

**Petition for Readmission**  
**THIS FORM IS ONLY FOR USE BY**  
**COSHP UNDERGRADUATE STUDENTS**

Students previously dismissed/suspended\* from Cleveland State University and wish to return to study **in the College of Sciences and Health Professions** 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 on a major).*

Required petition components:

- Completed Petition for Readmission form
- Typed statement from the student 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 (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.
- Meet with an academic advisor to discuss your readiness to return and to develop an academic plan (your 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 the University Registrar). *If you have courses in progress, you may wish to wait until grades are posted to petition for readmission.*

\*Prior to Fall 2013, students were subject to "Academic Dismissal" from Cleveland State. 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.

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

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Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Preferred Telephone \_\_\_\_\_ 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 readmission is not an option*

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)

*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 \_\_\_\_\_

Completed petitions should be turned in to the College of Sciences and 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 and 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 30 days prior to the start of the semester for which they are requesting to return.***

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

**REQUIRED:**

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 and completed Petition for Readmission form.

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**Sample Readmission Statement**

July 7, 2015

Dear College of Sciences and Health Professions Academic Standards Committee:

I am requesting to be readmitted to Cleveland State University and the College of Sciences and Health Professions for the Fall of 2015. Since my dismissal from the University in the Spring of 2014, 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 #