Northwestern | McCORMICK SCHOOL OF ENGINEERING

Office of Undergraduate Engineering

Study Abroad Check List for McCormick Students

BEFORE YOU APPLY TO STUDY ABROAD:

1. Contact Jennifer Henry at jennifer-handel-henry@northwestern.edu (until mid-January 2018) or Heather Bacon at h-bacon@northwestern.edu (after mid-January 2018) 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).

2. Review the "Detailed Instructions" for transferring course credit on the following page. Engineering/math/science credits are guaranteed to transfer **ONLY** for courses that you have filed in the curriculum petition prior to departing on your study abroad program. Courses not approved prior to departure are not guaranteed to transfer.

3. 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.) Note: If you are studying abroad in the summer, you may skip this step.

4. Schedule a meeting with Jennifer Henry to finalize your School of Engineering 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. area of specialization/technical elective option form if your department requires them), to the Academic Services Office, Room L269.

We wish you a rewarding and enjoyable experience abroad!

DETAILED INSTRUCTIONS:

Course credit

Only the School of Engineering has the authority to approve transfer credits to satisfy your engineering degree requirements. You must, therefore, file a curriculum petition for all course work you wish to apply toward degree requirements.

Before Going Abroad

Technical Credits

All engineering, math, and science courses must be approved by petition **PRIOR** to departure for study abroad. **Transfer credit is not guaranteed until petitions are approved.** In addition to petitioning the first-choice courses you intend to take, you should petition back-up courses to prepare for the common scenario in which you cannot register for your first choice courses. Inability to register for first-choice courses does not exempt you from the rule that technical courses must be approved prior to departure, so these back-up courses are particularly important.

A petition form is included at the end of this document. In addition to the form, you will need a syllabus written in English for the course in order for content to be reviewed. There are three signatures that must be obtained before a petition will be accepted by the Undergraduate Engineering Office as part of the study abroad application. These signatures must be obtained from:

1. The instructor who teaches the course for which you are seeking equivalency OR the undergraduate department chair for the department in which the course is offered. For example, if you are seeking credit for ME 222, you must obtain a signature from a faculty member who teaches ME 222 or the undergraduate chair of ME. If you are seeking generic credit, such as EECS 2XX, the undergraduate chair is a good person to contact for this signature.*
2. Your McCormick faculty adviser. *
3. The undergraduate chair for your program.

*Courses from an Approved Course Equivalence (ACE) sheet require only the undergraduate chair's signature.

Once all three signatures are obtained, the petition may be submitted to Jennifer Henry during the McCormick approval meeting that is required within the study abroad application. If course information is not available at the time of application or if course plans are altered prior to departure signed petitions must be submitted BEFORE you depart for your study abroad program. Requests for course review cannot be made while you are on your study abroad program.

Non-Technical Credits

Courses outside of engineering, math, and science may be petitioned after your return to campus following study abroad. If you are taking non-technical courses for any second majors, minors, or certificates, it is important to verify the possibility of transferring planned courses back to those requirements prior to study abroad. Those programs will have their own policies and procedures for counting transfer credits toward requirements.

While Abroad

Be sure to save the syllabus, list of required texts, and any other materials from each course you take abroad in case any follow up is necessary upon your return to Northwestern. This is important for all courses including those you wish to transfer back for general credit (GEN_CRED 1XX).

After Returning from Abroad

Request that your official transcript be sent to the Northwestern. The credit transfer process cannot take place until this transcript is received.

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/.

Northwestern | McCORMICK SCHOOL OF ENGINEERING

PETITION FOR TRANSFER OF STUDY ABROAD CREDIT

This form is to be used for equivalency verification for credits taken by Engineering undergraduates on study abroad programs. Syllabi written in English must be provided for courses to be reviewed for equivalency. **Submit forms to the Academic Services Office – Tech L269.**

Name_____ Major_____ Date _____

NU Email _____@u.northwestern.edu Phone _____

Expected Graduation Date (Quarter)_____ (Year)_____ Student ID_____

Student Signature _____

Approval of Course Transfer and Application to Degree Requirements
To be completed by adviser and departmental undergraduate chair

Adviser: Signature _____ Adviser: Printed Name _____ Date _____

Dept Chair: Signature _____ Dept Chair: Printed Name _____ Date _____

Department Action: Grant _____ Deny _____

Dean's Office _____ Date_____ ☐ Approve   ☐ Deny

University Name _____ Taken When?_____

CREDIT 1: Verification of Equivalency: To be approved by the instructor of the course being requested or the departmental undergraduate chair

Proposed Course
Course # _____ Course Title _____

NU Equivalent
Course # _____ Course Title _____

Transfer Equivalency Verification: The above listed courses are equivalent.

_____   _____   _____   _____
(Printed Name of Course Instructor or Undergrad Chair)   (Signature of Course Instructor or Undergrad Chair)   (Department)   (Date)

CREDIT 1: Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate chair

☐Math ☐EA ☐DTC ☐Public Speaking ☐Basic Science ☐Theme ☐Unrestricted Electives ☐Major Courses

☐Basic Engineering (Area _____) ☐Tech Electives   ☐Specialization (Specify _____)

CREDIT 2: Verification of Equivalency: To be completed by the instructor of the course being requested or the departmental undergraduate chair

Proposed Course
Course # _____ Course Title _____

NU Equivalent
Course # _____ Course Title _____

Transfer Equivalency Verification: The above listed courses are equivalent.

_____   _____   _____   _____
(Printed Name of Course Instructor or Undergrad Chair)   (Signature of Course Instructor or Undergrad Chair)   (Department)   (Date)

CREDIT 2: Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate chair

☐Math ☐EA ☐DTC ☐Public Speaking ☐Basic Science ☐Theme ☐Unrestricted Electives ☐Major Courses

☐Basic Engineering (Area _____) ☐Tech Electives   ☐Specialization (Specify _____)

CREDIT 3: Verification of Equivalency: To be approved by the instructor of the course being requested or the departmental undergraduate chair

Proposed Course

Course # _____ Course Title _____

NU Equivalent

Course # _____ Course Title _____

Transfer Equivalency Verification: The above listed courses are equivalent.

_____ _____ _____ _____
(Printed Name of Course Instructor or Undergrad Chair)   (Signature of Course Instructor or Undergrad Chair)   (Department)   (Date)

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CREDIT 3: Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate chair

☐Math ☐EA ☐DTC ☐Public Speaking ☐Basic Science ☐Theme ☐Unrestricted Electives ☐Major Courses

☐Basic Engineering (Area _____) ☐Tech Electives ☐Specialization (Specify _____)

CREDIT 4: Verification of Equivalency: To be approved by the instructor of the course being requested or the departmental undergraduate chair

Proposed Course

Course # _____ Course Title _____

NU Equivalent

Course # _____ Course Title _____

Transfer Equivalency Verification: The above listed courses are equivalent.

_____ _____ _____ _____
(Printed Name of Course Instructor or Undergrad Chair)   (Signature of Course Instructor or Undergrad Chair)   (Department)   (Date)

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CREDIT 4: Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate chair

☐Math ☐EA ☐DTC ☐Public Speaking ☐Basic Science ☐Theme ☐Unrestricted Electives ☐Major Courses

☐Basic Engineering (Area _____) ☐Tech Electives ☐Specialization (Specify _____)

CREDIT 5: Verification of Equivalency: To be approved by the instructor of the course being requested or the departmental undergraduate chair

Proposed Course

Course # _____ Course Title _____

NU Equivalent

Course # _____ Course Title _____

Transfer Equivalency Verification: The above listed courses are equivalent.

_____ _____ _____ _____
(Printed Name of Course Instructor or Undergrad Chair)   (Signature of Course Instructor or Undergrad Chair)   (Department)   (Date)

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CREDIT 5: Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate chair

☐Math ☐EA ☐DTC ☐Public Speaking ☐Basic Science ☐Theme ☐Unrestricted Electives ☐Major Courses

☐Basic Engineering (Area _____) ☐Tech Electives ☐Specialization (Specify _____)