Northwestern | THE GRADUATE SCHOOL

Late Registration Petition Form

To request registration changes after the change of registration period, students must complete all sections of this form, obtain the necessary approvals, and email it to gradservices@northwestern.edu. **Incomplete forms or forms missing approvals will not be processed.** Students must clear all registration holds before submitting the form.

Note: **Students dropping a course and **not adding a course or editing an existing registration** do not need to fill out this form. Students may drop courses via CAESAR until the drop deadline published on the University Academic Calendar.*

I. DISCLAIMER

Change of registration is permitted through the "last day to add a class or change a section" deadline listed on the University academic calendar, typically five business days after the start of the quarter. **Students are not permitted to add classes or change sections after the deadline** except in the case of unusual and extraordinary circumstances. The Graduate School (TGS) considers late changes only with the requisite approvals and when the student's situation sufficiently warrants an exception. **Submission of this form does not guarantee approval by TGS.**

The financial implications of adding and dropping courses after the open enrollment period should be discussed with Student Finance prior to the submission of a request. Under no circumstances will registration changes be allowed after the last day of the quarter. If this form is approved, students must review their adjusted enrollment and student account prior to the last day of classes published on the University academic calendar. Any enrollment discrepancies found after the last day of classes will remain on the student's record permanently.

II. STUDENT INFORMATION

Last Name: _____   First Name: _____

Student ID No. (7 digits): _____   NU Email Address:_____

III. GENERAL INFORMATION

1. Explain in detail the reason(s) you are requesting to add, swap, or edit enrollment AFTER the University's published deadline:

2. Select the registration transaction(s) you are requesting and fill out the corresponding section(s) on page two of this form. You may select one or more of the following options:

   ☐ Adding a class(es) **only** (complete **SECTION A**)
   ☐ Dropping **and** adding a class(es), referred to as "swapping" (complete **SECTION B**)
   ☐ Editing existing enrollments, including change a discussion section, change the grading basis or change the variable units for a class in which you are enrolled (complete **SECTION C**)

Complete only the section(s) that corresponds with your registration request:

A. ADDING ONLY

Complete this section if you wish to add one or more courses **only**. The first row appears as an example. If you are adding AND dropping, complete Section B instead.

Class No.	Subject	Catalog No.	Section	Grading Basis	No. of Units	Have you been attending? (Yes/No)
21309	TGS	495-0	21	P/N	2	Yes

If you have not been attending the course(s), explain why and how you intend to make up missed work:
_____

Note: if you are adding a fifth class for a unit overload, you must have separate permission from your adviser and Director of Graduate Studies and submit a course overload petition with this form. Additional tuition is assessed for master's students adding a fifth unit.

B. SWAPPING (DROPPING AND ADDING)

Complete this section if you wish to drop AND add one or more courses. The first rows appear as examples.

	Class No.	Subject	Catalog No.	Section	Grading Basis	No. of Units
COURSE(S) TO **DROP**	21309	TGS	495-0	21	P/N	2
COURSE(S) TO **ADD**	27065	TGS	460-0	20	ABC	3

Have you been attending the course(s) you wish to add since the start of the quarter?   ☐ YES   ☐ NO

If you checked **no**, explain why, and how you intend to make up missed classes/work:
_____

C. EDITING EXISTING ENROLLMENT

Please complete this section if you wish to change the grading basis, discussion section, or number of units for one or more of your courses.

Class No.	Subject	Catalog No.	Section	Describe the change you are requesting
21309	TGS	495-0	21	Change grading from ABC to P/N; units from 1 to 3

Note: TGS policy states that students must follow individual program requirements regarding graded coursework. Courses may be taken Pass/No Pass (P/N) only when this grading basis is available for selection in CAESAR. No individual exceptions will be allowed.

IV. APPROVALS

Required only for courses being ADDED late:

Instructor 1 Name: _____

Instructor 1 Signature: _____ Date: _____

Instructor 2 Name: _____

Instructor 2 Signature: _____ Date: _____

Instructor 3 Name: _____

Instructor 3 Signature: _____ Date: _____

Instructor 4 Name: _____

Instructor 4 Signature: _____ Date: _____

Required for ALL changes:

Faculty Adviser Name: _____

Faculty Adviser Signature: _____ Date: _____

Required for ALL changes:

Director of Graduate Studies Name: _____

Director of Graduate Studies Signature: _____ Date: _____

V. ACKNOWLEDGMENT

By signing below, I hereby acknowledge that I have read and fully understand the disclaimer section above. Further, I am authorizing The Graduate School to make the registration changes outlined above and I accept financial responsibility for any tuition incurred. In addition, I acknowledge that it is my responsibility to review my adjusted enrollment and student account via CAESAR prior to the last day of classes. If I do not inform The Graduate School Student Services office of any discrepancy before the last day of classes, I acknowledge that the discrepancy will remain on my student record permanently.

Student Signature: _____ Date: _____

Please email the completed form, including required approvals, to gradservices@northwestern.edu and allow 2-3 business days for a response.

TGS Office Use Only; Date Received: __ __ / __ __ / __ __