

COURSEWORK AT OTHER SCHOOLS

Students wishing to take courses at another institution, domestic or abroad, must submit a Curriculum Petition to Tech L269 indicating the course to be taken and the name of the school at which it is to be taken. Petitions are available in the Academic Services Office, Tech Room #L269, or online at http://www.northwestern.edu/studyabroad/returnees/Transferring_Credit.html#mccormick.

Petitions to take course work elsewhere should be processed **prior** to taking the course at another school.

Courses must be taken at an accredited institution, must be a bona fide college course, and must be an appropriate course for Northwestern University (i.e., similar to a course that might be offered at Northwestern). A course is considered bona fide if it was a college course offered on the campus by a college or university and enrolled primarily by high school graduates. Students should also review the Northwestern University Registrar's regulations to make sure that they comply with the university-wide guidelines for transfer credit: http://www.registrar.northwestern.edu/student_info/coll_credit.html

Courses in mathematics, science, or engineering must have special approval in writing from the department at Northwestern offering the equivalent course. Usually, students can get approval via the following steps:

- obtaining a description of the proposed courses;
- showing it to a representative from the appropriate Northwestern department; and
- having that representative approve the course equivalence on the petition form before the student receives approval from his or her advisor.

Transfer credit evaluators and their respective departments are listed below.

Once the course work has been completed, an official transcript must be forwarded to the University Registrar, Northwestern University, 633 Clark Street, Evanston, IL 60208-3102.

REMEMBER:

In taking any courses elsewhere, students should take into account the Undergraduate Residence Requirement under which they entered the University.

Transfer Credit Evaluators

Area/Evaluator	Preferred method of initial contact	Contact information
Mathematics		
Prof. Martina Bode	Email to evaluate credit or set-up appointment	m-bode@northwestern.edu
<p><i>Note:</i> Provide the following documentation via email or set up an appointment via email and bring documentation for all of the math courses you wish to have evaluated.</p> <p><i>Documentation Needed:</i> either the text that was used or a copy of the table of contents from the text that was used for the course in addition to, or in place of, the syllabus for the course.</p>		
Physics		
Prof. Deborah Brown	Email to make an appointment	d-brown4@northwestern.edu Office #: F220, Tech Phone: 847-467-5789
<p><i>Note:</i> The physics requirement in the engineering school requires calculus-based physics with a lab.</p> <p><i>Documentation Needed:</i> Bring petition form and documentation for all the physics courses you wish to have evaluated, either the text that was used or a copy of the table of contents from text that was used in addition to, or in place of, the syllabus for the course (FOR BOTH LECTURE AND LAB).</p>		
Chemistry		
Prof. Fred Northrup	Email to evaluate credit or make an appointment	f-northrup@northwestern.edu Office #: GG40, Tech Phone: 847 491 7910
<p><i>Note:</i> Provide the following documentation via email or set up an appointment via email and bring documentation for all of the chemistry courses you wish to have evaluated. Make sure to include information for both Lecture and Lab.</p> <p><i>Documentation Needed:</i> either the text that was used or a copy of the table of contents from text that was used in addition to, or in place of, the syllabus for the course (FOR BOTH LECTURE AND LAB).</p>		
Biology		
Prof. Gary Galbreath	Email to make an appointment	gig853@northwestern.edu Office #: 2144 Hogan Hall 2153 N. Campus Drive Phone: 847-491-8775
Applied Math		
Prof. Alvin Bayliss	Email to make an appointment	a-bayliss@northwestern.edu Office #: M466, Tech Phone: 847-491-7221
Biomedical Engineering		
Prof. Suzanne Olds	Email to make an appointment	s-olds@northwestern.edu Office #: E384, Tech Phone: 847-467-2369
Chemical Engineering		
Prof. Randy Snurr	Email to make an appointment	snurr@northwestern.edu Office #: E136, Tech Phone: 847-467-2977

Area/Evaluator	Preferred method of initial contact	Contact information
Civil Engineering		
Prof. Charles Dowding	Email to make an appointment	c-dowding@northwestern.edu Office #: A122, Tech Phone: 847-491-4338
Computer Engineering		
Prof. Seda Memik	Email to make an appointment	f-memik@northwestern.edu Office #: L471, Tech Phone: 847-491-7378
Computer Science		
Prof. Yan Chen	Email to make an appointment	cs-curriculum-chair@eecs.northwestern.edu Office #: L459, Tech Phone: 847-491-4946
Electrical Engineering		
Prof. Alan Sahakian	Email to make an appointment	sahakian@ece.northwestern.edu Office #: M394, Tech Phone: 847-491-7007
Environmental Engineering		
Prof. Jean-Francois Gaillard	Email to make an appointment	jf-gaillard@northwestern.edu Office #: A324, Tech Phone: 847-467-1376
Industrial Engineering		
Prof. Barry Nelson	Email to make an appointment	nelsonb@northwestern.edu Office #: C216, Tech Phone: 847-491-3747
Manufacturing & Design Engineering		
Prof. Bruce Ankenman	Email to make an appointment	ankenman@northwestern.edu Office #: C138, Tech Phone: 847-491-5674
Materials Science		
Prof. Kathleen Stair	Email to make an appointment	kstair@northwestern.edu Office #: 2002, Cook Hall Phone: 847-491-7827
Mechanical Engineering		
Prof. Elmer Lewis	Email to make an appointment	e-lewis@northwestern.edu Office #: A213, Tech Phone: 847-491-3579
All Other Technical Credits		
Dean Joe Holtgreive	Sign up for appointment at office	jjh@northwestern.edu Office #: L268, Tech Phone: 847-491-3332