



Petition for Late Withdrawal

Students wishing to withdraw from a course(s) once the official drop/withdraw period in CampusNet has expired must submit a Petition for Late Withdrawal.

Required petition components:

- Completed Petition for Late Withdrawal form
- Typed statement from the student describing the circumstances which prevented timely withdrawal from the course(s). **Poor academic performance in a course(s) is not grounds for late withdrawal. The committee is reluctant to grant selective late withdrawals especially when it is clear that the withdrawal is *only* in courses with poor academic performance. Late withdrawal circumstances typically refer to unforeseen circumstances which interrupted academic study. Students must clearly state why they were unable to withdraw from the course prior to the University-established deadline.** See reverse side for sample.
- Statements from the instructor(s) of the course(s) (attach a separate statement(s) or utilize the space provided on the reverse side). **The instructor(s) must provide information regarding the student’s current course grade and/or course progress.**
- Documentation of extenuating circumstances (e.g. medical documentation, legal documentation, etc.)

The Petition for Late Withdrawal refers only to the academic transcript, and does not release students from the financial obligations related to the course(s) listed below. Students who received financial aid for the course(s) listed below should be aware that withdrawing may adversely impact financial aid. Inquires related to financial aid should be directed to Campus411 prior to the submission of the petition.

Name	Student ID#		
Street Address	City	State	Zip
Home Telephone	Alternative Telephone (work, cell)		

Semester/Year of Requested Withdrawal Fall 20____ Spring 20____ Summer 20____

Requests for late withdrawal should be filed within one academic year of when the course was taken.

Exceptions to this must document extenuating circumstances noting why the petition was not submitted previously.

Requesting withdrawal from ALL courses taken during the semester listed above? YES NO

If “NO” is selected above, list below ONLY the course(s) for which a late withdrawal is requested (listed by department and course number, i.e. “MTH 181”)

With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

Student Signature	Date
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Completed petitions should be turned in to the College of Sciences & Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does *not* constitute a guarantee of approval.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences & Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.

Main Classroom 218B 216-687-9321 216-687-6945(fax) COSHPadvising@csuohio.edu

Office Use Only	Date: _____	Committee Decision: _____	Initials: _____
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Course #1: _____ Current Course Grade: _____ As of (date): _____

Instructor Name (printed): _____ Signature: _____

Additional Comments:

Course #2: _____ Current Course Grade: _____ As of (date): _____

Instructor Name (printed): _____ Signature: _____

Additional Comments:

Course #3: _____ Current Course Grade: _____ As of (date): _____

Instructor Name (printed): _____ Signature: _____

Additional Comments:

Course #4: _____ Current Course Grade: _____ As of (date): _____

Instructor Name (printed): _____ Signature: _____

Additional Comments:

Sample Late Withdrawal Statement

December 14, 2010

Dear College of Sciences and Health Professions Academic Standards Committee:

I am writing to request a late withdrawal of MTH 181 Calculus I, ENG 102 College Writing II, PSY 101 Introduction to Psychology and MUS 161 Roots of Rock and Soul from the Fall 2010 semester. At the time that I enrolled, I was pregnant with my first child. My due date was originally scheduled to be December 12th, but in mid October I started to experience labor pains. I was assured by my Doctor that I was experiencing "false labor" and that I could return to classes. However, on October 30th at 8:23pm I gave birth to my son Henry, nearly six weeks early. Obviously Henry's arrival came as quite a surprise, and I was not in a state of mind to think about my CSU record and the course withdrawal deadline.

I have attached the medical documentation which notes my initial visit to my doctor on October 20th, as well as a copy of Henry's birth certificate. I have also included statements from my instructors, stating that I had been doing well in these courses until I began to experience difficulty with my pregnancy. I would like to keep HSC 203 Medical Terminology on my record for Fall 2010, however. Since this was a self-paced web-based course, I was able to complete the work early and have already received an "A".

Student Name

Student ID #