University of Rhode Island, Kingston, RI 02881

PRIOR APPROVAL FOR OFF-CAMPUS STUDY

Last Name First MI ID Number

Home Street Address Home City State Zip

Enrolled in:

_____ Arts and Sciences

_____ Business Administration

_____ Continuing Education

_____ Engineering

_____ Environment & Life Sciences

_____ Human Science & Services

_____ Nursing

_____ Pharmacy

_____ University College

PROCEDURE FOR STUDENT:
Obtain current catalog from the institution where the course work will be taken (this is not required if the course work will be taken from Rhode Island College or the Community College of Rhode Island).

Take the catalog to the chairperson of the University department that offers the equivalent course and request his/her signature (CCE students need not complete this step).

Return the signed form to the dean of your college for final approval.

Upon completion of the course(s), request that a transcript be sent to the dean of the college in which you are enrolled.

I request permission to have work taken at _____ during the _____ term evaluated and posted to my University transcript.

Student's Signature

Courses at OTHER institution	Title	Credit	University Equivalent	Credit	Chairperson Signature

PLEASE NOTE:
PRIOR APPROVAL ASSURES CREDIT FOR WORK TAKEN AT ANOTHER POSTSECONDARY INSTITUTION PROVIDED A SATISFACTORY GRADE IS EARNED (C or better at all institutions except Rhode Island College and the Community College of Rhode Island from which a C- or a D is accepted but only as a free elective).

The credits for courses taken at another institution will transfer but not the actual letter grade earned; therefore, the grades earned in these courses will not affect a student's grade point average.

Dean's Approval Date

*Upper level business courses will transfer for equivalent credit only if completed in AACSB accredited business programs.