ATE	
DEPT. CHAIRPERSON* OR ACADEMIC ADVISOR	-	<del></del>				
STUDY ABROAD ADVISOR						

## Pre-Authorization of Course Transfer for Study Abroad/Exchange Please Complete These Steps in Order

- 1. Schedule an appointment with the Office of Study Abroad & International Experiences:
  - a. 978-934-4660
  - b. studyabroad@uml.edu
- 2. Print the syllabus (if available) and course description for each course you would like to take abroad and an alternate for each course. For example, if you are planning on taking 4 courses abroad you will need to have a minimum of 8 courses pre-approved. Bring the printed course syllabi and/or course descriptions with you to the meeting with the Office of Study Abroad & International Experiences.
- 3. For courses not yet evaluated for transfer, Contact the appropriate department for each course pre-authorization. The Department Chair/Graduate Coordinator or their designee will review each course in their academic discipline. You must bring the printed syllabus and/or course description for each course. If they approve of the course transfer, the Department Chairperson/Graduate Coordinator will indicate the UML equivalent, number of credits awarded, and any special designations (i.e. AH, SS, SCL Gened, etc) Follow this procedure for each course.
- 4. Contact the Department Chairperson (or Graduate Coordinator for grad study abroad) or your Academic Advisor for your major to review and sign the bottom of the course approval form in the designated spot, if approved/disapproved.
- 5. Submit the form, with all the above authorizations completed, to the Office of Study Abroad in O'Leary Library, prior to Nov. 30th for Spring semester abroad or April 30th for Summer or Fall semester abroad

If you have any questions, contact the Office of Study Abroad and International Experiences 978-934-4660 or <a href="mailto:studyabroad@uml.edu">studyabroad@uml.edu</a>