



Students who were previously dismissed from Cleveland State University and wish to return to study **in the College of Sciences & Health Professions** must submit a Petition for Readmission. Petitioning for readmission requires meeting with an academic advisor. *Students who were previously dismissed from CSU and wish to return to study in another academic area must petition for readmission through the College in which they intend to study.*

Required petition components:

- Completed Petition for Readmission form
- Typed statement from the student describing current academic goals and a plan for remaining in good academic standing\*. Readmission narratives should outline any educational activities pursued since being dismissed from Cleveland State (i.e. attendance at a community college, etc.) and/or any changes in life circumstances that will positively affect collegiate study (i.e. cutting back on work hours, etc.) See reverse side for sample.
- Memo from an academic advisor discussing the student’s readiness for return and an academic plan
- Unofficial transcripts from all institutions attended since dismissal, if applicable (upon readmission, students must submit official transcripts to the Office of the University Registrar). *If you have courses in progress, you must wait until all grades are posted to petition for readmission.*

\* In extremely rare instances, students are dismissed in error (such as when an instructor fails to submit grades in a timely fashion or when a change of grade is negotiated after the dismissal review). *In such cases, the student should clearly note these circumstances in their statement rather than following student statement suggestions above.*

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Name	Student ID#		
Street Address	City	State	Zip
Home Telephone	Alternative Telephone (work, cell)		

Semester/Year of Dismissal	<input type="checkbox"/>	Fall 20_____	<input type="checkbox"/>	Spring 20_____	<input type="checkbox"/>	Summer 20_____
Semester/Year of Requested Readmission	<input type="checkbox"/>	Fall 20_____	<input type="checkbox"/>	Spring 20_____	<i>Summer readmission is not an option</i>	

Academic Major/Intended Program of Study \_\_\_\_\_

*The following should be answered ONLY if the student has attended another institution(s) since dismissal:*

Institution(s) Attended \_\_\_\_\_

Credit Hours Completed \_\_\_\_\_ Cumulative GPA Earned \_\_\_\_\_ (attach unofficial transcripts for verification)

*With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.*

Student Signature	Date
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Completed petitions should be turned in to the College of Sciences & Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does *not* constitute a guarantee of approval.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences & Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.

***Generally, students requesting readmission need to submit a completed petition a minimum of six weeks prior to the start of the semester for which they are requesting to return.***

**Main Classroom 218B 216-687-9321 216-687-6945(fax) COSHPadvising@csuohio.edu**

Office Use Only	Date: _____	Committee Decision: _____	Initials: _____
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## Sample Readmission Statement

July 7, 2010

Dear College of Sciences and Health Professions Academic Standards Committee:

I am requesting to be readmitted to Cleveland State University and the College of Science for the Fall of 2010. Since my dismissal from the University in the Spring of 2009, I have attended Cuyahoga Community College. While at Tri-C, I focused upon building my skills in mathematics and writing. I am proud to say that I earned a 3.0 GPA, and have attached unofficial copies of my transcript for your review.

The past year has given me time to think about my major in Biology. I even took an Anatomy and Physiology course at Tri-C. I am still very interested in the subject matter, and believe that I can do well. I would like to continue to major in Biology at Cleveland State.

I also decided to change my work schedule with my employer. While I was at Cleveland State, I was working nights which made it very hard for me to make it to my morning classes. I've now switched to an afternoon schedule and have cut back on my hours, which will allow me adequate time for my studies. I can provide documentation from my employer regarding this change in my hours if it is needed.

Finally, I recently spoke with my academic advisor at Cleveland State and we mapped out which courses I should take for the Fall. I plan to repeat the courses that I previously failed, and also plan to limit myself to 12 credit hours so that I do not get overwhelmed. With the progress that I have made with my basic skills over the past year, the changes that I have made in my work schedule and this new approach to my academic schedule, I am confident that I can succeed.

Student Name

Student ID #