



Non-Degree Special Student (NDSS) Application

NORTHWESTERN UNIVERSITY SCHOOL OF PROFESSIONAL STUDIES • THE OFFICE OF SPECIAL STUDENTS • 405 CHURCH STREET • EVANSTON, IL 60208-2650 • PHONE 847-491-3443 • FAX 847-491-3660 • WWW.SCS.NORTHWESTERN.EDU/UGRAD/NONDEGREE/

PLEASE NOTE: This application is not to be used by persons seeking admission or readmission to degree programs in the schools or divisions of Northwestern University, since Special Students who are later admitted to those programs may not necessarily have the course work completed as a Special Student counted toward the degree.

PLEASE PRINT CLEARLY OR TYPE:

PERSONAL INFORMATION

Full name:

Form with fields for Last, First, Middle initial, Gender (Male/Female), and Date of birth (mm/dd/yyyy).

Mailing address:

Form with fields for Street, City, State, Zip, and Valid until what date (mm/dd/yyyy).

Permanent address (if different):

Form with fields for Street, City, State, and Zip.

Telephone:

Form with fields for Daytime, Emergency (to reach student), and E-mail address.

Have you ever registered for courses at Northwestern University? Yes No. If you previously attended NU, please provide your student ID if you know it. Your student ID is 7 digits long and it can be found on the front of your wild card.

CITIZENSHIP STATUS

Form with checkboxes for U.S. citizen, Naturalized, Temporary U.S. resident, and Permanent U.S. resident.

RACE/ETHNICITY INFORMATION (OPTIONAL)*

*No information you provide in this section will be used in a discriminatory manner. This information is for statistical purposes only.

Form with checkboxes for Hispanic/Latino and racial categories: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White.

EDUCATION

Academic level at the completion of your most recent term at current institution:

Form with checkboxes for Freshman, Sophomore, Junior, Senior, and Other (specify).

Please list all institutions of higher education you have attended. Attach a separate sheet if necessary.

Table with 5 columns: College, City/State, Degree Awarded, Attended: From, To. Two rows for listing institutions.

COURSE INFORMATION Academic quarter(s) in which you intend to register for courses: Fall Winter Spring

Number of courses for which you plan to register that quarter: _____ Year in which you plan to enroll: _____

List all courses in which you plan to enroll. Include department, course number and title exactly as they appear in the quarterly class schedule (available at www.registrar.northwestern.edu). Indicate **alt** if alternative to first choice. If you are admitted as a Non-Degree Special Student, you will need to obtain a permission number from the academic department for each course for which you register. You are not permitted to enroll in School of Professional Studies courses, which are indicated by a –CN after the course number. For example: Account 204-CN is a School of Professional Studies course.

Department	Course number	Title

Application Checklist (Your application will not be reviewed until all application materials have been received.)

- Signed application form
- Official, sealed transcripts of all work completed at institutions of higher learning
- Personal statement (one page, double spaced) stating clearly why you wish to attend Northwestern as a non-degree special student

Disciplinary History

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. YES NO

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential. YES NO

If you answered yes to either or both of the above questions, please provide an explanation that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Northwestern University reserves the right to request additional information and documentation regarding an applicant's disciplinary history. You hereby authorize Northwestern University to verify any and all information contained in this application, including but not limited to dates and terms of enrollment, disciplinary and criminal history, academic work and awards, and extracurricular activities. You hereby authorize any and all previous institutions you have attended to disclose any and all information to Northwestern University pertinent to this application and your enrollment.

Statement of Academic Integrity

Northwestern University students and faculty are committed to scholarly principles that respect and acknowledge individual achievement. Because of this, certain behaviors are viewed as unacceptable, including cheating, plagiarism, falsifying or fabricating information, and aiding or abetting academic dishonesty. Students who violate these principles are subject to penalties, including course failure and dismissal from Northwestern University.

Statement of Academic and Financial Obligation

Students who register for a course are considered enrolled for the duration, and are expected to attend all sessions of the courses for which they are registered. Excessive absences do not signal a student's intent to drop or withdraw, and may be cause for failure in the course. If a student does formally drop or withdraw, the student is responsible to pay any tuition balance remaining on the account, according to the refund schedule determined by Northwestern University Student Financial Services. Students wishing to change their registration in any way—by adding or dropping a course—must do so through the Office of the Registrar.

You must sign this statement. The Office of Special Students will not accept any unsigned application forms. By signing this application, electronically transmitting it, or printing, signing, and mailing the application, I certify that the information contained in this application is accurate and complete to the best of my knowledge. I will notify the Office of Special Students promptly if any of this information changes. I understand that furnishing inaccurate or misleading information can result in denial of admission or revocation of admission and dismissal from Northwestern University. If inaccurate or misleading information is discovered after an offer of admission is made, I will be given an opportunity to explain such information to the Office of Special Students, which will render a final decision not subject to appeal regarding an appropriate outcome, which may include revocation of admission and dismissal from Northwestern University.

Signature

Date

Email completed form to:

(PLEASE PRINT)

**Office of Special Students
Northwestern University
ndss@northwestern.edu**

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Information on Title IX Sexual Harassment, including information on how to file a report or complaint, how Northwestern will respond, and the complaint resolution procedures and process, can be found in the Interim Policy on Title IX Sexual Harassment. Information other forms of sexual misconduct, discrimination or harassment, including information on how to file a report or complaint, how Northwestern will respond, and the complaint resolution procedures and process, can be found in the Policy on Institutional Equity. These policies are available on the Office of Equity's website: www.northwestern.edu/equity.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.