



Office of the Registrar

### 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): \_\_\_\_\_

<u>Term</u>	<u>Level</u>	<u>Campus</u>
<input type="checkbox"/> Fall Year 20____	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Chicago
<input type="checkbox"/> Spring Year 20____	<input type="checkbox"/> Graduate	<input type="checkbox"/> Schaumburg
<input type="checkbox"/> Summer Year 20____	<input type="checkbox"/> Doctoral	<input type="checkbox"/> Online
		<input type="checkbox"/> Off Campus

Course name and number (please submit a form for each course): \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature confirming an agreement for a "W" grade (required) \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

Instructors: Please list the student's last date of attendance in your course: \_\_\_\_\_  
Last Date of Attendance

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:* \_\_\_\_\_