



NORTHWESTERN UNIVERSITY

OFFICE OF THE REGISTRAR

APPLICATION FOR UNDERGRADUATE INTER-SCHOOL TRANSFER or DUAL BACHELOR'S DEGREE PROGRAM

[NOTE: For policies, procedures, and a list of approved dual degree programs, please refer to the back of this form]

DATE \_\_\_\_\_ STUDENT ID (EMPLID) \_\_\_\_\_

NAME \_\_\_\_\_ LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_ RESIDENCE HALL ROOM # OR STREET

CITY STATE ZIP PHONE

I would like to request an Inter-school Transfer.

FROM \_\_\_\_\_ TO \_\_\_\_\_ (PRESENT SCHOOL at NU) (PROPOSED NEW SCHOOL at NU)

MAJOR \_\_\_\_\_ MAJOR \_\_\_\_\_ (PRESENT MAJOR) (PROPOSED NEW MAJOR)

BAC or BSSP For students transferring into School of Comm. ONLY

BM or BA Music For students transferring into Bienen School of Music ONLY

I would like to request the addition of a second degree program from another school at Northwestern\*.

CURRENT \_\_\_\_\_ SECOND \_\_\_\_\_ (PRESENT SCHOOL at NU) (PROPOSED SECOND SCHOOL at NU)

DEGREE/MAJOR \_\_\_\_\_ DEGREE/MAJOR \_\_\_\_\_ (PRESENT DEGREE/MAJOR) (PROPOSED SECOND DEGREE/MAJOR)

\* (A list of approved dual degree programs appears on the back of this form.)

Are you a new student this quarter? Yes No

Circle quarter you wish to transfer or begin second degree program: FALL WINTER SPRING SUMMER 20\_\_

When did you enter Northwestern \_\_\_\_\_? Did you enter as a freshman \_\_\_\_\_ or transfer \_\_\_\_\_? (month/year)

Please state your reasons for making this application (attach additional sheet if necessary)

I understand that my education record at Northwestern University, including any materials related to academic integrity, will be shared among the schools specified on this form.

Signature \_\_\_\_\_

Table with 2 columns: (1) Signature of representative of student's present school, (2) Signature of representative of student's proposed/second school. Includes sub-sections for Approved and Denied.

## APPLICATION FOR UNDERGRADUATE INTER-SCHOOL TRANSFER or DUAL BACHELOR'S DEGREE PROGRAM

### POLICIES

Qualified students may apply to earn separate degrees in two distinct but combined (dual) academic programs leading to two different degrees and two diplomas from Northwestern. Students wishing to pursue a dual degree program after matriculation must file a formal application before the end of their sophomore year and must meet the admissions standards of both schools. Successful completion of a dual degree program requires the fulfillment of both sets of degree requirements and requires five years (15 quarters) of full time study. **[NOTE: Participating in a dual degree program is not the same as having a double major (two different majors); the latter leads to just one degree and one diploma, and can be earned in four years (12 quarters).]**

The IST/DD procedure is not final until the end-of-quarter grades from the current quarter and any findings of academic dishonesty have been reviewed. If you are on academic probation at the end of the current quarter, this probation may continue in your new school. If pursuing a dual degree across schools, you are subject to all of the rules and regulations of each school as they apply to the satisfaction of degree requirements. If you have any questions regarding which courses or credits may be used to satisfy a degree requirement, you must consult with a representative from the school that offers that degree.

### PROCEDURE

1. Please adhere to the dates for inter-school transfer (IST) as stated in the calendar of the quarterly class schedule. These dates also apply to the application for a dual degree (DD).
2. Complete this application and attach a copy of your unofficial transcript printed from CAESAR.
3. Secure the signature from the staff of the Dean of the school in which you are currently enrolled.
4. Arrange an interview with the appropriate staff member or advisor of the proposed or second school (see below) and leave the IST/DD application and unofficial transcript with the staff member or advisor.
  - Education: Please follow the instructions for current Northwestern students on the SESP web site:  
<http://www.sesp.northwestern.edu/ugrad/info/admissions/>
  - Journalism: Assistant Dean Undergraduate Studies
  - WCAS: Office of Undergraduate Studies and Advising
  - Music: Office of Student Affairs: Audition required for admission
  - Communication: Office of Undergraduate Programs
  - Engineering: Academic Services Office, Tech L269
5. You will be notified of the decision on this application. If approved, the transfer or addition of the second degree becomes effective at the beginning of your next registration.

***FOR STUDENTS TRANSFERRING INTO SCHOOL OF COMMUNICATION please indicate under proposed new major if you are pursuing a Bachelor of Arts or Bachelor of Science Degree***

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***FOR STUDENTS TRANSFERRING INTO BIENEN SCHOOL OF MUSIC please indicate under the proposed new Major if you are pursuing an BMus or BA in Music.***

### APPROVED LIST OF DUAL BACHELOR'S DEGREE PROGRAMS

University approved dual degree programs are listed below:

**Bienen BMus/McCormick BS**  
**Bienen BAMus/McCormick BS**  
**Bienen BMus/Medill BSJ**  
**Bienen BAMus/Medill BSJ**

**Weinberg BA/Bienen BMus**  
**Weinberg BA/McCormick BS**  
**Weinberg BA/Medill BSJ**

For additional information and requirements for each school/college regarding Inter-School Transfer or Dual Bachelor's Degree Programs, please contact the school/college into which you wish to transfer.