

College of Business Prior Approval for Study Abroad

1. You must complete a Curriculum Sheet with all of your courses charted out and attach it to your Study Abroad Packet.
2. You must meet all prerequisites for courses taken abroad.
3. By studying abroad you understand that courses approved may not be offered and that the courses you substitute might NOT count towards graduation.
4. You must indicate on the Curriculum Sheet what courses will be taken the semester after study abroad.

I have read and/or completed the above and I understand that by Studying Abroad it may delay my graduation.

Student Name (printed)

Student Signature

URI Student ID Number

Deans Signature

Date

EASY STEPS TO COMPLETING THE PRIOR APPROVAL FORM:

1. Be sure to complete all fields on the form. You can complete most fields electronically and then print the form.
2. List the courses you intend to study while overseas – electronically or handwritten.
3. Bring the form to your Academic Advisor for assistance with selecting courses that will match those of your curriculum.
4. Take the descriptions of the courses you intend to take while studying overseas, along with this form to the URI Department/Department Chair that offers the equivalent course - each course might have a different department chair.
5. Request the approval and signature of each Department Chair.
6. After you collect all the Department Chair signatures, take the form to your Dean's Office for signature.
7. Return the completed form along with the [PRE-DEPARTURE PAPERWORK](#) to the Office of International Education.

Dec 1st for Spring Departures and May 1st for Summer and Fall Departures.

Program Participants please note:

- x Prior approval assures credit for work taken at another postsecondary institution provided a satisfactory grade is earned (equivalent to a grade of a "C" or higher is earned – 2.00/4.00). The credits for courses taken at an overseas institution will transfer but not the actual letter grade earned; therefore, the grades earned overseas will not affect a student's URI grade point average. The exception to this rule would be the URI in Bermuda, URI SEA Semester and all URI Faculty-led Summer programs - these are URI courses taught overseas and credit/grades do appear on the URI transcript for these programs.
- x It is the program participant's responsibility to ensure that the URI Office of International Education receives a final grade report/transcript from the overseas host institution/program following the completion of their overseas program.
- x Coursework for overseas study will not be transferred to URI until all courses are evaluated and approved by the appropriate departments at URI and approval forms are on file in the Office of International Education.
- x Remember to make a copy of this document to take with you when you go abroad.
- x If you are spending your last semester at URI on an off-campus program, make sure you:
 - o Petition to graduate with your Dean's office and;
 - o **Make arrangements to have your overseas grade report/transcript expedited to URI at the end of your program so your graduation is not delayed.**

For comments or questions please contact:

URI Office of International Education
International Center
37 Lower College Rd Kingston, RI 02881
tel: (401) 874-5546 fax: (401) 874-4573
oiie@etal.uri.edu www.uri.edu/international

Program Participants, Academic Advisors, Department Chairs and Deans:

Please read the directions prior to completing or signing this document.

LAST NAME FIRST NAME URI ID#

OVERSEAS INSTITUTION CITY COUNTRY

EDUCATION ABROAD PROGRAM SPONSOR:

☐ AIFS ☐ CCIS ☐ TEAN
☐ API ☐ CIEE ☐ URI EXCHANGE
☐ GLOBALINKS ☐ DIS ☐ URI/IEP
☐ CAPA ☐ InterStudy ☐ OTHER: _____

**SEMESTER &
YEAR ABROAD**

☐ Fall 20____
☐ Spring 20____
☐ Summer 20____
☐ Winter/Jan. 20____
☐ Spring Break 20____
☐ Fall & Spring 20____/____

ENROLLED IN:

☐ Arts and Sciences ☐ Business Administration ☐ University College
☐ Nursing ☐ Pharmacy ☐ Environmental & Life Sciences
☐ Continuing Education ☐ Engineering ☐ Human Science and Services

COURSES AT OVERSEAS INSTITUTION			University of Rhode Island Equivalent			
Course #/ Code Ex. "HIS 109"	Course Title Ex. "Economic History of Argentina"	Credit	URI Course Number Ex. "HIS 1XL" or "BUS 1XX"	Credit	Department Chair or Dean's Signature*	Date

SIGNATURES

ACADEMIC ADVISOR* DATE

ACADEMIC DEAN* DATE

***To Department Chairs, Deans and Advisors:**

Before signing the PAF, please discuss the following items with the student:

1. The courses & equivalencies that the student have selected will meet the requirements for her/his curriculum.
2. The student's academic degree plan and which degree requirements are left to complete.
3. Which degree requirements may not be fulfilled overseas.

This form constitutes an agreement between the student and the appropriate department chairperson or Dean. The student is seeking pre-approval for courses that will be taken abroad. Pending your signature, the student will be eligible to enroll in the courses listed. Upon successful completion of the approved courses, the student will receive transfer credit on their URI transcript. The student presenting you with this form should provide you with a description of the courses he/she plans to take while participating in an overseas study program. The International Center will supply the Dean's Office with a transfer memo and an original transcript upon the students return from abroad.