

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. **Petitions submitted after April 15th will not be considered until the fall semester.** Seniors must submit all petitions before **December 5th** in order to be considered prior to graduation.

Search SIS Catalog

Before submitting a petition you must review the [SIS Catalog](#) to see if the course has already been approved. In order to search the catalog you will need to know the course title as it appears in the catalog. Please refer to directions below.

- For *Course Career* select “AS&E Undergrad”
- For *Course Attribute* select “LA Undergrad Distribution Req”
- For *Attribute Value* select the appropriate Distribution Area (e.g. “LA-Distribution-Arts”)
- Select subject code to display or hide course information. Be sure to always select the box “EXPAND ALL” so that you see a complete list of courses approved.
- For courses not appearing in the list of approved courses, you must complete the petition and submit to the appropriate sub-chair.

Should you have questions regarding how to search for courses in the course catalog contact the Registrar at StudentServices@tufts.edu or 617-627-2000.

Browse Course Catalog

Course Career	AS&E Undergrad	▼
Course Attribute	LA Undergrad Distribution Req	▼
Attribute Value	LA-Distribution-Arts	▼

Course Subject Begins With:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
						0	1	2	3	4	5	6	7	8	9										

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▼ **AFR - Africana Studies**

Course Nbr	Course Title	Typically Offered
(0048)	African American Theatre & Film ** available as of 08/01/2015	Various Terms

Complete and Submit Petition

1. Before completing the petition, confirm with the appropriate department that courses taken at other institutions have completed the transfer of credit process. Successful transfer must occur prior to submitting the petition.
2. Complete the petition beginning on page 2 of this form
3. Attach supporting documents to petition form
4. Obtain signatures of course instructor (if available), *AND* Department Chairperson in the requested Distribution area
5. Submit completed petition form and all supporting documents as PDF by email to Joe DeBold, Chair of Distribution subcommittee of the Academic Review Board.
Email: Joe.DeBold@tufts.edu
Address: Department of Psychology, 490 Boston Avenue, Medford, MA 02155
6. Follow up with the subcommittee chair regarding the status of your petition
7. After your petition has been approved and signed, pick it up from the assigned contact person, then bring the approved petition 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. *Be sure to retain a copy of the approved petition for your records.

8. If your petition is approved, check your official record on SIS to ensure that you have received credit. Contact the Registrar's Office at (617) 627-2000 if you do not see your credit within a week.

Distribution Petition

Check the requested 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 focuses on 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
- Denied
- Approved in general (to be listed in Tufts Bulletin for classes only, including Tufts Programs Abroad)

Required Signature:

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

Please refer any questions to the Chair of the Distribution Subcommittee of the ARB, Joe DeBold, Department of Psychology, Psychology Bldg., 490 Boston Ave. Email: Joe.DeBold@tufts.edu.