



Guidelines for
SCHOLASTIC STANDARDS COMMITTEE PETITION
WAIVE DEADLINES FROM PRIOR TERMS
Undergraduate Courses Only

The Scholastic Standards Committee reads and makes decisions on 1) requests for reinstatement from disqualified/dismissed *undergraduate* students and 2) requests for changes in *undergraduate* students' academic records for previous terms. Procedures for petitions to change one's academic record are listed below.

The academic transcript is a permanent historical record of enrollment and academic performance. The petition to waive deadlines is used to request changes to this record based on extenuating circumstances. This petition is not used to remove or change classes or grades for the purpose of applying to another institution.

Use the petition to waive deadlines to request academic record changes for prior terms. Students can request the following:

- Add retroactively (within 1 academic year)
- Drop retroactively (within 1 academic year)
- Change grade option (last term only)
- Refund tuition charges when associated with a retroactive drop (within 1 academic year)
- Extend the deadline to make up an incomplete

Please make sure you fill out the entire petition. If it is not entirely completed and signed, the committee will return the petition to you unread.

Page 1 – Student Statement:

1. A student explanation, signature, and date are *required* for the committee to review the petition. Complete explanation and documentation will help the committee to understand your situation. Use the back of the petition or attach a separate sheet if additional room is needed.
 - To add a class, provide a valid reason why registration was not possible during the term.
 - To drop a class, provide a valid reason why the class should be dropped or why the class wasn't dropped during the term. Poor grades are not a valid reason to drop a class retroactively.
 - To change grade option, provide an explanation as to why it was not changed during the term. Better than expected or worse than expected grades is not a valid reason to request a grade option change.
2. The following documentation, if used in your explanation, strengthens your request to the committee:
 - Medical documentation – letters from doctor, clinic or hospital validating your situation
 - Police or traffic reports
 - Work schedule verified by employer
 - Documentation of birth or death
 - Reason(s) why option couldn't be changed by the deadline
 - Reason(s) why the class couldn't be added or dropped by the deadline
 - Explanation concerning inability to register (e.g., hold on registration)

Page 2 – Instructor Statement:

An instructor's statement, signature and date are *required* for the committee to read the petition.

- The instructor's statement must be written after the student's explanation
- To drop a class never attended and to receive a refund, the instructor must verify the student's non-attendance statement.

Page 3 – Notification of Action:

Fill out the entire top portion of page three. Failure to complete the top of page three will delay petition response.

Process:

1. **Student: Fill out page 1 & the top of page 3. According to guidelines, attach/include supporting documents to petition.**
2. **Student: Leave entire petition with instructor for statement on page 2.**
3. **Instructor: Complete instructor statement on page 2 and return directly to Admissions, Registration & Records (ADM/RO)**

Page 1 – Student Statement
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration, & Records
PO Box 751 • Portland, OR 97207-0751

COMPLETE ALL SECTIONS (To expedite the process, please make sure this form is complete and accurate.)

Name: _____ ID/SSN: _____
Address: _____ Day Phone: _____

Major: _____

Adviser: _____

Are you receiving Financial Aid? **(MANDATORY ANSWER)** _____ Yes _____ No

This petition is to waive the deadline to (check one):

_____ Add retroactively _____ Drop retroactively
_____ Change grade option, last term only _____ Refund tuition charge
_____ Extend deadline to make up incomplete, next completion date: _____

Course: _____ **CRN:** _____ **Term:** F W Sp Sm **Year:** _____

Explanation: (Give a clear statement and REASONS; use back or attach additional sheets if necessary.)

Student Signature: _____ Date: _____

OFFICE USE ONLY

Action: _____ Student notified by: _____
Date: _____ Date: _____
SSC Chair: _____ Filing: Student's permanent folder

Page 2 – Instructor Statement
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration & Records
PO Box 751 • Portland, OR 97207-0751

Applicant: The instructor's statement, signature and date are *required* as part of this petition. Please have your instructor verify your explanation of events leading to your petition. The instructor must return this form directly to the Office of Admissions, Records & Financial Aid.

Instructor: This student is requesting to either add or drop a course(s) retroactively, change a grading option, or extend the deadline to complete a course(s). In the case where a student failed to properly drop a class and either never attended or attendance was minimal, verification of attendance is critical for a refund. Further, we seek your evaluation and/or support of the student's statement.

Name of Student

Student ID/SSN

.....

Important: Return this statement *directly* to the Office of Admissions, Registration and Records.
Please do not return it to the student.

Student's Last Date of Attendance

Instructor Signature

Instructor's Name (please print)

Position

Date

Institution

Department

Page 3 – Notification of Action
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration & Records
PO Box 751 • Portland, OR 97207-0751

Name: _____ Student ID: _____

Address: _____ Day Phone: _____

Course: _____ CRN: _____ Term: F W Sp Sm Year: _____

----- DO NOT WRITE IN THE SPACE BELOW -----

_____ Your petition is being returned for the following reason:

- _____ Instructor documentation is required.
- _____ Your full explanation is needed.
- _____ Your petition is not supported by acceptable documentation.
- _____ The grade option you indicated was not available for your course.
- _____ The committee may only consider petitions submitted in a timely manner. Your request is beyond the committee's guidelines.

_____ Your petition to the Scholastic Standards Committee has been granted.

- _____ The course has been dropped from your record.
- _____ The course will be recorded as a "W" withdrawal on your record.
- _____ Your drop date has been changed resulting in a refund of _____ %.
- _____ You must pay tuition or late fees as appropriate. The registration forms for paying tuition, late fees, and /or other charges are now available at the Registration Window in the Neuberger Hall lobby.
- _____ Ask your instructor to submit a Supplementary Grade Report for the course when you have completed it, if he/she has not already done so.
- _____ The grade has been posted to your record.
- _____ Incomplete(s) must be completed by (date) _____. Grades received by the registrar after this date are invalid and must be re-petitioned.

_____ Your petition to the Scholastic Standards Committee has been denied for the following reason(s):

- _____ Your petition contained insufficient information.
- _____ The committee feels your case is not sufficient to warrant an exception.
- _____ The committee feels the deadlines were adequately published.

_____ Comments: _____

Student Rights: Although committee decisions are final, students have the right to include a statement contesting the decision in their educational records. To include such a statement, send a written request to PSU Office of Admissions, Registration, and Records, PO Box 751, Portland, OR 97207-0751.

Sincerely,

Scholastic Standards Committee Chair

Date: _____