

Northwestern University
McCormick School of Engineering and Applied Science

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 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/transferring_non-NU_Courses.html 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).

POLICIES

1. The student's school at Northwestern must grant prior approval for the course.
2. Work must be in a curricular area generally recognized for credit at Northwestern.
3. One unit of Northwestern credit will be granted for a course that carries two or three semester hours or three or four quarter hours of credit at the sponsoring institution.
4. The maximum number of Northwestern units that can be earned in a summer session is two units for any four or five-week session, three units for any six-week session, and four units for any eight- or ten-week session.

5. **Limits on credit earned elsewhere after matriculation at Northwestern University.** The Undergraduate Registration Requirement (URR) specifies the minimum number of units of credit a student must earn at Northwestern; it thus limits the amount of non- Northwestern credit that may be counted toward a Northwestern degree. For example, a student entering as a freshman in a four-year degree program must be registered at Northwestern for at least 9 quarters and complete courses worth at least 32 units of credit at the University. (For purposes of the URR, being “registered at Northwestern” for a quarter means that the student is registered for and completes Northwestern course work worth at least two units of credit during that quarter and that the course work is under the supervision of the Northwestern faculty. More details on the URR can be found on the Registrar’s website.)

SCHOOL-SPECIFIC POLICIES

Two-year or community college credit:

Northwestern University's colleges and schools have specific policies on granting credit for courses taken at a two-year or community college after matriculation at Northwestern:

- **Bienen, Communication, and McCormick** - Credit accepted with approval

September 2015

Area/Evaluator

Mathematics: Prof. Michael Stein (email to evaluate credit or for appointment)
mike@math.northwestern.edu
Phone: 847-491-5524 - Office #: Lunt 228

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.

Documentation Needed: 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.

Physics: Prof. Deborah Brown (email for appointment)
d-brown4@northwestern.edu
Phone: 847-467-5789 - Office #: F220, Tech

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 for appointment)
northrup@northwestern.edu
Phone: 847 491 7910 - Office #: GG40, Tech

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 <i>Email for appointment</i>	Prof. Gary Galbreath	gjg853@northwestern.edu Office #: 2144 Hogan Hall 2153 N. Campus Drive Phone: 847-491-8775
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Applied Math <i>Email for appointment</i>	Prof. Alvin Bayliss	a-bayliss@northwestern.edu Office #: M466, Tech Phone: 847-491-7221
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Biomedical Engineering <i>Email for appointment</i>	Prof. Timothy Carroll	t-carroll@northwestern.edu Office #: E310, Tech Phone: 312-926-1723
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Chemical Engineering <i>Email for appointment</i>	Prof. Jennifer Cole	Jennifer-cole@northwestern.edu Office #: E178, Tech Phone: 847-467-5712
Civil Engineering <i>Email for appointment</i>	Prof. Charles Dowding	c-dowding@northwestern.edu Office #: A122, Tech Phone: 847-491-4338
Computer Engineering <i>Email for appointment</i>	Prof. Russ Joseph	rjoseph@eecs.northwestern.edu Office #: L467, Tech Phone: 847-491-3061
Computer Science <i>Email for appointment</i>	Prof. Robby Findler	robb@eecs.northwestern.edu Office #: L454, Tech Phone: 847-467-0962
Electrical Engineering <i>Email for appointment</i>	Prof. Randall Berry	rberry@eecs.northwestern.edu Office #: M318, Tech Phone: 847-491-7074
Environmental Engineering <i>Email for appointment</i>	Prof. J. F. Gaillard	jf-gaillard@northwestern.edu Office #: A324, Tech Phone: 847-467-1376
Industrial Engineering: <i>Email for appointment</i>	Prof. Jill Wilson	Jill.wilson@northwestern.edu Office #: C120, Tech Phone: 847-467-1551
Manufacturing & Design Engineering <i>Email for appointment</i>	Prof. David Gatchell	d-gatchell@northwestern.edu Office #: E380, Ford Phone: 847-491-6761
Materials Science <i>Email for appointment</i>	Prof. Kathleen Stair	kstair@northwestern.edu Office #: 2002, Cook Hall Phone: 847-491-7827
Mechanical Engineering <i>Email for appointment</i>	Prof. Mitra Hartmann	m-artmann@northwestern.edu Office #: B284, Tech Phone: 847-467-4633
All Other Technical Credits: <i>Sign-up in L268 for appointment</i>	Dean Joe Holtgreive	jjh@northwestern.edu Office #: L268, Tech Phone: 847-491-3332