

OFFICE OF INTERNATIONAL EDUCATION  
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### COURSE APPROVAL FORM FOR OFF-CAMPUS UNDERGRADUATE STUDY

**Student Name (Last, First):** \_\_\_\_\_ **URI Email:** \_\_\_\_\_ **URI Student ID Number:** \_\_\_\_\_  
**Major College:** \_\_\_\_\_ **Major(s):** \_\_\_\_\_ **Minors:** \_\_\_\_\_  
**Program Sponsor:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_ **Program University (if applicable):** \_\_\_\_\_  
**Host City:** \_\_\_\_\_ **Host Country:** \_\_\_\_\_ **Term and Year of Off-Campus Study Program:** \_\_\_\_\_

HOST PROGRAM COURSES This section to be completed by <u>STUDENT</u> *Attach all relevant course syllabi/course descriptions				URI COURSE EQUIVALENT This section to be completed by URI <u>APPROVERS</u> Only			
BOX 1	BOX 2	BOX 3	BOX 4	BOX 5	BOX 6	BOX 7	BOX 8
Host Course Code (if available)	Host Course Title	Requested URI Course Equivalent	Number of Credits	Approved URI Course Equivalent	Number of Credits	URI Approver's Name and Signature	Date

**\*Courses should be approved by department chair, area coordinator, or section head of appropriate course area.**  
**Primary College Dean's Office Approval**

**Dean's Name:** \_\_\_\_\_ **Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## COURSE APPROVAL FORM FOR OFF-CAMPUS UNDERGRADUATE STUDY

### STUDENT INSTRUCTIONS

#### 1. MEET WITH YOUR ACADEMIC ADVISOR

- Determine which URI degree requirements you have left to fulfill and reference your curriculum sheet(s) to inform your off-campus course selection. This may include Gen Ed requirements.
- Find out if any of these remaining requirements must be taken on the URI campus.
- Find out if you have room to take free electives while abroad.

#### 2. SELECT & LIST COURSES ON THIS FORM

- Find available courses at your host institution through the program or institutional website.
- Consider taking courses that would otherwise not be available to you at URI.
- Select more courses at the host institution than you plan to take as courses can reach capacity, or the schedule may conflict, or course selections may change after arrival.
- In boxes 1 and 2, list the courses you plan to take on your program.
- In boxes 3 and 4, select from the dropdown which requirements you are requesting to satisfy and provide the number of credits, as indicated by the program, for each of the courses you have listed. Note that the credit system may vary from the URI credit system.
- Semester/Academic Year participants only:** You must plan to take at least the equivalent to 12 URI credits worth of coursework each semester to remain a full-time off-campus student. Not doing so may compromise your financial aid and/or scholarships, as well as your student visa (if applicable).

#### 3. DETERMINE WHO CAN APPROVE YOUR SELECTIONS and EVALUATE EACH COURSE *(if you are unsure, ask your Dean's Office)*

- Department chairs approve courses in their own departments. Ex. A History course is approved by the department chair of history and not by the chair of the communication department.
- Language courses are approved by the appropriate language section head.
- Business courses are approved by the appropriate area coordinators.
- Free elective credit and general education credit can be approved by your Dean's Office.
- INTERNSHIPS:** Experiential Learning Coordinators in the Career & Experiential Education Office approve courses for general internship credit.
- Look up the appropriate URI College website to find the contact information of the appropriate Approver (box 7).

#### 4. REQUEST COURSE EVALUATIONS & APPROVALS

- Provide complete course descriptions/syllabi to the appropriate Approver for each of the off-campus courses you intend to take for their course evaluation (Boxes 6 & 7) and signature (Box 8).
- The Approver will determine how each course will transfer back to URI to satisfy requirement(s). They reserve the right to not approve a course or to

approve it differently than you may have requested.

- If you are taking courses across multiple departments, we recommend you use multiple forms – one for each department.
- Each course should be listed only ONCE, unless you are seeking to have the course evaluated to count towards different requirements.

#### 5. DEAN'S OFFICE SIGNATURE

- After you collect all the Approvers' signatures, email the form to the Dean's Office of your primary major for signature and final approval.
  - Students whose primary major is within the College of Arts & Sciences must send their form to: [CASForms@uri.edu](mailto:CASForms@uri.edu)
  - Students whose primary major is within the College of Business must send their form to: [cob@etal.uri.edu](mailto:cob@etal.uri.edu)
  - Students whose primary major is within the College of Engineering must send their form to: [coe-forms-group@uri.edu](mailto:coe-forms-group@uri.edu)
  - Send your form to the Dean's Office for all other colleges.

#### 6. UPLOAD YOUR COMPLETED FORM to your study away application by the appropriate deadline:

- May 1** for Summer & Fall programs
- December 1** for January or Spring programs.

**Note:** It is your responsibility to meet with your Academic Advisor to ensure courses you intend to complete off-campus meet your URI degree curriculum requirements. If you do not receive the course approvals you are seeking, you may need to submit another course approval form with additional courses and/or choose a different program that has courses that may better meet fit your academic needs.

### IMPORTANT ACADEMIC POLICIES FOR OFF-CAMPUS STUDY

- You will receive academic credit only for Off-Campus Study. Grades will not transfer.
- Course approval assures you receive academic credit for work completed at another approved postsecondary institution.
- A grade of "C" or better must be earned for courses taken. Students participating in a semester of Off-Campus Study must be enrolled in the equivalent of 12 URI credits or more.
  
- It is your responsibility to ensure that the URI Office of International Education receives an official transcript from the Off-Campus Study program host institution/program following the completion of the off-campus program. Transcripts can be emailed to [oie@uri.edu](mailto:oie@uri.edu) or be mailed to:

Office of International Education  
University of Rhode Island  
37 Lower College Road  
Kingston, RI 02881

- Coursework for Off-Campus Study will not be transferred to URI until 1) all courses are evaluated and approved by the appropriate departments at

- URI and, 2) Course Approval forms are on file in the Office of International Education
- If you are a Senior and spending your last semester at URI on an Off-Campus program, make sure you:
  - Petition to graduate with your Dean's office by the appropriate deadline and;
  - Arrange to have your official transcript expedited to URI at the end of your program so your graduation is not delayed
- All** credit attempted while on an approved Off-Campus Study program must be posted to your URI transcript before your degree can be conferred.

## APPROVER INSTRUCTIONS

This form is an agreement between the student and the appropriate Department Chairperson and/or Dean. The student is seeking approval for courses that will be taken on an Off-Campus Study Program. The student will receive transfer credit on their URI transcript for all courses completed off-campus as long as the Course Approval form has been completed.

### 1) READ COURSE DESCRIPTIONS AND SYLLABUS PROVIDED BY THE STUDENT FOR EACH COURSE

- Take note of the student's desired course equivalent or requirement to be fulfilled, if defined.
- If you are not the appropriate Approver, return the form to the student unsigned, who will need to direct it to the appropriate chairperson/section head/area coordinator/dean.

### 2) EVALUATE & DETERMINE APPROVED URI EQUIVALENT COURSE

- Based on the course descriptions and syllabus for each course, evaluate and determine if there is an equivalent URI course. Reference the Sample Transfer Credit Codes at the bottom of this document.
  - If there is an equivalent course, enter in the course information (e.g. HIS 141) into the Approved URI Equivalent Course section.
  - If there is no equivalency, enter the appropriate department and level for this course (e.g. HIS 2XX)
  - Free elective credit may vary by level and can be awarded by the Dean's Office and entered (e.g. XXX 1XX)
- In rare circumstances, it is possible that a student might take two courses to get a desired course outcome. For example, two separate biology courses might contain all the content of a single biology course here at URI. This can be denoted as Class A (3 credits) + Class B (3 credits) = Bio 341 (3 credits) + Bio 3xx (3 credits).

### 3) DETERMINE NUMBER OF URI CREDITS

- Enter in the appropriate number of equivalent URI credits\*. Please refer to the number of contact hours listed in the course description and syllabus as well as any recommended conversion guidelines for the programs/institutions. **NOTE:** Sometimes credit taken abroad is not equivalent to credits transferred back to the United States. For example, many European countries use a system called ECTS (European Credit Transfer System) and in most cases the number of ECTS credits are equal to *half* that in the United States (e.g. 6 ECTS = 3 URI Credits).
- All credit earned must be documented\*. E.g. If there is a course that is worth 5 URI credits, then it can be listed as HIS 3XX, 5 URI credits OR HIS 141, 3 credits and HIS 1XX, 2 credits.

**\*The URI Office of International Education staff is available to assist with credit conversion equivalencies and guidelines.**

#### 4) APPROVAL

- Sign your name for the course(s) you have approved and return the form to the student.
- Once the student has obtained evaluations and approvals for all the courses, they will submit the form to the Dean's Office of their primary major for final approval.

*The final transfer credit evaluation is contingent upon 1) the Office of International Education's receipt of an official transcript from the Off-Campus Study host institution, and 2) the student received the equivalent of a C or better for each course.*

## HOW TO DETERMINE TRANSFER CREDIT COURSE EQUIVALENCIES

### 1. Off-Campus Study courses with a direct equivalent to a URI course:

HOST CODE	NUMBER		URI CODE	NUMBER
HIST	111	=	HIS	141
SPAN	100	=	SPA	101

***Direct equivalents must be used if a direct equivalent exists. Department chairs are responsible for confirming if a course is a direct equivalent. The URI course must be approved for General Education if the student is to receive URI General Education credit.***

### 2. No URI course equivalent and the course meets URI general education learning outcomes:

HOST CODE	NUMBER		URI CODE	NUMBER
ANTH	251	=	APG	242- SOCIAL & BEHAVIORAL SCI. (A2)
AUST	1166	=	GNEB	1C3- DIVERSITY & INCLUSION (C3)
BIOL	100	=	BIO	1A1-S.T.E.M. (A1)
COMM	2005	=	COM	2B2- COMMUNICATE EFFECTIVELY (B2)
ECON	229	=	GNEB	2C1- CIVIC KNOWLEDGE & RESPONSIBILITY (C1)
FILM	234	=	GNEB	1A4- ARTS & DESIGN (A4)
FLM	45B	=	GNEB	4C2- GLOBAL RESPONSIBILITIES (C2)
HIST	134	=	HIS	1A3C3- HUMANITIES (A3), DIVERSITY & INCLUSION (C3)
LIT	3451	=	ENG	1B1- WRITE EFFECTIVELY
OCEAN	1551	=	OCG	1G1- GRAND CHALLENGE
POL	349	=	PSC	3D1- INTEGRATE & APPLY (D1)
RELG	101B	=	GNEB	1A3- HUMANITIES (A3)

STAT	107	=	GNED	1B3- MATHEMATICAL, STATISTICAL, OR COMPUTATIONAL STRATEGIES
THEATRE	100C	=	THE	1B4- INFORMATION LITERACY (B4)

***The code GNED will be used for transfer courses without a direct equivalent. The GNED code will give Deans' Offices the most flexibility when evaluating transfer credit.***

**3. No URI course equivalent, but course is approved for elective credit:**

HOST CODE	NUMBER	=	URI CODE	NUMBER
HIST	100	=	HIS	1XX
DRAMA	254	=	THE	2XX
CVLE	252	=	CVE	3XX
FAS	425	=	TMD	4XX

**4. No URI equivalent to a URI departmental elective:**

	URI CODE	NUMBER
Free elective of unknown level	XXX	1XX
Free elective under 300 level	XXX	1XX or 2XX
Free elective above 300 level	XXX	3XX or 4XX
Departmental elective, unknown level (e.g. HIS)	HIS	1XX
Departmental elective, under 300 level (e.g. HIS)	HIS	1XX or 2XX
Departmental elective, above 300 level (e.g. HIS)	HIS	3XX or 4XX