

**PETITION FOR SUBSTITUTION OF DISTRIBUTION REQUIREMENTS**

*IMPORTANT: Before completing this petition, please read the directions carefully. Send your completed form with any required attachments to the Weinberg College Academic Advising Office, WCAS-forms@northwestern.edu. This form is only for use by students enrolled in Weinberg College, and only for substitutions involving Northwestern University courses. Petitions involving credits transferred from another US institution or from abroad should use other forms ([www.weinberg.northwestern.edu/undergraduate/advising/policies-forms/](http://www.weinberg.northwestern.edu/undergraduate/advising/policies-forms/)).*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Date: \_\_\_\_\_ NU email address: \_\_\_\_\_

Your planned graduation year: \_\_\_\_\_ Name of your College Adviser: \_\_\_\_\_

To earn a degree from the Judd A. and Marjorie Weinberg College of Arts and Sciences, students must complete two courses in each of six distribution areas: I. Natural Sciences; II. Formal Studies; III. Social and Behavioral Sciences; IV. Historical Studies; V. Ethics and Values; VI. Literature and Fine Arts. The distribution requirements are designed to expose students to the major areas of intellectual inquiry within the arts and sciences. Approved courses provide breadth of coverage, present a broad range of problems, introduce a discipline's basic vocabulary, and/or consider in a central way a discipline's methods of inquiry. Descriptions of the distribution areas, lists of distribution courses approved for each academic year, and other policies related to distribution requirements can be found on the [Weinberg College webpage](#) and in the [Undergraduate Catalog](#). Occasionally a student wishes to apply a course not on the approved lists towards one of the distribution requirements. ***Because courses can be designated in a distribution area only after scrutiny and approval by the College's Curricular Review Committee, the circumstances under which such a request can be considered are limited.***

- **Retroactive Approval.** The course was approved for the distribution area after I completed it. I wish to have the course approved retroactively as fulfilling one of my distribution requirement units.
- **Combined Section.** The course I completed was co-listed under two department or program areas/numbers, and the distribution designation was attached to the other area/number.
- **Interschool Exception.** I have completed an inter-school transfer or I am dual-degree and qualify for one of the substitutions indicated on the webpage at [www.weinberg.northwestern.edu/undergraduate/degree/distribution-requirements/interschool-transfer-dual-degree.html](http://www.weinberg.northwestern.edu/undergraduate/degree/distribution-requirements/interschool-transfer-dual-degree.html)
- **Two Relevant Courses.** I wish to request that two, 1-unit courses be applied in place of 1 unit of distribution credit in the requested area.
- **Extreme Schedule Constraints.** Due to unusual circumstances, it is impossible for me to fulfill the distribution requirements in the normal way and I am requesting a 1-unit course be applied in place of one of the standard courses in the distribution category.

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I request approval to apply the following 1-unit course in Area \_\_\_\_\_

Dept: \_\_\_\_\_ Course #: \_\_\_\_\_ Title: \_\_\_\_\_

Quarter (F/W/Spr/Su): \_\_\_\_\_ Academic Year: \_\_\_\_\_

Basis of petition – place an “x” on ONE line below

|  |  |
|--|--|
| Retroactive Approval (No attachments required)   |  |
| Combined Section (No attachments required)   |  |
| Interschool Exception (No attachments required)  |  |
| Two Relevant Courses ( <i>Indicate second course below. Attachments required – see below</i> ) |  |
| Extreme Schedule Constraints ( <i>Attachments required – see below</i> )                       |  |

### REQUIRED ATTACHMENTS

The expectation is that students should complete distribution requirements by selecting courses already approved by Curriculum Review Committee for the distribution areas. If you are petitioning based on **two relevant courses** (i.e. a pair of courses in fulfillment of a single unit of the requirement) indicate the second 1-unit course below, and in a separate document explain how each of the two proposed courses fits the description of the requested distribution area and also the relevant circumstances that are driving the request that an exception be made. Area descriptions are available at [www.weinberg.northwestern.edu/undergraduate/degree/distribution-requirements/](http://www.weinberg.northwestern.edu/undergraduate/degree/distribution-requirements/). In addition, attach syllabi for both courses. Note that certain types of courses are not eligible – among these are first-year seminars, senior thesis seminars, professional linkage seminars, independent study, and various field studies.

Dept: \_\_\_\_\_ Course #: \_\_\_\_\_ Title: \_\_\_\_\_

Quarter (F/W/Spr/Su): \_\_\_\_\_ Academic Year: \_\_\_\_\_

If you are petitioning based on **extreme schedule constraints**, attach a syllabus and provide a detailed description of your course plan for this and subsequent years, explaining how your other requirements take up all available slots. Courses you take as electives do not count as required courses. Courses used to complete a second major, a minor, a certificate, or an internship are optional and are also not considered required for this purpose. The Director of Undergraduate Studies of the department/ program offering the proposed substitute course should indicate their endorsement in a letter that states that the course is acceptable, in case of hardship, to fulfill a unit of the distribution requirement in the listed area.