COURSE WORK AT OTHER SCHOOLS

Students wishing to take courses at another institution, domestic or abroad, must submit a Curriculum Petition (available in the Undergraduate Engineering Student Services Office, Tech Room# L269, or on the web) to their adviser indicating the course to be taken and the name of the school at which it is to be taken. 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). Petitions to take course work elsewhere should be processed prior to taking the course at another school.

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.

The course work taken must be a bona fide 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 http://www.registrar.northwestern.edu/graduation/index.html#transfer_credit to make sure that they comply with the university-wide guidelines for transfer credit.

REMEMBER: In taking any courses elsewhere, students should take into account the term-pricing agreement under which they entered the University (consult University Catalog).

October 2011
## Transfer Credit Evaluators

<table>
<thead>
<tr>
<th>Area/Evaluator</th>
<th>Preferred method of initial contact</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof. Martina Bode</td>
<td>Email to evaluate credit or set-up appointment</td>
<td><a href="mailto:m-bode@northwestern.edu">m-bode@northwestern.edu</a></td>
</tr>
<tr>
<td>Note: 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Physics:**

Prof. Deborah Brown  
Email to make an appointment  
d-brown4@northwestern.edu  
Office #: F220, Tech  
Phone: 847-467-5789  
Note: The physics requirement in the engineering school requires calculus-based physics with a lab.  
Documentation Needed: 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).

**Chemistry:**

Prof. Fred Northrup  
Email to evaluate credit or make an appointment  
f-northrup@northwestern.edu  
Office #: GG40, Tech  
Phone: 847 491 7910  
Note: 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.  
Documentation Needed: 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).

**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 Ölds  
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

**Civil Engineering:**

Prof. Charles Dowding  
Email to make an appointment  
c-dowding@northwestern.edu  
Office #: A122, Tech  
Phone: 847-491-4338

**Computer Engineering:**

Prof. Russ Joseph  
Email to make an appointment  
rjoseph@eecs.northwestern.edu
<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Contact Method</th>
<th>Email</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Prof. Robby Findler</td>
<td>Email to make an appointment</td>
<td><a href="mailto:robb@eecs.northwestern.edu">robb@eecs.northwestern.edu</a></td>
<td>L467, Tech</td>
<td>847-491-3061</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>L454, Tech</td>
<td>847-467-0962</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Prof. Randall Berry</td>
<td>Email to make an appointment</td>
<td><a href="mailto:rberry@eecs.northwestern.edu">rberry@eecs.northwestern.edu</a></td>
<td>M318, Tech</td>
<td>847-491-7074</td>
</tr>
<tr>
<td>Environmental Engineering</td>
<td>Prof. Jean-Francois Gaillard</td>
<td>Email to make an appointment</td>
<td><a href="mailto:jf-gaillard@northwestern.edu">jf-gaillard@northwestern.edu</a></td>
<td>A324, Tech</td>
<td>847-467-1376</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>Prof. Jill Wilson</td>
<td>Email to make an appointment</td>
<td><a href="mailto:Jill.wilson@northwestern.edu">Jill.wilson@northwestern.edu</a></td>
<td>C120, Tech</td>
<td>847-467-1551</td>
</tr>
<tr>
<td>Manufacturing &amp; Design Engineering</td>
<td>Prof. Bruce Ankenman</td>
<td>Email to make an appointment</td>
<td><a href="mailto:ankenman@northwestern.edu">ankenman@northwestern.edu</a></td>
<td>C138, Tech</td>
<td>847-467-5674</td>
</tr>
<tr>
<td>Materials Science</td>
<td>Prof. Kathleen Stair</td>
<td>Email to make an appointment</td>
<td><a href="mailto:kstair@northwestern.edu">kstair@northwestern.edu</a></td>
<td>2002, Cook Hall</td>
<td>847-491-7827</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Prof. Mitra Hartmann</td>
<td>Email to make an appointment</td>
<td><a href="mailto:m-hartmann@northwestern.edu">m-hartmann@northwestern.edu</a></td>
<td>D153, Tech</td>
<td>847-467-4633</td>
</tr>
<tr>
<td>All Other Technical Credits</td>
<td>Dean Joe Holtgreive</td>
<td>Sign up for appointment at office</td>
<td><a href="mailto:jjh@northwestern.edu">jjh@northwestern.edu</a></td>
<td>L268, Tech</td>
<td>847-491-3332</td>
</tr>
</tbody>
</table>