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

Attach to this form a copy of your foreign institution’s transcript. No form can be processed without a transcript. Completed forms should be turned in to the Office of Undergraduate Studies and Advising (OUSA), 1908 Sheridan Rd.

- Fill in all the information requested above, and write your name at the top of each sheet.
- For major/minor credit: On the relevant "Course title from transcript" lines in Part I, II, and/or III below, write the title exactly as it appears on your transcript for each course you wish to have evaluated for credit. Bring this petition, the foreign institution’s transcript, and any relevant syllabi, course descriptions, or coursework to your major, minor, and/or program adviser(s). Do not fill out the "requested to count as" line. Your major or minor adviser(s) will complete that line before signing off. Be prepared explain why the courses you took abroad should count as requested. 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.
- For foreign language credit: If you hope to use courses taken abroad toward the Foreign Language Requirement, you must meet with an adviser in that language department so that s/he may evaluate and approve courses and sign Part III. Bring this petition, the foreign institution’s transcript, and any relevant syllabi, course descriptions, or coursework to this meeting.
- For distribution credit: Requests for distribution courses will be evaluated by the OUSA at 1908 Sheridan. You need not schedule a meeting to get a distro approved; instead complete Section IV and attach the required additional information.
- Additional credits earned abroad but not articulated on this form will count as electives. Note: if you want elective credit ONLY, you need not complete this form.
- 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.
- Turn the completed form in to 1908 Sheridan Rd.
To the departmental or program adviser: Please fill in the "requested to count as" line for all courses you approve, 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 491-8916 if you have any questions about how to complete this form.

### Part I: Courses toward the Major in ____________________________

<table>
<thead>
<tr>
<th>Course title exactly as it appears on transcript</th>
<th>requested to count as (filled in by major adviser ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicate concentration area if applicable</td>
</tr>
</tbody>
</table>

Comments:

Adviser's name: ____________________________ Signature: ____________________________ Date: __________

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

<table>
<thead>
<tr>
<th>Course title exactly as it appears on transcript</th>
<th>requested to count as (filled in by major adviser ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicate concentration area if applicable</td>
</tr>
</tbody>
</table>

Comments:

Adviser's name: ____________________________ Signature: ____________________________ Date: __________
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: ________

Updated 7/18/13