



## 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 possible financial aid impact resulting from receiving a late course(s) withdrawal. Contact the Campus411 All-in-1 Office at (216) 687-5411, [allin1@csuohio.edu](mailto:allin1@csuohio.edu).

**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, [intlcenter@csuohio.edu](mailto:intlcenter@csuohio.edu). 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 ([bursar@csuohio.edu](mailto:bursar@csuohio.edu) or [allin1@csuohio.edu](mailto:allin1@csuohio.edu)). 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](mailto:v.berger@csuohio.edu).

---