

NORTHWESTERN UNIVERSITY
Weinberg College of Arts and Sciences

APPLICATION FOR CREDIT FOR NON-NORTHWESTERN COURSES

Directions:

1. Read the handout entitled "Policy On Study Away From Northwestern By Matriculated Weinberg College Students." (see <http://www.wcas.northwestern.edu/advising/rules/otherinst.html>)
2. Fill out Part I of this form.
3. Obtain preliminary approval from the Weinberg College Office of Undergraduate Studies and Advising in Part II.
4. Take the form and detailed material describing the course to the designated member of the comparable Northwestern department, and have Part III filled out accordingly. (This is typically the Director of Undergraduate Studies)
5. Return the completed form to the Weinberg College Office of Undergraduate Studies and Advising, 1922 Sheridan Road.
6. Use one form for each course taken away from Northwestern.

NOTE: For a course to be used in the major program, it must be pre-approved by that department. Credit for the course cannot be used to fulfill distribution requirements or the foreign language requirement. A transfer student may NOT accelerate graduation by taking courses at other colleges and universities subsequent to matriculation at Northwestern. Any non-Northwestern credit earned by a transfer student subsequent to NU matriculation will not count toward the required minimum of 45 units for the degree.

Part I - To be completed by the student:

Student's Name _____ ID# _____

Phone _____ E-mail _____ Class _____

Institution at which course is to be taken _____

Course number & title _____

Period when course will be offered/taken _____

Credits granted by sponsoring institution _____ (circle one: semester hours quarter hours)

Course to be used as: _____ elective credit only _____ major/minor course _____ related course towards major/minor

Note: If you are using the online version of this form, proceed to Part III. Your petition will be evaluated by the Office of Undergraduate Studies and Advising after it is submitted.

Part II - To be completed by the Office of Undergraduate Studies and Advising:

I have discussed with the applicant his/her intention to pursue the course described above. Conditional upon the approval of the Northwestern department concerned, the student may take the course for Northwestern credit. The student is referred to

_____ in the Department of _____

(and to _____ in his/her major/minor Department of _____).

Signature _____ Date _____

(OVER)

Part III - Departmental Evaluation

Each department is requested to evaluate the suitability for Northwestern credit of courses pursued by Northwestern students after their enrollment here. Where a course is part of a student's major or minor program, approval must also be secured from the major or minor department. Thus, a course to be applied as a related course towards the major will require two approvals – one from the department at Northwestern comparable to that offering the course, and one from the major or minor department. In situations where there is a question as to the suitability of a course, provisional permission may be granted pending submission by the student of evidence concerning the nature of the course and his/her work for it. In such cases final approval of credit may or may not be granted depending upon the department's judgement of the material submitted.

Approval for a course outside the student's major/minor department:

I have examined the catalog of the above-named institution, and from my knowledge of the institution and the department in question, I believe the course is equivalent to a similar course that is or might be offered at Northwestern. I approve the granting of elective credit for the student's work in this course.

_____ Equivalent course at Northwestern: Dept./Prgm. _____ Number _____
(Please initial and sign below) If no equivalent course number, please indicate level of course (100, 200, 300) _____

Approval for a course within the major/minor or to be used as a related course for the major/minor:

I have examined the catalog of the above-named institution, and from my knowledge of the institution and the department in question, I believe the course should be accepted towards the student's major/minor program in my department.

_____ Equivalent course at Northwestern: Dept./Prgm. _____ Number _____
(Please initial and sign below) If no equivalent course number, please indicate level of course (100, 200, 300) _____

This course will be acceptable as a substitution for _____ in the major/minor program.

Provisional permission:

I do not have sufficient information on which to make an evaluation. Before approving credit, I must see more material about the course and evidence of the student's accomplishment during the course. On the basis of that further material, I will then make a judgment regarding the granting of Northwestern credit.

(Please initial and sign below)

Denial:

I do not believe the course in question is comparable to a course that is or might be offered at Northwestern, and thus I do not approve the granting of Northwestern credit.

(Please initial and sign below)

Signatures:

(Representative of the comparable Northwestern department/program)

(Representative of the student's major/minor department if the proposed course is to be part of the major/minor program)