

For courses not appearing in the list of approved courses for World Civilizations credit, 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.

As described in the Tufts [Bulletin](#): “The world civilizations requirement focuses on an in-depth study of a non-Western civilization or civilizations, or the interaction of non-Western and Western civilizations with equal attention given to both. The definition of the non-Western world is considered to include Africa, Asia, the Caribbean, Latin America, and selected indigenous cultures of Oceania and North America.”

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 Foundation Req”
 - For *Attribute Value* select “World Civilization Requirement”
- 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 Foundation Req	▼
Attribute Value	World Civilization Requirement	▼

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.

MUS - Music

Course Nbr	Course Title	Typically Offered
0003	Introduction To World Music	Various Terms
0005	Music As Culture	Various Terms

Complete and Submit Petition

1. Complete the petition on page 3 of this form.
2. Attach the following supporting documents to petition form:
 - a. A copy of the course description and syllabus that includes detailed content, assignments and reading lists. You may be asked to submit additional information, or to provide a letter from your instructor. Without sufficient information the committee may not be able to approve the petition.
 - b. Approval of transfer credit for a non-Tufts course (copy of WebCenter approval of transcript).
3. Submit completed petition form and all supporting documents as PDF by email to Nancy Levy-Konesky, Chair of World Civilization subcommittee of the Academic Review Board.
 Email: Nancy.Levy_Konesky@tufts.edu
 Address: Department of Romance Languages, 216 Olin Center
4. If you do not receive an answer within a few weeks, follow up with the subcommittee chair regarding the status of your petition.

5. If your petition is approved, a copy of the signed petition will be emailed to you as well as to Carol Downing of the Registrar's Office. **Be sure to retain a copy of the approved petition for your records.*
6. 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.

The remainder of this page is left blank intentionally.

World Civilizations Petition

Name		Date
ID Number	Class Year	Phone number
Email address		When taken (semester/year)
Course Title		
Department		Number/Section
Where taken (if not Tufts)		
Explain why you think this course should count towards world civilizations credit.		

Office Use Only: Committee Action

- | | |
|---|---|
| <input type="checkbox"/> Approved for this student only | <input type="checkbox"/> Approved in general (to be listed in Tufts Bulletin for classes only, including Tufts Programs Abroad) |
| <input type="checkbox"/> Approved for this semester and year only | |
| <input type="checkbox"/> Denied | |

Required Signature:

World Civilizations Subcommittee Chair (printed name)	
World Civilizations Subcommittee Chair (signature)	
Date	

Please refer any questions to Nancy Levy-Konesky, Email: Nancy.Levy_Konesky@tufts.edu.