Guidelines for SCHOLASTIC STANDARDS COMMITTEE
PETITION FOR ACADEMIC REINSTATEMENT

The Scholastic Standards Committee reviews and adjudicates petitions for academic reinstatement from disqualified/dismissed undergraduate students. Please read these instructions carefully. If the entire petition is not completed and signed, it will be returned to you without review.

Please review SSC meeting dates and petition deadlines.

A complete petition includes the following:

REQUIRED DOCUMENTS

1. **Personal Statement**: In a typed statement, explain the circumstances that led to your academic disqualification/dismissal and the circumstances that now, in your opinion, would lead to greater performance in college. Include information related to plans for advising, meeting with instructors/professors, and any other specific steps you plan to take to improve upon your previous academic performance. This explanation is very important and should be as complete as possible. Sign and date the personal statement.

2. **One-Year Academic Plan**: Include your proposed schedule of classes for each term you plan to enroll during your next three terms of study. The plan must be approved and signed by a PSU academic advisor. Visit this website to locate an advisor: www.pdx.edu/advising/advising-locations

3. **Statement of Support**: The statement must be from a PSU academic advisor. It must address the likelihood that you will succeed academically. The letter may be submitted on the form included in the petition or on letterhead.

4. If applicable, official transcripts from colleges or universities attended since disqualification/dismissal. Official transcripts must be submitted to the PSU Office of Admissions. Unofficial copies may be attached to this petition.

5. SSC Petition for Academic Reinstatement Form

SUPPORTING DOCUMENTATION

Attach the appropriate supporting documentation, if applicable. All supporting documentation remains in your student record after petition review. Please keep copies of your documentation for your records.

- Additional letters of support. Letters from an instructor/professor, employer or family member can be included as additional optional support.
- Unusual circumstances beyond your control. Provide any documentation needed to support your claim(s). Examples: if a fire or natural disaster occurred at your home, a statement from your insurance agent should be provided; if involving a legal matter a statement from your attorney or the police report. If your matter is related to work or childcare, a supporting letter from your employer or childcare provider should be provided.
- Death in the family. Provide a copy of the obituary, funeral announcement or death certificate.
- Disabling illness or injury to the student. Have your licensed health care professional prepare a statement documenting your condition and how it impacted your academic success.
- Disabling illness or injury to an immediate family member that required the student’s care. Have your family member’s licensed health care professional prepare a statement documenting their condition.
- Emotional or mental health issue (for the student) that required professional care. Have your mental health counselor prepare a statement documenting your condition and how it impacted your academic success.

Submit the completed petition form and all supporting documents to:
Portland State University, Office of the Registrar (Western Hemlock 21)
PO Box 751, Portland, OR 97207-0751
registrar@pdx.edu

Revised 08/18 – Registration | SSC petition-reinstatement
PERSONAL STATEMENT
SCHOLASTIC STANDARDS COMMITTEE
PETITION for Academic Reinstatement
Portland State University * Office of the Registrar * PO Box 751 * Portland, OR 97207-0751
registrar@pdx.edu

Name of Student ___________________________ PSU ID ___________________________

Indicate the term/year last enrolled ____________________________________________

PSU Advisor’s Name ___________________________ Major ___________________________

Attach a TYPED, SIGNED and DATED statement of 2 pages maximum explaining the circumstances that led you to your academic disqualification/dismissal and the circumstances that would now lead to greater success in college.

- Include information related to plans for advising, meeting with instructors/professors, and any other specific steps you plan to take to improve upon your previous academic performance. Also include information on changes in major and any relevant information that would aid the Committee in considering your petition.

- Include additional documentation that provides evidence of your circumstances and the assertions presented in your personal statement. Relevant documentation will aid the committee in its consideration of your case.

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

OFFICE USE ONLY

_____ Reinstated ___________________________ _____ Denied Reinstatement ___________________________

_____ Limited hours ___________________________ _____ Academic Advising ___________________________

Student notified:
By: __________ Date: __________

Filing: Student’s permanent folder

SSC Chair Signature: ___________________________ Date: ___________________________

Comments:
SSC Petition for Academic Reinstatement: one-year academic plan

Student name:_________________________ PSU ID: ________________________ Major:________________________

PSU Academic Advisor name:__________________________ Advisor Signature:________________________ Date:________

Additional notes or comments:

<table>
<thead>
<tr>
<th>Fall 20___</th>
<th>Winter 20___</th>
<th>Spring 20___</th>
<th>Summer 20___</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 20___</th>
<th>Winter 20___</th>
<th>Spring 20___</th>
<th>Summer 20___</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student: A statement of support from a PSU Academic Advisor is required as part of this petition. Request that your PSU academic advisor prepare a statement that addresses the likelihood that you will achieve your academic goals.

Your advisor may wish to provide a sealed and signed statement for inclusion with the petition packet or may provide the statement directly to the Office of the Registrar via email at registrar@pdx.edu.

Advisor: The student named below has been academically disqualified/dismissed and is applying for academic reinstatement. We seek your evaluation of the applicant’s academic ability, persistence toward their education goals, and factors that you consider to be important for the committee to consider in reviewing this petition.

Name of Student

Student ID

A typed statement is preferred.

Academic Advisor Printed Name

Academic Advisor Signature

Title

Department

Date
Notification of Action
SCHOLASTIC STANDARDS COMMITTEE PETITION for Academic Reinstatement
Portland State University * Office of the Registrar * PO Box 751 * Portland, OR 97207-0751
registrar@pdx.edu

Name:________________________________________________________ PSU ID:_______________________________________________
Address: __________________________________________________ Daytime telephone:________________________________________

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

☐ Your petition has been granted. You have been reinstated but remain on probation. To avoid disqualification/dismissal while on probation, you must earn a 2.25 GPA for each subsequent registered term until your cumulative (total) GPA is a 2.00 or higher. A 2.00 or higher GPA returns you to Good Standing. Please talk with an academic advisor or see the PSU Bulletin (catalog) for more information.

Conditions:
☐ You are now eligible to register for __________________________ quarter.
☐ You may register during the next available registration period.
☐ Your course hour load is limited to a maximum 13 hours for three terms.
☐ You must make an appointment with your academic advisor in your chosen major, as soon as possible for assistance in academic planning. If you have not selected a major, visit this website to locate an advisor: www.pdx.edu/advising/advising-locations.
☐ Your academic records indicate specific difficulties in your chosen major. Please see an advisor in Advising and Career Services to discuss changing your major.

☐ Your petition has been denied.
☐ You have not provided sufficient evidence that you can successfully complete college work at this time. The committee recommends that you provide transcripts of courses taken at another school (minimum 24 credit hours with a GPA of 3.0 or higher).
☐ Your academic records demonstrate difficulties in your chosen major. Please consider another major, and petition the committee again with the support of that academic department.

☐ Comments: ____________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

☐ Your petition is being returned for the following reason(s)
☐ Your petition has not been reviewed because it is incomplete. A letter of recommendation has not been received.
☐ Your petition has not been reviewed because adequate documentation of your situation has not been received.
☐ You have not included an academic plan.

Please note: Students on academic disqualification/dismissal cannot register for any Portland State University courses. If you have pre-registered and paid for course work for an upcoming term, your registration will be cancelled and any monies paid will be automatically refunded.

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 the Registrar, PO Box 751, Portland, OR 97207-0751.

Sincerely,

Scholastic Standards Committee Chair
Date: ________________