Office of Undergraduate Engineering
Study Abroad Check List for McCormick Students

BEFORE YOU APPLY TO STUDY ABROAD:

1. Contact Heather Bacon at h-bacon@northwestern.edu and inform her of the quarter(s) that you wish to study abroad. Fall, winter, or spring study abroad will be noted in your study plan on MAS (mas.mccormick.northwestern.edu). If you are studying abroad in the summer, skip to step 3.

2. Meet with your faculty advisor to discuss the courses you plan to take while studying abroad. Make sure the curriculum you intend to take will allow you to complete your engineering degree in a timely manner. During this meeting your faculty advisor should approve your MAS study plan for the quarter you intend to return to Northwestern. (Ex: If you intend to study abroad in fall quarter you will need an approved study plan for winter quarter.)

3. Review the “Detailed Instructions” on the following page and ensure that you understand the process for petitioning your credits back to your Northwestern degree.

4. Schedule a meeting with Heather Bacon to finalize your McCormick approval of study abroad. Be sure to ask any questions you have about the course petition process.

5. If you plan to study abroad during your senior year, make sure you have completed and returned a degree application, along with any other necessary paperwork required for your degree (i.e., humanities theme form, area of specialization/technical elective/option form), to the Academic Services Office, Room L269.
DETAILED INSTRUCTIONS:

**Course credit**

Approval for foreign study by the University Study Abroad Committee applies to the general program you have described and does not constitute advanced approval of individual courses. In order to apply transfer credit to a specific requirement, you must file a curriculum petition (attached) with the Academic Services Office, Room L269. In the case of all technical course work (i.e. math, science, and engineering courses), the individual courses must be evaluated and approved (via a signature on the petition) by a faculty member in the corresponding department and by the department’s undergraduate chair. While it is not required that petitions be submitted before your application is approved it is in your best interest to have engineering, math, and science courses reviewed prior to taking the classes. Transfer of credit is not guaranteed until petitions are fully approved.

You should also familiarize yourself with the general rules on coursework taken abroad found here: [http://www.northwestern.edu/studyabroad/guide/academics/choosing-courses-to-take-abroad.html](http://www.northwestern.edu/studyabroad/guide/academics/choosing-courses-to-take-abroad.html)

- **Before going abroad**
  If you already know the coursework you will be completing while abroad, it is possible to submit petitions before you leave. At minimum, you must submit the syllabus for the course along with your petition so that it can be evaluated. If the syllabus is not in English, it must be translated prior to being submitted for review. For engineering, math, and science courses, the department may request additional materials such as a list of texts used or any lab syllabi. In some cases, these materials are available from the host institution prior to the start of classes. When possible, it is recommended that petitions be filed before departure. However, this is not always possible because course syllabi are not always available prior to the start of a semester and in some cases you may not know your course schedule in advance.

- **While abroad**
  Be sure to save the syllabus, list of required texts, and any other materials from each course you take abroad. These will be important for filing any updated or new petitions once you return from study abroad. If you have petitions approved prior to departure but end up taking different courses, new petitions must be filed.

- **After returning from abroad**
  File any incomplete, revised, or new petitions along with supporting materials to ensure transfer of credit.

**Registration**

- **Before going abroad**
  For students going abroad in fall, winter, or spring quarters, the study plan for your first quarter back at NU will be approved as part of your application process. This allows your advising hold to be released while you are abroad without an additional advising appointment. Students going on summer programs will register for fall classes in spring prior to departure and will return in time for the regular academic year so there is no interruption of the standard advising process that takes place each quarter.
• **While abroad**
  You will register for the quarter in which you will return to NU using CAESAR during the regular registration period. This means that it is critical that you continue to check your NU email account and the Registrar’s Office website for updates on registration dates and appointments. It is also strongly recommended that you check CAESAR for any registration holds prior to your appointment time. Dealing with registration holds from abroad can be time consuming so it is important to be aware of these in advance. If you encounter issues registering via CAESAR while abroad, you should contact a member of the Undergraduate Engineering Office.

• **After returning from abroad**
  Since you will register along with all other NU students during the university registration period, the registration process should be complete by the time you return from study abroad and no action should be required.

**Honors and scholarships**
If you are interested in pursuing honors work in your major, you should be sure to discuss this with your department before you go abroad. Many honors programs require application at the end of the junior or beginning of the senior year. The same is true if you might want to apply for various national scholarships such as Rhodes or Marshall when you return, which have deadlines early in fall quarter. Scholarship information is available from the Office of Fellowships, 1940 Sheridan Rd., [http://www.northwestern.edu/fellowships/](http://www.northwestern.edu/fellowships/).

We wish you a rewarding and enjoyable experience abroad
McCormick School of Engineering and Applied Science
CURRICULUM PETITION (Do Not Use Pencil)

Name ________________________________ Dept. _____________________ Date __________
Complete Address ______________________ Phone ____________________
Expected Graduation Date ___________ Catalog Year ___________ E-mail _____________________ Student ID __________

Type of Petition: _____ (A) Transfer Credit _____ (B) Curriculum Change _____ (C) Other

IF (A) TRANSFER CREDIT
University Name ______________________________________________________
Taken When? ___________________

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<tr>
<th>Proposed Course</th>
<th>NU Equivalent (if needed)</th>
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<tr>
<td>Course #</td>
<td>Course Description</td>
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Transfer Equivalency Verification (for math, science, or engineering courses): The above listed courses are equivalent.

(Faculty Signature) ___________________________ (Department) ___________________________ (Date) __________

(Provide the above information for each additional transfer course. Add on reverse or on attachment)

IF (B) CURRICULUM PETITION OR (C) OTHER

1) REQUEST FOR COURSE SUBSTITUTION:
Substitute ___________________ with ___________________ taken in _______ and count it towards _______.
Subject course # ___________ Subject course # ___________ QTR/YR ___________ Requirement Area (Write in one from below)

Substitute ___________________ with ___________________ taken in _______ and count it towards _______.
Subject course # ___________ Subject course # ___________ QTR/YR ___________ Requirement Area (Write in one from below)

2) REQUEST TO COUNT A COURSE TOWARDS SPECIFIC REQUIREMENT:
Use ___________________ taken in _______ towards the ___________ requirement.
Subject course # ___________ QTR/YR ___________ Requirement Area

Use ___________________ taken in _______ towards the ___________ requirement.
Subject course # ___________ QTR/YR ___________ Requirement Area

REASON FOR REQUEST (REQUIRED):
Student Signature: __________________________________________________________________________

Adviser __________________________ Date __________ Department Chair __________________ Date __________

Department Action: Grant __________________________________ Deny __________________________

(Do not write below this line.)

Dean’s Office __________________________ Date: __________________

Approve: __________________________ Deny: __________________________

Return Form to the Academic Services Office – Room # L269
McCormick School of Engineering and Applied Science
PETITION     (Do Not Use Pencil)

Attachment for additional transfer courses (to be stapled to the back of the Curriculum Petition if needed):
Name ___________________________ Date ______________
Dept. ___________________________ ID Number _______________ SSN ____________________

(A) University Name: ___________________________ Taken When? ______________

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Transfer Equivalency Verification (if necessary): The above-mentioned courses are equivalent.

(Faculty Signature) ___________________________ (Department) ___________________________ (Date) ______________

(A) University Name: ___________________________ Taken When? ______________

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Transfer Equivalency Verification (if necessary): The above-mentioned courses are equivalent.

(Faculty Signature) ___________________________ (Department) ___________________________ (Date) ______________

(A) University Name: ___________________________ Taken When? ______________

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