



PETITION FOR ACADEMIC RENEWAL

An undergraduate student who has been away from Roosevelt University for the last three years or more may petition for Academic Renewal. If approved, the student's academic record will be reviewed for the purpose of excluding up to 30 credit hours of grades of D+ or lower from the grade point average. Excluded courses may not be used for any degree requirements. See the complete Academic Renewal policy at <http://www.roosevelt.edu/Provost/AdvisingUndergrad/FormerRUStudents.aspx>.

All information and signatures are required.

Print clearly.

Student ID# or SS#: _____ Date of Birth: _____ / _____ / _____

Name: _____ Previous Names: _____
Last First Middle

Permanent Address: _____
Street City State ZIP

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Please indicate your military status: No military service Active Duty Active Reserve
 National Guard Inactive Reserve Veteran Dependent or Survivor of a Veteran

Year and term I intend to enroll:

20____ Fall (August) Spring (January) Summer (May/June/July)

Enrollment Plan: Full-Time (12 semester hours or more) Part-Time

Previous Major: _____ Intended Major: _____

Last year and term attended:

Year: _____ Fall (August) Spring (January) Summer (May/June/July)

Do you have criminal charges pending against you or have you been convicted of a misdemeanor (other than a routine traffic offense or a juvenile offense) or felony crime? Yes No

If you answered "yes" to either of these questions, you must submit the following information: a brief, accurate explanation, location of conviction pending criminal charge(s), suspension(s), or expulsion, dates and court disposition, in English. This statement must also include a grant of irrevocable authorization to the university for complete access to criminal records, if any. Information should be sent to: Roosevelt University, Office of Admission Processing, 1400 N. Roosevelt Blvd, Schaumburg, IL 60173

Have you attended another college or university since leaving Roosevelt University? Yes No

If yes, please list all colleges and universities attended:

College/University	Dates of Attendance
_____	_____
_____	_____
_____	_____

If you have not attended Roosevelt University for more than five years or attended another college or university since leaving Roosevelt, please send official transcripts from each previously attended school(s) to Roosevelt University, Office of Admission. All institutions must be reported, whether or not credit was earned.

The information I present in this application is complete and accurate to the best of my knowledge. I understand that this application is not valid if information is withheld or misrepresented. I further realize that if I am permitted to register pending receipt of my final records, the University reserves the right to cancel my registration if my official records are found to be unsatisfactory and/or are not received within the timeframe requested. I grant permission to Roosevelt University to request official transcripts from previous institutions attended as necessary.

I understand that I may lose credit hours applicable toward graduation and that my academic record (transcript of credits) will not be physically altered except for the computation of my grade point average and notation of academic renewal.

Signature

Date

I hereby request academic renewal and petition to have the following grades excluded from my grade point average:

Subject	Course Number	Term	Year	Credit Hours	Grade

Academic Advisor (Print)

Date

Dean of College (Print)

Date

Academic Advisor Signature

Dean of College Signature

**Submit this application and all additional documents to:
Roosevelt University
Office of Undergraduate Academic Advising – Chicago
425 S. Wabash Ave., 1M10
Chicago, IL 60605**

**Roosevelt University
Office of Undergraduate Academic Advising - Schaumburg
1400 N. Roosevelt Blvd., SCH 125
Schaumburg, IL 60173**

A completed application must be submitted to the Office of the Undergraduate Academic Advising by appointment.