## **Graduate Student Petition Form**



Please see attached instructions for additional details.

ection 1: Student I	Information					
Same		Last name	_ CSU ID#		Day Pl	hone
						Zip
Email:			Graduate Program/Department YES   Are you an International student? NO YES   If YES, you MUST contact CISP at (216) 687-3910 YES			
Degree Plan:						
ection 2: Petition	Request: Check all th	hat apply				
Incor	nplete Extensio	on (Proposed dea	dline date requ	ired from Instructor)		
Com	plete Late Witl	hdrawal for		(	term/vear)	
00111	-			sts that include rationa	•	
	Please see II	istructions for su	omitting reques	sts that include rationa	les of a sensitive nat	ure.
Non-J	Degree Readm	ission for		(term/year)		
Early	y Degree-Seeki	ng Readmission	(before 12 mor	nths) for	(term/ye	ear)
Selec	tive Late With	drawal (list cours	e(s) in section 2a	below)		
Late	Add/Registrat	ion (List course(s)	in section 2a belo	w. You MUST provide th or late registration/late add		
				e e		
Degre	ee Completion			e-by-course the current enticipated point of gra	-	ill be ten or more
		•				
Othe	r (Specify):					
ection 2a: Provide	e the following inform	nation if your request	pertains to one or m	ore courses.		
					Instanton	Data Last
Course Number (ABC 501)	Section	Class # (required for late add)	Credit Hours	Semester, Yr.	Instructor	Date Last Attended (if applicable)

Section 3: Purpose of the Petition

Attach a statement describing clearly what you are requesting and include a rationale why the request is being made. <u>Petitions submitted without a rationale will be returned without review</u>.

If your request is due to extenuating circumstances, supporting documentation is required. In order to respect your privacy, sensitive information <u>SHOULD NOT</u> be included with this petition form. Alternatively, please contact the College of Graduate studies at (216) 687-5230 to discuss the type of documentation to determine the appropriate office to direct the material. Supporting material should indicate the initial onset and duration in which the situation affected your ability meet performance, attendance and/or other requirements.

Supporting documentation submitted: No Yes (DO NOT indicate "Available upon request")

## 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:\_



## GRADUATE STUDENT PETITION INSTRUCTIONS

Students should review all University, Graduate College, and graduate program regulations before filing a graduate petition. A petition is a request for an exception to a current graduate education policy usually due to an unusual situation outside the control of the student, staff or faculty.

Along with the petition form, students must include a statement that clearly describes the request and provides a rationale of why you feel the request should be approved. The statement should describe the general circumstance that affected their ability to follow existing University's requirements/regulations. The reasons for a petition can be personal or sensitive. Students do not need to discuss specific details with faculty or in the statement.

If the request is due to extenuating circumstances (i.e. death, work related, financial, etc.) supporting documentation is required. A wide range of things can suffice to establish the events as presented in the petition. Supporting material should indicate the initial onset and duration in which the situation affected the student's ability to meet performance, attendance and/or other requirements. The documentation should establish the extent to which your circumstances affected your academic performance, attendance and/or other requirements. It is advised that any written documentation in a language other than English be translated prior to submitting. For further clarification, please contact our offices. DO NOT indicate "Available upon request".

In order to respect your privacy, sensitive information will be centrally collected and reviewed. Supporting documentation should submit directly to the College of Graduate Studies. Graduate Studies will collaborate with the appropriate office to secure a statement that indicates whether or not the provided documentation corroborates the identified request. This statement will be utilized in lieu of the sensitive documents for all remaining contributors of the petition process.

If your request is due to medical reasons, you may be contacted by the Office of Disability Services (ODS). If your request is related to violence, victim or criminal matters, you may be contacted by the Office of Institutional Equity (OIE).

Petitions will require input from applicable instructors and the graduate program director, department chair, or graduate committee in the student's academic unit. Your form will be routed for review and feedback. Response time varies depending on the complexity of the student's situation and/or the policy exception being requested.

**Students who are financial aid recipients** who wish to petition to withdraw from a course(s) are strongly advised to contact the CSU All-in-1 Office before filing a petition to determine the <u>possible financial aid impact</u> resulting from receiving a late course(s) withdrawal. Contact the Campus411 All-in-1 Office at (216) 687-5411, <u>allin1@csuohio.edu</u>.

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 <u>possible VISA impact</u> resulting from receiving a late course(s) withdrawal. Contact CISP at (216) 687-3910, <u>intlcenter@csuohio.edu</u>. If submitting documentation in a language other than English, it is advisable to have the document translated prior to submission.

**Tuition adjustment or other financial concerns are not handled via the petition process.** These matters need to be addressed through the Bursar (<u>bursar@csuohio.edu</u> or <u>allin1@csuohio.edu</u>). Please note that there is a 100% surcharge plus late fees for a prior term late add/registration.



**Incomplete Extension** – request an extension beyond established University deadlines. The student and instructor should discuss a plan to address outstanding work and establish an appropriate deadline. Requests that require unusual confidentiality should be addressed to the appropriate offices as described in the grey box above.

**Late Complete Withdrawal** – request to withdraw from all courses within a semester. Financial impacts regarding withdrawals must be addressed with the Bursar or Financial Aid. Requests that require unusual confidentiality should be addressed to the appropriate offices as described in the grey box above.

**Non-Degree Readmission** – academically dismissed students who were non-degree seeking at the time of dismissal or students returning from a dismissal as non-degree seeking students are required to petition for readmission. The student statement should include how factors leading to dismissal have been addressed and an academic plan to achieve the desired outcome.

**Early Degree-Seeking Readmission** – academically dismissed student requesting to return prior to a separation of at least 12 months needs to address how factors leading to dismissal have been addressed and an academic plan to complete all degree requirements and meet University regulations for graduation.

**Selective Withdrawal** – petitions to withdraw from select courses in a semester, yet keep other courses, must explicitly address why your situation impacted only those courses to be dropped and not the others. A date must be provided of when you last participated in class, either in-person or virtually.

**Late Add/Registration -** A petition to late register should be filed if you did not enroll in any classes in a term or you wish to add an additional course to your current course load after the add/drop deadline. Late adds are considered only if the instructor is in favor of the late add and verifies that the student has a reasonable chance to successfully complete the course by the end of the term. Please note: there is a 100% surcharge plus late fees for a prior term late add/registration.

**Degree Completion Extension** – students have up to ten (10) years to complete a graduate degree program (with local program approval beyond six (6) years). An argument must be presented and supported with course-by-course statements of currency for all classes that will be ten or more years dated at the anticipated point of graduation. Currency is not whether or not the class topic has changed over time, rather it is a demonstration that the student has remained current on the topic. A detailed academic plan must be included, outlining all remaining steps to complete all degree requirements and University regulations for graduation.

**Other** – specify the University policy from which you are requesting an exception. Please review all University, Graduate College, and graduate program regulations to see if your request is eligible for the petition process.

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.

**Petitions that are not approved –decisions may be appealed only one time, and only if new documentation is provided to support your case.** The appeal process will follow the same path as the original. This decision will be final.

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 or v.berger@csuohio.edu.