

Petition for a Waiver of a College Graduation Requirement
THIS FORM IS ONLY FOR USE BY COSHP UNDERGRADUATE STUDENTS

The College of Sciences and Health Professions requires that students complete a minimum of 42 upper-division (300/400-level) credit hours. Students who wish to graduate with fewer than 42 upper-division hours must submit a Petition for a Waiver of the College Graduation Requirement.

NOTE: College of Sciences and Health Professions academic advisors and program academic advisors (TRIO, Honors/Scholars, Athletics) are authorized to allow students to graduate with a total of 41 upper-division hours. This can be done at the time of application for graduation and does not require a formal petition.

Required petition components:

- Completed Petition for a Waiver of a College Graduation Requirement form
- Typed statement from the student describing the circumstances of the request (i.e. credit conversion from quarter hours to semester hours, miscalculation of credits by Registrar/advisor, etc.). See reverse side for sample.

Name _____ Student ID# _____

Street Address _____ City _____ State _____ Zip _____

Preferred Telephone _____ Are you an International Student? Yes No

Proposed Semester of Graduation

Fall 20____ Spring 20____ Summer 20____

Requesting to Graduate With _____ total upper-division credit hours

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.

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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Sample Waiver of College Graduation Requirement Statement

March 12, 2015

Dear College of Sciences and Health Professions Academic Standards Committee:

I anticipated graduating this semester, but recently was informed that I had not met the College of Sciences and Health Professions' requirement of a minimum of 42 upper-division credit hours.

I have completed all of the courses required of my Psychology major, and have also completed all of the University's General Education requirements. However, I have only accumulated a total of 40 credit hours. I have already made plans to return to my hometown of Atlanta, Georgia two weeks after the end of the semester, as I have accepted an entry-level position in a non-profit community outreach program.

Having to take an additional course would negatively impact me by delaying my graduation and my plans to relocate, and I'm not sure what would happen to my job offer. Therefore, please grant my request to graduate with 40 credit hours.

Student Name

Student ID #