

### Petition for WCAS Major/Minor Credit for Courses Taken Abroad

- **STUDENTS:** Submit the completed form to department or program adviser.
- **DEPARTMENT/PROGRAM ADVISER:** Submit the signed form to nu-transfer-credit@northwestern.edu

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)

Is this form a resubmission of credit you previously petitioned for? Yes \_\_\_ No \_\_\_

Have your study abroad credits posted to your NU transcript? Yes \_\_\_ No \_\_\_

*(You cannot submit this form until your abroad credits have posted to your NU transcript.)*

#### **TO THE STUDENT:**

- **READ THESE DIRECTIONS CAREFULLY.** Failure to fill this form out correctly will delay the application of credits to your NU requirements.
- **SUBMIT a separate form for each major and minor.**
- **ATTACH a copy of your transcript from abroad.** No form can be processed without this.

#### **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.
- Email this petition, the abroad transcript, and any relevant syllabi, course descriptions, or coursework separately to your major, minor, and/or program adviser(s).
- Be prepared to explain why the courses you took abroad should count as requested.
- You may use a course towards both a major/minor and a distro credit, if approved. Fill out and submit a separate form for distro credit.

#### **For Elective Credit:**

Additional credits earned abroad but not articulated as major, minor or distro credit 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 title 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).

**QUESTIONS? Contact the OUSA Study Abroad Articulation Director 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.
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Faculty Approver: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II: Courses toward the 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.

Faculty Approver: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_