



NORTHWESTERN UNIVERSITY

SCHOOL OF CONTINUING STUDIES

Student Affairs Petition Form

Deliver petitions to 339 East Chicago Avenue, Sixth Floor, Chicago, IL 60611 or 405 Church Street, Evanston, IL 60208; or fax to 312-503-4942.

Name Address I am a Graduate student Undergraduate or PDP student Student-at-large

Student empl. ID E-mail address

Daytime telephone Evening telephone

In one or two sentences, state your petition and include relevant semester(s), course(s), policies. (For example: I petition to apply the Clep exam for American Government to my degree.)

State the reason for this petition. Please be concise, but use additional pages if needed. (Attach additional appropriate forms if necessary.) (eg. P/N form, add/drop form, etc.)

When appropriate, please submit the following documentation to provide evidence for your petition. If evidence is not provided, your petition will be deferred. (Check if documentation is provided)

- Medical emergency (Doctors' script, diagnoses, receipts, other explanations of medical conditions/emergencies)
Death in the family (Death certificate of family member)
Other documentation of crisis/emergency (Please explain)

If the petition requires confirmation of a faculty member, please have him/her signature below (with comment if desired)

SIGNATURE DATE

For refunds: What percentage of a refund are you requesting? What day did you stop attending class?
For refund schedule visit: Undergrads: www.northwestern.edu/sfs/scsugrad/tuition.html Graduate: www.tgs.northwestern.edu/financialaid/moreinfo/cancellationsandrefunds/

Reason for refund: (attach separate sheet if necessary)

Date Student Signature

FOR OFFICE USE ONLY:

Action: Granted Denied Deferred Provisions/Qualifications

Date Committee Initials