



Instructions for Submitting an Undergraduate College Petition

Nance College of Business Administration

The following guidelines are designed to assist you in the preparation of your petition; we offer these in the interest of helping you present your case to the College Petitions Committee in the most organized and informative manner possible. Please note that you are responsible for awareness of, and adherence to, the academic regulations and administrative deadlines of both Cleveland State University and the College of Business. Before filing your petition, please review the attached form to ensure its completeness and accuracy, and make sure you append any documentation that you wish to submit in support your request. Petitions that are submitted without all necessary and relevant recommendations will be returned as incomplete.

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- You **must** provide a narrative explaining the rationale for your request; this document must be typed and attached to the petition form.
 - When referring to a course (e.g., when petitioning for a late withdrawal), always include the course number, course title and name of course instructor.
 - If you are requesting a withdrawal on the basis of a medical, legal or work-related situation, you **must** submit written documentation that clearly addresses your inability to drop by the published deadline. Statements of support from appropriate professional references must be signed and submitted on company or organizational letterhead.
 - If you are petitioning for an extension of the deadline associated with reconciling a previous grade of “Incomplete,” a statement from the course instructor must accompany your request. Disputes of assigned grades must adhere to the Grade Change Appeal procedure outlined in the *Undergraduate Catalog*.
 - If you are petitioning for readmission, and wish to receive academic credit for transfer work completed during your absence, you must acknowledge in this petition that you have attended another college/university during this period. In addition, you must submit transcripts from all schools attended since your dismissal in order to be considered for readmission or potential transfer credit.
 - Because of privacy and confidentiality concerns, petition results cannot be given over the telephone. The Committee’s decision will be mailed to you promptly.
 - If you have any questions regarding the petition process, or need assistance in preparing your request, please contact the Advising Center in BU 219.
 - Please note that submission of your petition does not constitute a guarantee of approval. You are responsible for ensuring that your academic standing and progress are maintained at levels deemed acceptable by university and college standards.

Attention CSU students who have been issued financial aid/assistance of any kind:

If you are petitioning to make a change in a previous term by a) dropping one or more classes, b) changing a previous drop or withdrawal date, c) changing the date of your graduation, or d) changing your status from degree seeking to non-degree seeking, please consult the Financial Aid Office (UC 560; 216-687-3764) to determine the effect of this retroactive change on your student aid.



Undergraduate College Petition Form

Nance College of Business Administration

Name: _____ Student ID: _____

College: _____ Major: _____

Address: _____ Telephone No.: _____

_____ Email: _____

Class Standing: Freshman Sophomore Junior Senior Post-Baccalaureate

Reason for Petition (see back for recommendation section):

Waiver of College Requirement

Requirement: _____ Credit Hours: _____

Change of Grade

Course: _____ Term: _____ Instructor: _____

Extension of Incomplete

Course: _____ Term: _____ Instructor: _____

Late Withdrawal

Term: Fall _____ Spring _____ Summer _____

Type of Withdrawal: Complete Selective (less than all courses from a semester)

Course(s): _____

Readmission to the College of Business Administration

Term: Fall _____ Spring _____ Summer _____

Have you attended another college/university since your dismissal? Yes No

Other (Please specify): _____

Student's Signature: _____ Date: _____

With my signature, I hereby authorize the Petitions Committee to review any pertinent academic records.

Recommendations

All petitions for late withdrawal, change of grade or extension of incomplete must be accompanied by a recommendation from the instructor of the course for which the request is being submitted. If you are petitioning for late withdrawal from multiple courses, you must obtain a recommendation from each instructor (use additional sheets if necessary). All other types of petitions will typically require the recommendation of your major field and/or college advisor. If you are not certain who should be providing the recommendation(s) associated with your request, please consult with the Advising Center in BU 219.

I support this request I do not support this request

Reason: _____

Name of Instructor/ Advisor

Signature of Instructor/ Advisor

Date

I support this request I do not support this request

Reason: _____

Name of Instructor/ Advisor

Signature of Instructor/ Advisor

Date

I support this request I do not support this request

Reason: _____

Name of Instructor/ Advisor

Signature of Instructor/ Advisor

Date

FOR USE OF SECRETARY OF PETITIONS COMMITTEE

Committee Action: _____

Signature: _____ Date: _____