Cleveland State University
Maxine Goodman Levin College of Urban Affairs

Undergraduate Student Petition Instructions

All petitions require a rationale for granting the petition. Please type your statement. You may submit it on a separate sheet of paper, attached to the petition form. Remember to sign and date your petition. If you submit original documents and need them returned to you, please so indicate.

You are strongly urged to make an appointment with your academic advisor to discuss your petition prior to submission.

Late Withdrawal: You may request a late withdrawal from all or some of your classes from either the current term (if the drop date has passed) or from previous terms. Requests for late withdrawal must be accompanied by independent documentation from a doctor or medical professional, employer, attorney, or other disinterested third party. *Petitions involving past courses must be filed no later than one calendar year from the month the course ended unless extraordinary circumstances, which must be fully documented, made meeting this deadline impossible.*

Requests for selective withdrawal (rather than withdrawal from all courses in a semester) must include a description of the special circumstances which justify the request.

Financial aid recipients need to be aware of the satisfactory academic progress and course completion rules and should verify that approval of a petition for late withdrawal will not jeopardize financial aid eligibility.

Extension of an Incomplete or "X" grade: You may request an extension of an Incomplete or X grade provided that circumstances beyond your control prevented you from completing the course by the deadline. Your request should include independent documentation and a date for completion. Your instructor must concur with your request and indicate that the date for completion is acceptable. Petitions submitted without a date for completion and the instructor's comments will be returned. It is the student's responsibility to obtain the instructor's comments; in extraordinary circumstances the academic advisor will assist in obtaining the necessary signatures.

Submit your petition and supporting documentation to Rachel Singer in the Office of Student Services, Levin College of Urban Affairs, Cleveland State University, 2121 Euclid Avenue - UR 205, Cleveland, OH 44115. You may scan/email your petition to r.g.singer88@csuhoio.edu or fax it to 216-687-9342.

You will receive a response by U.S. mail.