

Mail completed forms to:
College of Arts and Sciences Dean's Office
 PO Box 9300
 228 Deering Avenue
 Portland, ME 04104-9300 (207) 780-4221/ Fax (207) 780-4498

**PRIOR APPROVAL REQUEST
 TO TAKE COURSES AT
 ANOTHER INSTITUTION**

PLEASE PRINT

Today's Date: _____
 Student Name: _____ Major: _____ Total credits to date: _____
 Student ID#: _____ Accumulative GPA: _____ Current Semester credits _____
 Local mailing address: _____ Completed USM credits: _____
 _____ Phone: _____

Complete this form PRIOR to registering for course work at another regionally accredited institution. An award of credit for this work toward a USM degree is contingent upon the student's earning a minimum course grade of "C-." **It is the student's responsibility to have this form approved for their proposed program of study by their faculty advisor for the major, and the CAS Dean's Office to be sure courses taken will satisfy degree requirements.** If courses are used to satisfy major requirements, the department chair must also approve this request.

Regionally Accredited Institution at which you plan to study: _____
 Dates of Proposed Study: _____ to _____ Location: _____

USM-sponsored Study Abroad* USM-sponsored National Student Exchange CLEP/DANTES[☆] Other (specify): _____

*International Credit requires appropriate department chair approval to be determined after successful completion.

List the courses you expect to include in your program of study below and the number of credits:

Course prefix & number (i.e., ENG 100C)	Title	Indicate your request to satisfy Core, Major, Minor or Elective Credit	# Credits	Office/Faculty USE ONLY USM Equivalent

Once the course work is completed it is the student's responsibility to have the host/away institution forward an official transcript to: **Office of the Registrar, University of Southern Maine, 37 College Avenue, Gorham, ME 04038**

Please note that University policy states:
 "For all baccalaureate degrees at the University, a minimum of 30 credit hours including at least 9 hours in the major field, must be completed while registered in the school or college from which the degree is sought (15 credit hours for associate degree programs). A student may earn no more than six of these credit hours at another campus of the University of Maine System. Unless special permission is granted by the dean of the school or college concerned to pursue work elsewhere, the work of the senior or final year must be completed at this University. ... Responsibility for successfully completing the requirements of the program resides with the student."

*I have read and understand this policy _____
 Student Initial/date

IMPORTANT Note: The College of Arts and Sciences considers **your senior or final year as your last 30 credits.** Requests for waivers should accompany this form, include documentation of extenuating circumstances, and must be made in writing to the Dean of the College. **Explain specifically what you want to do, where you want to do it, why you want to do it, and how this will impact you academically. Waivers are not automatically granted.**

*I have read and understand this policy _____
 Student Initial/date

- *Student signature: _____ date: _____
Your signature indicates you have read, understand and agree to abide by the policies indicated above.
- *Faculty Advisor's approval: _____ date: _____
- Department Chair's approval (if for **major** credit): _____ date: _____
- Department Chair's approval (for **minor** credit if applicable): _____ date: _____
- *CAS Dean's Office approval: _____ date: _____

*** Your signature or initials are REQUIRED** updated 04/08 pedwards