

Directions for Completing the Study Abroad Prior Approval Form (PAF)

To the Study Abroad Participant:

- Complete the "Program Participant Information" section of the PAF.
- List the courses you intend to study while overseas - write complete course numbers and titles.
- Take the course descriptions of the courses you intend to take while studying overseas, along with the PAF to the URI Department/Department Chair that offers the equivalent course and obtain the course approval and signature of the Department Chair.
- Once the appropriate department chairs approve all courses, bring the form to your Academic Advisor and then to your Dean for signature.
- Return the completed form along with your Admission letter and Off-campus Registration fee(s) to the Office of International Education.

Please note:

- 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.
- 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.
- 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.
- If you are spending your last semester at URI on an off-campus program, make sure you: 1) petition to graduate with your Dean's office and; 2) make arrangements to have your overseas grade report/transcript expedited to URI at the end of your program so your graduation is not delayed.

- Remember to make a copy of this document to take with you when you go abroad -

To Department Chairs:

Signing this form constitutes an agreement between the student and the appropriate department chairperson at URI. The student is seeking pre-approval of the listed courses that will be taken abroad. Pending your signature, the program participant 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.

To Academic Advisors:

The student presenting you with this PAF is planning to spend a semester and/or academic year in an overseas program. Before signing the PAF, please discuss the following items with the student: 1) the student's academic degree plan; 2) the student's academic status at present and what degree requirements are left to complete; 3) what degree requirements may not be fulfilled overseas.

To Academic Deans:

As Dean of the College in which the student presenting you with this form is enrolled, you are approving the student's participation in the proposed study abroad/off-campus study program, grant approval as listed for credit transfer at the University of Rhode Island and certify that the student is a degree candidate in your College.

When the student has completed this form and has been registered for Off-Campus Study, the Office of International Education will provide you with a copy of this document for your office files.

For comments or questions please contact:

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