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 cannot accept in lieu of this document, grade reports, or other unofficial documents.

July 2001
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

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