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

The Scholastic Standards Committee reviews and adjudicates student petitions requesting changes in undergraduate students’ academic records for previous terms.

Students can request the following:
- Add retroactively (within 1 academic year)
- Drop or withdraw retroactively (within 1 academic year)
- Change grade option (previous term only) Example: Fall term change only accepted during Winter
- Refund tuition and enrollment fee charges (within 1 academic year) when associated with a retroactive drop (does not include other fees such as student health insurance, parking, or service usage fees).
- Extend the deadline to make up an incomplete or approve administrative grade change over 1 year.

Review committee meeting dates and petition deadlines here: http://www.pdx.edu/registration/ssc-deadlines

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. Approved petitions are considered to be a one time exception to posted policies and deadlines; multiple or repeated petitions for the same exception will be denied without review unless students can demonstrate circumstances beyond their control. Lack of knowledge about posted deadlines is not a permissible criterion for this petition process.

Decisions of the committee are final. Should you disagree with the findings of the committee you can submit a letter of explanation to be placed in your academic file.

Limitations of this petition:
If this petition is approved, there may be conditions you must meet associated with the requested actions on your petition. It is your responsibility to make certain any condition(s) associated with this petition are fulfilled in a timely manner. In order for the requested action(s) to be completed, all conditions must be met. (These may include paying the appropriate fees, registering for a course, or contacting your instructor to submit a supplemental grade form.)

This petition is not used to remove or change classes or grades for the purpose of applying to another institution.

Better than expected or worse than expected grades is not a valid reason to request a grade option change.

Please make sure you fill out the entire petition. If it is not entirely completed and signed, the committee will deny the petition without further review. Petitions covering multiple requests must be submitted as one petition.

Student Statement:
1. A student explanation, signature, and date are required for the committee to review the petition. Complete explanation is necessary for the committee to understand your situation. Use the back of the petition or attach a separate sheet if additional room is needed. Examples include but are not limited to:
   - 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)

2. Attach the appropriate supporting documentation. Please keep copies of your documentation for your records.
   - □ 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 submit a statement documenting your condition.
   - □ Disabling illness or injury to an immediate family member that required student’s care. Have your family member’s licensed health care professional submit a statement documenting their condition.
   - □ Emotional or mental health issue (for the student) that required professional care. Have your mental health counselor submit a statement documenting your condition.
   - □ Other unusual circumstances beyond your control. Provide any documentation needed to support your claim, if possible. Examples: if a fire or natural disaster occurred at your home, a statement from your insurance agent. If involving a legal matter a statement from your attorney or the police report. If your problem is related to work, a supporting letter from your employer.

Instructor Statement:
An instructor’s statement, signature and date are required for the committee to read the petition.
- The instructor’s statement should 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.

Notification of Action:
Fill out the entire top portion of page three. Failure to complete the top of page three will delay petition response.
STUDENT STATEMENT
SCHOLASTIC STANDARDS COMMITTEE PETITION
Portland State University • Office of the Registrar
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  _____ Withdraw retroactively
   _____ Change grade option, last term only  _____ Drop retroactively
   _____ Administrative grade change, over 1 year  _____ 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; attach additional sheets if necessary.)

Student Signature: ____________________________________________________________  Date: __________

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

Action: ____________________________________  Student notified by: __________________________

Date: ______________  Date: ______________

SSC Chair: ___________________________  Filing: Student’s permanent folder
INSTRUCTOR STATEMENT  
SCHOLASTIC STANDARDS COMMITTEE PETITION  
Portland State University • Office of the Registrar  
PO Box 751 • Portland, OR 97207-0751

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 may choose to deliver their statement directly to the Office of the Registrar by campus mail or via email at registrar@pdx.edu, or give their statement to you directly or via email to for inclusion in the petition packet.

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. If you do not take formal attendance, indicate your best estimate of when the student stopped participating. Further, we seek your evaluation and/or support of the student’s statement.

____________________________________________________________________________________
Name of Student

____________________________________________________________________________________
Student ID

____________________________________________________________________________________
Course & CRN

____________________________________________________________________________________
Student’s Last Date of Attendance

____________________________________________________________________________________
Instructor Signature

____________________________________________________________________________________
Instructor’s Name (please print)

____________________________________________________________________________________
Position

____________________________________________________________________________________
Date  Institution  Department
NOTIFICATION OF ACTION
SCHOLASTIC STANDARDS COMMITTEE PETITION
Portland State University • Office of the Registrar
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 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.
  ☐ A _______ % refund of tuition and enrollment fees has been processed. This does not include other fees such as student health insurance, parking, or service usage fees.
  ☐ Your course has been added and tuition and fees now appear on your student account.
  ☐ Ask your instructor to submit a Supplementary Grade Report for the course when you have completed the course.
  ☐ 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 will not be posted.

☐ Your petition to the Scholastic Standards Committee has been denied for the following reason(s):
  ☐ Instructor documentation is required.
  ☐ Your petition contained insufficient documentation relating to why you could not meet the normal one year review deadline. The deadline will not be extended. Your request is beyond the committee’s guidelines.
  ☐ Your petition is based on inadmissible grounds.
  ☐ Your petition is not supported by acceptable documentation.
  ☐ The grade option you indicated was not available for your course.
  ☐ The committee feels your case is not sufficient to warrant an exception.

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

Sincerely,

Scholastic Standards Committee Chair
Date: ___________________