

For an explanation of the Distribution requirements, see the Tufts [Bulletin](#). For courses not appearing in the list of approved courses, you must fill out this form. The committee strongly urges not to wait until the last semester of the senior year at Tufts for the submission of petitions.

Submit to the Chair of the Distribution Subcommittee, either as hard copy or PDF by email. All completed forms for 2017-2018 should be submitted to:

George Ellmore, Chair of the Distribution Subcommittee of the Academic Review Board (ARB), Department of Biology, Robinson Hall 369. Email: george.ellmore@tufts.edu

- Before petitioning, students should view the [SIS Course Catalog](#) to see if the course has already been approved, or if similar courses have been approved in the past:
 - For *Course Career* select "AS&E Undergrad"
 - For *Course Attribute* select the appropriate LA Undergrad Req. (e.g. Distribution)
 - For *Attribute Value* select the specific requirement (e.g. Math or Natural Science)
 - Then select the appropriate *Course Subject* to view courses meeting the requirement
- Complete the distribution petition form and include the supporting documents listed below. Keep a copy of everything for yourself.
- Follow up with the Distribution Requirements Subcommittee Chair regarding the status of your petition
- After your petition has been signed, pick it up from the contact person, make a copy for your records, then bring it to the Student Services Desk in Dowling Hall. It is imperative that your petition reach the Student Services Desk at Dowling Hall, since this is the official record of the approval of your petition.

NOTE: Petitions submitted after April 15th may not be considered until the Fall semester.

[Check the Distribution Area:](#)

- Arts
- Humanities
- Mathematical Sciences
- Natural Sciences
- Social Sciences

| | |
|----------------------------|----------------------------|
| Name | Date |
| ID Number | Phone number |
| Class Year | Email address |
| Course Title | When taken (semester/year) |
| Department | Number/Section |
| Where taken (if not Tufts) | |

Required Signatures

| Instructor (if at Tufts) | Department Chair* |
|----------------------------------|----------------------------------|
| Signature | Signature |
| Print name | Print name |
| For Against | For Against |

*Chairperson of Tufts Department in the distribution area most closely related to the area you are requesting. (e.g. if you are requesting Arts distribution credit for a course taught in Psychology, you need the signature of the chair of the arts department most closely related to the material in your course.)

Explain why you think more than 50% of the course's content falls into the requested Distribution area.
 Note: Courses taken at another university must first be approved for transfer to Tufts by the appropriate department.

Additional Material

If insufficient information is supplied, the committee will not act on the petition.

- Attach a copy of the course description
- Attach a copy of the syllabus
- Attach a copy of the assignments
- Attach a copy of the reading lists
- Attach a copy of the exams

Office Use Only: Committee Action

- Approved for this student only
- Approved for this semester and year only
- Approved in general (to be listed in Tufts Bulletin for classes only, including Tufts Programs Abroad)
- Denied

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| Distribution Subcommittee Chair (signature) |
| Distribution Subcommittee Chair (printed name) |
| Date |
| Comments |

After decision, the student will pick up the petition and bring it to Associate Registrar Carol Downing, Dowling Hall.

Please refer any questions to the Chair of the Distribution Subcommittee of the ARB, George Ellmore, Department of Biology, Robinson Hall 369. Email: george.ellmore@tufts.edu