



WEINBERG
COLLEGE OF
ARTS & SCIENCES

approved? ___ Y ___ N date _____ initials _____

PETITION FOR SUBSTITUTION OF DISTRIBUTION REQUIREMENTS

IMPORTANT: Before completing this petition, please read the reverse side. Take your completed form to the Weinberg Academic Advising Office, 1908 Sheridan Road.

I request the approval of the following course

Dept.	Course No.	Title	Quarter Taken	Academic Year Taken

for distribution credit in Area _____

Name _____	ID# _____
E-mail _____	
Phone _____	Year in School (e.g., soph, jr) _____
Date _____	

Please check one box below and follow the accompanying instructions.

- Retroactive approval.** The course listed above now counts for distribution credit in the requested area. It was approved for this area *after* I completed it. I wish to have the course approved retroactively as fulfilling one of my distribution requirements in this area.
- Extreme schedule constraints.** My other Weinberg College requirements take up all available slots, making it impossible for me to fulfill the distribution requirements in the normal way. *On a separate sheet of paper:* Provide a detailed schedule for this and subsequent years, explaining exactly how your other requirements take up all available slots. Label each course with the requirement it fulfills. Courses you take as electives do not count as required courses. **Courses used to complete a second major, a minor, a certificate, or an internship are optional and are also not considered required courses for this purpose.** The Director of Undergraduate Studies of the department offering the proposed course should sign the statement below. In addition, please attach a detailed course description and/or syllabus for the course or give the web address for an online description.

I believe the course listed above is generally acceptable, in case of hardship, to fulfill a unit of the distribution requirement in the listed Area. A letter with my reasons for this opinion is attached.

Signature _____ Date _____
Director of Undergraduate Studies

- Two relevant courses.** I wish to offer the course listed above, together with the following course,

Dept.	Course No.	Title	Quarter Taken	Academic Year Taken

in fulfillment of **one** unit of the distribution requirement. **On a separate sheet of paper, explain how each of the proposed courses fits the description of the requested distribution area.** (Area descriptions are available at www.weinberg.northwestern.edu/advising/distro.html.) In addition, please attach detailed course descriptions and/or syllabi for both courses or give the web addresses for online descriptions. Certain types of courses may not be counted. Among these are freshman seminars, senior thesis seminars, professional linkage seminars, and courses associated with field studies and internships.

NORTHWESTERN UNIVERSITY
Weinberg College of Arts and Sciences

DISTRIBUTION REQUIREMENTS

To earn a degree from the Judd A. and Marjorie Weinberg College of Arts and Sciences, students must complete two courses in each of six distribution areas: I. Natural Sciences; II. Formal Studies; III. Social and Behavioral Sciences; IV. Historical Studies; V. Ethics and Values; VI. Literature and Fine Arts. These courses must appear on the list of approved distribution requirement courses for the year in which they are taken. Lists are available online at <http://www.weinberg.northwestern.edu/advising/distlist.html>.

The distribution requirements are designed to expose students to the major areas of intellectual inquiry within the arts and sciences. Approved courses provide breadth of coverage, present a broad range of problems, introduce a discipline's basic vocabulary, and/or consider in a central way a discipline's methods of inquiry. Descriptions of distribution areas are available at <http://www.weinberg.northwestern.edu/advising/distro.html>.

A *maximum of two* AP or IB credits, each in a different area, can count toward distribution requirements. Lists of AP and IB scores which confer distribution requirement credit for each entering class are available online at <http://www.weinberg.northwestern.edu/advising/ap.html>.

Courses taken P/N may not be used to satisfy the Weinberg College distribution requirements. Courses taken under “target grade” registration (currently available in the Schools of Education and Social Policy, Music, and Communication), even if they result in a regular letter grade, may not be used to satisfy the Weinberg College distribution requirements.

Once a student has matriculated at Northwestern, no work done at another institution, including summer school courses, may be used to fulfill distribution requirements. Special rules apply to transfer students and to students studying abroad. Students entering Northwestern as freshmen may not use credit granted to them for college courses taken before their freshman year (“advanced standing”) for distribution credit, even when the course is described on the transcript as equivalent to an approved distribution course.

Occasionally a student wishes to use a course not on the approved list to fulfill one of the distribution requirements. Because courses can be placed on the list only after scrutiny and approval by the College’s Curricular Review Committee, the circumstances under which such a request can be granted are limited. Occasional exceptions are made for students who took a course that was not on the approved list when taken, but that was subsequently approved for distribution credit by the Curricular Review Committee. Students who wish to apply for this type of substitution should check the **first box** on the reverse side.

Exceptions to distribution requirements are sometimes granted due to hardship that prevents the student from fulfilling the requirement with a regularly approved course. Those presenting such a claim should check the **second box** on the reverse side and follow the accompanying instructions. If a claim of hardship is presented, the student must demonstrate with a detailed list of courses why other *required courses* will prevent fulfilling the distribution requirement in the usual way. Courses used to complete a second major or a minor, an internship, or a certificate, as well as elective courses, are all optional; they are not considered *required courses* for this purpose.

Sometimes a student has taken two or more courses that appear to fit the description of a distribution requirement area, but these courses are not included on the approved distribution course list for that area. Such a student can petition for permission to substitute a *pair* of related courses in fulfillment of a *single* unit of the requirement. The request may be made by checking the **third box** on the reverse side and following the accompanying instructions.

revised September 2010