



# Northwest UNIVERSITY

5520 108<sup>th</sup> Avenue NE • P.O. Box 579 • Kirkland, WA 98083  
fax: (425) 889-5200 • [provost@northwestu.edu](mailto:provost@northwestu.edu)

## Student Petition for General Academic Matters

Dear Student:

Your petition will be handled as quickly as possible. During the decision making process we will be consulting with several sources, including the Registrar's Office, your current and transfer transcripts, graduation audits and possibly catalogs from previous institutions attended. Since all actions must be done in writing this process may take several weeks. Please complete the following information to assist us in acting upon your petition.

**Date:** \_\_\_\_\_

**Full Name** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Program:**  Kirkland Undergraduate     Salem     Adult Evening  
 Online     NPP     Graduate

**Current Mailing Address (or Campus Box #)** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Current GPA** \_\_\_\_\_ **Advisor** \_\_\_\_\_

**Current Semester** \_\_\_\_\_ / \_\_\_\_\_ **Number of credits for current Semester** \_\_\_\_\_  
(Term) (Year)

**Number of credits:** **Completed at NU** \_\_\_\_\_ **Transferred to NU** \_\_\_\_\_

**Academic Major** \_\_\_\_\_

**Academic Minor** (if applicable) \_\_\_\_\_

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 a waiver 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. If these are not available, please provide as much information as possible.

If this request is because of a medical situation, please attach a signed note from your doctor.

Thank you for your cooperation.

Jim Heugel  
Provost

# Student Petition for General Academic Matters

**To the Provost:**

*I respectfully request:*

*Reason(s) for this request:*

*Approval of this request will help me, because:*

\_\_\_\_\_  
Student Signature

If this petition is submitted in consultation with your academic advisor or a faculty member, please include their signature and pertinent comments.

\_\_\_\_\_  
Advisor/Faculty Signature

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**Action:**

- Approved
- Not Approved
- Conditions

\_\_\_\_\_  
Provost Signature

\_\_\_\_\_  
Date

cc:  Student

Advising (Trad or CAPS) \_\_\_\_\_

Registrar

Student Accounts \_\_\_\_\_

Other \_\_\_\_\_

Online Campus Advisor \_\_\_\_\_