

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

Students previously dropped from their course(s) due to nonpayment who now wish to have the course(s) restored to their academic transcripts must submit a Petition for Reinstatement.

Required petition components:

- Completed Petition for Reinstatement form
- Typed statement from the student describing the circumstances which prevented timely payment for the course(s).
- Documentation from the instructor(s) of the course(s), confirming that final grades for the course(s) in question are available. Attach a separate statement(s) or utilize the space provided on the reverse side.

*Reinstatement applies to the entire schedule at the time of course cancellation; students cannot select individual courses to be reinstated. For any course(s) in which the instructor is unable to provide a final grade, a failing grade will be assigned. If the reinstatement is approved, payment in full (which may include a tuition surcharge) will be due immediately. Upon proof of payment, the course(s) will be returned to the student's transcript. It is the responsibility of the student to then contact the instructor(s) and arrange for the submission of a final grade(s). **Barring extreme circumstances, a petition for reinstatement will be entertained only once during a student's tenure.***

Name	Student ID#		
Street Address	City	State	Zip
Preferred Telephone	Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Semester/Year of Reinstatement

Fall 20_____ Spring 20_____ Summer 20_____

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 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.

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

Office Use Only	Date: _____	Committee Decision: _____	Initials: _____	Revised SU2015
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Instructor Confirmation of Final Grade

Instructor Signature	Date
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