



## **Undergraduate College Petition Instructions**

**All petitions require a typed statement detailing the request and rationale.** Petitions must be fully completed (including signature and date, relevant documentation, and instructor comments). If you submit original documents and need them returned, please notify your advisor at the time of submission.

*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.*

**Selective Withdrawal:** 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, i.e. why it was possible to complete one course and not others during a semester AND a statement from the instructor/s of the course/s for which you are requesting withdrawal.

**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 proposed 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 instructor 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.

**Instructor Comments:** In lieu of signing the petition form or preparing a letter, instructors may email comments directly to [urbanadvising@csuohio.edu](mailto:urbanadvising@csuohio.edu).

**Submit your petition** and supporting documentation to your Academic Advisor in the Levin College of Urban Affairs Office of Student Services, 1717 Euclid Avenue, UR 205.

You may scan/email your petition to [urbanadvising@csuohio.edu](mailto:urbanadvising@csuohio.edu) or fax it to 216-687-5398.

You will receive a response in writing.



**Undergraduate College Petition**

**Students:** Complete steps 1-4 on this form *in their entirety*, attach a typed statement detailing your request, and submit this petition to your Academic Advisor.

**1. Student Information**

Name _____	CSU ID _____
Mailing Address _____	Date Submitted _____
City/State/Zip _____	Last Semester Attended _____
Daytime Phone Number _____	Major _____
Email _____	Credit hours earned _____ GPA _____

**If you are enrolled this semester, list courses:** \_\_\_\_\_  
\_\_\_\_\_

**2. Purpose of Petition (check one):**

- Credit Hour Overload* (course/term) \_\_\_\_\_
- Extension of Incomplete* (course/term)\*\* \_\_\_\_\_  
Proposed deadline for submission of outstanding work: \_\_\_\_\_
- Selective Late Withdrawal* (course(s)/term)\*\* \_\_\_\_\_
- Complete Late Withdrawal from all semester courses* (term) \_\_\_\_\_
- Late Registration* (include courses & section numbers in typed statement)
- Waiver of College requirement:* \_\_\_\_\_
- Substitution of unapproved course/s* (list courses and requirements in typed statement)
- Other* (specify): \_\_\_\_\_

**\*\*Instructor statement required for selective late withdrawal and incomplete extension petitions**

**3. Statement:** Attach a typed statement describing your request and the reasons you feel your petition should be approved. Include any information that will help the committee understand your request. **Documentation of extenuating circumstances must be provided in order for these to be considered in reviewing your petition.**

Student Signature _____	Date: _____
<i>With my signature, I hereby authorize the Petitions Committee to review any pertinent records.</i>	

**4. Recommendation of instructor or advisor** (It is the student's responsibility to obtain instructor comments):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Decision of Academic Standards Committee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_