



# Non-Degree Special Student (NDSS) Application

NORTHWESTERN UNIVERSITY SCHOOL OF PROFESSIONAL STUDIES • NONDEGREE SPECIAL STUDENT OFFICE • 405 CHURCH STREET • EVANSTON, IL 60208-2650 • PHONE 847-491-3443 • [HTTPS://SPS.NORTHWESTERN.EDU/NON-DEGREE-SPECIAL-STUDENT/](https://sps.northwestern.edu/non-degree-special-student/)

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. Those students should use the *Application for Former Students to Re-enter*, available at the Office of the Registrar. This application is not to be used by persons wishing to attend Northwestern Summer Session. This application is also not to be used by persons wishing to register for courses through the School of Professional Studies at Northwestern University.

PLEASE PRINT CLEARLY OR TYPE:

## PERSONAL INFORMATION

Full name: \_\_\_\_\_  
Last First Middle initial

Gender:  Male  Female Date of birth (mm/dd/yyyy): \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street City State Zip

Permanent address (if different): \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Daytime Emergency (to reach student)

If you previously attended NU, took classes at NU, or are currently employed by NU, please provide your Student ID or EMPL ID. Your ID is 7 numbers (no letters) and it can be found on the front of your wild card. \_\_\_\_\_

## CITIZENSHIP STATUS

U.S. citizen  Temporary U.S. resident; type of visa \_\_\_\_\_  
 Naturalized  Permanent U.S. resident (Not U.S. citizen); country of citizenship \_\_\_\_\_

## 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.

Do you consider yourself to be Hispanic/Latino?  Yes  No

In addition, please select one or more of the following racial categories to describe yourself:

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:

Freshman  Sophomore  Junior  Senior  Other (specify) \_\_\_\_\_

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

College	City/State	Degree Awarded	Attended: From	To
College	City/State	Degree Awarded	Attended: From	To

## FOR OFFICE USE ONLY:

Date received	Admin Approval	Career	Program	Plan
		NDGR	UGNDG	UGNDSS

### 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 each 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](http://www.registrar.northwestern.edu)). 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 or -DL after the course number.

	Subject	Course #	Course Title	Dates	Days	Time	Campus
EXAMPLE:	Classics	260-0	Classical Mythology	6/23- 8/1	MW	1 - 3pm	EVAN
COURSE 1							
COURSE 2							

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

- Signed application form.
- Personal statement (one page, double spaced) stating clearly why you wish to attend Northwestern as a non-degree special student.
- Official, sealed transcripts** of ALL work completed at institutions of higher learning. (\*Sent directly from institution to [ndss@northwestern.edu](mailto:ndss@northwestern.edu).)

### Tuition and Fees

2023-24 Part-time tuition: \$7,690/unit (1 course = 1 unit), for enrollment in 1 or 2 courses/credit units.)

2023-24 Full-time tuition: \$21,629/quarter for enrollment in 3 to 5.5 courses/credit units.)

### 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.**

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Signature

Date

Return completed form and Statement of Purpose to:

**Non-degree Special Student Program**  
[ndss@northwestern.edu](mailto:ndss@northwestern.edu)  
**Northwestern University**  
**405 Church Street**  
**Evanston, IL 60208**

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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](mailto: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 on 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](http://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](mailto: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](http://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.