

## **Study Abroad Academic Credit Preapproval Process**

### **Overview:**

Students seeking to take academic courses as part of their study abroad program must complete the following steps.

1. Meet with the Coordinator of Study Abroad Programs to discuss international options.
2. Complete the Study Abroad Academic Credit Preapproval Form:
  - a. Meet with the Department Chair of your major to discuss course options.
  - b. Have Academic Dean review credit recommendation for transfer approval.
  - c. Review Financial Aid requirements, if applicable:
    - i. All courses must apply to the student's current program of study in order to be eligible financial aid during the study abroad term.
    - ii. It is the student's responsibility to be sure that study abroad credits are posted to their CCRI transcript, and passing grades must be earned. Withdrawals and failing grades may result in the retroactive loss of financial aid for the term.
    - iii. No additional financial aid funds are available to support study abroad expenses. Students may opt to borrow educational loans, if eligible, if they will be enrolled at least half time (6 or more credits) while studying abroad. Please contact the Financial Aid Office directly for further assistance.
  - d. Return or email ([transfer@ccri.edu](mailto:transfer@ccri.edu)) the completed form to CCRI Records Department before starting the study abroad courses.
3. Upon completion of your study abroad experience:
  - a. Send an official copy of the academic transcript to the CCRI Records Department at the Flanagan Campus (Lincoln).
  - b. If the college granting the credit isn't a U.S. based regionally accredited institution, an officially translated transcript will be required from an approved outside agency: [https://www.ccri.edu/oes/records/transfers/tran\\_info.html#agencies](https://www.ccri.edu/oes/records/transfers/tran_info.html#agencies)

*Community College of Rhode Island*  
**Study Abroad Academic Credit Preapproval Form**

The following student has been preapproved to transfer course(s) back to CCRI, as part of their study abroad experience. The student must meet the following conditions:

- Complete course(s) with a grade of “C- “or higher.
- Send an official copy of their transcript from the issuing college to the CCRI Records Department at the Flanagan Campus (Lincoln).
- Understand that any quarter hour credits will be recalculated to semester hour credits.
- Understand that any credits earned through the Study Abroad Program will appear with the transfer designation “T” on the student’s CCRI transcript.

**Student:** \_\_\_\_\_ **CCRI ID** \_\_\_\_\_ **Major:** \_\_\_\_\_

International course name and number	CCRI course equivalency/transfer	Credits	Attribute (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Student Signature:** \_\_\_\_\_ **I plan to use Financial Aid (select one option) Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Date** \_\_\_\_\_

**Coordinator, Study Abroad** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair** \_\_\_\_\_ **Date** \_\_\_\_\_ **Academic Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Records Department:** Date received \_\_\_\_\_ SOAPCOL 979999 code added \_\_\_\_\_ SFAREGS INTL code added: \_\_\_\_\_ Staff: \_\_\_\_\_

**Financial Aid (if applicable)** \_\_\_\_\_ **Approved** \_\_\_ **Denied** \_\_\_ **Notes:** \_\_\_\_\_ **Date** \_\_\_\_\_