

How to secure Pass/Not-Pass approval for Study Abroad Courses from your Academic Advisor:

Step 1: Carefully look at the courses you plan to take abroad and decide if you want to take any of the courses Pass or Not Pass (P/N). Your Study Abroad courses must first be approved by a Study Abroad Liaison before you can consider the P/N option.

Step 2: Discuss taking courses for P/N with your Academic Advisor. Consider these questions:

- Is this course approved for direct credit? You can find direct credit information on your program's web flier. (Grades for courses not approved for direct credit are automatically posted as P/N.)
- If you take this course P/N, will it still meet major, minor, elective, or other requirements for your plan of study?

Step 3: If your Academic Advisor grants you permission ask them to complete the *P/N Form*.

Step 4: 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. Forms will not be accepted after the deadline.

Step 5: If you decide to request the P/N option after you arrive at your study abroad program, you are responsible for sending the P/N Form to your Academic Advisor and uploading the signed form to your *My Study Abroad* page by the deadline.***

Step 6: Keep dated copies of all correspondence with your advisors regarding courses for P/N as well as a copy of the completed form.

***The deadline for making the decision to take a course P/N is no later than the 8th week of the study abroad spring/fall semester or, for shorter programs, prior to 50% of the program's duration. The dates of each study abroad program are listed at <http://www.studyabroad.purdue.edu/> and the P/N Deadline will be displayed on your *My Study Abroad* page.

Name: _____ PUID: _____

Study Abroad Program: _____ Semester: _____

Course Title at Receiving/Host Institution	Advisor Initials

Advisor Name (Please Print): _____

Advisor Email: _____ Advisor Phone: _____

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, and we are aware that this decision is not reversible.

Advisor Signature: _____ Date: _____

(It is crucial that the date is recorded accurately as the date must meet the university regulations for the P/N option.)