

PROGRAMS FOR STUDY ABROAD COURSE APPROVAL FORM

Steps to Securing Course Approval

Step 1: Examine the courses offered by your study abroad program to determine if they meet your academic needs. Obtain course descriptions or the syllabi if these are available on the program's website. Check the semester availability and suitability of courses as appropriate substitutes for your Purdue requirements.

Step 2: Discuss your study abroad plans with your Academic Advisor. Make a list of specific courses (SPAN 214 Spanish Literature or MGMT 200 Accounting) or categories of courses (gender studies, technical electives, International electives, professional electives, etc) that you can or should take abroad.

Questions to ask your Academic Advisor:

- 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 not complete overseas?
- I am participating in a study abroad program which will not offer or will only offer a few courses in my major (show course list), what electives or gen-ed requirements do I have left on my plan of study that I can take abroad instead?
- Will I need letter grades for all of the courses on my list?

Step 3: On your own or with your Academic Advisor, make a preliminary selection of overseas courses that seem to match your Purdue requirements.

Step 4: Schedule an appointment with Study Abroad Liaisons to discuss your course selection and obtain approval. Bring the list of Purdue courses you need to satisfy abroad, the descriptions or syllabi of the overseas courses, and your Course Approval Form. This form can be downloaded from your *My Study Abroad* page.
NOTE: Do Step 4 as early as possible since liaisons' schedules sometimes fill several weeks in advance.

Questions to ask the 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 get abroad and can't take these classes? What are some backup course options? May I email you for guidance in making alternate choices?
- Do I need to do to follow up with you when I return from studying abroad? Should I bring anything back with me?

Step 5: You are responsible for returning the completed and signed form to the Study Abroad Office. The form should be uploaded to your My Study Abroad page. Keep dated copies of all correspondence with the Study Abroad Liaisons and your Academic Advisor, as well as copies of the completed forms.

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Name: _____ PUID: _____ Email: _____

Study Abroad Program: _____ Location: _____ Term Abroad: _____

STUDY ABROAD COURSE (subject abbrev./number/title)	EQUIVALENT PURDUE COURSE (subject abbrev./number/title)	PURDUE CREDITS	REQUIREMENT FILLED
MC 4376 Regulating Media and Communication (EXAMPLE ONLY)	Com 35200: Mass Communication Law (EXAMPLE ONLY)	3	<input type="checkbox"/> major <input type="checkbox"/> elective <input checked="" type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other
			<input type="checkbox"/> major <input type="checkbox"/> elective <input type="checkbox"/> minor <input type="checkbox"/> other

I acknowledge that I have examined the course content of the overseas course(s) the student wishes to take abroad and have approved the appropriate Purdue course equivalent(s) listed above.

I acknowledge that my advisee will take the above courses abroad (subject to availability).

Study Abroad Liaison (Name in Print) _____ Date _____

Academic Advisor (Name in Print) _____ Date _____

Study Abroad Liaison (Signature) _____

Academic Advisor (Signature) _____

Notes to Study Abroad Office: