

SECTION C. Adviser's Recommendation	___Approve	___Disapprove	___Neutral
Rationale:			
Signature: _____		Date: _____	

SECTION D. Department Chair's Recommendation	___Approve	___Disapprove	___Neutral
Rationale:			
Signature: _____		Date: _____	

SECTION E. Instructor's Recommendation:	___Approve	___Disapprove	___Neutral
Rationale			
Signature: _____		Date: _____	

For office use only:

Date petition received in Academic Affairs Office _____ Date of Committee Action _____

Committee Action: ___Approved; ___Denied; ___Modified; ___Referred (to _____); ___Tabled

Description of Committee Action: _____

Authorizing Signature: _____ Copies to: _____

INSTRUCTIONS (note that all petitions must be submitted on this form, with page one typed or printed on a computer):

Section A. Check the appropriate category.

Section B. Provide the specific circumstances and reason(s) why this request for departure from published policy should be approved.

Section C. All petitions must be signed by your academic adviser.

Section D. The signature of the Department Chair(s) is required in the following instances: if your request is to substitute or waive a general education requirement, you must secure the signature of the chair of the department in which the requirement is offered. For waiver of the final thirty hours in residence requirement, you should obtain the signature of the chair of the department in which the equivalent course is offered at NWU.

Section E. You must secure the signature of the course instructor if your request involves late addition, late drop, or late withdrawal. There are other special circumstances where the instructor's signature may be required, e.g., a request to take more than the limit of hours allowed in Summer Sessions or Interim. Check with your adviser or the Academic Affairs Office if you have questions.

Other: If your request involves waiver of the final thirty hours in residence requirement, you should confirm with the Registrar that the course you wish to take will transfer and meet NWU's degree requirements. Indicate that this has been done in the explanation/statement of your petition.

Completed form should be returned to the Academic Affairs Office, Smith-Curtis 311.