

Office of University Registrar  
 Foster Administration Building, Room 116  
 285 Old Westport Road  
 Dartmouth, MA 02747  
 Phone: 508-999-8615

You must electronically submit this form at <https://www.umassd.edu/ssc/> and select "Submit an Inquiry". You will log a case under the Registrar topic and submit this form as an attachment.

### PRIOR APPROVAL FORM

UNDERGRADUATE STUDENTS

Complete this form and obtain signatures from your department chairperson and academic dean of the college of your major. Please provide a course description from the transfer school. Return completed forms with required signatures to the Registrar's Office. A grade of "C-" or above is required for undergraduate transfer credit.

GRADUATE STUDENTS

Complete this form and obtain signatures from your department chairperson and academic dean of the college of your major. Please provide a course description from the transfer school. A grade of "B-" or above is required for graduate transfer credit. If the course is 400-level and above, a grade of "B" or above is required. No course below 400-level may count toward a graduate degree and no more than six graduate credits may be transferred from another institution.

The transferred course must meet degree requirements. Grades transferred from another college are not calculated in the cumulative UMass Dartmouth grade point average. **No course taken at another institution can replace a UMass Dartmouth course grade.** An official transcript from the transfer school must be forwarded to the UMass Dartmouth Registrar's Office following completion of the course(s) before credit can be posted.

NOTE: Students planning to study abroad must complete the study abroad credit and approval forms with the International Programs Office, Study Abroad Programs. Please contact that office in LARTS 016B.

Student Last Name	Student First Name	Student ID	Email Address	Phone

Major	Expected Graduation Term

University / College where course(s) will be taken	Semester when course(s) will be taken

Courses to Be Taken at Other College:			UMassD Equivalency:		
Course #	Course Title	Credits	Course #	UMassD Course Title	Credits

Department Chair Name	Signature	Date

Academic Dean Approval (of your major)	Signature	Date