



# Petition for Readmission

Students previously dismissed/suspended\* from Cleveland State University and wish to return to study in the Washkewicz College of Engineering must submit a Petition for Readmission. Petitioning for readmission requires meeting with an academic advisor. *Students who were previously dismissed/suspended and wish to return to study in another academic area must petition for readmission through the college in which they intend to study (or through University Studies if undecided in major).*

### Required for Petition:

- Completed Petition for Readmission form
- Completed Academic Success Contract
- **Typed** statement from the petitioner describing current academic goals and a plan for returning to good academic standing. Readmission narratives should outline any educational activities pursued since being dismissed/suspended from Cleveland State University (i.e. attendance at a community college, etc.) and/or any changes in life circumstances that will positively affect their studies (i.e. cutting back work hours, etc.). *See Sample.*
- Meet with your academic advisor to discuss your readiness to return and to develop an academic plan (advisor will supply a memo to accompany your petition)
- Unofficial transcripts from all institutions attended since dismissal/suspension, if applicable (upon readmission students **MUST** submit official transcripts to the Office of University Registrar). *If you have courses in progress, you should wait until grades are posted to petition for readmission.*

*\*Prior to Fall 2013, students were subject to "Academic Dismissal" from Cleveland State University. Beginning Fall 2013, the terminology was changed to "Academic Suspension". This petition is applicable to students who were dismissed prior to Fall 2013, as well as those who were suspended Fall 2013 or after.*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Are you an international student?  Yes  No

Semester/Year of Dismissal/Suspension  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

Semester/Year of Requested Readmission  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

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

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

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

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

### Required Questions:

Have you ever pled guilty or been convicted of a criminal offense, currently have charges pending against you, or have had charges pending at any time? (At all times as an applicant or a student, you are required to notify the Dean of Students if a plea, conviction, or charges pending occur.)  Yes  No

Have you ever been dismissed, suspended, expelled, placed on probation, or otherwise involuntarily separated from any other college, university, or high school, or withdrawn to avoid such involuntary separation for a NON-ACADEMIC reason?  Yes  No

If you answer YES to either question, please submit a separate detailed written explanation of your specific situation IN ADDITION TO your readmission statement, academic success contract, and this completed Petition for Readmission form. *Next page.....*

*With my signature, I hereby authorize the College Undergraduate Petitions 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.*

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Student Signature

Date

\_\_\_\_\_ Completed petitions must be turned into the Washkewicz College of Engineering Dean's Office or submitted online. Petitions will be reviewed for accuracy and completion by the advising 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 Undergraduate Petitions Committee.

\_\_\_\_\_ Submission does not constitute a guarantee of approval.

Please note, the Undergraduate Petition Committee holds only a few meetings each semester.