

**Master of Science Program  
School of Education and Social Policy  
Northwestern University**

**Petition to Take a General Education Course Off-Campus**

I.D. # (on WildCard) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Program Area \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

E-mail Address (Response to petition will be sent by e-mail) \_\_\_\_\_

I hereby petition to take an off-campus general education course:

Name of Institution \_\_\_\_\_

\*\*Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Please attach a statement that includes:

- a) Reason(s) you wish to enroll for the off-campus course
- b) Supporting materials (course description, syllabus, etc.)

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

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you are petitioning to waive a course, please use the "Petition to Waive a Course Form."**

\*\* Please verify with Meg Kreuser, Certification Manager, whether or not the course you wish to take off-campus will count towards the deficiency.

\_\_\_\_\_

\_\_\_\_\_ APPROVED                  \_\_\_\_\_ DENIED                  \_\_\_\_\_ OTHER

COMMENTS:

PROGRAM DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*The maximum number of deficiency courses that may be taken off-campus is two.  
Petitions to take correspondence, on-line, or state-required subject area certification courses will not be approved.*