Exploring Study Abroad Opportunities
School of Biomedical Engineering
Colorado State University

When can I study abroad?*

BME+CBE = 2nd year-2nd semester; 4th year-2nd semester

BME+EE/BME+EE (L&O) = 2nd year-1st semester or 4th year-1st semester

BME+MECH = 2nd or 3rd year

All BME majors = Summer, Winter Break, Spring Break

*Note: These are typically good terms to study abroad by partner major, but others may work, also.

1. Make an appointment with your BME academic advisor and discuss the following:
   - Best terms to study abroad
   - Potential courses to be taken abroad (engineering, AUCCs, etc.)
   - A tentative study abroad academic plan
   - Introduction to the BME Recommended Program list

2. Schedule an appointment with an education abroad peer advisor through the CSU Ed Abroad website. Peer advisors can help you:
   - Navigating the education abroad website and identifying additional resources
   - Scholarship and financial aid
   - Locations and programs

3. Research on your own.
   - Visit the CSU education abroad website to research programs
     http://educationabroad.colostate.edu/
   - Click “Program Search” at top of page
   - Scroll down to “Recommended Programs”, and select “Biomedical Engineering”

   - Visit partner major website – some have pages dedicated to education abroad.
   - Check out sample academic course planning sheets on the SBME website under “Student Resources; Education Abroad” – coming soon

   *Note: Courses are subject to re-evaluation and consideration by the teaching department. Students interested in going abroad must clear plan with academic advisor.
4. Schedule an appointment with an Education Abroad Coordinator based on the region or program you are interested in. Visit the Ed Abroad website and click on “Schedule an Appointment” – virtual and limited in-person advising are currently available. At this appointment, you will discuss:
   • Your academic plan
   • Your academic, personal, and financial priorities
   • Program housing
   • Narrowing down your program options based on considerations above
   • Financial aid and external scholarships
   • Application and pre-departure process
   • Additional topics related to student experience abroad (disability services, health and safety, identity abroad)

5. Complete the CSU Education Abroad Transfer Credit form, found on your myEdAbroad portal on the Ed Abroad website.
   • Find courses from the ed abroad institution you are interested in, that are typically offered the term you want to study abroad, and may transfer back to CSU.
   • Some courses may have already been evaluated and you can find them on the BME sample course planning sheets on the SBME website under “Student Resources” “Education Abroad” (coming soon)
   • Submit the form to the Registrar’s Office via the Office of the Registrar’s website - 
     https://registrar.colostate.edu/international-transfer-credit-education-abroad/
6. Once you receive your Education Abroad Transfer Credit form back from the Registrar, check the courses to see how they were evaluated. If you need a course to transfer back as a specific CSU course e.g. “MECH 342” instead of “MECH3++”, you may need to seek approval from the academic department to ensure it is an acceptable/equivalent course.
   - For academic department approval, see instructions on page 4 “Requesting a Course Transfer Evaluation from a CSU Academic Department”
   - See your education abroad coordinator for help finding course syllabi from SA institutions

7. Once your Education Abroad Transfer Credit form has been evaluated by the Registrar and academic departments (if needed), make an appointment with your BME advisor to approve and sign the form. Advisor will put a copy in your file.

8. Complete the myEdAbroad portal application.

9. Enjoy your time abroad and please share your photos and experiences with your BME advisor!
Requesting a Course Transfer Evaluation from a CSU Academic Department

*Please give the evaluator at least one month to review.*

1. To request a study abroad course evaluation by a dept. (after it has been evaluated by the Registrar’s Office), email the contact(s) below. Be sure to include the following:

- Reason for your request
- Term you are studying abroad
- Study abroad institution
- Study abroad course number and title
- How you are hoping the course will be evaluated (e.g. MECH 342, ECE 204, BME Technical Elective, AUCC, etc.)
- Study abroad course syllabus (as attachment)

If you need to contact a dept. that is not listed below, please reach out to that department directly for instructions on how to get a study abroad course evaluated.
(Please give the new contact to your BME advisor so we can add the department to our list!)

2. Forward the email approval (or denial) from the dept. to your BME advisor.

<table>
<thead>
<tr>
<th>Academic Dept./Course Pre-fix</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology/Life</td>
<td>Dr. Paul Laybourn</td>
<td><a href="mailto:Paul.Laybourn@colostate.edu">Paul.Laybourn@colostate.edu</a></td>
</tr>
<tr>
<td>Chemical and Biological Engineering</td>
<td>Ms. Claire Lavelle</td>
<td><a href="mailto:claire.lavelle@colostate.edu">claire.lavelle@colostate.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Carlos Olivo</td>
<td><a href="mailto:colivo@colostate.edu">colivo@colostate.edu</a></td>
</tr>
<tr>
<td>Composition</td>
<td>Dr. Emily Morgan</td>
<td><a href="mailto:emily.j.morgan@colostate.edu">emily.j.morgan@colostate.edu</a></td>
</tr>
<tr>
<td>Electrical or Computer Engineering</td>
<td>Ms. Courtney Johnsrud or</td>
<td><a href="mailto:courtney.johnsrud@colostate.edu">courtney.johnsrud@colostate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Karen Ungerer</td>
<td><a href="mailto:karen.ungerer@colostate.edu">karen.ungerer@colostate.edu</a></td>
</tr>
<tr>
<td>Honors</td>
<td>Ms. Diane Burton</td>
<td><a href="mailto:diane.burton@colostate.edu">diane.burton@colostate.edu</a></td>
</tr>
<tr>
<td>Math</td>
<td>Ms. Hilary Freeman</td>
<td><a href="mailto:hilary.tanner.freeman@colostate.edu">hilary.tanner.freeman@colostate.edu</a></td>
</tr>
<tr>
<td>Physics</td>
<td>Dr. Martin Gelfand</td>
<td><a href="mailto:martin.gelfand@colostate.edu">martin.gelfand@colostate.edu</a></td>
</tr>
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Some departments require a different evaluation process. See below.

**Biomedical Engineering course/BME TE**: Requires petition. Email your BME advisor a completed Petition for Substitution of Classes (found on [CSU BME Undergrad website](http://www.bme.colostate.edu/forms) under “Forms”) and the SA course syllabus.

**Civil Engineering course**: Email your BME advisor the information listed above and SA course syllabus.

**Mechanical Engineering course**: Requires petition. Email your BME advisor a completed **Mech Petition for Substitution of Classes** (found on the [CSU BME Undergrad website](http://www.bme.colostate.edu/forms) under “Forms”) and SA course syllabus.