

For an explanation of the World Civilizations requirements, see the Tufts [Bulletin](#). If you want to count a course that is not listed in the *Bulletin* as an approved World Civilizations credit, 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 all completed forms for 2017-2018 to the Chair of the Distribution Subcommittee either as hard copy or PDF by email:**

David Proctor, Chair of the World Civilizations Subcommittee of the Academic Review Board (ARB), Department of History, East Hall. Email: [worldciv@tufts.edu](mailto:worldciv@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. Foundation)
  - For *Attribute Value* select the specific requirement (e.g. World Civilizations)
  - Then select the appropriate *Course Subject* to view courses meeting the requirement
- Complete the world civilizations petition form and include the supporting documents listed below. Keep a copy of everything for yourself.
- Follow up with the World Civilizations 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 15<sup>th</sup> may not be considered until the Fall semester.**

Please refer any questions to the Chair of the World Civilizations Subcommittee of the ARB,

David Proctor, Department of History. Email: [worldciv@tufts.edu](mailto:worldciv@tufts.edu)

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

**Required Supporting Documents**

- 1) Attach a copy of the course description, syllabus, assignments, reading lists, and/or exams. Sufficient documentation must be provided to clearly indicate what was covered in the course, otherwise the committee may not be able to approve the petition.
- 2) Approval of transfer credit for a non-Tufts course (copy of [WebCenter](#) approval of transcript).

**Office Use Only: Committee Action**

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

**Required Signatures**

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

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

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