



NORTHWESTERN UNIVERSITY

OFFICE OF THE REGISTRAR

APPLICATION FOR UNDERGRADUATE INTER-SCHOOL TRANSFER or CROSS-SCHOOL COMBINED DEGREE

[NOTE: For policies, procedures, and a list of approved combined degree programs, please refer to the back of this form]

DATE _____ STUDENT ID (EMPLID) _____

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
RESIDENCE HALL ROOM # OR STREET

CITY STATE ZIP PHONE

I would like to request an Inter-school Transfer.

FROM _____ TO _____
(PRESENT SCHOOL at NU) (PROPOSED NEW SCHOOL at NU)

MAJOR _____ MAJOR _____
(PRESENT MAJOR) (PROPOSED NEW MAJOR)

I would like to request the addition of a second degree program from another school at Northwestern*.

CURRENT _____ SECOND _____
(PRESENT SCHOOL at NU) (PROPOSED SECOND SCHOOL at NU)

DEGREE/MAJOR _____ DEGREE/MAJOR _____
(PRESENT DEGREE/MAJOR) (PROPOSED SECOND DEGREE/MAJOR)

* (A list of approved combined degree programs appears on the back of this form.)

Are you a new student this quarter? Yes No

Circle quarter you wish to transfer or begin second degree program: FALL WINTER SPRING SUMMER 20__

When did you enter Northwestern _____? Did you enter as a freshman _____ or transfer _____?
(month/year)

Please state your reasons for making this application (attach additional sheet if necessary)

I understand that my education record at Northwestern University, including any materials related to academic integrity, will be shared among the schools specified on this form.

Signature _____

Table with 2 columns: (1) Signature of representative of student's present school, (2) Signature of representative of student's proposed/second school. Includes sub-columns for Approved and Denied.

APPLICATION FOR UNDERGRADUATE INTER-SCHOOL TRANSFER or CROSS-SCHOOL DUAL DEGREE

POLICIES

Qualified students may apply to earn separate degrees in two distinct but combined academic programs leading to two different degrees and two diplomas from Northwestern. Students wishing to pursue a combined degree program after matriculation must file a formal application before the end of their sophomore year and must meet the admissions standards of both schools. Successful completion of a combined degree program requires the fulfillment of both sets of degree requirements and requires five years (15 quarters) of full time study. **[NOTE: Participating in a combined degree program is not the same as having a double major (two different majors); the latter leads to just one degree and one diploma, and can be earned in four years (12 quarters).]**

The IST/DD procedure is not final until the end-of-quarter grades from the current quarter and any findings of academic dishonesty have been reviewed. If you are on academic probation at the end of the current quarter, this probation may continue in your new school. If pursuing a dual degree across schools, you are subject to all of the rules and regulations of each school as they apply to the satisfaction of degree requirements. If you have any questions regarding which courses or credits may be used to satisfy a degree requirement, you must consult with a representative from the school that offers that degree.

PROCEDURE

1. Please adhere to the dates for inter-school transfer (IST) as stated in the calendar of the quarterly class schedule. These dates also apply to the application for a dual degree (DD).
2. Complete this application and attach a copy of your unofficial transcript printed from CAESAR.
3. Secure the signature from the staff of the Dean of the school in which you are currently enrolled.
4. Arrange an interview with the appropriate staff member or advisor of the proposed or second school (see below) and leave the IST/DD application and unofficial transcript with the staff member or advisor.
 - Education: Please follow the instructions for current Northwestern students on the SESP web site:
<http://www.sesp.northwestern.edu/ugrad/info/admissions/>
 - Journalism: Assistant Dean Undergraduate Studies
 - WCAS: Office of Undergraduate Studies and Advising
 - Music: Office of Student Affairs: Audition required for admission
 - Communication: Office of Undergraduate Programs
 - Engineering: Academic Services Office, Tech L269
5. You will be notified of the decision on this application. If approved, the transfer or addition of the second degree becomes effective at the beginning of your next registration.

APPROVED LIST OF COMBINED DEGREE PROGRAMS

University approved combined degree programs are listed below:

Bienen BMus/McCormick BS
Bienen BAMus/McCormick BS
Bienen BMus/Medill BSJ
Bienen BAMus/Medill BSJ

Weinberg BA/Bienen BMus
Weinberg BA/McCormick BS
Weinberg BA/Medill BSJ

For additional information and requirements for each school/college regarding Inter-School Transfer or Combined Degree Programs, please contact the school/college into which you wish to transfer.