

Prior Approval Form for Off-Campus Study – International Programs

Undergraduate Students

Program Participants, Academic Advisors, Department Chairs and Deans:

Please read the directions on the reverse side of this form prior to completing or signing this document.

Download this form prior to completing and signing digitally.

Students Name (Last, First, Middle Initial)	URI ID Number
E-mail	Cell/Mobile

Enrolled in:

Host Institution or Program

Education Abroad Program Sponsor

Host City

Host Country

Semester(s) Studying Off-Campus:

Term/Year Studying Off-Campus:

Host Institution/Program Courses			University of Rhode Island Course Equivalent			
Course	Course Title	Credit*	URI Course	Credit	Department Chair's Signature	Date

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

Academic Dean's Approval

Dean's Name:

Deans Signature:

Date:

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Procedure for Off-Campus Study Participants

1. List the courses you intend to study while off-campus on the form – electronically or handwritten.
2. Provide complete descriptions/syllabi of the courses you intend to take while studying off-campus, along with this form to the chairperson of the University department that offers the equivalent course and request his/her signature.
3. Request the approval and signature of each Department Chair.
4. After you collect all the Department Chair signatures, take the form to your Dean's Office for signature and final approval.
5. Upload the completed form to the corresponding application in your URIAbroad account by the following deadlines:

*December 1st for Spring/Winter J-term Off-Campus Study, May 1st for Summer/Fall/AY Off-Campus Study
(Students studying in Italy should complete these documents as soon as they are admitted into their program in order to facilitate the visa process).*

URIAbroad accounts are accessible from the following web site: uri-sa.terradotta.com

Important Information for Off-Campus Study Participants

- 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.
- 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.
- Students participating on semester Off-Campus Study must be enrolled in the equivalent of 12 URI credits or more during each term/semester of their program.
- It is the 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 the off-campus program.
- Coursework for off-campus 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.
- If you are 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;
 - Make arrangements to have your overseas grade report/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 the URI transcript before the student's degree can be conferred. It is understood that this could delay degree conferral, but the off-campus academic experience must be properly documented on the official URI record.

Academic Advisors, Department Chairs, and Deans

Before signing this form, please discuss the following items with the student:

- Whether the courses and equivalencies that the student have selected will meet the requirements for her/his curriculum.
- The student's academic degree plan and which degree requirements are left to complete.
- Which degree requirements may not be fulfilled by taking courses while on an Off-Campus Study program.

This form constitutes an agreement between the student and the appropriate Department Chairperson and/or Dean. The student is seeking pre-approval for courses that will be taken on an Off-Campus Study program. Pending signature(s) and successful completion of the approved courses, the student will receive transfer credit on their URI transcript.

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Sample Transfer Credit Codes

Course Code from Overseas Institutions

URI Course Equivalents

Courses with a Direct Equivalent to a URI course

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 or not. The URI course must be approved for General Education if the student is to receive URI General Education credit.

If No URI Equivalent Exists but Meets URI General Education Requirement Learning Outcomes

Code Number

BIOL 100	=	BIO 1A1 - S.T.E.M (A1)
ANTH 251	=	APG 2A2 - Social & Behavioral Sci. (A2)
RELG 101B	=	GNED 1A3 - Humanities (A3)
FILM 234	=	FLM 1A4 - Arts and Design (A4)
LIT 3451	=	ENG 1B1 - Write Effective (B1)
COMM 2005	=	COM 2B2 - Communicate Effectively (B2)
STAT 107	=	GNED 1B3 - Math, Stats, Computation (B3)
Theatre 100C	=	THE 1B4 - Information Literacy (B4)
ECON 229	=	GNED 2C1 - Civic Knowledge & Respon. (C1)
FLM 45B	=	GNED 4C2 - Global Responsibilities (C2)
AUST 1166	=	GNED 1C3 - Diversity & Inclusion (C3)
POL 349	=	PSC 3D1 - Integrate & Apply (D1)
OCEAN1551	=	OCG 1G1 - Grand Challenge
HIST 134	=	HIS 1A3C3 - Human. (A3) & Div. & Inclusion (C3)

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.

If No URI Equivalent but Approved for Elective Credit

Code Number

HIST 100	=	HIS 1XX
DRAMA 254	=	THE 2XX
CVLE 242	=	CVE 3XX
FAS 425	=	TMD 4XX

If Equivalent to a URI Departmental Elective

A free elective of unknown level will be coded:	XXX	1XX
A free elective under 300 level:	XXX	1XX or 2XX
A free elective above 300 level	XXX	3XX or 4XX
A departmental elective, unknown level (HIS in example)	HIS	1XX
A departmental elective under 300 level (HIS in example)	HIS	1XX or 2XX
A departmental elective above 300 level (HIS in example)	HIS	3XX or 4XX