



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 # () _____ Roosevelt Email (Please print): _____

Term	Level	Campus
<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 is **required** _____
Print Name _____ Date _____

Instructors: Please list the students 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: _____