



Northwest UNIVERSITY

5520 108th Avenue NE □ P.O. Box 579 □ Kirkland, WA 98083
fax: (425) 889-5200 □ www.northwestu.edu

SCHEDULE CHANGE REQUEST FORM

Date: _____

Full Name _____ **ID #** _____

E-Mail Address _____ **Phone #** (_____) _____

Current Semester _____ / _____
(Term) (Year)

Number of credits: **Completed at NU** _____ **Transferred to NU** _____

Academic Major and Concentration _____

In writing your petition, be sure to provide as much pertinent information as possible, as we do not have all of your records immediately before us. The more information included on the petition, the more likely we will be able to expedite your petition. If necessary, we will schedule an appointment with you for further clarification.

If you are requesting transfer credits because of coursework taken at another institution, please attach a copy of their catalog showing the course number, title and description and a copy of the course syllabus. Please note we will accept up to a maximum of 9 credits for a prior MBA. If your previous coursework was completed outside of the U.S., you may be asked to provide a course-by-course transcript evaluation. If these are not available, please provide as much information as possible.

Thank you for your cooperation.

MBA Committee

To the MBA Committee:

I respectfully request:

Reason(s) for this request:

Approval of this request will help me, because:

Student Signature

Advisor/Faculty Signature

Action:

_____ Approved

_____ Not Approved

_____ Conditions
