

NORTHWESTERN UNIVERSITY
Weinberg College of Arts and Sciences

**POLICY ON STUDY AWAY FROM NORTHWESTERN BY MATRICULATED
WEINBERG COLLEGE STUDENTS**

1. Students entering Northwestern as *freshmen* (students entering with fewer than four courses taken at other institutions and applied toward degree requirements) may count toward degree requirements a maximum of four courses taken at other institutions. Any courses beyond this maximum of four may not be used to accelerate graduation (i.e., count toward the required minimum of 45 units for the degree) without financial penalty.

Transfer students (students who have transferred four or more courses taken at another institution and applied them toward degree requirements) are not permitted to register at any other institution subsequent to Northwestern matriculation for purposes of taking courses to accelerate graduation. 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; students may, however, apply such credit toward major/minor requirements with prior approval of that department.

Students who for compelling reasons wish to apply toward degree requirements more than the permitted amount must petition for a waiver of these provisions. Individual modifications of requirements must be approved by the Weinberg College Committee on Appeals, petitions for which are arranged and submitted in the Weinberg College Office of Studies.

2. Work must be pursued at an accredited four-year institution; no credits from a two-year college will be accepted.
3. Work must be in curricular areas generally recognized for Northwestern credit.
4. Credit earned at other institutions may not be applied towards fulfillment of any of the Weinberg College distribution requirements or foreign language requirement.
5. Courses that are to be applied towards the student's major or minor program must have the prior approval of the Chair or Director of Undergraduate Studies in that department.
6. Any student intending to pursue courses elsewhere which will be submitted for Northwestern credit must secure prior approval from the Weinberg College Office of Studies. After discussing the student's plans, a staff member of the Office of Studies will refer the student to the appropriate Weinberg College department or program for review.
7. Students who have not received prior permission for work pursued elsewhere and who wish to have that work recognized for the degree in the College should follow the usual procedures and apply for retroactive approval. So doing exposes the student to a real risk that the coursework will be deemed unacceptable.

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8. One credit will be granted for *each* course which carries at the sponsoring institution two or three semester hours OR three or four quarter hours of credit. Credit will not be granted for one semester hour or two quarter hour courses.
9. The maximum number of Northwestern credit-units that can be earned in summer session is two credits for any four-week session, three credits for any six-week session, and four credits for any eight- or ten-week session.
10. A grade of “C” or higher is requisite for transfer of credit for courses taken at other institutions. This excludes the granting of transfer credit for courses in which a grade of P or D is earned. Note that in all cases, grades earned elsewhere will *not* be factored into the student’s Northwestern GPA.
11. Students must complete 23 units of work at Northwestern before graduation in order to be eligible for the bachelor’s degree.
12. Students who complete approved courses at other institutions during the summer must request that official transcripts of their work be sent to:

Degree Auditor
Registrar’s Office
Northwestern University
633 Clark Street
Evanston, IL 60208-1118

It is the responsibility of the student to check with the Registrar’s Office in mid-October to see that a transcript of the summer work has been received.