

## GRADUATE STUDENT PETITION FORM and INSTRUCTIONS *College of Graduate Studies*

THE STUDENT SHOULD REVIEW ALL UNIVERSITY, GRADUATE COLLEGE, AND GRADUATE PROGRAM REGULATIONS BEFORE FILING A GRADUATE PETITION.

**-STUDENTS WHO ARE FINANCIAL AID RECIPIENTS WHO WISH TO PETITION TO WITHDRAW FROM A COURSE(S) ARE STRONGLY ADVISED TO CONTACT THE CSU CAMPUS411 ALL-IN-1 OFFICE BEFORE FILING A PETITION TO DETERMINE THE POSSIBLE FINANCIAL AID IMPACT RESULTING FROM RECEIVING A LATE COURSE(S) WITHDRAWAL. CONTACT THE CAMPUS411 ALL-IN-1 OFFICE AT (216) 687-5411, MAIN CLASSROOM, RM 116.**

**-ARE YOU AN INTERNATIONAL STUDENTS WHO HAS AN F1 OR J1 SERIES VISA?** IF YOU WISH TO PETITION TO WITHDRAW FROM A COURSE(S), **YOU MUST CONTACT THE CENTER FOR INTERNATIONAL SERVICES AND PROGRAMS (CISP) BEFORE FILING A PETITION** TO DETERMINE THE POSSIBLE VISA IMPACT RESULTING FROM RECEIVING A LATE COURSE(S) WITHDRAWAL. CONTACT CISP AT (216) 687-3910, MAIN CLASSROOM, RM 412.

**-Please note: There is 100% surcharge plus Late Fees for a prior term Late Add / Registration**

**Treasury Services is responsible for all decisions regarding refunds, tuition fees and other charges.**

THE FOLLOWING GUIDELINES ARE PROVIDED SO THAT REQUESTS WILL BE PRESENTED CLEARLY TO MEMBERS OF THE PROGRAM COMMITTEE AND THE GRADUATE COLLEGE PETITIONS COMMITTEE.

**If your Petition request involves a course in which you are currently enrolled or have previously taken, an instructor's statement must be provided.** *Petitions without this information will be returned without review.*

**If your request is due to extenuating circumstances (i.e., medical issues for you or a family member, death, work related, financial, etc.) a dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper must accompany the petition. DO NOT indicate "Available upon request".**

**Degree-seeking, Certificate and Licensure** graduate students should submit their petition with the instructor statement (if required) along with supporting materials to their faculty advisor for processing at the departmental level prior to review by the Graduate College Petitions Committee.

**Non-Degree** graduate students should submit their completed petition with an instructor statement (if required) and any supporting materials to the College of Graduate Studies. Faculty advisor and/or Program Committee recommendations are not required, unless requesting readmission after dismissal.\*

For an academically dismissed degree-seeking student seeking **early** readmission, or \*non-degree students seeking readmission, a recommendation from the Director of the Graduate Program in which the student wishes to take classes is **required** before action will be taken by the Graduate College Petitions Committee. *Petitions without this information will be returned without review.*

***Please be advised that the University Graduate Council has determined that poor academic performance on a midterm examination or on other course requirements does not constitute sufficient grounds for granting a student a late withdrawal from a course.***

If you have questions concerning the petition process, please contact your department or the College of Graduate Studies at (216) 687-9370, Parker Hannifin Hall, third floor, 2258 Euclid Ave., Cleveland, OH 44115

# Graduate Student Petition Form

College of Graduate Studies

This page is to be completed and signed by the student and then forwarded to the Instructor and/or Department with any supporting documentation. Please type or print legibly.

## Section 1: Student Information

Name \_\_\_\_\_ CSU ID# \_\_\_\_\_  
First name Last name

Street address \_\_\_\_\_ Day phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Graduate Program/Department \_\_\_\_\_

Degree-seeking \_\_\_\_\_ Certificate \_\_\_\_\_ Licensure \_\_\_\_\_ Non-degree \_\_\_\_\_ Visiting \_\_\_\_\_

Are you an International student? NO: \_\_\_\_\_ YES: \_\_\_\_\_ If YES, you MUST contact CISP at (216) 687-3910

## Section 2: Petition Request: Check all that apply

- Non-degree Readmission for \_\_\_\_\_ (term/year)
- Early Degree-seeking Readmission (before 12 months) for \_\_\_\_\_ (term/year)
- Incomplete Extension (Proposed deadline date required from Instructor)
- Complete Withdrawal\* for \_\_\_\_\_ (term/year)
- Selective Withdrawal\* (list course(s) in section 2a below)
  - If this is a selective withdrawal, you must explain why the request does not apply to all courses taken during the term.
  - Date last attended course: \_\_\_\_\_ (information required)

\*If you are a Financial Aid recipient, contact the Campus411 All-in-1 Office before filing a late withdrawal petition.

\*If you are an International student, contact the CISP Office before filing a late withdrawal petition.

- Add/Registration (list course(s) in section 2a below. You MUST provide the class # and credit hours for a late add)
  - Please note: There is 100% surcharge plus Late Fees for Late Registration / Late Add Fee (after the end of the semester).
- Degree Completion Extension: Students have up to ten years to complete a Graduate degree program (with local program approval). Students, Faculty Advisors and/or Graduate Program Directors must address course-by-course the currency of courses that will be ten or more years dated at the anticipated point of graduation. The petition requirement for work beyond the ten-year limit pertains to formal courses, transfer credits and credit by examination.
- Other (Specify): \_\_\_\_\_

## Section 2a: Provide the following information if your request pertains to one or more courses.

Course No. (ABC 501)	Section	Class # (required for late add)	Credit Hours	Semester, Yr.	Instructor's name
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Section 3: Purpose of the Petition

Attach a typed page describing clearly what you are requesting and include a rationale why the request is being made.

➤ **Petitions submitted without a rationale will be returned without review.**

If your request is due to extenuating circumstances, a dated and signed statement from the appropriate professional (attorney, doctor, dentist, employer, etc.) on official letterhead paper must accompany the petition. DO NOT indicate "Available upon request".

Supporting documentation included:  No  Yes Type: \_\_\_\_\_

## Section 4: Signature Required

With my signature, I hereby authorize the Dean or his/her designate to review pertinent academic records. I also affirm that, to the best of my knowledge, the attached narrative statement and documentation accurately reflect the facts involved.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Directions for Instructors, Advisors, and Program Committees

**Instructors:** If the petition involves a late withdrawal, an extension of an Incomplete grade, or a change of grade, please describe the student's academic performance and attendance. Also provide your recommendation with a rationale for support or non-support. Document the student's grade at the time of withdrawal or receipt of an Incomplete grade. Describe the work to be completed regarding the Incomplete grade. *Petitions will be returned without review by the Graduate College Petitions Committee if this information is not provided.* CSU ID# \_\_\_\_\_

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**Instructor** Provide student's academic performance, attendance, and your recommendation and rationale

Course No. \_\_\_\_\_  I Support  I do not support  Proposed Incomplete Deadline: \_\_\_\_\_

Academic Performance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Rationale: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor** Provide student's academic performance, attendance, and your recommendation and rationale

Course No. \_\_\_\_\_  Support  I do not support  Proposed Incomplete Deadline: \_\_\_\_\_

Academic Performance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Rationale: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor** Provide student's academic performance, attendance, and your recommendation and rationale

Course No. \_\_\_\_\_  Support  I do not support  Proposed Incomplete Deadline: \_\_\_\_\_

Academic Performance: \_\_\_\_\_

Attendance: \_\_\_\_\_

Rationale: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**If the petition request involves more than three courses, the additional instructor information should be provided on the reverse side of this page.**



**Program Committee:** Provide recommendation and rationale (**Required** for Licensure, Certificate and Degree-Seeking Students and **all** students requesting re-admission)

CSU ID# \_\_\_\_\_

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Print Name \_\_\_\_\_ Dept. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Graduate College Office Use Only:**

CISP Notification:  yes  no

Admit Term: \_\_\_\_\_ Graduate GPA: \_\_\_\_\_

*Summarized Petitions Request:* \_\_\_\_\_

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**Graduate College Petitions Committee Action:**

Request for more information: \_\_\_\_\_

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Approve

Conditional Approval

Deny

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Signed \_\_\_\_\_ Date \_\_\_\_\_