

Northwestern University
McCormick School of Engineering and Applied Science

POLICY STATEMENT
Northwestern credit for course work taken at colleges
Prior to graduation from high school

Each year a number of entering students seek Northwestern credit for course work they have completed at colleges and universities prior to their graduation from high school. The award of Northwestern credit for such course work is the decision of appropriate undergraduate schools within the University. The College of Arts and Sciences evaluate all liberal arts credit (irrespective of the school in which the student is enrolled); technical credit is referred to the Schools of Education, Speech, Journalism, Music and Engineering.

The academic policy of the McCormick School permits the transfer of credit earned at other colleges and universities prior to graduation from high school if:

- (1) The course is one for which credit would normally be awarded at Northwestern (i.e., American history, but not physical education);
- (2) The course was taken at a fully accredited college or university;
- (3) The course was not offered toward partial fulfillment of the requirements for your high school diploma;
- (4) The course was a bona fide college course offered on the campus by a college or university and enrolled primarily by high school graduates.

Note that ALL FOUR of the above conditions must be satisfied in order for a course to qualify for credit. If any one condition is not satisfied, Northwestern credit will be denied.

Credit for college work completed prior to high school graduation is by application only. Records for such course work will be reviewed only if the student completes and submits an application form for each course. The application form is printed on the reverse side of this sheet. Please feel free to make copies of this form for multiple courses.

Applications are not complete until the university has received an OFFICIAL TRANSCRIPT of the course work. It is the student's responsibility to see that an official transcript is provided. The university can not accept in lieu of this document, grade reports, or other unofficial documents.

Northwestern University
McCormick School of Engineering and Applied Science

**APPLICATION FOR NORTHWESTERN UNIVERSITY CREDIT FOR
COLLEGE-LEVEL COURSE WORK
COMPLETED PRIOR TO GRADUATION FROM HIGH SCHOOL**

Part I -- to be completed by the student:

Student's name _____ SS# _____

Course Number _____ Course Title _____

College where taken _____

Term when taken _____

Part II -- to be completed by the high school registrar, principal, or counselor:

I certify that the above college-level course was not a part of the student's high school program and that credit for the course was not offered toward partial fulfillment of the requirements for the high school diploma.

Signature _____

Title _____

High School _____

Date _____

Part III -- to be completed by the registrar or dean of the college where the course was taken:

I certify that the above course was a bona fide college course offered on the college campus and enrolled primarily by duly matriculated college students – i.e., high school graduates.

Signature _____

Title _____

College _____

Date _____

Please submit the completed application to:

Dean Joseph Holtgreive, McCormick School of Engineering
2145 Sheridan Road, Evanston, IL 60208-3102