

PRIOR APPROVAL FOR OFF-CAMPUS STUDY

Name (last, first, middle initial)	Student ID number
Address (street, city, state, zip)	

Enrolled in:

- | | |
|---|---|
| <input type="checkbox"/> Arts and Sciences
<input type="checkbox"/> Business Administration
<input type="checkbox"/> Continuing Education
<input type="checkbox"/> Engineering
<input type="checkbox"/> Environmental & Life Sciences | <input type="checkbox"/> Human Science and Services
<input type="checkbox"/> Nursing
<input type="checkbox"/> Pharmacy
<input type="checkbox"/> University College |
|---|---|

PROCEDURE FOR STUDENT:

1. 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).
2. 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).
3. Return the signed form to the dean of your college for final approval and confirmation that the course will fulfill degree requirements.
4. Upon completion of the course(s), Request that a transcript be sent to the dean of the college in which you are enrolled (see list on the back of this form for the address of your dean).

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

Academic Year 20__ - 20__

Signature Course at OTHER institution	Title	Credit	University Equivalent	Credit	Chairperson's Signature

PLEASE NOTE:

1. 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).
2. 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.
3. If you are receiving Federal Financial Aid you must obtain your Academic Deans approval for these courses.

Academic Dean's Approval

Date

*Upper level business courses will transfer for equivalent credit only if completed in AACSB accredited business programs
A list of institutions in this region with accredited programs may be found on the back of this form.



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ADDRESS TO WHICH A TRANSCRIPT OF COURSE WORK TAKEN AT ANOTHER INSTITUTION SHOULD BE SENT:

Office of the Dean
College of Arts & Sciences
Chafee Hall
University of Rhode Island
Kingston, RI 02881

Office of the Dean
College of Business Administration
Ballentine Hall
University of Rhode Island
Kingston, RI 02881

Office of the Dean
College of Pharmacy
Forgarty Hall
University of Rhode Island
Kingston, RI 02881

Office of the Dean
College of Continuing Education
Shepard Building
80 Washington Street
Providence, Rhode Island 02903

Office of the Dean
College of Engineering
Bliss Hall
University of Rhode Island
Kingston, Rhode Island 02881

Office of the Dean
University College
Roosevelt Hall
University of Rhode Island
Kingston, Rhode Island 02881

Office of the Dean
College of Human Science & Services
Quinn Hall
University of Rhode Island
Kingston, Rhode Island 02881

Office of the Dean
College of Nursing
White Hall
University of Rhode Island
Kingston, Rhode Island 02881

Office of the Dean
College of the Environment
And Life Sciences
Woodward Hall
University of Rhode Island
Kingston, Rhode Island 02881

AACSB ACCREDITED BUSINESS PROGRAM INFORMATION WHERE UNDERGRADUATES MAY TAKE UPPER LEVEL BUSINESS COURSES FOR EQUIVALENT CREDIT CAN BE FOUND AT:

<http://www.aacsb.edu/accreditation/accreditedmembers.asp>