Study Abroad Course Equivalency Form

HOW TO USE THE COURSE EQUIVALENCY FORM

Complete this form with the study abroad liaison(s) to establish equivalent Purdue courses and credits for your courses abroad. _All_ courses taken abroad must be assigned equivalencies and posted to your Purdue transcript, even if they are not fulfilling degree requirements. For more in-depth information, please visit the Course Equivalency Guide.

NOTE: The Daniels School of Business has a separate course equivalency process. Please visit the Business Course Equivalency page to request course equivalencies and/or order the course approval form.

WHEN TO SUBMIT THE FORM

Submit Course Equivalency Forms for all courses of interest before your program's start date or registration process so you know the Purdue credits you will receive.

NOTE: _We strongly recommend that you complete this form_ before _you are subject to any cancellation policies associated with your program._

1 Research program course offerings	2 Complete 'Study Abroad Course Information' section of the form	3 Reach out to the study abroad liaison(s) by email	4 Send the signed Course Equivalency Form(s) to your academic advisor
Course lists and syllabi can be found on your program's website. Review the program's academic department approvals, found on the Purdue webpage for your program. Courses taken in areas of study with academic department approval will be posted to your Purdue transcript with letter grades by default. Courses taken in areas **without** academic department approval **cannot** be posted as letter grades and will automatically be posted in Pass/Not-Pass mode.	Include the host institution course codes, titles, and credit amounts. If you are taking courses in multiple academic areas, complete separate forms for each area. **Do not include courses from separate areas on the same form.** If the host institution uses another language for the title of their courses, please include both the original title and an English translation.	Study abroad liaisons are faculty or advisors who determine the Purdue equivalents to study abroad courses. Include course descriptions and syllabi when requesting course equivalencies. The liaison will complete the 'Equivalent Purdue Course Information' section and sign the form.	Confirm with your academic advisor that the courses and equivalencies work for your plan of study. Confirm whether letter grades are required for any courses to meet degree requirements. If you wish to receive Pass/Not-Pass credit for courses in areas with academic approval, you must submit a separate P/NP Approval form, found on your MySA page. For more information on P/NP, visit the Savvy Student's Guide. Your academic advisor will sign the Course Equivalency Form.

5 Upload the completed and signed form to your MySA page. You must submit the form(s) to ensure you receive the correct credit.
We recommend getting backup course equivalencies in case preferred courses are unavailable. If you need an equivalency amended, you will need to complete the course equivalency process again on a new form.

Graduating Seniors:

If you are studying abroad during your final term at Purdue, you must complete the Retro Award Approval process on the Course Equivalency Form. This ensures you can still graduate on time. Please review the Course Equivalency Guide for more information and notify your study abroad advisor so they can advise you accordingly.

Study Abroad Course Equivalency Form

Student Information (completed by student)

Name: _____   **PUID:** _____   **Email:** _____

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

Study Abroad Course Information (completed by student)				Equivalent Purdue Course Information (completed by study abroad liaison)			
Subject	Number	Title	Credits	Subject	Number	Title	Credits
if avail. MAR	*if avail* 101	Classical Theatre of Mars (EXAMPLE ONLY)	6 ECTS	THTR	12345	Intro To Martian Theater (EXAMPLE ONLY)	3

I acknowledge that I have examined the content of the overseas course(s) and have approved the corresponding equivalent Purdue course(s).

I acknowledge that I have reviewed the above course(s) with my advisee, and I agree they are appropriate for the student's plan of study.

_____   _____
Study Abroad Liaison (name in print)   Date

_____   _____
Academic Advisor (name in print)   Date

_____
Study Abroad Liaison (signature)

_____
Academic Advisor (signature)

Notes: (optional)

_____

ONLY Graduating Seniors:

Retro Award Approval   (completed by Associate Dean)

I acknowledge this student will be eligible for retro award approval if they meet all requirements for degree and the transcript is not received in time for standard clearance for degree.

_____   _____   _____
Associate Dean (name in print)   Associate Dean (signature)   Date