

# School of Education & Social Policy

To SESP Study Abroad Students:

Here are important SESP policies and procedures to bear in mind as you prepare to study abroad.

## **Course Credits and Their Application**

Approval for foreign study by the University Study Abroad Committee applies to the general program you have described and does not constitute advance approval of individual courses. You must obtain pre-approval from your advisor in order to count coursework earned through study abroad toward your SESP degree requirements.

Credit in SESP will not be given for courses that are inappropriate to the School's curriculum or that do not meet the usual standards for credit in the School. For example, you will not receive credit for duplicate courses (meaning, ones that duplicate courses that you've already received credit for at Northwestern) or for internships and independent study not specifically approved by your advisor.

While you are abroad, any course changes must be discussed with your advisor (via e-mail) to ensure that you will receive credit for that course.

Retain all class descriptions, syllabi, papers, readings, and other course materials from your classes overseas; these might be needed to determine the kind of transfer credit you will receive.

Upon returning to Evanston, set up a meeting with your advisor once you have a transcript from your study abroad program and bring a copy of your transcript, available from the Study Abroad Office, to that meeting. You may meet with your advisor before you have a transcript in case you have concerns, but nothing can be made official until your advisor sees a copy of your transcript. At that time, s/he will make the final determination of how your study abroad coursework will apply toward your degree requirements. Notation of assignment of course credit (and at what level) will be written on the Petition to Graduate.

Courses taken abroad will be noted at the beginning of your transcript with the GEN\_CRED 1xx designation. After meeting with your advisor, s/he will send a copy of the credit transfer form to your degree auditor and include the level of your coursework (e.g., SOC POL 3xx). If you are applying to graduate school and are concerned your Northwestern transcript will not include the name of or grade from your abroad courses, you may want to have a copy of your transcript from your study abroad institution sent to any graduate schools to which you are applying for admission.

If you are attempting a minor or second major in another school, you must gain permission of that department to transfer courses toward the minor or major.

## **Registering for Courses at Northwestern While Abroad**

If you will be at a location with limited internet access and unable to register yourself, arrange a plan with your advisor regarding your registration. S/he will be able to assist you in registering from afar.

## **Practicums and Internships**

Be sure to work in advance with both your advisor and Nathan Frideres (for LOC, SOC POL, & HDPS practicums) or Meg Kreuser (for student teaching) to ensure that you follow proper procedures and meet all necessary deadlines while abroad. It is especially important to do as much advance work as possible in lining up practicum sites. Internships done abroad may only be counted toward elective credit.

## **Registration Requirement**

In addition to completing your course requirements, you must also fulfill the Undergraduate Registration Requirement (URR). Most study abroad credit does not count toward the URR. There is one exception: Some Northwestern study abroad programs offer courses with Northwestern course numbers and the “SA” course designation. A student who completes at least two full units of credit in such courses during a quarter is considered to be “registered at Northwestern” for that quarter, and this credit will count toward the minimum needed to satisfy the URR. Transfer credit for study abroad courses that do not carry Northwestern course numbers and the SA designation will not be counted toward the URR.

To read the complete policy, please go to <http://www.registrar.northwestern.edu/graduation/urr.html>

## **Petition to Graduate**

If you are studying abroad during fall term of your senior year, be sure to complete your Petition to Graduate prior to departing for your study abroad program. Your petition must be completed approximately one calendar year before your anticipated graduation date.

## **Honors and Scholarships**

If you are interested in pursuing a senior honors thesis, you should discuss this with your advisor before you depart. You may not be abroad in the spring of your junior year or the fall of your senior year if you want to participate in the honors program.

If you are interested in applying for various national and international fellowships, such as the Rhodes or Marshall, the deadlines for these scholarships and others are early in the fall quarter. Scholarship information is available from the Office of Fellowships, 1940 Sheridan Road, <http://www.northwestern.edu/fellowships/>.

## **E-Mail**

Electronic mail can be a very useful tool for students studying abroad. If you have an e-mail account while abroad that is different from your Northwestern account, please contact your advisor in order to let him or her know your address should he or she need it. Note: Due to varying technology, some internet connections are limited. Please check with the sponsoring school regarding the availability and quality of internet connections prior to departing.

## **Send an E-Postcard to SESP Student Affairs**

Send us photos from abroad via Instagram using #sesplove. Check your privacy settings to make sure your photos can be viewed publicly. You can also tweet us about your adventures using #sesplove.

Again, best wishes for a challenging and rewarding experience abroad!

Sincerely,

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