



WEINBERG COLLEGE OF ARTS & SCIENCES

OFFICE USE ONLY
Adviser: _____
Received: _____

Petition for NU Credit For Courses Taken Abroad

Turn in the completed form to:

- If you are requesting **ONLY major/minor credit**: Office of the Registrar, 633 Clark St.
- If you are requesting **distribution credit (in addition to major/minor credit or only distro credit)**: Office of Undergraduate Studies and Advising (OUSA), 1908 Sheridan Rd.

Student: _____ School: _____ ID#: _____
Last Name, First Name, Middle Initial

Email: _____@u.northwestern.edu Month/Yr Intended Grad: ____/____*

SA Program Name: _____ Program Term: _____
 Country: _____ (e.g., Fall 2016)

CHECK ONE: Is this form a resubmission of credit you previously petitioned for? Yes____ No____

TO THE STUDENT:

- **READ THESE DIRECTIONS CAREFULLY.** Failure to fill this form out correctly will delay the application of credits to your NU requirements.
- **ATTACH a copy of your transcript from abroad.** No form can be processed without this.
- **An abroad course can be given only one new title for NU credit,** even if it will be counted in two different areas (be sure to check double-counting rules).

For Major/Minor Credit:

- If you have not yet declared your major or minor, do so **BEFORE** completing this form. The Registrar cannot articulate credits into a program of study you have not officially declared.
- On the relevant "Course title exactly as it appears on abroad transcript" lines in Part I, II, and/or III below, write the title **exactly as it appears on your abroad transcript** for each course you wish to have evaluated for credit.
- Bring this petition, the abroad transcript, and any relevant syllabi, course descriptions, or coursework to your major, minor, and/or program adviser(s). **Do not fill out the "requested to count as" line.** Your major or minor adviser(s) will complete that line before signing off.
- Be prepared to explain why the courses you took abroad should count as requested.

For Foreign Language Credit: To use courses taken abroad toward the Foreign Language Requirement, you must meet with an adviser in that language department for evaluation and approval in Part III. Bring this petition, the abroad transcript, and any relevant syllabi, course descriptions, or coursework to this meeting.

For Distribution Credit: Requests will be evaluated by the OUSA. **You do not need to meet with anyone.** Just complete Section IV and attach the required additional information.

For Elective Credit: Additional credits earned abroad but not articulated on this form will count as electives. If you want elective credit *ONLY*, you do not need to complete this form.

**If you are a Senior, do not wait for your abroad transcript to arrive before petitioning to graduate.*

STUDENT LAST NAME: _____

TO THE DEPARTMENT OR PROGRAM ADVISER:

For all abroad courses you approve, assign to each a department and course number in the "requested to count as" line, then sign and date. If no parallel exists with an NU course, or if it's simply a major elective or related course, you may list it by department and level—e.g., ENGL 1XX, 2XX or 3XX. Specify any concentration/requirement the course will be applied to. Assign a department and number to related courses, even if outside your department (e.g., if accepting a related course in History for the English major, you might call it HIST 3XX).

If you are applying a course already articulated elsewhere on this form, it **MUST BE ARTICULATED WITH THE SAME COURSE NAME AND NUMBER** (e.g., if accepting a related course in History for the English major, and the student's History Major adviser has already articulated the course as HIST 338-1, you must use the same name for your related course). Use the comment space or attach a separate sheet to make any qualifications or remarks. Use another sheet to articulate courses in excess of what this form allows.

QUESTIONS? Contact the OUSA Study Abroad Committee Chair at 491-8916. We are happy to help.

NOTE: ONLY COURSES THAT EARNED A C OR HIGHER FROM ABROAD ARE ELIGIBLE FOR TRANSFER TO NU.

Part I: Courses toward the Major in _____

_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.

Comments:

Adviser's name: _____ Signature: _____ Date: _____
please print CLEARLY

Part II: Courses toward (CIRCLE ONE) additional MAJOR or MINOR in _____

_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
_____	_____
Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.

Comments:

Adviser's name: _____ Signature: _____ Date: _____
please print CLEARLY

Part III: Courses toward (CIRCLE ONE) additional MAJOR or MINOR or FOREIGN LANGUAGE REQUIREMENT in _____

Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
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Course title exactly as it appears on abroad transcript	requested to count as (filled in by major adviser ONLY) Indicate concentration area if applicable.
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Comments:

Adviser's name: _____ Signature: _____ Date: _____
please print CLEARLY

Part IV: WCAS Distribution Requirements *To be used by WCAS students only.*
Distribution Requirements are evaluated at 1908 Sheridan Road by the OUSA.

- You may apply for only **ONE distro credit per semester/quarter completed abroad**. If abroad for two terms, the distros requested must be in different areas.
- **Attach a copy of the abroad syllabus for the course**. If not in English, also attach a short summary in English listing the main readings, topics covered, and means of assessment.
- **Attach a brief, typed ARGUMENT** for why you believe it should count as a distro *in that area*. To get started, read the description of that distro area in the WCAS advising handbook at this link:
<http://www.weinberg.northwestern.edu/handbook/degree/distribution-requirements/index.html>

Consider:

- Did the abroad course have the same or similar content to AND consider the same kinds of issues as a distribution course in that area at NU? **AND**
- Did it use a methodology typical of that area? **OR,**
- Did it consider the same kinds of issues as NU courses in that area and use a similar methodology, even though the content was different from any NU course approved as a distro in that area?

Areas:

I = Natural Sciences	III = Social/Behavioral Sciences	V = Ethics and Values
II = Formal Studies	IV = Historical Studies	VI = Literature and Fine Arts

Course title exactly as it appears on abroad transcript	Area Requested	Course Articulation Granted: course number + distro area Or indicate denied (for use by WCAS Dean's office only)
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Course title exactly as it appears on abroad transcript	Area Requested	Course Articulation Granted: course number + distro area Or indicate denied (for use by WCAS Dean's office only)
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WCAS Distribution Credit Approved by:

Print

Signature

Date