

TGS Academic Probation Petition for Extension Form

Please complete all sections of this form.

I. STUDENT INFORMATION

FIRST NAME: _____ LAST NAME: _____

NU STUDENT ID NUMBER (7 digits): _____ PROGRAM OF STUDY: _____

EMAIL ADDRESS: _____

II. LENGTH OF EXTENSION

Please indicate the specific length of the extension you are requesting. The extension time frame should be realistic, as there is no opportunity for additional extension of the probationary period. Extensions are granted in quarters.

NUMBER OF ADDITIONAL QUARTERS REQUESTED: _____

III. RATIONALE

Please provide a rationale for the extension that explains the extraordinary reason(s) the requirement could not be met by the deadline or within the two-quarter probationary period. Detailed personal information is not required, but some explanation of the delay is necessary for The Graduate School to consider a petition:

IV. TIMELINE

Please provide a detailed timeline for meeting the requirement, including what work remains to be completed and the specific timeline, with proposed deadlines by which that work will be completed within the extension period:

V. LETTER OF SUPPORT

Please insert a detailed letter of support for the extension written by your academic/research adviser that endorses the length of the extension, the timeline for meeting requirements, and addresses the feasibility of the plan. Alternatively, you may attach the letter at the end of this petition.

VI. SIGNATURES

STUDENT NAME (PLEASE PRINT): _____

STUDENT SIGNATURE: _____ DATE: _____

ADVISER NAME (PLEASE PRINT): _____

ADVISER SIGNATURE: _____ DATE: _____

DIRECTOR OF GRADUATE STUDIES NAME (PLEASE PRINT): _____

DGS SIGNATURE: _____ DATE: _____

Please email the petition as one single PDF document to gradservices@northwestern.edu **seven (7) calendar days before the grading deadline of the last quarter of probation**, but no earlier than the first day of the last quarter of probation. Incomplete and/or late petitions will not be accepted.