Guidelines for
DEADLINE APPEALS BOARD PETITION
(Current Term Registration Changes)

The Deadline Appeals Board reviews petitions and makes decisions on requests for registration changes for the current term. To request a change you must explain the extenuating circumstances which prevented you from meeting the registration deadline. Procedures for petitions to change one’s registration information are listed below. Please follow the instructions carefully.

Students can request the following:
✓ Add, Drop, Withdraw course(s)
✓ Change grade option(s)
✓ Refund tuition charges when associated with a drop

Please make sure you fill out the entire petition. Each section must be completed and signed. Incomplete petitions will be DENIED.

Petition:

Financial Aid Recipients: Please note that if you wish to make late changes to your schedule that there may be Financial Aid implications. If you drop/withdraw from all of your classes you may owe some or all of the funds you have received. A late addition of classes after the Financial Aid census date (end of second week) doesn’t mean a student’s aid will still be approved. You must meet with a Financial Aid counselor before submitting a petition to make changes to your course load or to change your grade option to audit.

Section 1 – Student Statement:

1. A student explanation, signature, and last date of attendance 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(es), provide a valid reason why registration was not possible before the deadline.
   ➢ To drop a class(es), or to request a refund, provide a valid reason why the class(es) should be dropped or why the class(es) wasn’t dropped before the deadline. Poor grades are not a valid reason to drop a class.
   ➢ If requesting a greater refund than you already received, please indicate what percentage you are asking for.
   ➢ To change a grade option, provide an explanation as to why it was not changed before the deadline. Better or worse than expected grades are not valid reasons to request a grade option change.

Any information disclosed about child abuse or sexual assault/interpersonal violence may be subject to mandatory reporting requirements, which means that confidentiality cannot be guaranteed. To speak confidentially to a campus advocate prior to completing this form, please contact the Women’s Resource Center at 503-725-5672 or the Queer Resource Center at 503-725-9742. For more information about campus resources and reporting obligations, please visit the following websites: http://www.pdx.edu/sexual-assault; http://www.pdx.edu/ogc/mandatory-child-abuse-reporting

2. Supporting documentation, if applicable, strengthens your request to the committee:
   ➢ Medical documentation – letters from doctor, clinic or hospital verifying your situation
   ➢ Police or traffic reports
   ➢ Work schedule verified by employer
   ➢ Documentation of birth or death
   ➢ Documentation of other reason(s) why grade option couldn’t be changed, or add/drop couldn’t be made by the deadline (e.g., hold on registration)

Section 2 – Instructor Statement:

An instructor statement, signature, and date are required for the committee to consider the petition. You may attach an email statement from the instructor (this email must be from the instructor’s pdx.edu email address).
   ➢ 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.

Registration Form
Complete the Registration Form. If all of the course information is not complete the petition may be denied or an incorrect class may be added.

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

Petitions are reviewed weekly throughout the current term and results are emailed directly to the student’s pdx.edu email address. All petitions must be submitted by 5:00 pm on the Friday of finals week.
NOTIFICATION OF ACTION
DEADLINE APPEALS BOARD PETITION

Student Name: _____________________________  PSU ID: ___________________________
email: ____________________________@pdx.edu  Term: ___________________________

Do not write in spaces below this line.

Your petition to the Deadline Appeals Board has been:

☐ Approved  ☐ Approved Partially  ☐ Resubmit Approved
☐ Denied  ☐ Denied Partially  ☐ Resubmit Denied

ADD
1. __ Your request to add classes has been granted.

DROP/WITHDRAW
2. __ Your course(s) has been dropped and will not appear on your record.
3. __ You have been withdrawn from the course(s); a "W" will appear on your record.

GRADE OPTION CHANGE
4. __ Your grade option change has granted.

REFUND
5. __ A refund of ________% has been approved. Please allow 4-6 weeks processing time.

REASONS DENIED
1. __ Instructor(s) comments needed.
2. __ Your petition contained insufficient documentation relating to why you could not meet the normal deadline and why the deadline should be extended.
3. __ Your petition does not have adequate documentation.
4. __ Your petition is based on inadmissible grounds.
5. __ You have been warned about meeting deadlines in prior petitions, the committee doesn’t feel your circumstances warrant another waiver of posted deadlines.

Comments: ____________________________________________
________________________________________________________
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Revised 2/16
DEADLINE APPEALS BOARD PETITION

Submit petition to one of the following:
• Address: PSU Office of the Registrar P.O. BOX 751 Portland OR. 97207-0751
• In Person: Registration counter located in Neuberger Hall Lobby.
• FAX: 503-725-5525

Last Name: ____________________________ First Name: ____________________________ Phone: ___________

1. STUDENT EXPLANATION: Please give full explanation indicating what action you would like the Deadline Appeals Board to take. Attach supporting documentation or statement, if applicable.

Last date of attendance: ___________ Student Signature: ____________________________ Date: _______

By signing this petition, I authorize the changes and accept all necessary actions associated with this petition. As a result of granting this petition, I understand that I may incur fee adjustments to my account and I authorize these adjustments as appropriate per the PSU Tuition and Fees Supplement and applicable Financial Aid Policies.

2. INSTRUCTOR STATEMENT REQUIRED: Instructor(s) must verify period of attendance for all requests. (If necessary, use a separate page). Grade option change requests must also include documentation of satisfactory progress.

Instructor Name (Please print): ____________________________ Signature: ____________________________

Last date of student attendance: ____________________________ Date signed: ____________________________

FINANCIAL AID RECIPIENTS: If you are requesting a change to your credit load or requesting an audit, you must meet with a Financial Aid Counselor to determine the effect on your financial aid eligibility.

Financial Aid Signature: ____________________________ Date: ____________________________

FINANCIAL AID RECIPIENTS: If you are requesting a change to your credit load or requesting an audit, you must meet with a Financial Aid Counselor to determine the effect on your financial aid eligibility.

Financial Aid Signature: ____________________________ Date: ____________________________

Action Requested:
(Shown all that apply)

☐ Tuition Refund
☐ Add
☐ Drop (No “W” on Transcript)
☐ Add & Drop
☐ Grade Option Change
☐ Withdraw (after drop deadline)
☐ Resubmitting prior petition

Official Use Only:

Course Status: ____________________________

Prior Petitions: ____________________________

Approved with the following conditions:
1, 2, 3, 4, 5, Comments

_______________________________

Denied for the following reasons:
1, 2, 3, 4, 5, Comments

_______________________________

Resubmit Decision:

_______________________________

Decision Date: ______ Reg Clerk: ___
# Portland State University

## DEADLINE APPEALS BOARD PETITION

**REGISTRATION FORM**

(This form **must** be completed by the student)

<table>
<thead>
<tr>
<th>Term/Year:</th>
<th>Last Name:</th>
<th>First Name:</th>
<th>Daytime Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>(<strong><strong>)</strong></strong>______</td>
</tr>
</tbody>
</table>

## I. ADD

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE. NO.</th>
<th>SEC. NO.</th>
<th>TITLE</th>
<th>CREDIT HOURS</th>
<th>GRADE OPTION</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

## II. DROP / REFUND

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE. NO.</th>
<th>SEC. NO.</th>
<th>TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

## III. GRADE OPTION CHANGE (A-F, P/NP, AU)

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE. NO.</th>
<th>SEC. NO.</th>
<th>CREDIT HOURS</th>
<th>CHANGE GRADE OPTION TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Official Use Only:

**Approved Petition:**

- Date Processed: 
- Add: _____ Drop: _____ Withdraw: _____
- Refund: _____ Grade Opt: _____
- Processed By: 

**Denied or Held Petition:**

- Date Notification of Action completed: 
- Processed By: 

**Resubmit Decision:**

- Resubmit Date processed: 
- Processed By: 

**Medical Documentation Destroyed:**

- Processed By: Date: 

Revised 2/16