

How to use the Post-Matriculation Transfer Course Proposal form

This form is for matriculated Northwestern Evanston undergraduate students who are proposing to take a course at another institution and transfer that course back to Northwestern.

Student will begin by providing the form with their identifying information including their home school at Northwestern. They will then provide detailed information about the course they are proposing to take at another institution including which Northwestern department or course subject they hope their proposed course will articulate as.

Once this information is provided, students will submit the form and receive this email:

Hello,

Your proposal to take a non-Northwestern course has been submitted. It will first be reviewed by your home school. It will then be reviewed by the department you proposed. Finally, it will be reviewed a final time by your home school. Please note that if you are an F1 or J1 student, your request will be first reviewed by the Global Learning Office before any other reviews take place.

You can track the progress of your request at any time using [this link](#).

You will receive an email notifying you at each step in the process. Thank you.

Both students and approvers can access forms at any point through the Frevvo Form Task List here:

<https://app.frevvo.com/frevvo/web/tn/registrar.northwestern.edu/u/8691eaaa-b24c-46aa-8a7f-639acc8e0122/space/RegistrarProd>

(Optional) Global Learning Office Review:

If a student indicates on the form that they have an F1 or J1 visa and are planning on studying outside of the U.S. in their country of permanent residence, the Global Learning Office will need to review their proposal. The Global Learning Office will receive an email with a direct link to the form:

Hello.

An F1/J1 undergraduate student, [Student Name] ([Student ID]), has proposed to take a course at another institution.

You can review their request by clicking this link.

Clicking on the link will bring you to the form where you can review the student's proposal in its entirety and fill out a section as seen below (comments made here will be visible to the student):

Global Learning Office Review

☐ Study abroad exemption eligibility and institutional accreditation reviewed. This transfer credit request will proceed to the next step.
☐ Additional information is needed to determine study abroad exemption eligibility and/or institutional accreditation. Please call the Global Learning Office at 847-467-6400 to schedule a meeting with the Associate Director.

Comments

By clicking the button below, you consent to the use of digital signatures.

[Sign this section](#)

[Submit](#)
[Send back to student](#)

If GLO selects the first option, sign, and submit, the form will be sent along to the student's home school for approval.

If GLO selects the second option, sign, and submit, the form will be cancelled entirely and the student emailed.

If GLO would like the student to revise the form and resubmit it to them for consideration, they can click the "Send back to student" button.

REJECTION

To

Reason

Non-Northwestern Course Proposal (John Tafian)

[Submit](#)
[Cancel](#)

Powered by [frevo](#)

You can add specific instructions in the "Reason" field which will be emailed to the student.

Home School Preliminary Review:

Non F1/J1 students will have their proposal sent directly to their home school for a preliminary review. The home school approver will receive the following message:

Hello.

Undergraduate student, [Student Name] ([Student ID]), in your school has proposed to take a course at another institution.



Please perform the preliminary review of their request by clicking this link

The home school will be able to add comments and either submit the form for review by a department or send the form back to the student for additional information. Comments made here will be visible to the student.

▼ Home School Preliminary Review

Comments

By clicking the button below, you consent to the use of digital signatures.

  Sign this section

Submit

✕ Send back to student for additional information

Content Evaluation Review:

Content approver for the department or subject that a student selects will receive the following email:

Hello.

Undergraduate student, [Student Name] ([Student ID]), has proposed to take a course at another institution and have it articulated as an equivalent course in your department.

Please review their request by clicking this link

Clicking on the link will bring you to the form where you can review the student's proposal in its entirety and fill out a section as seen below (comments made here will be visible to the student).

In this section, content evaluators can define an equivalent Northwestern subject, catalog number, and course title that the proposed course could end up being equivalent to.

Content Evaluation

☐ NOT APPROVED - This course does not meet department eligibility requirements or does not resemble a NU course offered within this department.
 ☐ APPROVED - This course has been reviewed and determined to be equivalent to the specific following NU course:
 ☐ APPROVED - This course does not match a specific NU course but may receive the following general department credit:

Please note that this form is *only* meant to provide approval for a proposed transfer course. If you wish to detail *how* specifically this course should eventually count towards a student's major, minor, or certificate, please ensure the student has declared said plan and then email roda@northwestern.edu. Do *not* include directions on how a course should count towards a student's major, minor, or certificate here.

Subject

Number

Title

Comments

By clicking the button below, you consent to the use of digital signatures.

Sign this section

Submit

Send back to student for additional information

If the content evaluator selects the first option, sign, and submit, the form will be cancelled entirely and the student emailed.

If the content evaluator selects the second or third options, sign, and submit, the form will be sent to the student for their review.

If the content evaluator would like the student to revise the form and resubmit it to them for consideration, they can click the "Send back to student" button.

Student Review of Proposed Articulation

If a content evaluator approves the student's proposal, the student will receive the following email:

Hello,

The department who oversees the subject articulation you proposed has reviewed your request for a non-Northwestern course to be taken after matriculation.

In order for your form to continue through the approval process, you must review their decision by clicking this link.

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Clicking on the link will bring the student to where they can review the reviews in their entirety and fill out a section as seen below:

▼ Student Review of Proposed Articulation

Please review the articulation proposed by the content evaluators above. Your home school will make the final determination and approval of how the credit will be articulated.

☐

I have reviewed and accept the proposed articulation.

☐

I do not accept this proposed articulation. I will meet with a departmental advisor instead.

Comments

By clicking the button below, you consent to the use of digital signatures.

Sign this section

 Submit

If the student checks the first option, signs, and submits, the form will be sent to their home school again for final review.

If the student checks the second option, signs, and submits, the form will be cancelled entirely.

Final Home School Review

If the student accepts the proposed articulation, the home school will receive the following email:

Hello.

Undergraduate student, [Student Name]'s ([Student ID]), proposal to take a course at another institution is ready for your final review.

You can review their request by clicking this link.

Clicking on the link will bring the home school reviewer to where they can review the reviews in their entirety and fill out a section as seen below:

Final Approval

☐ APPROVED - This request meets the requirements of the content evaluators.
☐ APPROVED - This request was not approved by content evaluators but our school will articulate the course as a general credit.
☐ NOT APPROVED - This request was not approved by content evaluators and/or does not adhere to the home school policies and is therefore being rejected.

Subject
Number

Title

Comments

By clicking the button below, you consent to the use of digital signatures.
Sign this section

Submit
Send back to student or department for additional information

If the home school approver selects the first option or second option, signs, and submits, the form will be sent to the Office of the Registrar for final processing

If the home school approver selects the third options, signs, and submits, the form will be cancelled entirely and the student emailed.

If the home school approver would like either the student or the department to revise the form and resubmit it to them for consideration, they can click the “Send back to student or department” button.

Office of the Registrar Review

The Office of the Registrar will review the form presented to them. If the Office of the Registrar has questions or concerns about anything on the form, they may utilize the “Send back to student or department” button for revisions.

Otherwise, the Office of the Registrar will articulate any request appropriately in CAESAR once the official documentation has been provided. The student will then receive an email with the entire form in PDF form.