



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 **only distribution credit, or both distro credit and major/minor credit:** Office of Undergraduate Studies and Advising (OUSA), 1908 Sheridan Rd.

Please write legibly!

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," write the title **exactly as it appears on your abroad transcript** for each course you wish to have evaluated.
- 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: 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

STUDENT LAST NAME: _____

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.

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

CONTINUE TO PART IV: WCAS DISTRIBUTION REQUIREMENTS.

Part IV: WCAS Distribution Requirements *To be used by WCAS students only. Distribution Requirements are evaluated at 1908 Sheridan Rd by the WCAS Office of Undergraduate Studies and Advising.*

- 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.
- If you are **unsure which area to apply for**, you can read about the distro areas here, and discuss with your College Adviser:
<http://www.weinberg.northwestern.edu/handbook/degree/distribution-requirements/index.html>

Areas:

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

Consider:

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

• **Attach the following*:**

**note that no materials can be returned to you. If you want to keep something, do not submit originals. Make copies.*

- a copy of the course description;
- a copy of the abroad syllabus;
- a copy of the reading list.
 - If any of these items are not available, you must re-create them from your course materials.
 - If any of these items are not in English, you must also attach a short summary in English of the syllabus and course description, and a translation of the primary titles on the reading list.
 - Failure to provide these materials or to complete any part of this process will delay your petition and may prevent its being accurately considered.

Course title exactly as it appears on abroad transcript	Area Requested	(for use by WCAS Dean's office only) Articulation Granted: dept., course number, distro area, or indicate denied.

Course title exactly as it appears on abroad transcript	Area Requested	(for use by WCAS Dean's office only) Articulation Granted: dept., course number, distro area, or indicate denied.

WCAS Distribution Credit Approved by:

Signature

Date