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 ___

Level
___ Undergraduate
___ Graduate
___ Doctoral

Campus
___ Chicago
___ Schaumburg
___ Online
___ 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


For Office Use Only
Committee Recommendation

Email sent on: ____________________________

Rev. 1.14.2015