



Office of Undergraduate Studies and Advising
Weinberg College of Arts and Sciences

OFFICE USE ONLY

Adviser: _____

Received: _____

**Petition for Credit
For Courses Taken Abroad**

Student: _____ School _____ Class _____ ID#: _____

Student Email: _____@u.northwestern.edu Student Phone: _____

SA Program: _____ Program Dates: _____

To the student: First, **READ THESE DIRECTIONS**. Failure to fill this form out correctly can delay proper articulation of the work you have done abroad.

Second, attach to this form a **copy of your transcript** from the institution where you studied abroad. No form can be processed without a transcript.

- Fill in all the information requested above, and write your name at the top of each sheet. If you are a Senior, you should **not** wait for your study abroad transcript to come in before petitioning to graduate; when the transcript arrives, simply submit this articulation form as soon as possible so these classes will be slotted properly.
- Before meeting with your major, minor, and/or program adviser(s), write on the "Course title from transcript" lines below, the **title exactly as it appears on your transcript** of each course you wish to have evaluated for credit. Bring to this meeting separate notes about how you think the course should be counted towards your degree requirements (e.g., as a particular required course, as a 200- or 300-level elective in your major or minor, as a related course, etc.). **Do not fill out the "requested to count as" line. Your major or minor adviser must complete that line before signing off.** Be prepared explain why the courses you took abroad should count for your major or minor requirements. You should have your syllabi and coursework available if requested by your faculty adviser or by the Dean's Office. **NOTE: if you have not yet declared your major or minor, do so BEFORE completing this form, as the Registrar cannot articulate credits into a program of studies you have not officially declared.**
- If you plan to use courses taken abroad toward the Foreign Language Requirement, you must have the signature of an adviser in that department in Part III.
- **Please note, in Part V below, special instructions about documentation required for courses to be evaluated for distribution credit; requests for distribution courses will be evaluated by the Office of Undergraduate Studies and Advising (OUSA) at 1908 Sheridan.** After the form is completely filled out, including requests for Distribution credit if applicable, turn this form in to **1908 Sheridan**, which will work with the Registrar's Office to see that the credit is properly recorded
- Additional credits earned abroad but not articulated on this form will count as electives. **Note: if you want elective credit ONLY, indicate this in the comment section otherwise used for Majors, sign it yourself and turn it in; you do not need an adviser's signature.**

Student Name _____

To the departmental or program adviser: If you support the articulations requested by the student below, please fill in the "requested to count as" line, then sign and date. Please be as precise as possible. List each course with a particular Department and course number. If it is merely a major elective or related course, or one which does not precisely parallel a course from the NU catalog, you can list it by Department and level--1XX, 2XX or 3XX. If the course is to be used as part of a particular concentration within the major, please specify that concentration below. Be sure to list a Department and course number for related courses, even if it is not your Department (ie, if you are in English and are accepting a History course for a related course, list it as History 3XX). NOTE: if you are counting a class for your program that is already articulated elsewhere on this form, it MUST be articulated with the same course number (ie, if you are in English and are accepting a History course as a related course, and the student's History Major adviser has articulated the course as Hist 338-1, you must use the same articulation for your related course). If necessary, use the comment space or attach a separate sheet to explain any qualifications or to make any other remarks concerning the student's request. If you are listing more than the courses than fit legibly in the lines provided, feel free to use a separate sheet.

Please do not hesitate to contact the Study Abroad Committee in the Office of Undergraduate Studies and Advising at 1-8916 if you have any questions about how to complete this form.

Part I: Courses toward the Major in _____

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

Comments

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

Part II: Courses toward Additional Major or Minor (circle one) in _____

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

Comments:

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

Student Name _____

Part III: Courses toward Additional Major, Minor, or Foreign Language Requirement (circle one) in _____

_____ Course title exactly as it appears on transcript

_____ requested to count as (filled in by major adviser ONLY)
Indicate concentration area if applicable

_____ Course title exactly as it appears on transcript

_____ requested to count as (filled in by major adviser ONLY)
Indicate concentration area if applicable

Comments:

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

Part IV: Distribution Requirements

Distribution Requirements are evaluated at 1908 Sheridan Road by the OUSA. Attach a copy of the syllabus for the course, along with an explanation of why you believe it should count as a distribution course (e.g: it has the same content as a course at Northwestern; it parallels an NU distribution course; or it has breadth and coverage common for distribution courses.) Note: If the original syllabus for the course is in a language other than English, you must submit a short summary in English listing the main readings for the course, the major topics covered, and the means of assessment; the summary should be attached to this petition, along with copies of the original syllabus and the transcript.

_____ Course title exactly as it appears on transcript

_____ Area

_____ Course title exactly as it appears on transcript

_____ Area

Reasons:

OUSA comment:

OUSA Approval: name: _____ Signature: _____ Date: _____