

## GRADUATE STUDENT PETITION FORM and INSTRUCTIONS *College of Graduate Studies*

THE STUDENT SHOULD REVIEW ALL UNIVERSITY, GRADUATE COLLEGE, AND GRADUATE PROGRAM REGULATIONS BEFORE FILING A GRADUATE PETITION. **STUDENTS WHO ARE FINANCIAL AID RECIPIENTS AND WHO WISH TO PETITION TO WITHDRAW FROM A COURSE(S) ARE STRONGLY ADVISED TO CONTACT THE CSU CAMPUS 411 OFFICE BEFORE FILING A PETITION** TO DETERMINE THE POSSIBLE FINANCIAL AID IMPACT RESULTING FROM RECEIVING A LATE COURSE(S) WITHDRAWAL. CONTACT THE CAMPUS 411 OFFICE AT (216) 687-5411, UNIVERSITY CENTER, ROOM 162.

PLEASE NOTE: THERE IS 100% SURCHARGE AFTER THE END OF A SEMESTER FOR COURSE(S) CANCELLATION, PRIOR TERM ADD, AND PRIOR TERM REGISTRATION. RE-STATEMENT AFTER

**Treasury Services is responsible for all decisions regarding refunds, tuition fees and other charges.**

THE FOLLOWING GUIDELINES ARE PROVIDED SO THAT REQUESTS WILL BE PRESENTED CLEARLY TO MEMBERS OF THE PROGRAM COMMITTEE AND THE GRADUATE COLLEGE PETITIONS COMMITTEE.

**If your Petition request involves a course in which you are currently enrolled or have previously taken, an instructor's statement must be provided.**

**If your request is due to extenuating circumstances (i.e., medical issues for you or a family member, death, work related, financial, etc.) a dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper must accompany the petition. DO NOT indicate "Available upon request".**

**Degree-seeking, Certificate and Licensure** graduate students should submit their petition with the instructor statement (if required) along with supporting materials to their faculty advisor for processing at the departmental level prior to review by the Graduate College Petitions Committee.

**Non-Degree** graduate students should submit their completed petition with an instructor statement (if required) and any supporting materials to the College of Graduate Studies. Faculty advisor and Program Committee recommendations are not required.

For an academically dismissed Non-Degree Student seeking readmission after one calendar year (12 months) has elapsed, or seeking early readmission before one year has elapsed from the time of dismissal, a recommendation from the Director of the Graduate Program in which the student wishes to take classes is required before action will be taken by the Graduate College Petitions Committee.

***Please be advised that the University Graduate Council has determined that poor academic performance on a midterm examination or on other course requirements does not constitute sufficient grounds for granting a student a late withdrawal from a course.***

If you have questions concerning the petition process, please contact your department or the College of Graduate Studies at (216) 687-9370, Room 218, Hannifin Hall, 2258 Euclid Ave., Cleveland, OH 44115, Fax No. (216) 687-9214.

# Graduate Student Petition Form

College of Graduate Studies

*This page is to be completed and signed by the student and then forwarded to the Instructor and/or Department with any supporting documentation.*

Please type or print legibly

Name \_\_\_\_\_ CSU ID# \_\_\_\_\_  
First name Last name

Street address \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program/Department \_\_\_\_\_

Degree-seeking \_\_\_\_\_ Certificate \_\_\_\_\_ Licensure \_\_\_\_\_ Non-degree \_\_\_\_\_ Visiting \_\_\_\_\_

**Petition Request: Check all that apply**

- Late Add/Registration
- Readmission (after 1 year) for \_\_\_\_\_ (term)
- Add/Drop
- Late Withdrawal
- Incomplete Extension (Deadline date required)
- Early Readmission (before 1 year) for \_\_\_\_\_ (term)
- Selective Withdrawal

(If this is a selective withdrawal, please explain why the withdrawal request does not apply to all courses taken during the semester in question.)

Date last attended course: \_\_\_\_\_ (information required)

*If you are a Financial Aid recipient, contact the Campus411 Office before filing a late withdrawal petition.*

- Degree Completion Extension:** Students have up to ten years to complete a Graduate degree program (with local program approval). Faculty Advisors and/or Graduate Program Directors must address course-by-course the currency of courses that will be ten or more years dated at the anticipated point of graduation. The petition requirement for work beyond the ten-year limit pertains to formal courses, transfer credits and credit by examination.

**Other (Specify):** \_\_\_\_\_

Provide the following information if your request pertains to one or more courses.

Course No. (ABC 501)	Section	Class #	Semester, Yr.	Instructor's name
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Describe clearly what you are requesting and provide a rationale why the request is being made

(Attach a page, preferably typed, if more space is needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation included:  No  Yes Type: \_\_\_\_\_

If your request is due to extenuating circumstances, a dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper must accompany the petition.

## Directions for Instructors, Advisors, and Program Committees

**Instructors:** If the petition involves a late withdrawal, an extension of an Incomplete grade, or a change of grade, please describe the student's academic performance and attendance. Also provide your recommendation with a rationale for support or non-support. Document the student's grade at the time of withdrawal or receipt of an Incomplete grade. Describe the work to be completed regarding the Incomplete grade. *The petition will not be considered by the Graduate College Petitions Committee if this information is not provided.*

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**Instructor** Provide student's academic performance, attendance, and your recommendation and rationale

Course No. \_\_\_\_\_  I Support  I do not support  Proposed Incomplete Deadline: \_\_\_\_\_

Academic Performance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Rationale: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor** Provide student's academic performance, attendance, and your recommendation and rationale

Course No. \_\_\_\_\_  Support  Non-support  Proposed Incomplete Deadline: \_\_\_\_\_

Academic Performance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Rationale: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor** Provide student's academic performance, attendance, and your recommendation and rationale

Course No. \_\_\_\_\_  Support  Non-support  Proposed Incomplete Deadline: \_\_\_\_\_

Academic Performance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Rationale: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**If the petition request involves more than three courses, the additional instructor information should be provided on the reverse side of this page.**

**Faculty Advisor:** Provide recommendation and rationale: (**Required** for Licensure, Certificate and Degree-Seeking Students)

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Program Committee:** Provide recommendation and rationale (**Required** for Licensure, Certificate and Degree-Seeking Students and all students requesting re-admission)

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Graduate College Office Use Only:**

**ID #** \_\_\_\_\_

Admit Term: \_\_\_\_\_ Graduate GPA: \_\_\_\_\_

*Summarized Petition Request:* \_\_\_\_\_

**Graduate College Petitions Committee Action:**

Request for more information from: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approve       Conditional Approval       Deny

Signed \_\_\_\_\_ Date \_\_\_\_\_