

## GRADUATE PETITION INFORMATION AND INSTRUCTIONS

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A student may petition the Graduate Council for a waiver of a University graduate academic regulation or degree requirement. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or of the assertion that the student was not informed by the adviser or other authority. Portland State University's accreditation requires that students' transcripts be an accurate reflection of their academic record. The decision of the Graduate Council is final.

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 [www.pdx.edu/sexual-assault](http://www.pdx.edu/sexual-assault) and [www.pdx.edu/ogc/mandatory-child-abuse-reporting](http://www.pdx.edu/ogc/mandatory-child-abuse-reporting).

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### **Please read these instructions carefully - they contain essential information for submitting a complete petition. Incomplete petitions will not be reviewed by the Graduate Council.**

It is the student's responsibility to:

- initiate the petition process;
- contact the instructor(s), adviser, and Department Chair/Graduate Program Director to obtain their statements;
- submit a complete petition to the Graduate School.

#### Page 2 – Student information and statement

- Complete the information on the top of page 2. This form is available at <https://www.pdx.edu/gradschool/forms> and we encourage students to fill out the form electronically to ensure legibility.
- Provide an explanatory statement in support of your petition request. Include details of the course(s) involved, including course name and number, term, and CRN. Present clear and concise information about the factors that prevented University policy from being followed in this case.
- Extenuating circumstances must be documented. Some examples of required documentation are:
  - Medical documentation: letters from medical providers, hospital or clinic admission and/or discharge papers, etc.
  - Legal documentation: court papers, police reports, letters from legal professionals, etc.
  - Work schedules verified by employer or dated job offers
  - Documentation of birth or death
- Fill in your name and PSU ID on the top of pages 3, 4, and 5; if the form is completed electronically, this information will be filled in automatically.

#### Pages 3 & 4 – Instructor / Adviser statements

- A petition that deals with a specific course must include a statement from the instructor of that course.
- A petition that deals with the student's general academic program must include a statement from the student's faculty adviser.
- A student's faculty adviser needs to be aware of all aspects of a student's progress in the program, so all petitions must be reviewed and signed by the student's faculty adviser even if the petition request deals with a course not taught by the adviser. (Students not admitted to a graduate program will not have a faculty adviser; in such cases, page 4 is not required.)
- See information on the top of pages 3 and 4 for information about what the instructor and adviser statements must address.

#### Page 5 – Department Chair or Graduate Program Director statement

- The petition should be routed to the Department Chair or Graduate Program Director only after all other materials are in place; the Chair or Director will expect to review these materials before providing their statement.
- See information on the top of page 5 for information about what the Department Chair or Graduate Program Director statement must address.

#### Submission

- A petition must be submitted in one, complete packet, not piecemeal.
- Petitions should be submitted electronically to [grad@pdx.edu](mailto:grad@pdx.edu). Electronic petitions must be submitted in one, complete packet as a single PDF.

Petitions that request a full or partial refund of tuition and/or fees will be forwarded to the Tuition & Fee Refund Committee. Decisions from the Graduate Council and Tuition & Fee Refund Committee will be communicated separately.

**Incomplete petitions will not be reviewed by the Graduate Council.**

**GRADUATE PETITION**  
**STUDENT INFORMATION / PETITION REQUEST**

**read all instructions on page 1 before completing this page**

Name \_\_\_\_\_ PSU ID \_\_\_\_\_

PSU email (print clearly) \_\_\_\_\_ Daytime phone \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

If not an admitted graduate student, use the space above to indicate current status: e.g., postbac, Non-Degree, undergraduate.

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State the issue being petitioned and provide an explanatory statement in support of your petition request. Include details of the course or courses involved, including course name and number, term, and CRN. Present clear and concise information about the factors that prevented University policy from being followed in this case. Extenuating circumstances must be documented. The decision of the Graduate Council is final.

I hereby petition the Graduate Council to \_\_\_\_\_  
 (identify **SPECIFIC** PSU policy/regulation addressed and action requested)

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This statement may be attached on a separate piece of paper.

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

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**Graduate Council Use Only – Do NOT Write Below**

Action by the Graduate Council:

Approval / Denial \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PETITION  
INSTRUCTOR STATEMENT**

Student Name \_\_\_\_\_ PSU ID \_\_\_\_\_

This statement must confirm attendance or non-attendance in the course, demonstrate knowledge of the situation including possible extenuating circumstances, and provide the instructor's recommendation and rationale as to whether University policy should or should not be waived in this case.

A signed statement may be attached on a separate piece of paper.  
An email may be attached in lieu of a signed statement.

I recommend:

Approval / Denial (circle one) \_\_\_\_\_  
Signature

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PETITION**  
**ADVISER REVIEW AND/OR STATEMENT**

(students not admitted to a graduate program will not have a faculty adviser; in such cases, this page is not required)

Student Name \_\_\_\_\_ PSU ID \_\_\_\_\_

- A student's faculty adviser needs to be aware of all aspects of a student's progress in the program, so all petitions must be reviewed and signed by the student's adviser even if the petition request deals with a course that was not taught by the adviser. Advisers may choose to provide a statement in such cases, but this is not required.
- Advisers must provide a statement for a petition that deals with the student's general academic program.
- The statement must demonstrate knowledge of the situation, including possible extenuating circumstances, and provide the adviser's recommendation and rationale as to whether University policy should or should not be waived in this case.

A signed statement may be attached on a separate piece of paper.  
An email may be attached in lieu of a signed statement.

Please see information at the top of this page regarding when an adviser does or does not need to provide a statement.

\_\_\_\_\_ I have reviewed this petition without providing a statement

\_\_\_\_\_ I have reviewed this petition and provided a statement

I recommend:

Approval / Denial (circle one) \_\_\_\_\_

Signature

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PETITION**  
**DEPARTMENT CHAIR *OR* GRADUATE PROGRAM DIRECTOR STATEMENT**

Student Name \_\_\_\_\_ PSU ID \_\_\_\_\_

This statement must provide the department or program's recommendation and rationale as to whether University policy should or should not be waived in this case. The statement must also demonstrate knowledge of the situation including possible extenuating circumstances; this knowledge may be based on the content of student, instructor, and adviser statements.

A signed statement may be attached on a separate piece of paper.  
An email may be attached in lieu of a signed statement.

**This petition is not complete without a statement from the  
Department Chair *or* Graduate Program Director**

I recommend:

Approval / Denial (circle one) \_\_\_\_\_  
Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_