

## How to use the Transfer Credit Rearticulation Request form

This form is for Northwestern Evanston undergraduate transfer students who are seeking to have courses from a previous institution reviewed by a Northwestern department for potential rearticulation.

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 took at a prior institution, what the Office of the Registrar's preliminary evaluation of that course was, and which Northwestern department or course subject they hope their prior course will be articulate as. **Please note that students will need to submit a form for each individual course they want considered for rearticulation.**

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

*Thank you for submitting a request for department review of your credit from a previous institution. The department who oversees the subject you proposed will review your course's preliminary evaluation and any supporting materials you provided.*

*The review of this prior credit will result in one of several outcomes, all of which will be communicated to you via this form:*

- *The department may determine that your course is equivalent to a more specific course here at Northwestern.*
- *The department may return this form to you and ask you to submit it to a different, more appropriate department.*
- *The department may in fact determine that the preliminary evaluation you received from the Office of the Registrar is the most appropriate evaluation.*

*This process can take anywhere from several days to several weeks to complete. 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>

### Content Evaluation Review:

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

*Hello.*

*Undergraduate transfer student, [Student Name] ([Student ID]), has submitted a request for your department to rearticulate a course taken at a prior 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 form 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 prior 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 a rearticulation of a previously taken course. If you wish to detail *how* that articulated course should count towards a student's major, minor, or certificate, please ensure the student has declared said plan and then email [roda@northwestern.edu](mailto: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

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's home school 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.

## Home School Review

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

*Hello.*

*Undergraduate transfer student in your home school, [Student Name] ([Student ID]) has submitted a request to rearticulate a course taken at a prior institution. That course has been reviewed by a department and is now ready for your 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:

▼ Home School Review

☐ Per department decision, this credit will be updated to the indicated NU course equivalent.

☐ No direct NU course equivalent has been identified/approved so credit will remain as previously awarded by the Registrar.

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 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.