





# Study Abroad Course Equivalency Guide









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# What is the Course Equivalency Form?

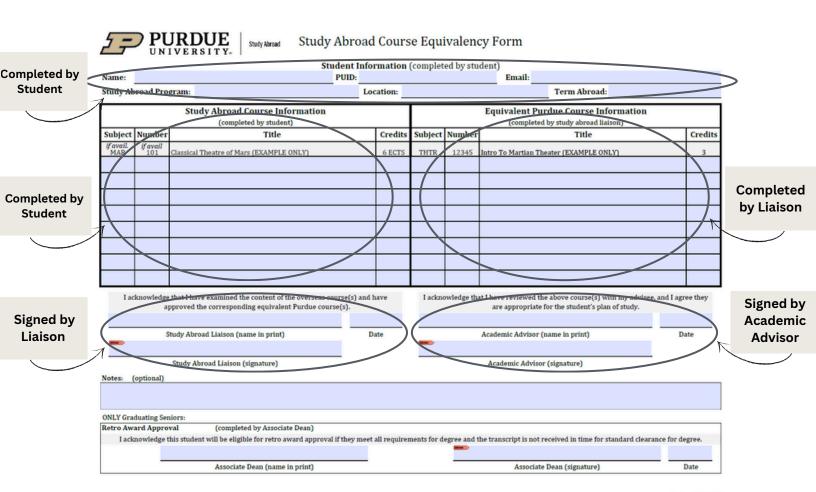


Completing this form with the Study Abroad Liaison(s) establishes the Purdue courses and credits for your courses which will be posted to your Purdue transcript.

## **The Purpose of This Form**

The purpose of this form is to ensure that all courses taken abroad have an officially assigned equivalent Purdue course.

## **Main Sections of the Course Equivalency Form**



Updated 8/15/25

## **General Questions - Course Equivalency Form**

If you haven't already, talk with your Academic Advisor about any degree requirements you need to fulfill abroad and start gathering course syllabi and descriptions for courses of interest.

## Where can I find the form?

On your MyStudyAbroad (MySA) page! Or, if you are looking to receive approval for courses in the Daniels School of Business (DSB), you can find the business course equivalency process at this link.

## Who completes it?

As the student, you'll complete the 'Student Information' and 'Study Abroad Course Information' sections of the form. The Study Abroad Liaison(s) will complete the 'Equivalent Purdue Course Information' section and sign. Your Academic Advisor will need to sign as well.

## Where do I submit it?

Once the form is fully completed and signed by the Study Abroad Liaison and your Academic Advisor, upload it to your MySA page.

## When is it due?

You should have all Course Equivalency Forms completed before your program's start date or registration period.

## When will it be checked off?

The equivalency forms are reviewed manually in the order they are received. It may take some time for the check mark to appear on your MySA page after the form has been submitted. If there are errors on the form when we review, we will reach out to you.

## What if I have questions?

If you have questions about the course equivalency process, please ask your Study Abroad Advisor.

If you have questions about a specific equivalency, ask the Study Abroad Liaison from the appropriate

department. For more FAQs, see pages 14-17.

## O1 Research Courses

Research the courses offered on your program. Connect with your Academic Advisor to discuss your academic plan.

## Course Equivalency Form Steps

O2 Student Sections



Complete the 'Student Information' section and 'Study Abroad Course Information' section of the form.

## 03 Study Abroad Liaison(s)

Reach out to the Study Abroad
Liaison(s) with course syllabi/
information so they can complete
the 'Equivalent Purdue Course
Information' section and sign.

O4 Academic Advisor



Send the completed/signed form to your Academic Advisor to confirm the course equivalencies work for your academic plan.

Upload Form



Upload the fully completed/signed Course Equivalency Form(s) to your My SA page.





## Research Program Course Offerings

1

You can find the course lists and syllabi on the program website or in communications from the host institution.

Important considerations for course review and selection include the following:

Term availability
Language of instruction
Prerequisites

Credit system
Credit conversion rate
Number of credits



What credit system does the host institution or program use?

Most co-sponsored programs use the same credit system as Purdue, but exchange programs often use a different system—for example, NUS modular credits at the National University of Singapore, and European Credit Transfer Systems (ECTS) in Europe). If you have questions, talk to your Study Abroad Advisor.



What is the credit conversion rate to Purdue?

The different credit systems have different conversion rates to Purdue. For example, 1 credit at Universidad San Francisco de Quito is equal to 1 credit at Purdue, but one ECTS credit at Universidad Carlos III de Madrid is equal to .5 credits at Purdue. If you have questions, talk to your Study Abroad Advisor.

Due to the questions here, write the number of credits awarded **at the host institution** in the credits column of the 'Study Abroad Course Information' section, and include the credit type (ECTS, CATS, Units of Credit, etc).

The Study Abroad Liaison will use the conversion rate to determine the number of Purdue credits.



## Review the academic department approvals



Found on the program's webflyer on the Purdue Study Abroad website and in the program information sheet on your MySA page

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.



## Complete the 'Study Abroad Course Information' section of the form

2

When completing this section, be sure to include host institution course subjects, numbers, titles, and credit amounts. Some programs may not have course subjects and/or numbers and that's okay! In this case, you can leave that column blank.



If the host institution uses another language for the titles of their courses, please include both the original title and an English translation in the title field.

#### THINKING OF TAKING COURSES IN DIFFERENT ACADEMIC AREAS?

You'll need to complete a separate form for courses in each academic area.

**EXAMPLE:** If you choose to take a **liberal arts** course and a **psychology** course, you will need...



one form for the liberal arts course signed by the liberal arts liaison



one form for the psychology course signed by the psychology liaison (in the College of HHS).

## Be flexible with your course plan!

We strongly recommend getting more course equivalencies than you might actually need. There's no harm in getting extra course equivalencies, and it may make your program's registration process easier.

When registration begins for your program, some of the courses you're interested in may not be available and those extra equivalencies can serve as backups.



## **Keep in mind...**

The Course Equivalency Form does not register you for courses abroad; the form will only be utilized by the Study Abroad Office at Purdue. The Study Abroad Office uses the Course Equivalency Form to process your grades after receiving your transcript from the host institution.



## Reach out to the Study Abroad Liaison(s) by email

Request equivalencies for your courses via email to the Study Abroad Liaison(s). Include the Course Equivalency Form for courses in their academic area and descriptions and/or syllabi for the courses you've listed on the form.

The liaisons will evaluate the courses listed in the 'Study Abroad Course Information' section and assign equivalent Purdue course codes, titles, and credits. They will enter that information into the 'Equivalent Purdue Course Information' section, and sign the form.

It is usually not necessary to meet with the Study Abroad Liaisons to discuss course equivalencies- simply sending them an email will suffice. See page 8 for a sample email.

## What is a

## **Study Abroad Liaison?**

Study Abroad Liaisons are **faculty or advisors who assign equivalent Purdue courses to study abroad courses** in their academic area.

## Where can I find contact info for Study Abroad Liaisons?

You can find the list of Study Abroad Liaisons at this link.

The link can also be found in the 'Course Equivalency Form' section on your MySA page.

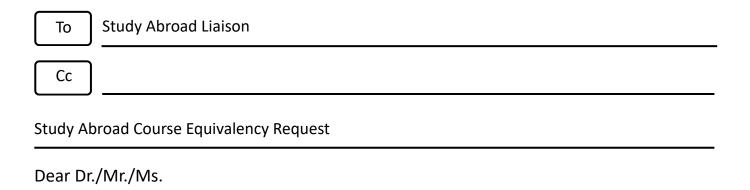


## When can I expect to hear back from liaisons?

Study abroad liaisons have other campus duties, so please be patient if they don't respond immediately after you submit your Course Equivalency Form. Processing times may vary. If you haven't heard back after two weeks, you can send a follow-up email to request an update.

Some academic areas may have specific requirements or additional steps for requesting course equivalencies. This may add more processing time to your course equivalency request, so please plan accordingly.

## **Sample Email to Study Abroad Liaisons**



My name is-- and I am studying abroad at (program name) in (abroad term). I am currently working on getting the equivalencies for my courses. Can you please review these courses and assign them Purdue equivalents, so that I can work on my study plan?

Class title: HS 203 History of Kilts

Location: Galway, Ireland

Institution/program: University of Galway/NUIG

Units: 6 ECTS

Suggested Purdue equivalency: HIST 4500 Description link or syllabus: Attached PDF

Class title: CM 431 Traditional Irish Music Development

Location: Galway, Ireland

Institution/program: University of Galway/NUIG

Units: 6 ECTS

Suggested Purdue equivalency: COM 35600 Description link or syllabus: [insert link here]

Thank you and I look forward to hearing from you!

Your name

Student ID: ######

## Send signed Course Equivalency Form(s) to your Academic Advisor



If you haven't already, discuss with your Academic Advisor what courses to take while you're abroad to stay on track for your degree.

Once you have the liaison's signature(s), send the signed Course Equivalency Form(s) to your Academic Advisor to confirm the courses and equivalencies work for your plan of study.

Request that your Academic Advisor sign the Course Equivalency Form(s).

Confirm whether letter grades are required for any courses in order to meet degree requirements.

Refer to the academic approvals (see Step 1) to ensure letter grades will be available if needed.

#### **NOTE: Pass/Not-Pass**

If you wish to receive Pass/Not-Pass credit for courses in areas **WITH** academic approval, you must submit a separate Pass/Not-Pass Approval Form.

For more information on the Pass/Not-Pass Approval Form and process, visit the <u>Savvy Student's Guide</u>.



## **Questions to Ask your Academic Advisor**

- Do the courses on my equivalency form(s) work for my plan of study?
- Do I need letter grades for any or all of these courses?
- · Which of these courses should I prioritize?

## **Purdue Registration**

You will **NOT** need to complete a Course Request Form with your Academic Advisor for the term you plan to study abroad. Instead, the Study Abroad Office will register you for the SA placeholder course found on your My SA page. This SA placeholder course will be replaced with the courses you took abroad when you return from your program.

However, for the term you plan to return, you will still need to register as usual, including completing a CRF and meeting with your Academic Advisor.



### Upload the fully completed equivalency form to your MySA page



Once the form is fully filled out and signed by both the Study Abroad Liaison and your Academic Advisor, upload it to your MySA page. You must submit the form so that we have it on file and can use it to post your grades.





## Keep in mind, when uploading the Course Equivalency Form(s)...

- You **can** upload more than one document. If you are taking courses in multiple academic areas, you will need to submit separate forms for each area.
- We can only use one equivalency for each course. If you have multiple
  equivalencies for a single course (for example, one from Liberal Arts and
  one from the School of Business), you will need to choose which
  equivalency to use on your final transcript.

#### Do not edit any forms after they have been signed.

If you need to update or fix an error on a Course Equivalency Form, you must submit a new form to the Study Abroad Liaison to make the necessary changes and resign. Then send the new form to your academic advisor and, finally, upload it to your MySA page.



## After the Course Equivalency Form has Been Submittted...

Course equivalency forms must be manually reviewed by Study Abroad when they're uploaded to your MySA page, before we are able to check it off on your page.



These forms are reviewed in the order they are received, so it may take some time for that check mark to appear. If you have any concerns about your forms, you can always reach out to our office.

A	Reminder	V
	Mellinaci	ě

**EVERY** course you take abroad must have an equivalent and be posted to your Purdue transcript.

	MI		
	IM	Е.	

$\bigcirc$	You	don't	need	it	for	your	degree	ļ

O It's just for fun!

$\bigcirc$	You	did	not	do	well	in	а	course

## **Sample Completed Course Equivalency Form**

Study Abroad Course Equivalency Form

Study Abroad

**NOTE**: This form is a sample ONLY and does not reflect current course offerings or departmental approvals. This sample may NOT be used as your own course approval form.

Student Information (completed by student)									
Name:	Iame: Bob Purdue PU					Email: bob's email address			
Study Ab	road Pro	gram: Mars Flagship University Loc	cation: C	apital City	, Mars	Term Abroad: Fall 3043			
Study Abroad Course Information Equivalent Purdue Course Information									
	(completed by study abroad liaison)								
,	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		
HS	1020	Settling of Mars	6 ECTS	HIST	20100	Intro To Martian History	3		
MUS	2200	Classical Instruments of Mars	6 ECTS	MUS	37500	Classica <mark>l M</mark> artian Instrumen <mark>ts</mark>	3		
CLT	2301	Martian Culinary Traditions	3 ECTS	IDIS	49100	Martian C <mark>uli</mark> nary Traditions	1.5		
DNC	3004	Advanced Martian Ballet	6 ECTS	DANC	20200	Ballet II	3		
		that I have examined the content of the overseas course(s) and loproved the corresponding equivalent Purdue course(s).  Name  06/21		I ackno	owledge tha	at I have reviewed the above course(s) with my advisee, an are appropriate for the student's plan of study.	d I agree they		
	S	tudy Abroad Liaison (name in print) D	ate			Academic Advisor (name in print)	Date		
MANN				MANAGE .					
		Study Abroad Liaison (signature)				Academic Advisor (signature)			
Notes: (	optional)								
ONLY Graduating Seniors:									
Retro Award Approval (completed by Associate Dean)									
I ack	nowledge t	his student will be eligible for retro award approval if they meet	all requirer	nents for d	egree and t	he transcript is not received in time for standard clearance	for degree.		
		Associate Dean (name in print)				Associate Dean (signature)	Date		

Updated 8/15/25



## **How Courses and Grades Are Posted After Your Study Abroad**

Your host institution will send your official transcript to the Study Abroad Office. Be sure you are aware of how your transcript will be sent to our office.

Once we receive your transcript, we will use the Course Equivalency Form(s) you have submitted to compile a grade report, which will list the Purdue credits and grades that should appear on your Purdue transcript.

Once your grade report has been completed, we will submit it to the registrar's office. The registrar will replace the SA placeholder course with the courses listed on the grade report. This process can take a few weeks.



These are manual processes, and they take time, especially during periods of high volume.

To ensure the quickest possible processing, make sure you have submitted equivalencies for all your courses before the end of your program, and keep an eye out for emails from our office, in case there is any additional information we need from you.

#### After your program ends, go to your MySA page to see the dates we:

- received your transcript
- submitted your grade report

## **Receiving Transcripts from the Host Institution**

## **Exchange Programs**

Your host university should have instructions for having your official transcript issued to Purdue Study Abroad. Make sure to complete all necessary steps for your transcript to be sent in a timely manner.

Note: Transcripts should be sent to the Study Abroad Office, not the Registrar or Admissions Offices.

#### **Co-Sponsored Programs**

Most co-sponsors will automatically send transcripts to the Purdue Study Abroad Office. Be sure you know whether or not this applies to your program.

Note: Make sure you've paid any outstanding fees to the co-sponsor so your transcript can be released.

### **Calculating Grades**

### **Exchange Programs**

For exchange programs, we calculate the Purdue grades according to a grade conversion scale, which can be found on your Program Info Sheet.

#### **Co-Sponsored Programs**

For most co-sponsored programs, we use the co-sponsor's grade scale when reporting grades. <u>However, there is an exception for programs that have a co-sponsor and exchange option.</u>

On these programs, we use the **exchange grade scale** for **all courses taken at the host university** to ensure fairness. You can find the grade scale for your specific program on your Program Info Sheet. Any courses taken at the co-sponsor's study center will be graded according to the co-sponsor's scale.

## **Retro Award Approval Process**

Question: Are you a senior graduating in the term you're studying abroad?







If you are studying abroad during your final term at Purdue, you must complete the Retro Award Approval process.

This ensures you can still graduate on time even if your host university grades will not be received/posted within 30 calendar days following the end of the Purdue term.

#### TO SECURE RETRO AWARD APPROVAL:



Inform your Study Abroad Advisor that you will be studying abroad in your final term, and confirm the end date for your program. This allows us to advise you accordingly.



Send a completed Course Equivalency Form to the Associate Dean for your department to request the approval.

If granted, the Associate Dean will sign the Retro Award Approval section at the bottom of the form.



Upload the completed course approval form with the Associate Dean's signature to your MySA page.

Note: The DSB Course Equivalency Form does NOT have a section for Retro Award Approval. If you are only taking business courses please have the associate dean either (1) sign a blank standard Course Equivalency Form or (2) send an email to the study abroad office confirming your Retro Award Approval.

### Once you've submitted the form w/signature...

We will keep it on file while we wait for your host institution's transcript. During this time, the SA placeholder course will still appear on your Purdue transcript, and your degree will not be awarded.

When we receive the host transcript, we will send your grades to the registrar's office, along with a copy of the Retro Award Approval.

Assuming you have met your degree requirements at this point, the registrar will post your grades, and retroactively award your degree to your intended term.

#### **IMPORTANT NOTE:**



Seniors studying abroad in the term **before** their scheduled graduation do not need a Retro Award Approval, but should still inform their Study Abroad Advisor so we can expedite the grade posting process as necessary.

#### **EXAMPLE:**

If you are intending to graduate in May, and your program ends in July, your degree will be considered 'pending' between May and the time your host transcript arrives. But once your grades have been submitted to the registrar, your degree will be awarded and backdated to May.

If you are not sure who the **Associate Dean is for your** department, please ask your Academic Advisor.

- Q: How do I complete a Course Equivalency Form?
  - **A:** See pages 5-10 of this document for instructions on how to complete the Course Equivalency Form. See page 11 for a sample completed Course Equivalency Form.
- Q: I plan to take a course abroad in a department that has not approved my program. Do I still need to get an equivalency for the course?
  - **A:** Yes- you need an equivalency for every course that you take while you're abroad, even if it is not in an approved academic area. These courses will be posted to your Purdue transcript in P/NP mode.
- Q: Do I need to have my Course Equivalencies finalized before I can apply to the host institution?
  - **A:** No. You should have Course Equivalency Forms completed and submitted to your MySA page before the registration process starts at the host institution.
- Q: Should I schedule a meeting with my Study Abroad Liaison to discuss course equivalencies?
  - **A:** It is usually not necessary to schedule a meeting with a Study Abroad Liaison. Reach out to the liaison(s) by email first to request the equivalencies. If there are any complications, you may end up scheduling a meeting down the line.
- Q: 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?
  - **A:** You'll need to reach out to the appropriate Study Abroad Liaison(s) with your course information so they can determine equivalent Purdue courses for the courses you're considering. Once they assign the Purdue equivalencies, you'll be better able to determine if the equivalent courses meet your degree requirements.
- Q: I want to fulfill a degree requirement while abroad. Can I request one of my courses come back as a specific Purdue course?
  - A: If there are specific Purdue courses you need to fulfill degree requirements, ask the Study Abroad Liaison if any of the courses listed might be equivalents
    - For example, if you need COM 101, you can let the liaison know you still need that requirement, and ask if any of the courses you've requested equivalencies for would be equivalent to COM 101. The liaison may say no, but you are free to ask, and it can be helpful for them to know what Purdue courses you need.
- Q: What are the different credit systems and what are their conversion rates?
  - **A:** You can reach out to the appropriate Study Abroad Liaison for the credit system conversions.
- Q: I haven't heard back from my liaison about my equivalencies yet and I reached out a week ago. What should I do?
  - **A:** Liaisons have other campus responsibilities and may not be able to respond right away to course equivalency requests. Please be patient. Feel free to send a follow-up email if you haven't heard back in a while. Let your Study Abroad Advisor know if you are not receiving a response. Also note that some liaisons may be more available to meet in person than others.

#### • Q: The liaison didn't find an equivalency for one of my courses. What do I do?

- **A:** First, make sure the course in question is in that liaison's academic area. Study Abroad Liaisons only assign equivalencies for courses in their academic area, so if it's in a different academic area, you may simply need to ask a different liaison.
  - If the course is in the liaison's academic area and they cannot assign an equivalent for another reason, feel free to reach out to your Study Abroad Advisor for advice on next steps.

#### • Q: Does my Study Abroad Advisor sign my Course Equivalency Form?

- **A:** No- the Course Equivalency Form will only be signed by the Study Abroad Liaison (see page 7 in this doc for more info on the role of the Study Abroad Liaison) and your Academic Advisor.
  - If you are a graduating senior during the term you're studying abroad- then you'll also need to get the form signed by the Associate Dean of your college. See page 13 of this document for more information on Retro Award Approval.

## • Q: I'm just taking a class for fun- I don't need it to count towards my degree. Do I still need to get an equivalency?

- **A:** Yes- you need a course equivalency for every course that you take while you're abroad, even if it won't count towards your degree.
- Q: Is it possible for a course I'm taking abroad to not show up on my Purdue transcript?
  - A: No- every course that you take while you're abroad must appear on your Purdue transcript.

#### • Q: When is the Course Equivalency Form due?

- **A:** We strongly recommend students complete and submit Course Equivalency Forms during the term before they intend to study abroad and/or before the registration process starts at the host institution. That way you know the Purdue equivalents for courses you're interested in taking before you leave for your program. This will make academic planning during your study abroad and after your return much easier.
  - The Course Equivalency Form is not considered completed until it's been submitted to your MySA page.

### • Q: When will the Course Equivalency Form be checked off on my MySA page?

• **A:** These forms are reviewed manually in the order they are received, so it may take some time for that check mark to appear. If you have any concerns about your forms, you can always reach out to our office. If something has been filled out incorrectly, we will contact you with a request to correct the document.

#### • Q: Can I get a course equivalency while I'm abroad?

• **A:** Yes, you can get course equivalencies while you are abroad. You have until your program end date to get course equivalencies and upload them to your MySA page. If you have not acquired equivalencies for all courses taken abroad by the time your program ends, there may be delays in processing your transcript.

- Q: 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 alternative choices?
  - A: It's because of instances like these that we recommend having back up course equivalencies determined and filled out on a Course Equivalency Form. We recommend students be flexible in their course choices because there are some institutions that may have a more competitive registration process. Talk with your Academic Advisor about additional courses that you could take that would still help you stay on track with your academic plan. If you need guidance on alternative course choices, please talk with your Academic Advisor and the Study Abroad Liaison, as they will know more about your academic plan and course equivalencies.
- Q: One course at my host institution was assigned several equivalencies at Purdue. Can I have the course count for multiple courses at Purdue?
  - **A:** No, we can only use one equivalency for each course. If you have multiple equivalencies for a single course (for example, one from Liberal Arts and one from the School of Business), you will need to choose which equivalency to use on your final transcript. If you are not sure which to use, talk to your Academic Advisor to determine which will work best for your plan of study.
- Q: I'm taking a course in Europe that counts for 5 ECTS. Will that come back as 3 credits to Purdue?
  - **A:** The Study Abroad Liaisons will be the ones to determine the number of Purdue credits that will be awarded for credits abroad. The liaisons base their decisions on the standard credit conversions, with some discretion when necessary. If you have questions about credits for a course, please reach out to the appropriate liaison.
- Q: What if I need to make changes to the Course Equivalency Form after it's already been signed by the Study Abroad Liaison?
  - **A:** Please see page 10 for instructions on how to correctly update a Course Equivalency Form if changes are necessary.
- Q: I want Pass/Not-Pass credit for a course I'm taking abroad, but the deadline has passed. Can I still get P/NP for the course?
  - A: The Pass/Not-Pass form must be submitted to your MySA page by the deadline to be accepted. If the deadline has passed, we cannot accept a Pass/Not-Pass form. Ultimately, we cannot make exceptions to the deadline because the P/NP policy is university-wide, and study abroad just works to ensure students can still request this grade mode within the standard parameters.
- Q: How do I complete the course equivalency process if I want to take Business courses?
  - **A:** Information on the Business Course Equivalency process can be found on the DSB Equivalency page, linked <a href="here">here</a>. If you have questions, please reach out to your Study Abroad Advisor or the Business Study Abroad Liaison.

- Q: I'm planning on taking only Business courses. Do I fill out the standard Course Equivalency Form on my MySA page?
  - **A:** No- you will only need to complete the DSB Course Equivalency process. You will not need to use the standard Course Equivalency Form found on your MySA page.
- Q: Is there a way I can check on the status of my grade report when my program has ended?
  - **A:** Yes- on your MyStudyAbroad page you will be able to see the date we received your transcript from the host institution AND the date your grade report was submitted.
    - If it has been more than 4 weeks since your grade report was submitted, and you still do not see your grades on your Purdue transcript, reach out to our office and we can follow up with the registrar.
    - To ensure that your grades will be processed in a timely manner, be sure that you
      have a course equivalency uploaded to your MySA page for every course that you
      took abroad.
- Q: Do I need to follow up with my Study Abroad Advisor when I return from studying abroad? Should I bring anything back with me?
  - **A:** Study Abroad Advisors are always open to a follow up to hear about how your study abroad experience went, but it's not required. If you have questions about courses or grade posting, you're welcome to reach out with questions.
    - Before leaving your program, be sure that you complete any necessary steps at the host institution (meeting course requirements, settling any outstanding payments, etc.) to ensure your transcript will be released to the Study Abroad Office. See page 12 of this document for information on how courses are posted.
    - Please retain syllabi, course descriptions, and coursework for all courses taken abroad in case they are required for any reason.
- Q: I'm a graduating senior during the term I intend to study abroad and I have multiple Course Equivalency Forms. Do I need the Associate Dean's signature on all of them?
  - A: No- as long as you have submitted one signed Retro Award Approval to our office, you are set.
- Q: All of my course equivalencies are through the School of Business, and their form does not have a section for Retro Award Approval. How do I secure the approval?
  - **A:** If you are only taking business courses please have the Associate Dean either:
    - (1) sign a blank standard Course Equivalency Form with the student's information OR
    - (2) email studyabroad@purdue.edu with the subject line 'Retro Award Approval [Student's Last Name]' and the following text:
  - "[Student name] is studying abroad on [program] during the [term]. I acknowledge that
    they will be eligible for Retro Award Approval if they meet all academic requirements for
    degree and the transcript is not received in time for standard clearance for degree."
  - This email should come to us directly from the AD, and should not be forwarded. The student can be included in CC.