

# Academic Advisor

## Guide to Study Abroad

**Topics Include:** Academic Advising for Study Abroad, Course Approval, Registration, Grades, Resources



You are an important part of your student's study abroad team! Your primary role is at the beginning of the planning process when you discuss degree requirements with your student. Specifically, determine the courses they have yet to take at Purdue and decide which of these could be replaced by an appropriate overseas equivalent. This process allows the student and the Study Abroad Advisor to make an informed decision about the most suitable study abroad program.

The Study Abroad Office staff, and an equally dedicated group of Study Abroad Liaisons, will make sure your student has a productive and life-changing experience while making progress toward their academic program.

You may find it rewarding to strategize with your student to use the time overseas as a springboard for future academic or career plans. Additionally, you can discuss what your student can do to further enrich their academic interests during their time abroad.

This guide outlines the typical study abroad process and your expected role. Every student's path to study abroad is unique due to various factors like program admission requirements, personal situations, and local or international events. Just the same, here's how you can handle the moment when your advisee says, "I want to study abroad."

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# Academic Advising for Study Abroad

When a student initially consults a Study Abroad Advisor, the Study Abroad Advisor will always inquire if the student has already spoken with you. In particular, the Study Abroad Advisor wants to know if (a) you are aware that the student is interested in studying abroad, and (b) if you have given the student any instructions or information that will affect their choice of program.

Purdue offers over 400 study abroad programs in about 50 countries. We offer summer, semester, academic year, and short-term departmental programs. With all of those options, you can see why a Study Abroad Advisor needs to have an idea of what the students can or should take abroad in order to help them narrow their options. Thus, we ask students to discuss study abroad plans with you first so that we can recommend programs that will meet their academic objectives.

The study abroad discussion you have with your student typically involves the following:

- Assess their academic progress: how many credits does the student have under their belt, when does the student expect to graduate, and what are the remaining requirements on their plan of study?
- 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 can be replaced by courses from an overseas program.
- Discuss academic or departmental matters that may affect study abroad plans. Knowing these constraints and relevant factors will help the student and the Study Abroad Advisor when considering program options.

- Does your student's academic program have any restrictions?

*For example, does the academic program involve sequential courses which make a semester study abroad program in the junior or senior year challenging? If this is the case, then suggesting your student study abroad in their sophomore year or during the summer is 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 of their junior year? Will your students need 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 should be completed no later than the spring term of the sophomore year.*

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

*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 to students?

*In all likelihood, you know about your department's faculty-led programs, but the student may not.*

## STUDY ABROAD FAIR

Encourage your students to attend the annual Study Abroad Fair held in the first weeks of the fall semester. They can get information on all available programs as well as speak with leaders of departmental programs, program provider representatives, exchange students, and Purdue students who have gone on study abroad programs in previous terms.

In addition to assisting a student with their plan of study, there are other ways you can encourage your students and help ensure a successful experience abroad:

- Encourage your student to take courses that are culture or location specific so they can have a better understanding and appreciation of the host country.
- Suggest that your student take courses not available at Purdue, but which are pertinent to their degree program.
- Discuss courses that will help with graduate school plans or courses that will give the student a greater degree of expertise in their chosen field and impress potential future employers.
- 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.

Studying abroad, and your involvement in your student's plan, can leave a lasting impact on their life. Long after your student has graduated from Purdue you will likely be remembered not only as an academic advisor, but also as the person who steered them to success for life after Purdue.

## Course Approval

Applying to study abroad is a two-step process. Once your student has selected a program, they must first apply to the Purdue Study Abroad Office, which includes listing a first and second choice program and submitting supporting documents (via the Purdue Study Abroad website).

If the student is approved to participate by the Purdue Study Abroad Office, they will formally apply to the host institution with the assistance of their Study Abroad Advisor. While waiting for acceptance by the host institution, the student completes mandatory pre-departure tasks like attending the orientation program, completing required forms, and securing course approvals.

### Obtaining Course Approval

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

Shortly after a student is approved by Programs for Study Abroad, they have to start finalizing a plan of study. Your student will most likely consult you about a tentative study plan.

You and the student can tentatively select overseas courses that seem to be suitable replacements for the Purdue courses on their list.

While the student will consult you about their plans to study abroad and will work out a tentative list of study abroad courses with you, it is the responsibility of the Study Abroad Liaison to designate Purdue course equivalencies for overseas coursework.

## WHAT IS A STUDY ABROAD LIAISON?

Study Abroad Liaisons are designated faculty members or advisors who help determine the Purdue equivalents for the courses they wish to take abroad within their academic area. Please note, in many cases the Academic Advisor is also the Study Abroad Liaison for the area in which the student wishes to take courses.

Study Abroad Liaisons cannot approve courses outside of their area of expertise. Thus, a Management major who wants to take an Accounting or a Business course abroad will consult the KRAN 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.

If the student has already determined the courses they wish 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, the Study Abroad Liaison's primary task is to help the student finalize the study plan by recommending courses that are suitable replacements for their Purdue degree requirements. If the study abroad program has an extensive list of course offerings, it is not unusual for Study Abroad Liaisons to recommend two or even three courses as suitable substitutes for one Purdue course.

Before meeting with their Study Abroad Liaison, students should be ready to discuss the study abroad program as well as 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 bring their laptop to the meeting so they can easily access the course list from the program website.

Lastly, students simply upload their completed and signed Course Approval forms to their *My Study Abroad* page.

### **Changes to Course Approval While Abroad**

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, a student finds courses they think are more interesting or useful once they arrive onsite.

If your student finds themselves in this situation, know that they can obtain course approval while abroad. The student must do the following:

- The student must seek written permission from you, as the Academic Advisor, that the course is a suitable alternative.
- After you give the green light, the student contacts the appropriate Study Abroad Liaison to request course approval.
  - Remind your student to copy you and their Study Abroad Advisor on the message so that everyone is in the loop.
  - Your student should include the title of the course and the course description in the email message. It is even better if a syllabus is available.
  - The student is responsible for uploading their updated Course Approval Form to the *My Study Abroad* page.

Students are asked to upload their Overseas Course Enrollment Form to confirm their final course registration during their time abroad.

### **Pass/ Not Pass**

A Purdue student accepted into a Purdue-approved exchange, cosponsored, or direct enroll study abroad program may choose the Pass Not Pass (P/N) option for courses approved for direct credit that are completed overseas. If a student chooses to take one or more courses P/N, they must first discuss the matter and secure approval from their Academic Advisor. The procedures for this are found on the student's My Study Abroad Page. The deadline for submitting the P/N form is no later than the 8th week of the study abroad semester or, for shorter programs, prior to 50% of the program's duration. Students upload their completed and signed P/N forms to their *My Study Abroad* page.

Once the Pass/Not-Pass Approval Form is signed and submitted to the Study Abroad Office, a P/N grade will be recorded on the Purdue transcript for the applicable coursework- no reversals after form submission.

# Registration

## Registering for Study Abroad

A student remains enrolled at Purdue for the duration of the time they are 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 the study abroad program. The procedure for registering for study abroad is simple for both academic advisors and students as the Study Abroad Office handles the entirety of the process.

Study Abroad registration involves the following steps:

The Study Abroad Office registers students for their study abroad course leading up to their time abroad.

After being registered, the student will see a SA number. This number is simply a holding number and remains on the student's Purdue academic record until their study abroad grades are posted.

The SA number and the grade of 'S' 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 at the end of the student's program.

After registering, a tuition invoice from the Office of the Bursar is posted on the student's *My Purdue* page.

The student pays the full amount and confirms their registration.

If a student's registration is cancelled, they must pay a late fee before being reinstated.

Occasionally, a student might be uncertain about their ability to participate on a study abroad program as planned, whether for personal reasons or because the study abroad office has advised that their program could be cancelled. In these cases, students may register for on-campus courses following the normal process until their study abroad plans are confirmed. These on-campus courses will need to be dropped before their SA course registration can be completed. Please contact the Study Abroad Office if you have questions about this process.

**NOTE:** This section describes Purdue's registration system only. The host university or study abroad program will have its own registration process. The student will receive registration instructions in the acceptance materials from the host institution. The student must be registered at both Purdue and the overseas program.

The Study Abroad Office registers students during the "Open Registration" period. There is no enrollment limit for SA courses so students cannot be closed out of a study abroad course.

# Grades

## Assessments

Students are 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 of a health official, 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 leaving the host institution.

## Grading

Grades and credits for all courses that appear on the host university or co-sponsored program transcript will be posted to the student's Purdue academic record.

Grades earned overseas are translated to Purdue letter grades using nationally-recognized scales provided by World Education Services (WES). These scales are not a mere adaptation to the U. S. grading system but are designed to match the spirit of the host country grading system in comparison to the U.S. system.

Students enrolled in courses that have not been approved by the corresponding Purdue college, school, or department will receive P/N for their overseas coursework.

Students who fail to submit a completed Course Approval form prior to their program will need to do so in order to receive credit for their overseas coursework. Failing to submit a Course Approval form greatly delays grade posting to their Purdue transcript.

## Resources

[Link to Study Abroad Liaison List](#)

# Pass/ Not Pass Form



## PROGRAMS FOR STUDY ABROAD PASS/NOT PASS FORM

### 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 filer. (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 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. The P/N Deadline has passed, you should contact your Study Abroad Liaison or advisor to see whether the form can still be accepted.

**Step 5:** If you decide to request the P/N option for one or more courses and a program, you are responsible for sending the form to your Academic Advisor and uploading the signed form to your My Study Abroad page. See 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.

Revised 7.28.17



## PROGRAMS FOR STUDY ABROAD PASS/NOT PASS FORM

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.)

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# Course Approval Form



## PROGRAMS FOR STUDY ABROAD COURSE APPROVAL FORM

### Steps to Securing Course Approval

- Step 1:** Examine the courses offered by your study abroad program. If they meet your academic needs, obtain course descriptions if these are available on the program's website. Check to see if there are any special requirements, such as English as a Second Language (ESL) or SAT/ACT scores, that must be met prior to enrollment.
- Step 2:** Discuss your study abroad plans with your Academic Advisor. Make a list of specific courses that you are considering (English Literature or Modern American Literature or International electives, professional electives, etc.). You can or should take advantage of the following links to help you:

- Questions to ask your Academic Advisor:**
- What degree requirements do I have left to cover?
  - Are there particular requirements you recommend I take?
  - Do I have major/minor courses that I should not complete overseas?
  - Am I participating in a study abroad program which will not cover all of my degree requirements? If so, are there any courses on my list, or are there any other courses that I can take to make up for the ones I cannot take?
  - Will I need letter grades for all of the courses I plan to take?

**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.

Revised 7.28.17



## PROGRAMS FOR STUDY ABROAD COURSE APPROVAL FORM

Name: \_\_\_\_\_ PUID: \_\_\_\_\_ Email: \_\_\_\_\_

Study Abroad Program: \_\_\_\_\_ Location: \_\_\_\_\_ Abroad: \_\_\_\_\_

STUDY ABROAD PROGRAM (study abroad program title)	AD COUNCIL NUMBER (if applicable)	EQUIVALENT SUBJECT	PURDUE COURSE NUMBER/TITLE	PURDUE CREDITS	REQUIREMENT FILLED
437: Emerging Media and Communication	300: Mass Communication	300: Mass Communication	300: Mass Communication	3	<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other
					<input type="checkbox"/> major <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:

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