Freshman Credit Transfer Process

In order to transfer college course work completed during high school you must complete the following 6 steps. Please complete this process by **August 10, 2012**.

**Step 1:** Make sure the credit is transferable by checking that it meets the following five criteria:

(a) The course is one for which credit would normally be awarded at Northwestern (i.e., American history, but not physical education);
(b) The course was taken at a fully accredited college or university;
(c) The course was not offered toward partial fulfillment of the requirements for your high school diploma;
(d) The course was a bona fide college course offered by a college or university and enrolled primarily by high school graduates.
(e) You have earned a grade of “C” or higher in the course (no “C-” or lower).

**Step 2:** Complete the “APPLICATION FOR NORTHWESTERN UNIVERSITY CREDIT FOR COLLEGE-LEVEL COURSE WORK COMPLETED PRIOR TO GRADUATION FROM HIGH SCHOOL.” Make sure to follow the instructions included in the Policy Statement. The form can be printed from the McCormick website. Go to: [http://www.mccormick.northwestern.edu/docs/undergraduate/PolicyForReceivingCreditForCourseworkPriorToEnteringNorthwestern.pdf](http://www.mccormick.northwestern.edu/docs/undergraduate/PolicyForReceivingCreditForCourseworkPriorToEnteringNorthwestern.pdf)

**Step 3:** Have an official transcript of the course work sent to the University Registrar, Rebecca Crown Center, 633 Clark Street, Evanston, IL 60208.

**Step 4:** If the course is a math, science, or engineering course, the content must be evaluated before the transfer of credit can be completed. If the course is not a technical course and meets the above-mentioned criteria, no additional documentation is required; skip to Step 6.

**Step 5:** Provide the following supplemental materials for technical courses:

(a) The syllabus for the course;  
(b) The title(s) and author(s) of the text(s) used for the course;  
(c) A copy of the table of contents for the text(s) used, indicating which topics were covered, if not included on the course syllabus;  
(d) In the case of a chemistry course, also include the syllabus for the lab;  
(e) In the case of a physics course, indicate the level of math used and the amount of time spent in lab per week.

**Step 6:** Mail all signed forms and supporting material to (with the exception of the official transcript which you will send to the Registrar):

Dean Joe Holtgreive  
McCormick School of Engineering  
2145 Sheridan Road, Rm.# L268  
Evanston, IL 60208-3102