“So your students want to study abroad.”

How to get them out and back: An Academic Advisor’s Guide to Study Abroad
An Academic Advisor’s Guide to Study Abroad

Foreword

Apparently, fewer words strike terror in the hearts of many academic advisors than a student’s innocent declaration that he or she wants to study abroad. As if learning and expertly navigating Purdue’s academic programs, degree requirements, and registration procedure are not challenging enough, now the academic advisor is being asked to also provide guidance for studying overseas?!?

Relax!. This is not as daunting as you might think. Yes, you will have to be involved in the process. Yes, you will have a say in the courses your students take abroad. Yes, you may even have to deal with some academic issues after your student returns to Purdue. However, unless you want to keep tabs on your student’s progress every step of the way (and some advisors do want to be involved in their student’s study abroad plans), your primary role is at the very start of the planning process when you discuss degree requirements with your student. Specifically, determine the courses he or she has yet to take at Purdue and decide which of these could be replaced by appropriate overseas equivalents. This way, the student and the study abroad advisor can make an informed decision about the most suitable study abroad program. How involved you want to be afterwards is up to you.

For the rest of the way, the Study Abroad Office staff and an equally dedicated group of study abroad academic liaisons will take over and make sure your student will have a productive and life-changing experience while still making progress toward his or her academic program.

But being the dedicated academic advisor that you are, we are positive that there are some tasks you may look forward to doing with your student. For example, you may find it rewarding to strategize with your student and use the time overseas as a springboard for future academic or career plans. Or, you could discuss what your student could do to further enrich his or her academic interests. These are personal decisions however, and no one, not the least your student, will begrudge you if you choose to hand over the reins to the Study Abroad people.

This handout spells out the typical study abroad process and your expected role. Because programs vary in their admission requirements, students vary in their abilities, personal situation, and objectives, and local and international events could also impact even the best laid-out plans, one student’s path will be different from another’s. Just the same, here’s how you can handle the moment when your student says: “I want to study abroad.”

Does your student announcing “I want to study abroad” send your heart racing?

Your student may get more out of the study abroad experience if you have some input.
THE ACADEMIC ADVISOR’S ROLE IN STUDY ABROAD

You are an Important Part of the Student’s Study Abroad Team

Yes, you are! No student can study abroad without first discussing the plan with you.

When a student first consults a study abroad advisor, the latter will always inquire if the student has already spoken with you. In particular, we would like to know if you and your student have had a chance to discuss courses the student can “take” abroad. See Appendix 1 to get an idea of the procedure for developing a study plan.

What courses can students “take” abroad?
The study abroad advisor needs to know this information because students receive direct credits (credits and grades) for courses they take overseas. Ideally then, all study abroad courses should replace specific requirements on their degree program. Thus, we always ask students to discuss study abroad plans with you first so we can recommend programs that will meet their academic objectives.

To ensure that students are taking appropriate equivalent courses for their Purdue degree requirements, all study abroad participants must secure pre-approval for courses from study abroad academic liaisons. Liaisons are Purdue faculty or academic advisors, working in their area of expertise, who have the authority to designate the equivalent Purdue courses or recommend overseas courses that will be suitable replacements for Purdue requirements (see Appendix 3 for a list of current Study Abroad liaisons).

Purdue offers over 400 study abroad programs in about 50 countries. These are summer, semester, academic year, and short-term departmental programs. So you can see why a study abroad advisor has to have an idea of what the students can or should take abroad in order to help them narrow their options.

Unless the student is particularly well informed about his or her Purdue degree plan of study, it is always a good idea to discuss study abroad plans with you first so the student can remain on track to graduate on time.

In addition to assisting a student with his or her study plan, there are other things you can do to encourage your student to make his or her time overseas really productive! Why you? Because presumably, you will know about a student’s professional plans, interests, and passions. You are also aware of the exciting developments and possibilities within the student’s academic area. With some words of wisdom from you, your student’s time abroad could turn into a very worthy investment.

How can study abroad engage the student academically? One contribution you can make to help your student have a productive study abroad experience is to suggest how he or she can take advantage of overseas opportunities to further enrich the academic experience.

You could, for example, encourage the student to take courses that are culture- or location-specific so he or she can have a better understanding and appreciation of the host country. If the student is studying in Australia, a course on Aboriginal Culture would be fascinating. To be in Italy and not take art history would be a shame! You could also suggest that your student take courses not available at Purdue, but which are pertinent to his or her degree program. For instance, Asian Business Law could be useful someday if the student’s career plans involve working with a multinational corporation doing business with Asian companies. You could also suggest courses that will help with graduate school plans or courses that will give the student a greater degree of expertise in his or her chosen field and impress potential employers later.

How can study abroad have a positive impact on future career plans? Additionally, you and your student can also plot a strategy for how the upcoming international experience will pay off when the student starts interviewing for jobs or applying to graduate school. What are the experiences that employers in your student’s area value? Will there be opportunities to volunteer? With whom can the student network? Does the program have an internship option? Are there prominent people who might mentor or grant the student an informational interview? Are there places to see? Is there cutting-edge research in the student’s field conducted at this university? Encourage your student to think ahead and use the time overseas to enhance his or her professional or academic credentials.

Studying abroad and your involvement in your student’s plan can leave a lasting impact on his or her life. Long after your student has left Purdue, you will be most likely remembered not only as the academic advisor but also as the person who steered him or her to success and isn’t this a heart-warming thought?
How to Prepare for the Study Abroad TALK

When your student comes to the Study Abroad Office, the study abroad advisor will always ask if the student had already spoken with you.

In particular, the study abroad advisor will want to know if (a) you are aware that the student is interested in studying abroad, and (b) if you gave the student any instructions or information that will affect his or her choice of program. Know that we will always defer to the wishes of the student’s academic department.

Probably the most crucial information we hope student can tell us are the specific Purdue courses or categories of courses that he or she hopes to “take” while studying abroad.

For example, if the student says he or she needs to take Liberal Arts courses that will satisfy Gender Studies, Western Heritage, and Aesthetic Awareness requirements, then we should focus and recommend Liberal Arts-approved programs that will offer courses in History, Literature, Political Science, Sociology, Art, and others.

If the student absolutely must take a Quantum Mechanics physics course in addition to the requirements in Liberal Arts, then we can examine programs that are approved by both the College of Science and Liberal Arts. From the list of potential programs, we then can focus on programs that have a Physics and Humanities Departments. Finally, we’ll narrow the choices even further to programs in which the Physics Department offers a Quantum Mechanics course.

Thus, the study abroad TALK you will have with your student will typically involve the following:

First, you and your student will assess his or her academic progress: how many credits does the student have under his or her belt, when does the student expect to graduate, and what are the remaining requirements on his or her plan of study.

Second, you’ll determine which of these remaining courses can be “taken” abroad, i.e., you could generate a list of specific courses or categories of courses which could be replaced by courses from an overseas program.

Finally, you should also discuss academic or departmental matters that could affect study abroad plans. Knowing these constraints and relevant factors will help the student and the study abroad advisor when considering program options later.

These relevant factors could include the following:

- Does the student’s academic program have any restrictions?

  For example, does the academic program involve sequential courses or block schedules which will make a semester study abroad program in the junior or senior year very challenging? If this is the case, then you could tell the student that studying abroad in his or her sophomore year or during the summer would be ideal.

- Is there an opportune time to study abroad?

  For example, are your majors required to take courses that are only offered at the beginning their junior year? Will your students have to be on campus when they begin developing their senior projects? If so, then come up with a plan of study in which studying abroad will have to be completed no later than the spring term of the sophomore year.

- Does your department recommend or have a preferred list of programs?

  For example, after surveying programs in which students have previously participated, are there programs your department prefers because the courses match your department’s offerings very closely? If your department has a list of Preferred Study Abroad Programs, then by all means, share this with the student.

- Are there departmental programs that you should be promoting among students in your department?

  In all likelihood, you know about your department’s faculty-led programs but the students do not. So go ahead and recommend a department program especially if the professor needs to meet a minimum enrollment number.

The situations described in the next few pages describe additional scenarios you might encounter, along with tips on how you could handle them. They’re by no means comprehensive or definitive, but we hope they’ll help you anticipate and stave off the uncertainty of not knowing what to say or do when your student announces he or she would like to study abroad.
This is a tip we learned from another academic advisor: make sure you won’t have to deal with any potentially challenging study abroad situations — be proactive and address the issue before or at the start of the student’s first semester at Purdue.

When your advisee consults you for the first time, say during a campus visit in his or her senior year of high school or during Day on Campus in the summer, immediately ask if the student would consider studying abroad. If the student says “yes” then advice him or her to remember to save at least 12 credits worth of electives for a study abroad semester. Emphasize that it is important to plan for study abroad as early as possible for maximum flexibility since there are many study abroad program options, each with different eligibility requirements and course offerings. Moreover, grades and credits come back, study abroad courses will replace degree requirements, and study abroad grades will be factored in the student’s overall GPA.

Assuming the student can indeed take any 4 or 5 elective courses of his or her choosing, then you’re home free! All the student has to do is develop a plan of study in which one semester is reserved for study abroad and then work in the rest of the degree requirements in the remaining seven semesters at Purdue.

At the designated time, the student can apply (and hopefully be selected) to a program in which those elective requirements will be met, leave for overseas, and then return to Purdue to resume his or her studies without missing a beat.

If the student ends up doing a study abroad program in which he or she would be able to take a major or core requirement, then it’s easy enough to substitute the major course for one of the elective courses that, according to the plan of study, is scheduled to be taken on campus.

If the student ends up taking two of these courses for a summer study abroad, then he or she will have at least one semester at Purdue with a lighter load.

An even better scenario, if the student chooses a study abroad program exclusive to your department’s majors and manages to take 12 credits worth of major requirements abroad, then the student can simply redistribute those saved electives in his or her remaining semesters at Purdue. A similar scenario will occur if the student reconsiders and ends up not studying abroad.

There’s an old Chinese proverb that states “make your whole year's plans in the spring, and your day's plans early in the morning.” That is — plan for the long-term, but be prepared to fine-tune as circumstances change.

Yet, we all know that “the best laid schemes of mice and men, go often askew...” Thus, while anticipating and planning for a study abroad at the outset is ideal, we are realistic enough to know that the idea of studying abroad won’t occur to many students until they’ve been at Purdue for at least a year, usually after receiving advice from a professor or mentor, or hearing a peer’s ecstatic testimonial about his or her study abroad experience. Leaving home to come to Purdue is already a big step — how can they even consider leaving the country?

So more than likely, your student will spring this news on you just when you think things are humming along nicely. What to do? Read on!

STUDY ABROAD FAIR!

If you have students who told you they are interested in studying abroad, encourage them to attend the annual Study Abroad Fair held in the first week of September. They can get information on all available programs on tap as well as speak with faculty-leaders who will be leading department programs, program provider representatives, exchange students, and Purdue students who have gone on study abroad programs in previous terms.
PLAN B: If You Did Not Catch the Student Early Enough to Implement Plan A

SITUATION: Lower-level student interested in a summer program

The Situation: Your student expresses an interest in studying abroad for the summer.

Recommendation: Not a problem! Just examine the student’s plan of study and recommend two Liberal Arts electives or GenEd requirements. These courses can be most easily satisfied by one of the many available summer programs. Just to be on the safe side, do provide examples of courses or subject areas that will be acceptable.

Outcome: Unless you ask the student to return with a list of options, you may not see your student again until after the student has already decided on a program.

SITUATION: Upper-level student interested in a summer program

Students who are in their early years at Purdue will have a relatively easier time incorporating a summer study abroad in their schedules.

But this does not mean upper-level students will have a harder time finding a study abroad program in the summer? Not at all, but the study abroad advisor will need more information from the student.

The Situation: The student, a junior or senior, has already completed a majority, if not all, of their or her electives and general education requirements, the student transferred to Purdue with credits earned at another university, or the student has an upper-level standing because he or she came in with many AP credits from high school.

Recommendation: You will need to carefully examine the student’s plan of study. If the student has two remaining electives or general education requirements, then these are the easiest courses for which to find program options. If not, then you’ll have to consider other factors. Is the student working on a minor? Is the student perhaps unknowingly close to completing a minor? If so, it might be possible to complete the rest of the requirements on a summer program.

Are there remaining major or core courses that the student is permitted to take abroad? Is a summer research or internship program feasible?

Or how about this: If the student is on track to graduate even without studying abroad, then encourage him or her to jump at the chance to take courses in an area in which they are interested but for which they have neither the time nor the opportunity to take at Purdue.

For example, there have been Engineering majors who simply wanted to indulge their creative side by doing an art program in Italy. Student who have an interest in critical languages can go abroad to learn languages that are not taught at Purdue. Apparel Design majors have taken business courses in anticipation of a future in which they’ll run their own clothing store. There was
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once an AAE major who developed an interest in wind energy and rather than do an Aeronautics program opted to take courses in wind turbine engineering and environmental science. Marine Biology is not exactly a Purdue specialty, but interested students can do the marine biology program in Turks and Caicos. There are many options students can choose from!

Outcome: Based on your discussion with the student, the study abroad advisor could suggest major-specific summer programs so the student could earn credits in his or her major.

If completing an internship is a degree requirement, the advisor could suggest summer internship programs or study abroad programs that have an internship option. Note however that majority, if not all, of these are unpaid internships.

Outcome: If the courses on the student’s list contain a variety of courses (major, core, electives, GenEd), the study abroad advisor is likely to recommend programs that have multiple approvals from several academic units. For example, the University of Lancaster in the U.K. has approval for direct credits from the Colleges of Liberal Arts, Science, Engineering, Agriculture, and the School of Management. Thus, a Mechanical Engineering sophomore could take, not just Mechanical Systems Integration at Lancaster, but also Fluid Mechanics, Women Writers of Britain and America, and Differential Equations.

Purdue has exchange agreements as well as provider programs in many excellent overseas universities, many with world rankings higher than Purdue’s. Thus, rest easy if you are concerned that your students may not receive the same kind of instruction they would have received if they take the classes at Purdue.

Moreover, students will receive Purdue course numbers and titles for all courses taken overseas. There are no grade adjustments so do not worry that your student simply will be on holiday for one term or the academic year while studying abroad. In many cases, we find that students learn to work harder and do better studying under an academic system that involves no grade inflation, less hand-holding, and encourages more critical thinking and independent study.

In fact, you may be in for a pleasant surprise after your student returns from studying abroad — send your student off for a year or semester and you may end up gaining a more motivated, mature, responsible advisee in the process.

SITUATION: Lower-division student interested in a semester/year abroad

The Situation: Your student announces that he or she would like to spend the next semester or academic year studying abroad.

Sure, this is short notice, but if the student is just entering his or her sophomore year, revising the current plan of study may be quite manageable.

Recommendation: As always, sit down and go over the student’s plan of study and discuss what adjustments will need to be made.

The easiest way to make studying abroad a possibility is probably to try to come up with a semester’s worth of electives and general education requirements. These are the courses for which appropriate substitutes can be most easily found from among several study abroad programs.

If the student has already satisfied a majority of his or her electives and GenEd requirements — the student came with many AP credits, the student is a transfer at Purdue, or the student switched majors — then include major or core requirements on the list.

Outcome: If the courses on the student’s list contains a variety of courses (major, core, electives, GenEd), the study abroad advisor is likely to recommend programs that have multiple approvals from several academic units. For example, the University of Lancaster in the U.K. has approval for direct credits from the Colleges of Liberal Arts, Science, Engineering, Agriculture, and the School of Management. Thus, a Mechanical Engineering sophomore could take, not just Mechanical Systems Integration at Lancaster, but also Fluid Mechanics, Women Writers of Britain and America, and Differential Equations.

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In fact, you may be in for a pleasant surprise after your student returns from studying abroad — send your student off for a year or semester and you may end up gaining a more motivated, mature, responsible advisee in the process.
SITUATION: Upper-division student interested in a semester/year abroad

The Situation: Your student, who is very close to graduating and has taken almost all degree requirements save for a few major courses, announces that he or she would like to spend the next semester/year studying abroad.

Recommendation: This will be a tad trickier. For the most part, it depends on the student’s major. Certainly, there are majors in which finding suitable overseas replacements won’t be too challenging. After all, many traditional academic areas — History, Literature, Biology, Chemistry, Physics, Mechanical or Electrical Engineering, Economics and others — cover similar subjects the world over. Thus, it’s a matter of finding a study abroad program that will allow the student to take his or her remaining degree requirements.

As with every student who wants to study abroad, do sit down with the student and generate a list of courses remaining on his or her plan of study. Then ask the student to make an appointment with a Study Abroad advisor for options.

Outcome: The study abroad advisor and the student will focus on finding a program that is approved for students in his or her field and where the student could potentially find courses comparable to the ones he or she needs to take to complete Purdue degree requirements. It may take a while to find an appropriate program. Do not be surprised if the student consults you and the academic liaison a few times for advice on potential options.

In the event we are not successful, then your student will have to decide whether to be less ambitious and go with a summer program instead, study abroad after graduation through Purdue Study Abroad or independently, or put off graduation and simply take additional courses abroad. Perhaps the student can take the opportunity to spend a term or year at a world renowned university. Let’s face it, while the student is getting an excellent education at Purdue, there’s much he or she could gain from studying at truly prominent universities like Imperial College, University College London, Swiss Federal Institute of Technology, Osaka University, the National University of Singapore or the Hong Kong University of Science and Technology. The student could scout out what his or her peers from overseas are doing. This might even inspire the student to work harder after seeing what the competition is like.

In addition, and especially if the student has his or her family’s support — perhaps not finishing in 4 years is not that catastrophic. Going overseas is such a terrific opportunity to broaden one’s horizons, learn about people from other cultures, adapt to new ways of doing things, and feel comfortable living and working outside one’s comfort zone. In the long run, these are the lessons from a study abroad semester or year that will stay with the student long after his or her return to the United States.

If the student decides on this option, then you as the advisor could suggest ways to make this extra semester really pay off. You could encourage the student to take courses that will enhance his or her professional or academic credentials, suggest networking strategies or community involvement projects, develop a personal project that will enable the student to meet experts in the field or learn techniques or skills more prevalent abroad than in the United States. There’s much the student can do and you would be crucial in pointing him or her in the right direction.

This last situation is very rare, thank goodness. Fortunately, Purdue students learn about study abroad early enough and can make plans while they still have some wiggle room in their studies.

Materials Science Engineering students can spend a year or semester at Imperial College, ranked #5 in the THES World's Best Universities.

HTM majors can study and do an internship in the Palma de Mallorca program (top). Palma is one of Europe's top tourist draws drawing over 12 million visitors every year. The University of New South Wales (bottom) in Sydney, Australia is among Australia's Group of Eight.
SITUATION: The student is concerned about not having sufficient funds

Studying abroad is definitely an investment worth making! Students gain so much in terms of personal development, enriching their academic experience and enhancing their professional credentials. We now have a global economy and employers seek out potential hires who have international experience. Students mention time and again that they get asked about their study abroad experience at job interviews.

Just the same, studying abroad will incur costs that depending on program or location may be a tad or significantly more than what a student would spend if he or she simply stayed home. If you student expresses an interest in studying abroad but is concerned about the costs involved, you can offer the following information:

Financial Aid and many scholarships can be used for study abroad. In many cases, even scholarships from private sources can be used to finance an overseas term. The Study Abroad Office and some of our exchange partners and program providers also offer scholarships and program discounts to help alleviate the cost of studying abroad. Currently, students participating in a year or semester program will receive $3000 and between $2000-$1000 for summer and departmental programs from the Study Abroad Office.

Students pay their regular Purdue tuition on an exchange program. For an in-state student, this is a boon! Even if they are studying in major (read: expensive) cities like London, Sydney, or Tokyo, they will pay their regular tuition to Purdue. They need only to cover accommodations, airfare and other onsite expenses.

Opt for exciting but less expensive destinations. There are places in the world that offer excellent educational opportunities at a fraction of the cost of studying in a major European city and no less exciting. Encourage your student to look into Hong Kong, Singapore, Korea, Latin America or Eastern European destinations. These areas are gaining global prominence to boost so a win-win situation all around: less expensive and a foot in the door this early in their professional career.

Look for funding sources and apply early! There are scholarships out there but often, students seek these out or apply too late to be considered. The application deadline for study abroad scholarships sometimes can be up to a year before the start of a study abroad semester. So encourage your students to start looking for other study abroad scholarships as early as possible.

Set up a study abroad fund early! Encourage your students to also consider starting a study abroad fund as soon as they begin their freshman year at Purdue. Sure, many students set aside some of their hard-earned cash from their regular campus jobs for their study abroad fund, but others have been pretty creative. We’ve heard of students who ask parents and other close relatives to contribute to their fund instead of getting them birthday or Christmas presents. Others put their artistic or culinary skills to work. And still others offer services like keeping a blog or agreeing to give a presentation before a civic group in exchange for financial support.

Bottom Line: the earlier students attend to financial matters, the better the chances of having enough funds for study abroad.

SITUATION: Student is interested in a non-Purdue approved program

Despite having over 400 different programs in about 50 countries, some students still choose to participate in non-Purdue approved programs. Some students do it for cost considerations, others want to study in countries where we do not currently have a program, and still others want to join friends from other universities who are participating in a program we do not have on offer. There are also international students at Purdue who return home for the summer and take courses at their local university.

If your student would like to study abroad for the summer on a non-Purdue approved program — no big deal. It is no different than if a student decides to take summer school at IU, Michigan, or other U.S. universities or colleges and brings back earned credits to Purdue. Almost every student can come up with 2 courses to take in the summer. It is the same situation for a student who participates in a non-Purdue approved program. In both cases, your academic department will decide if the transfer credits can be applied toward graduation requirements. The only thing we ask is for you or the student to inform us that he or she is doing an independent study abroad program so we can include the student in the study abroad count.

However, if your student asks to study abroad for semester or academic year on a non-Purdue approved program — then you need to have a serious discussion. Doing a semester on a non-Purdue program will mean taking a leave of absence from Purdue, receiving transfer credits only, and not being able to apply financial aid to the study abroad program. Can the student make academic progress with just transfer credits? Will the student have sufficient funds if he or she has to forego financial aid while studying on a non-Purdue approved study abroad program? What is the likelihood of the student staying an extra semester if the transfer credits cannot be used to replace major-specific or core requirements?

Nothing stops a student from going on non-Purdue approved programs as long as he or she is aware of the academic and financial consequences of the decision.

If your student insists on participating in a non-Purdue approved study abroad program, then ask him or her to read the Independent Study Abroad Guide. Obtain a copy from the Study Abroad Office.
Students on a Purdue study abroad program must maintain full-time student status. They will forfeit financial aid, the SA scholarship and international health insurance if they take fewer than 6 credits for the summer, 12 credits for the semester, or 24 for the academic year.

NOTE: It is Purdue policy to abide by the host institution’s minimum credit policy which is some cases exceeds Purdue’s minimum requirement. For example, European universities require a minimum of 30 ECTS (15 PU credits).

NOTE 2: Students can take less than 6 credits in the summer if the study abroad program consists of only one course that is less than 6 credits or if the student is not planning to use federal financial aid to pay the program fee.

• Participation Form and Deposit. Students accepted to the study abroad program must complete and return the Participation Form and remit a study abroad deposit to hold their spot in the program. A student’s offer of acceptance could be withdrawn unless both are turned in by the deadline stated on the official Study Abroad acceptance letter.

• “Statement of Responsibility” Form. Before departure, all participating students must sign a document indicating that they accept the conditions under which they will participate in their Study Abroad program. The agreement is a contract for the period of the program, carrying with it legal, financial, and other obligations. Students who are under 18 or under a documented disability must have their parents sign as well.

• Full-time Student Status. Students on a Purdue study abroad program must maintain full-time student status. They will forfeit financial aid, the SA scholarship and international health insurance if they take fewer than 6 credits for the summer, 12 credits for the semester, or 24 for the academic year.

• Probation. Students cannot be on academic or disciplinary probation the term before they go overseas. If a student lands on probation, his or her participation in the program will be cancelled, no matter if the student has already completed all requirements and logistical arrangements with the study abroad host institution.

• Course Approval. Study abroad participants must seek approval for courses they wish to take. The steps involved in securing course approval are discussed later in this guide.

• Direct Credits. By default, credits and grades earned abroad in fields that have been approved by specific academic departments at Purdue count as direct Purdue University credits (credits with grades) and calculated into the student’s G.P.A. Study Abroad coursework is evaluated according to the criteria of the host university or study abroad program. Overseas grades will be converted to Purdue’s letter grade system according to a standard international grade conversion scale.

• Grade Adjustments. There are no grade adjustments for courses earned abroad unless the host university or study abroad program acknowledge that a student was given an incorrect grade and a revised transcript is sent.

• Unapproved Courses Students will receive pass/not pass grades if they take a course in a field that has not been approved for direct credits for that program. If a student takes a course in an unapproved subject area, it will be up to the student’s academic department to decide how the credits will be used to satisfy graduation requirements.

• Pass / Not Pass Option. A Purdue student accepted into a Purdue-approved study abroad program may choose the P/N option for courses approved for direct credit for that program. The P/N option for courses completed abroad follows the Purdue University regulations for P/N grading option for courses completed on the Purdue campus. This option is consistent with the provisions as described in the Pass/Not-Pass Option Grade and Grade Reports, Student Regulations statement.

• Withdrawal from a Program. Students are expected to remain at the host institution until the last day of the program and all coursework and examinations are completed.

Withdrawal from a Purdue Study Abroad program should be considered only after consultation with the program coordinator, who will design a proper course of action with responsible parties at Purdue. Withdrawal may mean not only financial loss but also the loss of a semester’s or full year’s credit. Students who decide to withdraw from a program must inform the host institution, the Purdue Office of the Dean of Students, and the Study Abroad Office in writing (e-mail is acceptable) immediately.
Choosing and Applying to a Study Abroad Program

Ideally, the first step is for the student to discuss his or her study abroad plans with you, the academic advisor. Do not immediately register him or her to study abroad. Instead, the two of you could first go over some issues that will help us help the student narrow his or her study options. First, go over your student’s Purdue degree requirements to determine specific courses or categories of courses (i.e., Western Heritage, Gender Studies, or Technical electives) he or she should or can take overseas.

This is also a good time to inform the student if your department or college has a policy regarding study abroad participation. For example, some academic departments do not permit students to take core or upper-division major overseas. Others have recommended courses or preferred programs. Some departments even have a specific study plan for students who want to incorporate study abroad in their degree program (See Appendix 2).

Armed with this information, the student consults a study abroad advisor who will suggest possible programs. Applying to study abroad is a two-step process. Once the student has selected a program, he or she must first apply to that program and submit supporting documents (online via the SA website).

If the student passes the Purdue screening, then he or she will apply formally to the host institution. While waiting for acceptance by the host institution, the student completes mandatory pre-departure tasks like attending the orientation program, completing forms and securing course approval.

**Note 1:** Sometimes, students do not even bother consulting you or the SA advisor. Sometimes this is all right, but often, the student has to backtrack and may even have to switch to a more appropriate program.

**Note 2:** Often, a student who applies to a departmental summer program led by faculty from your department ends up not consulting either the academic advisor or the study abroad advisor.

Registering for Study Abroad at Purdue

A student remains enrolled at Purdue for the duration of the time he or she is studying abroad. This ensures that students will receive Purdue credits for courses taken at the host institution and that they can apply financial aid to their study abroad program. It is imperative that students know the procedure for registration to avoid any glitches.

Study abroad registration involves the following steps:

**First,** before his or her time ticket schedule, the student will get the PIN from his or her academic advisor and the Study Abroad Office will enter an override for them to register for their course, which is a closed course.

**Second,** at the designated time ticket schedule, the student accesses his or her “My Purdue” page and proceeds with the normal registration procedure. From the drop-down Subject menu, the student chooses “Study Abroad.” Under “Course Number,” the student types in the dedicated SA number for his or her study abroad program.

If there are multiple listings under the SA number for the program, each with a different CRN number, the students should check each listing’s program date. The student selects the listing with the date that corresponds to the program in which he or she is participating. The student then completes the rest of the registration procedure.

This SA number is simply a holding number and will remain on the student’s Purdue academic record until his or her study abroad grades are posted.

The SA number and the grade of “SI” on the academic record will be replaced by specific Purdue course equivalents, credits, and grades after the Study Abroad Office receives the official transcript from the host institution. The student pays the full amount and confirms his or her registration.

If a student’s registration is cancelled, he or she will need to pay a late fee before being reinstated.

**Note:** This section describes Purdue’s registration system only. The student will receive registration instructions for the host university in their acceptance materials. The student must be registered at both Purdue and at the overseas program.

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Missed the time ticket schedule?

No problem! Students can wait for the “Open Registration” period. Because there is no enrollment limit for SA courses, students cannot be closed out of a study abroad course.
Choosing and Securing Approval for Courses Students Will Take Abroad

By the time a student applies and is accepted to a study abroad program, he or she should have a pretty good idea of the courses that are available at the study site, the courses he or she will, can, or want to take, and the degree requirements these courses will fulfill (major, minor, elective, general education).

Even before or shortly after a student is accepted into the Purdue study abroad program, he or she has to get going on finalizing a plan of study. Your student will most likely consult you about a tentative study plan. Study Abroad is not an academic unit, therefore, we cannot assist the student in formulating a study plan.

Once you and your student have generated a list of specific courses or the categories of courses needed to complete degree requirements, you could go online to the program’s website for the course listings or consult the study abroad office for more information. Frequently the course descriptions and syllabi are also posted online.

If so inclined, you and the student can tentatively select overseas courses that seem to be suitable replacements for the Purdue courses on his or her list.

While the student will consult you about his or her plans to study abroad and will work out a tentative list of study abroad courses with you, you cannot designate which overseas course is equivalent to a specific Purdue course. For official course approval, the student will have to consult the appropriate Study Abroad liaison.

Study Abroad Liaisons are faculty members or advisors who help students determine the Purdue equivalents to the courses they wish to take abroad that is within their academic area. They are the only ones who can sign for a course in their department.

**NOTE:** In some cases, the academic advisor is also the study abroad academic liaison for the area in which the student wishes to take courses. (You know who you are!)

Study Abroad liaisons cannot approve courses not within their area of expertise. Thus, a Management major who wants to take an Accounting or a Business course abroad will consult Adrienne Albrecht, the KRN study abroad liaison. The latter however, cannot approve the History or Literature course the student also wants to take. For these subjects, the student will have to see the CLA study abroad liaison as well.

If the student has already determined the courses he or she wishes to take, or if the program in which the student is participating offers a finite set of mandatory courses, then the study abroad liaison will simply designate the appropriate Purdue equivalents for the courses.

In many cases however, the liaison’s primary task is to help the student finalize the study plan by recommending courses that are suitable replacements for his or her Purdue degree requirements. If the study abroad program has an extensive list of course offerings, it is not unusual for liaisons to recommend two or even 3 courses as suitable substitutes for one Purdue course.

Before the meeting with the study abroad liaison, the students should be ready to discuss their study abroad program, the Purdue requirements they hope to complete abroad, and the courses offered by the study abroad program. We recommend that students bring copies of the course descriptions/syllabi for the courses they wish to take or to bring their laptop to the meeting so they can easily pull up the course list from the program website.

See Appendix 3 for the Study Abroad Liaison list. The list of Study Abroad Liaisons can also be found here:

http://www.studyabroad.purdue.edu/students/ liaisons.cfm

Why Is It Necessary to Get Course Approval?

All students who study abroad must obtain approvals for all courses they should or would like to take, whether they take the courses for direct credits, transfer credits, or Pass/Not Pass. This can be done prior to leaving for their overseas site or if necessary, while they are abroad.

It is important for the students to get approval for all study abroad courses before they leave for overseas, before they officially register for the courses onsite, or even in the middle of their term abroad.

First, to ensure that students make progress toward their Purdue degree, they have to take courses that will replace the Purdue requirements they have yet to take on their degree program. If they do not get course approval until after they’ve completed a course, there is no guarantee that the Purdue equivalent that will be assigned to their study abroad course is the one they need.

Second, all courses students take abroad are posted on their academic record with no exceptions even if the course won’t count for anything. Consequently, the Study Abroad Office needs the course numbers, course titles, credits and grades (letter grade, transfer credits or P/NP) to complete the Course Equivalency Form for the Registrar.

**IMPORTANT:** If you have a student studying abroad on a program that is not a departmental program—check that they have secured approval for all courses.
It is a good idea to bring back syllabi and other evidence of coursework!

Liaisons may ask to review the course content before granting final approval.

TIP: Students should settle all academic issues before returning to Purdue. Contesting grades will be difficult to do from afar.

Thus, they should complete all course requirements and know their grades before leaving the program site.

Avoid delays and tears of frustration!

If your student did not seek prior approval for his or her study abroad courses, there is no guarantee the courses could be applied to his or her degree requirements. In addition, getting approval only after a student’s return to Purdue will further delay posting the study abroad grades on his or her academic record.

Obtaining Course Approval While Abroad

Occasionally, students will arrive at their destination with only a partial list of approved courses (as is the case with students participating in the Purdue in Spain or Freiburg programs) and will have to secure approval for the rest of the semester’s load later. In some cases, students discover that a few of the approved courses on their list have been cancelled forcing them to seek approval for additional courses. More commonly however, is when students find courses they think are more interesting or useful for them to take.

If your student finds himself or herself in this situation, know that he or she can obtain course approval while abroad. The student must do the following:

First, the student must seek permission from you that the course is a suitable alternative.

Second, after you give the green light, the student contacts the appropriate liaison to request course approval. Remind the student to copy you and his or her study abroad advisor on the message so everyone is in the loop.

Assessments and Study Abroad Grades

Every student on a study abroad program is required to take all examinations and complete all course requirements at the host university. Under no circumstances may students shorten the length of their program by making special arrangements with overseas professors or program coordinators — unless the host university has a policy of accommodating students who need to return to their home university before the official end of the semester. Otherwise, only illness or a dire family emergency, with accompanying evidence, is considered a legitimate excuse for missing a final examination.

No incompletes are permitted for overseas courses. Students must make every effort to fulfill all course requirements before they leave the host institution.

Students participating in an official Purdue University study abroad program will receive direct credits. The good news: everything will count and students should make appropriate progress on their degree program. The “bad” news: They will have to work, and in all likelihood, work harder in order to maintain their Purdue GPA.

There is no grade inflation abroad and students find that they have to put forth more effort if they hope to get good marks. In many cases, especially among European universities, the student’s course grade will rest on one exam taken at the end of the term.

There will be no “bumping up” of grades students earn at their overseas program no matter how much effort they may have put into their courses. Know also that in many cases, receiving an “A” from an overseas university may be difficult.

What if Course Approval was Never Obtained?

What if your student did not secure approval for a course or courses at all?

If a course has not been pre-approved, the SA Office cannot post the credits and grades to the student’s academic record.

Of more importance, there is no guarantee that the Purdue equivalent that will be assigned to it later will satisfy a degree requirement.

Your student should avoid this situation as much as possible, but if it happens, here’s what the student is supposed to do:

- Bring back the course syllabus/syllabi and other evidence of coursework.
- Contact the appropriate study abroad liaison(s) and discuss the non-approved courses. Provide the necessary documentation (e.g., syllabi)
- Submit the revised Course Approval Form to the SA Office, or if the transaction is being done by email, to copy you and the study abroad advisor on the message from the liaison.

The study abroad advisor will print the email message and attach it to the student’s original course approval form.

In the email, the student should include the title of the course and the course description. It will be even better if a syllabus is available.

Approval can be granted by email. There is no need to complete another Course Approval Form. The study abroad advisor will make sure the email correspondence is printed and attached to the student’s original course approval form.
Taking a Course Not Approved for Direct Credit

All study abroad programs are approved for direct credits (credits and grades) by one or more colleges at Purdue. For example, the University of Bath in the U.K. has been approved for direct credits by the College of Science and College of Liberal Arts. Thus, any course within these disciplines (Math, Biology, Chemistry, Physics, Literature, Psychology, Sociology, History) will come back to Purdue with credits and grades. However, Bath is a comprehensive university with an Engineering and Business programs. If a Purdue student takes these types of courses at Bath, he or she will receive PASS/NOT PASS CREDIT because the College of Engineering and Krannert School of Management have not approved the U of Bath program. It is not possible for a student to earn a letter grade in unapproved subjects. The student also will not receive transfer credit, but will receive normal credit with a grade of pass or not pass. If students end up taking a course or two in an unapproved subject area, it will be up to the student’s academic department to decide if those credits can be applied toward the student’s degree requirements.

Students do not need to submit a Pass/Not-Pass Form if the course or courses in question are in subjects that have not been approved for direct credit.

Just the same, students need to get course approval for these courses, even if they have to do so after they return to Purdue as the Study Abroad Office needs to know how the courses will be recorded on the student’s academic record.

**Bottom line:** If a student is not very flexible and needs to graduate on time, he or she should not take a course in an unapproved area unless there is explicit agreement from you that those credits will count toward degree requirements. Students should always consult the Study Abroad web page for their program or consult their study abroad advisor to confirm which courses at the host institution are approved for direct credits and which are not.

**Note:** Some overseas universities offer the option of auditing courses, as does Purdue. If a student chooses to audit a course or courses while studying abroad, be aware that these courses will not appear on the student’s Purdue transcript. Therefore, any audited courses should be in addition to the minimum credits required for full-time student status at the host university.

### Changes to Course Information

If there are any changes to a student’s study abroad plan — no matter how trivial — he or she must inform you, the Study Abroad advisor and the study abroad liaison, and secure course approval if necessary.

Delays in posting the grades can occur if the course listed on the course approval form does not match the course title on the transcript from the host university. Students must secure course approval if:

- He or she decides to take a course that has not received prior approval (i.e., not listed on the Course Approval Form).

**BOTTOM LINE:** Your student must report any changes to the study plan no matter how seemingly minor. Purdue takes study abroad coursework very seriously.

### Posting Grades and Grade Equivalents

At the end of the overseas program, the host university or study program (CIEE, DIS, IES, SFS, or IFSA) will send a copy of the student’s transcript to the Study Abroad Office. The timetable for various institutions will vary and there’s no definite date when transcripts are sent by the host institution.

When the transcript arrives at the Study Abroad Office, the credits and grade coordinator consults the student’s Course Approval Form and all pertinent course approval correspondence and completes the Grade Equivalency Form. This is then sent to the Purdue Registrar.

It will take a few days before grades are posted. The Purdue Registrar considers posting study abroad grades as a “Change of Grade” procedure. In addition, the grade for each course is posted sooner, for graduation, employment, or graduate school purposes, please inform the SA Office staff as early as possible.

**How are the equivalent letter grade for overseas grades determined?** The grades on the transcript of students on U.S.-based co-sponsored programs will already be on the U.S. letter grade system. Students who will be attending regular university exchange programs can consult the World Educational Services website for an approximation of how their overseas grades will transfer to Purdue:

[http://www.wes.org/gradecorversionguide/](http://www.wes.org/gradecorversionguide/)
Completed course approval form: this must be completed before your student leaves for his or her study abroad destination. At the same time, it is also all right for students to seek approval while studying abroad. The key is to get approval sooner rather than later, ideally before the transcript from the host institution is sent to the Study Abroad Office.

Transcript from study abroad program: the host institution will send the student’s transcript to the Study Abroad Office. The courses listed here will be checked against the courses on the course approval form.

Course Equivalency Form: this is the form sent to the Purdue Registrar. Listed are the designated Purdue equivalents of the overseas courses with credits and grades.
The Pass / Not Pass Option

A student accepted into a Purdue-approved study abroad program may take courses for Pass/Not Pass for courses approved for direct credit for that program as long as the following conditions are satisfied:

- The student must first discuss the matter with and seek permission from his or her academic advisor.

- If the advisor grants the student permission to take a class or classes for P/NP, the advisor must complete, sign and date the Pass/Not-Pass Form.

- The signed and dated form must be submitted (hard copy or via email) to the Study Abroad Office as soon as possible. Ideally, the form must be filed in the student’s Study Abroad folder before the end of the semester prior to departure for his or her overseas study site.

- While it is preferable that this decision be made prior to departure, P/NP approval can be granted while the student is already abroad. The signed and dated P/NP form must arrive at the Study Abroad Office no later than eight weeks after the official start date of the study abroad semester program as listed in the Purdue registration system. **NOTE:** the official start date is often different from Purdue’s official term start date. Thus, the 8-week deadline is not eight weeks after the start of that Purdue semester but the program as listed in the registration system.

- For programs with a duration of less than one semester, the Pass/Not-Pass Form must be signed and dated before 50% of the program has been completed, based on the official start and end dates of the program as listed in the Purdue registration system.

- If the student’s academic advisor does not grant permission, the student must take the course for a letter grade.

- It is up to the student’s academic department to decide how the courses taken as Pass / Not Pass will be used to satisfy the student’s degree requirements. The student must ask you to find out your department’s policy.

- Pass/Not Pass permission is not necessary if the student takes a course that has not been approved for direct credits for that program. In this case, the student will automatically receive Pass/Not Pass.

- Students need to be aware that for courses taken P/N, they must earn at least the equivalent of a C- in order to receive the grade P. If students earn less than C-, the grade N (Not Pass) will be posted to the students’ Purdue academic record.

- Once the official transcript from the host institution or program arrives at Purdue, the Study Abroad grade transfer coordinator will post the credits and grades according to what is listed on the student’s course approval form and the P/NP form.

Below is a Pass/Not Pass form. The student can access this form from his or her My Study Abroad page. There is an instruction page included as well, which both you and the student should read before signing.

Purdue University
Programs for Study Abroad
Pass/Not-Pass Form

Name: ___________________________ Major: ___________________________ Term abroad: ___________________________

Location: ___________________________ Study Abroad Program: ___________________________

<table>
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<tr>
<th>COURSE TITLE AT HOST PROGRAM</th>
<th>EQUIVALENT PURDUE COURSE</th>
<th>CREDITS</th>
<th>ADVISOR INITIALS</th>
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Advisor name (please print): ___________________________ Advisor’s email address: ___________________________

Advisor office telephone number: ___________________________

I acknowledge that the above named student, my advisee, has permission to take the courses listed above as P/N. The student and I have read and discussed the information on the reverse of this form.

Advisor Signature: ___________________________ Date: ___________________________

*Please make sure to explain clearly to your student how the course(s) he or she wants to take for Pass / Not Pass will be used to satisfy degree requirements. Ideally, the student should make progress toward his or her degree even if the courses were taken for P / NP. Your student may be so insistent on taking the P/NP option and fail to appreciate potential consequences like receiving unnecessary undistributed credits or having to re-take a course or two because his or her degree requirement calls for a letter grade for those courses.*
FAQ Courses and Grades

Will my student receive grades for courses taken abroad?

Yes.

By default, students will receive direct credits for participating in a Purdue study abroad program. The credits and grades will be recorded on his or her Purdue transcript and will be factored into the GPA.

**NOTE:** There are 2 exceptions to the rule: (a) if a student was able to secure permission to take courses for Pass/No Pass and (b) if a student takes a course in an area that has not been approved for direct credits.

What courses can my student take abroad?

So the student can make academic progress, he or she should try to choose courses that will replace some of his or her Purdue degree requirements.

Students must consult you, their academic advisor, and the appropriate study abroad liaison to determine (a) which courses to take while overseas, (b) the Purdue equivalents for those courses, and (c) how many credits will be assigned to each course.

How many courses should the student take while studying abroad?

Purdue requires all students to take the equivalent of at least 12 (per semester) or 6 (per summer) Purdue credits. Typically, that will be about 4 or 2 courses respectively. At the same time, Purdue defers to the host institution’s academic regulations. So, if your student’s minimum credit requirement is more than Purdue’s — the student will have to comply with the host institution’s policy.

Can the student take less than the required minimum credits?

No — unless your student is doing a summer program and will not be using financial aid.

Purdue requires all study abroad participants to assume full-time student status. If students take less than 12 or 6 credits, they could lose their financial aid and insurance coverage.

My student’s program’s minimum requirement is 18-18 credits or 30 ECTS for the semester. Should the student comply?

Yes, absolutely! It is Purdue policy to abide by our partner’s regulations. Thus, if the program’s minimum credit requirement exceeds Purdue’s, you’ll just have to accept it!

My student discovered a couple of interesting courses after arriving at the host institution. May he or she take those courses instead of the ones that had been pre-approved?

No reason why not. However, the student will still need to get approval for those new courses.

The student can always obtain approval for additional courses after arriving at the study site. If this happens, the student should immediately consult you and the pertinent study abroad liaison. The student should provide as much information about the new course and hope that it is a suitable replacement for one of his or her Purdue requirements.

My student wants to return home earlier than the program’s end date. Can he or she ask permission to take exams early?

No.

Students are expected to stay for the duration of the program and are prohibited from requesting early exams or special accommodations — unless it is the host institution’s policy to do so for students who need to return to their home universities in time to start the next semester.

My student complains that he or she is working way harder than other students in class. They seem to be having more fun since they’re working for credits only. It’s not fair!

With your permission, your student can always take his or her courses for Pass/No Pass. But if your department’s policy states that students studying abroad must receive letter grades for courses, then that’s that. Encourage your student to look at the bright side — he or she studied abroad, made academic progress, and will graduate on time.

What if despite working just as hard if not harder, my student still received a “C” for a study abroad course? Will Study Abroad bump up the grade — a grade the student probably would have received if he or she took the class at Purdue?

We do not make grade adjustments. The student will just have buckle down and work hard and give every class his or her best shot.

Can study abroad grades be optional?

My student is a year ahead and does not need any of the study abroad credits to graduate on time. Can he or she simply audit all courses?

No.

A student can take a course or two for audit, but these are in addition to the courses that will count toward the 12 credit minimum for full-time student status.

Can my student take some courses for Pass/No Pass?

Your student can take some or all courses for P/ NP. However, you must grant the student permission and explain to him or her how those courses will count toward satisfying degree requirements. See page 16 for more information.

How about taking all courses for Pass/No Pass?

Sure — as long as you do the above and submit the P/NP form in a timely fashion.

Can study abroad grades count toward a student’s GPA?

If a student has to take a course for direct credits, then those will count toward his or her GPA. If a student takes a course in an area not approved for direct credits for that program or you granted the student permission to take as P/NP courses approved for direct credits, then the student will receive credits only, no grade, and his or her overall GPA will not be affected.

My student is taking all electives. Can he or she be exempt from securing course approval?

Nope. When the Study Abroad Office submits the Grade Equivalency Form to the Registrar, the course number, title, credits, and grades must be listed on the form. Thus, even if the student has no need for the credits earned while studying abroad, we still need to know how the courses will be posted on his or her Purdue record.

Purdue has very definite rules about course equivalences and grade transfers — when in doubt please don’t hesitate to ask for clarification!
FAQ General Study Abroad Questions

Is there a list somewhere I can see that says what courses have been approved in the past?

No.

While the study abroad office keeps records of what students earned, there is no searchable database of these courses.

Some colleges have started to make their own, but even though you can see what courses students have taken, this does not mean those are the ONLY courses available. If you want specific information, it is best to ask a study abroad advisor.

Where can I find a list of programs that are offered and what colleges have approved them?

The program search feature on our website has all our programs listed, which can be searched by country, region, language requirement, which colleges have approved them and more. There is not a paper copy as we have too many different programs to keep it updated. www.studyabroad.purdue.edu/programs/search.cfm

I notice a program is listed as approved for one college, but says "Specifically for" and lists a few departments—what does this mean?

This means that only the departments listed for that particular college have approved courses for direct credit for that program. It does not necessarily mean that courses are offered in these departments each semester. For example, if a program list approvals as: College of Science (specifically for CHM) then students can only take Chemistry courses there. If “Specifically for” is not listed, it has been approved for all departments.

What if my student doesn’t meet the GPA requirement for a program?

Send the student to the study abroad office to discuss their options. If they’re very close to the requirement, we may still consider them after reviewing their complete application. If they’re very far off—we may suggest other options with a lower requirement or encourage them to work hard and apply for a future term. Some departmental programs have lower GPA requirements, so they can consult the leader of the program as well.

I’m not sure my student will be able to find enough classes—should I tell them they can’t do it?

No! You can be honest that it may be challenging to find a program, but send them to the Study Abroad Office to explore their options, there may be a program you don’t know about.

I was asked to write a letter of recommendation, but I’m not sure what you are looking for:

If you don’t know the student well enough to write a recommendation, feel free to tell them so. However, if you are able to write one for them we have an electronic recommendation for most programs that has specific questions to answer. Some programs require recommendations to be written on letterhead. In this case, you can speak about the student’s academic success and why you think they would be a good candidate for the program. Written letters should be addressed to “To Whom it May Concern” and all recommendations may be forwarded to the university or program as part of the student’s application so it’s good to keep that in mind while filling it out.

Can you send me a list of what programs are good for my students?

Yes!

Send us an email and be sure to include what majors you advise, and we’ll be happy to send you a list of options that offer courses in that major. Keep in mind that some students will want to take GenEd courses or courses outside their major, so the list should only be used as a starting point.

How early can a student study abroad?

Students must have completed 2 semesters of college before studying abroad, so the earliest freshmen can go is the summer after their freshman year—or any semester thereafter. However—some departmental spring break programs may accept freshmen. Transfer students need to have completed one semester at Purdue before applying.

My student is on academic probation, can they apply for study abroad?

Students on probation are not eligible to apply for study abroad but are welcome to apply once they regain good standing.

If I have a question while I am with a student, can I call your office?

Yes!

While we can’t guarantee the appropriate person will be available, we are happy to answer questions for you. If the student has already applied and knows who their advisor is—you can call them directly. If the student has general information you can call our main line to be directed to an appropriate person. Phone numbers can be found on our website or in the Purdue Directory. If no one is available, you can leave us a message and we’ll return it as soon as we can—or you can send us an email.

Can a student receive the Study Abroad Scholarship more than once?

There are two levels to the scholarship—the first is the $3000 level for semester or year study. The second is the $2000 or $1000 scholarships for shorter-term study. Students can get one scholarship from each level. Therefore, if they are wanting to do a spring break AND a summer program, they will have to decide which to use it for. However, if they are doing a short-term program and a semester, they can get one for both study abroad experiences.

Note: Students must be classified as undergraduate (not professional) students and be on the West Lafayette campus to receive this scholarship.

I was asked to write a recommendation and forgot—and now I can’t finish it before the deadline:

Contact us and let us know! We’re often able to give students short extensions for reasons such as this, though for some programs we may have to hold firm to the deadline.

My student missed the deadline but really needs to go in the upcoming term to fit it into his/her plan of study, is there anything you can do?

Occasionally, we are able to accept serious applicants after the deadline. However, any student applying past the deadline must receive permission from our office. It depends on the program they’re applying for and how far past the deadline we are. They should contact us right away.

I’m having trouble navigating your website, can someone show me how to find what I’m looking for?

Yes, please contact our office. We can arrange for someone to meet with you in person or talk with you over the phone.

Have a question not answered here?

Just ask—we’re happy to answer any questions, and would much rather you ask than give a student incorrect information!
Appendix 1: Choosing a Study Abroad Program, Developing a Study Abroad Plan and Securing Course Approval

Sample of a completed course approval form.

All students who study abroad must secure approval for **ALL** courses they plan to take, whether they take courses for direct credits, transfer credits, or Pass/Not Pass.

**Why?** First, because it is crucial to choose courses that will enable the student to make progress in his or her Purdue degree. Second, because the Study Abroad Office needs to know how the courses should be posted on the student’s academic record, i.e., the specific course numbers and titles. Third, because many host institution application forms ask for a tentative list of courses at the time of application.

To ensure that these objectives are met and so that students do not have to extend their time at Purdue needlessly, we would like them to have their study plan pegged down as early as possible.

Generally, students follow these steps in choosing developing a study plan and securing course approval:

**Step 1:** Student discusses study abroad plans with the academic advisor.

At this initial meeting, the student and advisor make note of and/or generate a list of specific courses (e.g., SPAN 214 Spanish Literature; MGMT 200 Accounting) and/or categories of courses (gender studies, western heritage, other cultures, technical electives, professional electives, or aesthetic awareness) the student can or should “take” abroad.

Questions your student is likely to ask you:

- What degree requirements do I have left to complete?
- Are there particular requirements you recommend I take abroad?
- Do I have major/minor courses that I should or should not complete overseas?
- I am participating in a study abroad program which will not offer courses in my major, do I have elective or general education requirements left on my plan of study?
- Will I need letter grades for all the courses on my list? Are there courses I can take for Pass/Not Pass?

**Step 2:** The student makes an appointment with a study abroad advisor to consider options.

The advisor notes the student’s concerns and constraints, as well as the recommended courses from the student’s meeting with his or her academic advisor.

The Study Abroad advisor suggests program options.

**Step 3:** The student considers the suggested programs and chooses his or her Top 3.

In many cases, the student will choose based on which program will allow him or her to take as many of the courses the academic advisor recommended. Program websites will usually feature course descriptions and/or syllabi.

**Step 4:** On his or her own or in consultation with the academic advisor, the student chooses the study abroad program to which he or she will apply.

**Step 5:** After approval to his or her study abroad program, the student schedules an appointment with the appropriate study abroad academic liaison(s) to secure course approval.

At this meeting, the student discusses the Purdue degree requirements he or she is trying to satisfy abroad and the courses available at the overseas site. The study abroad academic liaison either recommends which of the overseas courses are suitable replacements for Purdue requirements or simply designates the equivalent Purdue course numbers and titles for overseas courses the student would like to take.

**Questions your student could ask of a study abroad academic liaison:**

- I have copies of course descriptions for courses I am considering taking while abroad. Do these courses meet any of the degree requirements my academic advisor and I listed?
- What should I do if I arrive at my overseas site and find out I can’t take these classes? May I email you for guidance in making alternate choices?
- What do I need to do to follow up with you when I return from studying abroad? What should I bring back with me?

**Step 6:** The student returns the completed and signed Course Approval form to the Study Abroad Office. If you granted permission to take a course or courses for P/NP, that form must be turned in as well.
**Examples of study abroad study plans**

**Proposed study plan for a Management major who plans to take major courses and complete a Spanish minor while participating in the CIEE-Seville Business and Society Program in Seville, Spain.**

<table>
<thead>
<tr>
<th>Purdue University Courses/Requirements</th>
<th>CIEE-Seville Business and Society Program courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN elective</td>
<td>Intensive SPAN for Students of Bus and Econ (required of all participants)</td>
</tr>
<tr>
<td>SPAN 302</td>
<td>SPAN 3002 Advanced Spanish</td>
</tr>
<tr>
<td>SPAN 241</td>
<td>LITT 3501 Short Stories in Spain and Latin America, or LITT 3104 Cervantes and El Quijote, or LITT 3103 Women Writers in 20th Century Spain</td>
</tr>
<tr>
<td>SPAN minor electives (300-level and up): take any 2</td>
<td>HISP 3001 Flamenco in Andalusia: Culture, Language, Music, and Dance. or CINE 3101 Contemporary Spanish Film, or HIST 3101 20th-Century Span Political History, or SPAN 4002 Art and Fiesta: Andalusia and her Popular Traditions</td>
</tr>
<tr>
<td>OBHR requirement</td>
<td>ECON 3008 Euro Corporate Org or BUSI 3104 Managing Multinational Workforces</td>
</tr>
<tr>
<td>International Marketing requirement</td>
<td>BUSI 3101 International Marketing</td>
</tr>
<tr>
<td>Economics requirement</td>
<td>ECON 3002 European Economy</td>
</tr>
<tr>
<td>Management elective (open)</td>
<td>BUSI 3106 Leadership and Power in the International Business Environment</td>
</tr>
</tbody>
</table>

**Proposed study plan for a Communications major, who plans to spend the spring term at Uppsala University, Sweden.**

<table>
<thead>
<tr>
<th>Purdue University Courses/Requirements</th>
<th>University of Uppsala (Sweden) courses for spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Perspectives</td>
<td>Conflicts: Regional Contexts (SOC 342: Sociology of Peace and War?) or New History of Central and Eastern Europe (HIST 327: Central Europe 1500-2000?)</td>
</tr>
<tr>
<td>History Requirement</td>
<td>Nordic History, or Swedish History, or The History of Empire…1500-2000</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Structure and Evolution of Stars (Phys 220: General Physics?)</td>
</tr>
<tr>
<td>Social Ethics</td>
<td>Political Philosophy and Christian Social Ethics</td>
</tr>
<tr>
<td>Com 324: Intro to Organizational Com</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>Com 352: Mass Communication Law</td>
<td>Regulating Media and Communication</td>
</tr>
</tbody>
</table>
Appendix 2: Sample of a Study Abroad Semester Incorporated in a Student's Study Plan

With each passing year, it seems more students entering Purdue are aware that studying abroad is an investment worth making if they hope to be more marketable after they graduate. If your academic department does not have a suggested plan of study for students who want to study abroad for a semester or academic year, you might find it worthwhile to be prepared and develop one for your use. This way, if you have a first year student who comes to you to inquire how a study abroad semester can fit in his or her plan of study, you can whip out a plan of study form that incorporates a study abroad and start planning.

Below are two sample study plans. The first from Computer Science designates semester 4 as the ideal time to study abroad. In this plan of study, 5 categories of courses are specified. They are general enough that a student should be able to find suitable substitutes from several study abroad program that has approval from both the College of Science and the College of Liberal Arts.

In the second example from Krannert, the plan specifies the courses that can be taken abroad. That is, the students are given a list of specific degree requirements that can be taken from a list of Management-preferred study abroad programs of which there are also several.

**APPENDIX 2: STUDY ABROAD PLAN - SEMESTER 4**

**PLAN OF STUDY**

<table>
<thead>
<tr>
<th>SEMESTER - FALL 1</th>
<th>SEMESTER - SPRING 2</th>
<th>SEMESTER - FALL 3</th>
<th>SEMESTER - SPRING 4</th>
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<td>COURSE</td>
<td># CREDITS</td>
<td>COURSE</td>
<td># CREDITS</td>
</tr>
<tr>
<td>CS 180</td>
<td>4</td>
<td>CS 182</td>
<td>3</td>
</tr>
</tbody>
</table>
| CS 197 | 1 | CS 240 | 3 | CS 250 | 4 | Lab SCI | 3-4
| SCI 110 | 1 | MATH | 4-5 | MATH | 3-4 | MATH | 3
| MATH | 4-5 | SCI 111 | 1 | ECE 270 | 4 | GEN ED | 3
| FLL 101 | 3 | CS 197 | 1 | FLL 201 | 3 | GEN ED | 3
| ENGL 100/101 | 3-4 | FLL 102 | 3 | FLL 202 | 3 |
| 16-18 | 15-16 | 17-18 | 12-13 |

<table>
<thead>
<tr>
<th>SEMESTER - FALL 5</th>
<th>SEMESTER - SPRING 6</th>
<th>SEMESTER - FALL 7</th>
<th>SEMESTER - SPRING 8</th>
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</thead>
<tbody>
<tr>
<td>COURSE</td>
<td># CREDITS</td>
<td>COURSE</td>
<td># CREDITS</td>
</tr>
</tbody>
</table>
| CS 222 | 3 | CS 224 | 3 | CS 497 | 3 | CS 599 | 3
| CS 397 | 1 | CS 581 | 3 | CS ELEC (214) | 3 | CS ELEC | 3
| MATH 375 | 3 | MATH | 3 | LAB SCI | 3-4 | MATH | 3
| ENGL COMP | 3 | LAB SCI | 3-4 | MATH | 3 | GEN ED | 3
| GEN ED or FLL 202 | 3 | GEN ED | 3 | GEN ED | 3 |
| FREE ELEC | 3 | | | |
| 16 | 15-16 | 15-16 | 18 |
## Purdue University
### Management

**Suggested Plan of Study - 2006**

The student is ultimately responsible for knowing and completing all degree requirements. Academic courses: [http://www.purdue.edu/Purdue/course_info/](http://www.purdue.edu/Purdue/course_info/)

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>MGMT 159</td>
<td><em>MAI</em></td>
<td>ENGL 106 (4 cr.) <em>MAI</em></td>
</tr>
<tr>
<td>Pre-Calculus (6 cr.) or MA 153 &amp; 154</td>
<td>or ENGL 108 Composition 1</td>
<td>Natural Science NOTE B</td>
</tr>
<tr>
<td>MA 223</td>
<td><em>MAI</em></td>
<td>COM 114 <em>MAI</em></td>
</tr>
<tr>
<td>Applied Calculus I</td>
<td>Fundamentals of Speech</td>
<td>Literature NOTE B</td>
</tr>
<tr>
<td><strong>(MA 159 or equivalent)</strong></td>
<td></td>
<td>Natural Science NOTE B</td>
</tr>
<tr>
<td>MA 224</td>
<td><em>MAI</em></td>
<td>MGMT 200 <em>MAI</em></td>
</tr>
<tr>
<td>Applied Calculus II (MA 223)</td>
<td>Introductory Accounting</td>
<td>ECON 251 <em>MAI</em></td>
</tr>
<tr>
<td>STAT 225</td>
<td>Probability</td>
<td>MGMT 261 Fundamentals of Accounting</td>
</tr>
<tr>
<td>Mods</td>
<td>Mgmt 280</td>
<td>ECON 252 Micro-Economics</td>
</tr>
<tr>
<td>Mgmt 224</td>
<td><em>MAI</em></td>
<td>MGMT 281 Business Writing</td>
</tr>
<tr>
<td>These three courses must be taken at Purdue University</td>
<td></td>
<td>Elective OHR 220w</td>
</tr>
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</table>

### Upper Management Division Admission Requirements

Courses in bold type and outlined can be taken only after a student is admitted to Upper Management Division. Each semester, the record of students who have completed all courses in the Management Admissions Index (*MAI*), have at least a 3.00 MAI and 2.50 GPA, have a "C" or higher in all MAI and School of Management courses, and are not on probation will be automatically admitted to Upper Management Division. Students with at least a 2.75 MAI who do not meet all of the additional requirements listed above will be reviewed by the Faculty Undergraduate Admissions Committee to determine whether space is available and sufficient course exists to be admitted to Upper Management Division.

### Junior Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>MGMT 350 <em>PU</em></td>
<td>Business Statistics (STAT 225)</td>
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<tr>
<td>MGMT 310 <em>PU</em></td>
<td>Financial Management (MGMT 251, ECON 251)</td>
</tr>
<tr>
<td>MGMT 324 <em>PU</em></td>
<td>Marketing Management (MGMT 251, ECON 252)</td>
</tr>
<tr>
<td>OHR 230</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGMT 482</td>
<td>Management Information Systems (Junior Standing) (ECON 251)</td>
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</table>

### Senior Year

<table>
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<tr>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>MGMT 460 <em>PU</em></td>
<td>Professional Elective</td>
</tr>
<tr>
<td>MGMT 461</td>
<td>Management Operations (MGMT 251, 324)</td>
</tr>
<tr>
<td>OHR 428</td>
<td>Human Resource Management (MGMT 330, OHR 328)</td>
</tr>
<tr>
<td>OHR 428</td>
<td>Human Resource Management (MGMT 330, OHR 328)</td>
</tr>
<tr>
<td>OHR 428</td>
<td>Human Resource Management (MGMT 330, OHR 328)</td>
</tr>
</tbody>
</table>

| MINIMUM HOURS: 124 |

### Color Codes

- **RED** - Courses available at Kramert Preferred Programs
- **YELLOW** - Courses available at most Purdue approved study abroad sites offering business, management or economics; ENGL 420 at selected sites
- **TEAL** - Humanities and elective courses are available at most study abroad sites; free electives can be used to fulfill a minor
- **WHITE** - Case by case
## Appendix 3 List of Study Abroad Liaisons

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>FirstName</th>
<th>LastName</th>
<th>Email</th>
<th>Building Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>ABE</td>
<td>Nathan</td>
<td>Engelberth</td>
<td><a href="mailto:nengelbe@purdue.edu">nengelbe@purdue.edu</a></td>
<td>ABE</td>
<td>494-3060</td>
</tr>
<tr>
<td>AG</td>
<td>AGAD</td>
<td>Timothy</td>
<td>Kerr</td>
<td><a href="mailto:kerrtp@purdue.edu">kerrtp@purdue.edu</a></td>
<td>AGAD 121</td>
<td>494-8481</td>
</tr>
<tr>
<td>EDUC</td>
<td>IP</td>
<td>Jane Ann</td>
<td>Dimitt</td>
<td><a href="mailto:dimitt@purdue.edu">dimitt@purdue.edu</a></td>
<td>BRNG 3216C</td>
<td>494-0587</td>
</tr>
<tr>
<td>ENGR</td>
<td>AAE</td>
<td>Taylor</td>
<td>Weast</td>
<td><a href="mailto:tweast@purdue.edu">tweast@purdue.edu</a></td>
<td>ARMS 3312</td>
<td>494-5137</td>
</tr>
<tr>
<td>ENGR</td>
<td>BME</td>
<td>Corey</td>
<td>Linkel</td>
<td><a href="mailto:linkel@purdue.edu">linkel@purdue.edu</a></td>
<td>MJIS 1021C</td>
<td>494-7871</td>
</tr>
<tr>
<td>ENGR</td>
<td>CHE</td>
<td>Karissa</td>
<td>Raderstorf</td>
<td><a href="mailto:kraderstorf@purdue.edu">kraderstorf@purdue.edu</a></td>
<td>FRNY 1057A</td>
<td>494-5650</td>
</tr>
<tr>
<td>ENGR</td>
<td>CE</td>
<td>Marta</td>
<td>Lah</td>
<td><a href="mailto:mlah@purdue.edu">mlah@purdue.edu</a></td>
<td>CIVL 1141</td>
<td>496-2379</td>
</tr>
<tr>
<td>ENGR</td>
<td>CEM</td>
<td>Makarand</td>
<td>Hastak</td>
<td><a href="mailto:hastak@purdue.edu">hastak@purdue.edu</a></td>
<td>CIVL 1223</td>
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</tr>
<tr>
<td>ENGR</td>
<td>ECE</td>
<td>Jeffery</td>
<td>Gray</td>
<td><a href="mailto:grayj@purdue.edu">grayj@purdue.edu</a></td>
<td>EE 331B</td>
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<tr>
<td>ENGR</td>
<td>EEE</td>
<td>Tammi</td>
<td>Thayer</td>
<td><a href="mailto:thayert@purdue.edu">thayert@purdue.edu</a></td>
<td>POTR 322</td>
<td>496-7238</td>
</tr>
<tr>
<td>ENGR</td>
<td>IE</td>
<td>Patrick</td>
<td>Brunese</td>
<td><a href="mailto:pbrunese@purdue.edu">pbrunese@purdue.edu</a></td>
<td>GRIS 230</td>
<td>494-9611</td>
</tr>
<tr>
<td>ENGR</td>
<td>MSE</td>
<td>Vicki</td>
<td>Cline</td>
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<tr>
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<td>Jones</td>
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<tr>
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<td>CSR</td>
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<td>Molter</td>
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<td>494-8317</td>
</tr>
<tr>
<td>HHS</td>
<td>CSR</td>
<td>Sally</td>
<td>Harmon</td>
<td><a href="mailto:sharmon@purdue.edu">sharmon@purdue.edu</a></td>
<td>MTHW 315</td>
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<tr>
<td>HHS</td>
<td>H&amp;K</td>
<td>Nancy</td>
<td>Kester</td>
<td><a href="mailto:nkester@purdue.edu">nkester@purdue.edu</a></td>
<td>MTHW</td>
<td>494-8533</td>
</tr>
<tr>
<td>HHS</td>
<td>HealthSci</td>
<td>Truda</td>
<td>Strange</td>
<td><a href="mailto:strange@purdue.edu">strange@purdue.edu</a></td>
<td>CIVL 1163A</td>
<td>496-2848</td>
</tr>
<tr>
<td>HHS</td>
<td>HTM</td>
<td>Jaclyn</td>
<td>Palm</td>
<td><a href="mailto:jpalm@purdue.edu">jpalm@purdue.edu</a></td>
<td>MRRT 128</td>
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<tr>
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<td>Jennifer</td>
<td>Rosselot Wilkins</td>
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<tr>
<td>HHS</td>
<td>NURS</td>
<td>Laura</td>
<td>Curry</td>
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<tr>
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<td>Troyer</td>
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<td>Schroeder</td>
<td><a href="mailto:brendaschroeder@purdue.edu">brendaschroeder@purdue.edu</a></td>
<td>RPH 156</td>
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<tr>
<td>SCI</td>
<td>BIOL</td>
<td>Chris</td>
<td>Sahley</td>
<td><a href="mailto:sahley@purdue.edu">sahley@purdue.edu</a></td>
<td>DLR 204C</td>
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<tr>
<td>SCI</td>
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<td>Beatriz</td>
<td>Cisneros</td>
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<tr>
<td>SCI</td>
<td>CHEM</td>
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<tr>
<td>SCI</td>
<td>CS</td>
<td>Scott</td>
<td>Nelson</td>
<td><a href="mailto:srnelson@purdue.edu">srnelson@purdue.edu</a></td>
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<td>494-0610</td>
</tr>
<tr>
<td>SCI</td>
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<td>James</td>
<td>Ogg</td>
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<td>MA</td>
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<td>SCI</td>
<td>PHYS</td>
<td>Janice</td>
<td>Thomaz</td>
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<tr>
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</tr>
<tr>
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<td>Rose</td>
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<td><a href="mailto:delongbo@purdue.edu">delongbo@purdue.edu</a></td>
<td>AT 225</td>
<td>494-6137</td>
</tr>
<tr>
<td>TECH</td>
<td>BCM</td>
<td>Loretta</td>
<td>Lonz</td>
<td><a href="mailto:lonz@purdue.edu">lonz@purdue.edu</a></td>
<td>KNOY 419</td>
<td>494-0913</td>
</tr>
<tr>
<td>TECH</td>
<td>CNIT</td>
<td>Angie</td>
<td>Murphy</td>
<td><a href="mailto:armurphy@purdue.edu">armurphy@purdue.edu</a></td>
<td>KNOY 249</td>
<td>496-6003</td>
</tr>
<tr>
<td>TECH</td>
<td>CGT</td>
<td>Thomas R</td>
<td>Oneal</td>
<td><a href="mailto:troneal@purdue.edu">troneal@purdue.edu</a></td>
<td>KNOY 353</td>
<td>494-8206</td>
</tr>
<tr>
<td>TECH</td>
<td>ECET</td>
<td>Lindsay</td>
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"Preparing today's students for success and eventual leadership in the global economy is the single most important task facing U.S. education. If young Americans are to take on challenging global leadership roles in the future, they must possess a deep understanding and appreciation for other cultures, geography, history, and languages."

~Stephanie Bell-Rose
President, Goldman Sachs Foundation