

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: Email or meet with Study Abroad Liaisons to discuss your course selection and obtain approval. Send or 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.

Important Note: If you are a studying abroad during your final term at Purdue, you will need to ensure you have reviewed the information listed on the [Participation Policies page](#). Confirm your program end date and request retro award approval in advance of your term abroad. Retro award approval is confirmed by signature on course approval form.

