

## Petition Form for Late W Grade

Petitions must be submitted within one year of your registration for the course(s). Please print all information clearly.

Student Name	Student ID #		
Address:			-
Street	City	State	Zip
Phone # ()	Email (Please print):		
Term Fall Year 20 Spring Year 20 Summer Year 20	LevelCampus_ Undergraduate_ Chicago_ Graduate_ Schauml_ Doctoral_ Online_ Off Campus		
Course name and number (please sub	mit a form for each course):		
Student's Signature		Date	
Instructor's Signature confirming an agreement for a "W" grade is <b>required</b>	Print Name	 Date	
Department Chair's Signature (required)	Print Name	Date	
Dean's Signature (required)	 Print Name	 Date	

## Procedures

Exception to this policy will be considered because of extraordinary non-academic circumstances. Approval must be received from the instructor of the course, department chair and the dean. Submit the completed form with all supporting documentation (e.g. doctor's statement, employer's letter, advisor's or dean's statement) and ALL required signatures to the Registrar's Office in Chicago, or in Schaumburg, Rm.125, or directly to:

LaKisha Young, University Registrar Roosevelt University 425 S. Wabash Ave. 1M14 Chicago, IL 60605-1394

- Please allow 6 weeks for the Committee to consider and process your petition.
- After the above time, you may check your unofficial transcript on RU Access to see the changes. You will receive notification via University E-Mail if your request is denied.
- Refer questions to (312)341-2443.

Form must be completed in full. Petitions without supporting documentation and required signatures will not be considered.

Statement and Rationale for Request						
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For Office Use Only Committee Recommendation						

Email sent on: