

### **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).

*You are strongly encouraged to make an appointment with your Academic Advisor to discuss your petition prior to submission.*

**Extension of an Incomplete or “X” grade:** You may request an extension of an Incomplete 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.

**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. If the reason for withdrawal is due to non-academic circumstances, documentation from a doctor or medical professional, employer, attorney, etc. should be provided.

**Selective Withdrawal:** Requests for selective withdrawal (from one or more courses but not all courses in a semester) must include a description of the special circumstances that justify the request, i.e. why it was possible to complete one course and not others during a semester.

***All requests for late withdrawal must be accompanied by a statement from the instructor of each course from which withdrawal is requested.*** If an instructor is not reachable, the department chair may provide comment.

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.

Financial aid recipients should consult Campus411 and 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.

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

***Students: Submit your petition and all supporting documentation to your Academic Advisor or email your petition to [levinstudents@csuohio.edu](mailto:levinstudents@csuohio.edu).***

You will receive a response via email, to your CSU account.

#### **Education Student Services Center**

(Teacher Education, Curriculum & Foundations, CASAL)

Campus Location: JH 170

Phone: 216-687-4625

#### **Public Affairs Student Services Center**

(Communication, Criminology, Sociology, Urban Affairs)

Campus Location: UR 205

Phone: 216-687-3884

**Email: [levinstudents@csuohio.edu](mailto:levinstudents@csuohio.edu)**



**Students:** Complete steps 1-5 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 \_\_\_\_\_

Email \_\_\_\_\_ Date Submitted \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Major \_\_\_\_\_ Credit hours earned \_\_\_\_\_ GPA \_\_\_\_\_

*If you are enrolled this semester, please attach your current course schedule.*

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

☐ **Extension of Incomplete** (course/term)

Term/Year \_\_\_\_\_ Course \_\_\_\_\_

Proposed deadline for submission of outstanding work:

\_\_\_\_\_

☐ **Selective Late Withdrawal**

Term/Year \_\_\_\_\_

Course/s \_\_\_\_\_

☐ **Complete Late Withdrawal from all semester courses**

Term/Year \_\_\_\_\_

☐ **Retroactive Registration** – beyond late add deadline (include courses in typed statement)

Term/Year \_\_\_\_\_

Course/s \_\_\_\_\_

☐ **Other** (specify): \_\_\_\_\_

**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: \_\_\_\_\_

*With my signature, I hereby authorize the Petitions Committee to review any pertinent records.*

**4. Recommendation of Advisor:**

---

---

---

---

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

**5. Instructor Comment/Recommendation:**

Instructor comment is required for each course, for which a student is requesting incomplete extension, late withdrawal, or retroactive registration. Instructors may send comments directly via email to [levinstudents@csuohio.edu](mailto:levinstudents@csuohio.edu).

Course: \_\_\_\_\_

Recommendation of instructor:

---

---

---

---

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

Course: \_\_\_\_\_

Recommendation of instructor:

---

---

---

---

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

Course: \_\_\_\_\_

Recommendation of instructor:

---

---

---

---

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

*If additional space is needed, comments should be emailed to [levinstudents@csuohio.edu](mailto:levinstudents@csuohio.edu).*