Northwestern | McCORMICK SCHOOL OF ENGINEERING

Office of Undergraduate Engineering

Study Abroad Information for McCormick Students

BEFORE YOU APPLY TO STUDY ABROAD:

Congratulations on deciding to Study Abroad! We have every confidence in you that you will represent us well during your time studying internationally. Northwestern offers a wide variety of study abroad options that cater to a broad set of interests and goals. Where you go will ultimately depend on the type of experience you feel will fit you best.

1. If you have not already done so, you should explore program information available through Global Learning Office www.northwestern.edu/abroad and be sure that you understand the requirements through their office. You can also find study abroad resources through Engineering's Global Initiatives page www.mccormick.northwestern.edu/global. Explore the student opportunities page and be sure to review the Engineering Abroad Documents section for an Engineering Abroad Programs list and Engineering Abroad Fellowships and Scholarships information. Exploring these sites will help you narrow down the many study abroad options to first and second choice programs that best meet your goals.

2. Review the "Detailed Instructions" for transferring course credit on the following pages as well as additional study abroad guides. Transfer credits earned for engineering/math/science credits are **ONLY** guaranteed to apply toward degree requirements when you have filed the curriculum petition prior to departing on your study abroad program. Petitions are to be submitted at the time of application.

3. Once you are ready to formally begin the application process, raise your hand in ConnectNU as per GLO instructions to start the School Advisor Approval process with Ashley Silverstein.

4. Communicate with Ashley Silverstein via email at ashley.silverstein@northwestern.edu, so that your study plan within MAS can be updated to reflect your intent to go abroad. If you have questions after reviewing the petition instructions, please also include those in your email.

5. Meet with your faculty advisor, ***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. You should also discuss and begin the petition process for your technical credits during this meeting. (Ex: If you intend to study abroad in fall quarter you will need an approved study plan for the winter quarter.) Note: If you are studying abroad in the summer, you may skip this step.

6. Once your petitions have received departmental and adviser approval, and your adviser has signed off on your study plan, contact ashley.silverstein@northwestern.edu.

7. McCormick students, the GLO application will include a step asking you to include confirmation that you've discussed your study abroad plans with your major/minor adviser. **You will upload the ConnectNU resolved flag email from** Ashley. If you hope to apply study abroad credit towards a minor or certificate, you should have an additional conversation with the adviser for that program.

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

Timeline:
This process can be lengthy. Please allow at least five business days for a response when reaching out to evaluators, faculty advisors, and undergraduate department program chairs.

Technical Credits

All engineering, math, and science courses must be approved by petition in order to have your first-choice program application approved 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.

Classes towards the computer science 300 advanced electives must be petitioned prior to studying abroad via email from the department of the course. These emails must be submitted with petitions.

In addition to the included petition form, you will need a syllabus written in English for the course in order for content to be reviewed. There are three areas where you must obtain signatures 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. Credit transfer equivalency from either the undergraduate approver for the department in which the course is offered OR the instructor who teaches the course for which you are seeking equivalency.
    - If you are seeking generic credit, such as COMP_SCI 2XX, the undergraduate department approver is a good person to contact for this signature. Generic credit can be granted by the department of the course if there is no direct equivalency at the department's discretion.
2. Your McCormick faculty adviser.
3. The undergraduate department approver for your program.

* If you are in a competitive program and end up deciding your second-choice program, the petitions need to be submitted prior to departure.

Once all signatures are obtained, the petition should be submitted to ashley.silverstein@northwestern.edu 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, science, and your major 21 classes 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 Northwestern. The credit transfer process cannot take place until this transcript is received. Theme classes will be petitioned directly in the theme portal.

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.

Department Approver for Study Abroad Petitions

Please contact these professors for approval for course that want to be transferred within these departments:

McCormick Courses:

Applied Math: Prof. Hermann Riecke

Biomedical Engineering: Prof. Suzanne Olds

Chemical Engineering: Prof. Jennifer Cole

Civil Engineering: Prof. Eric Garcia

Computer Engineering: Prof. Russell Joseph

Computer Science: study-abroad@cs.northwestern.edu

Electrical Engineering: Prof. Ying Wu

Environmental Engineering: Prof. J.F Gaillard

Industrial Engineering: Prof. Jill Wilson

MaDE: Prof. David Gatchell

Mechanical Engineering: Prof. Manohar Kulkarni

Math and Science:

Math: dus-math@northwestern.edu

Biology: Biosci@northwestern.edu

Chemistry: chemhelp@u.northwestern.edu

Physics: Professor Deborah Brown

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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 ashley.silverstein@northwestern.edu. .**

Name _____ Major _____ Date _____

NU Email _____@u.northwestern.edu Student ID _____

Student Signature _____ Expected Graduation Term _____ (Year)

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

Adviser: Signature _____ Adviser: Printed Name _____ Date _____

Dept. Approver: Signature _____ Dept Approver: Printed Name _____ Date _____

Department Action: Grant _____ Deny

University Name _____ Taken When? _____

CREDIT 1

Verification of Equivalency: To be approved by the instructor of the course being requested or the dept. undergraduate approver

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 Dept. Approver) (Signature of Course Instructor or Dept. Approver) (Department) (Date)

Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate dept. approver

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

☐Tech Electives ☐Specialization (Specify) _____

CREDIT 2

Verification of Equivalency: To be approved by the instructor of the course being requested or the dept. undergraduate approver

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 Dept. Approver) (Signature of Course Instructor or Dept. Approver) (Department) (Date)

Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate dept. approver

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

☐Tech Electives ☐Specialization (Specify) _____

CREDIT 3

Verification of Equivalency: To be approved by the instructor of the course being requested or the dept. undergraduate approver

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 Dept. Approver) (Signature of Course Instructor or Dept. Approver) (Department) (Date)

Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate dept. approver

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

☐Tech Electives ☐Specialization (Specify) _____

CREDIT 4

Verification of Equivalency: To be approved by the instructor of the course being requested or the dept. undergraduate approver

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 Dept. Approver) (Signature of Course Instructor or Dept. Approver) (Department) (Date)

Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate dept. approver

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

☐Tech Electives ☐Specialization (Specify) _____

CREDIT 5

Verification of Equivalency: To be approved by the instructor of the course being requested or the dept. undergraduate approver

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 Dept. Approver) (Signature of Course Instructor or Dept. Approver) (Department) (Date)

Application to Degree Requirements: To be completed by student and approved by adviser and undergraduate dept. approver

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

☐Tech Electives ☐Specialization (Specify) _____