



**WEINBERG
COLLEGE OF
ARTS & SCIENCES**

approved? ___ Y ___ N date _____ initials _____

PETITION FOR SUBSTITUTION FOR A DISTRIBUTION REQUIREMENT

IMPORTANT: This form is for substitutions involving Northwestern courses. Before completing the form, please read the reverse side. Take the completed form to the Weinberg Academic Advising Office, 1908 Sheridan Road.

Name _____ ID# _____

Email _____ Year in School (e.g., soph, jr) _____

Date _____ Weinberg College Adviser _____

Distribution Area for which a substitution is requested _____

Please check one box below and follow the accompanying instructions.

Two relevant courses. I wish to offer the following two courses, considered together, in fulfillment of **one unit** of the distribution requirements:

Dept.	Course No.	Title	Quarter Taken	Academic Year Taken

On a separate sheet of paper, explain how each proposed course fits the description of the requested distribution area. (See area descriptions at www.weinberg.northwestern.edu/handbook/degree/distribution-requirements/.) In addition, please attach detailed course descriptions and/or syllabi for both courses or give web addresses for online descriptions. Certain types of courses may not be counted; among these are first-year seminars, senior thesis seminars, and professional linkage seminars.

Retroactive approval. The following course was approved for the requested area *after* I completed it:

Dept.	Course No.	Title	Quarter Taken	Academic Year Taken

Extreme schedule constraints. My other Weinberg College requirements take up all available slots, making it impossible for me to fulfill this requirement in the normal way. I would like to count the following course instead:

Dept.	Course No.	Title	Quarter Taken	Academic Year Taken

On a separate sheet of paper, provide a detailed schedule for this and subsequent quarters, 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

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 | III. Social and Behavioral Sciences | V. Ethics and Values |
| II. Formal Studies | IV. Historical Studies | 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/handbook/degree/distribution-requirements/approved-courses.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. Area descriptions are available at <http://www.weinberg.northwestern.edu/handbook/degree/distribution-requirements/index.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 at <http://www.weinberg.northwestern.edu/handbook/first-year/placement-and-credit/ap-and-ib-exams/index.html>.

Courses taken P/N cannot count toward distribution requirements, nor can courses taken under “target grade” registration (available in some other schools at Northwestern), even if they result in a regular letter grade.

Once a student has matriculated at Northwestern, no course subsequently taken at another U.S. institution may count toward distribution requirements. Special rules apply to courses taken while studying abroad.

Students who enter Northwestern as first-year students may not count a college course taken before entering for distribution credit, even if it is listed on the Northwestern transcript as equivalent to an approved distribution course.

Occasionally students want to use Northwestern courses not on the approved list to fulfill distribution requirements. Because courses are placed on the list only after a request from the offering department or program, plus scrutiny and approval from the College’s Curricular Review Committee, the circumstances under which such a request can be granted are limited.

Most substitutions involve two (or more) Northwestern courses that fit the description of a distribution requirement area but are not on that area’s approved distribution course list. To petition for permission to substitute a *pair* of relevant courses in fulfillment of a *single* unit of the requirement, check the **first box** on the reverse side and follow the accompanying instructions.

Substitutions are allowed for students who took a course not yet on the approved list when taken, but subsequently approved for distribution credit. To apply for this type of substitution, check the **second box** on the reverse side.

Exceptions to distribution requirements are sometimes, though very rarely, granted due to hardship preventing a student from fulfilling a requirement with a regularly approved course. To request this type of substitution, check the **third box** on the reverse side and follow the accompanying instructions. You must demonstrate that 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.