



NORTHWESTERN UNIVERSITY

Office of the Registrar

APPLICATION FOR CREDIT FOR NON-NORTHWESTERN COURSES

(for students in Communication, Education, Journalism, and Music)

NOTE: For Procedure and Policies, see the back of this form

Student's Name _____ Student ID # _____

School _____ Student Class _____

Institution at which course is to be taken _____

Accredited by national accrediting body? Y N Four Year School? Y N

Course Number and Title _____ (Level of course – Documentation must be provided by student)

Course Description _____

Term course will be offered _____ (Beginning and End Dates of Course)

Credits granted by sponsoring institution _____ (Specify semester or quarter hours)

Course to be used as:

_____ Major/Minor Work _____ Distribution Requirement
_____ Related Work For Major _____ Elective Credit

NOTE: If you intend to use this credit to graduate early, read the regulations governing the University Residence Requirement as described in the Undergraduate Catalog.

DEAN/REGISTRAR'S OFFICE USE

[] Student advised of University Residence Requirement

Northwestern equivalent _____

Comments _____

School Approval _____ Date _____

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PROCEDURE

1. Complete form: provide appropriate supporting documents
2. Consult your academic advisor
3. Obtain school approval
4. Upon completion of course, have official transcript sent to:

Northwestern University
Office of the Registrar
Attn: Transfer Credit
633 Clark Street
Evanston, IL 60208

5. Once the approved course has been entered on the record, students may view the entry on CAESAR

POLICIES

General guidelines:

1. A national accrediting body must accredit the transfer institution; consult the institution's catalog to confirm that it is accredited.
2. No video, television, online, or correspondence courses are accepted at Northwestern University.
3. Only courses with a grade of C or better will be accepted in transfer (see exception for SESP post matriculation).
4. No transfer of credit for grade of P or S without special permission.
5. Credit for college-level course work completed prior to graduation from high school must be specifically approved. The course must be a bona fide college course offered on a college campus and attended primarily by duly matriculated college students. It must not be part of the student's high school program, nor fulfill any requirements for the high school diploma. **A separate application is available from the Office of the Registrar.**
6. All international study must go through the Study Abroad Office.

Guidelines for credits earned after matriculation to Northwestern University:

1. Prior to the final three quarters of residence at Northwestern University, a maximum of four transfer credits from other domestic colleges or universities may be earned.
Exception: SESP permits transfer of credit during the final three quarters of residence as long as it complies with the University Residence Requirement.
2. The student's school/college must grant advance approval of any non-Northwestern University transfer credits. Consult your school's policy.
3. A transfer student may not transfer additional domestic non-Northwestern University courses. To determine if study abroad transfer may be possible, consult your degree auditor.
4. Non-transfer students may earn up to one quarter of Undergraduate Residence Requirement credit for domestic non-Northwestern University courses and up to three quarters of URR credit for study abroad. The total exemptions from all sources for the URR may never exceed three quarters. Please consult the University Residence Requirement Policy in the Undergraduate Catalog (page 23) for the explanation of the complete policy.
5. Northwestern University's colleges and schools have specific policies for granting **two year or community college credit:**

Communication and WCAS - No credit accepted
Medill and Music - No credit after sophomore year
SESP - Credit accepted with approval and B-grade or higher
McCormick - Credit accepted with approval