

# Guidelines for SCHOLASTIC STANDARDS COMMITTEE PETITION TO WAIVE DEADLINES FROM PRIOR TERMS



Please note: this petition is limited to undergraduate courses; if you are petitioning a graduate level course (500 or above) you will need to submit a Graduate Petition through the Graduate Council.

## **Purpose of the Petition**

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

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 only** (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>.

## **Limitations of this petition**

If this petition is approved you may not be allowed to petition again for the same circumstances. (Exceptional cases may permit a student to submit another petition, subject to the circumstances and at the discretion of the committee.)

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.

**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.**

## Completing the Petition

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. The full petition, including all statements and documentation remains in your student record after petition review. Petitions covering multiple requests must be submitted as one petition. Completed petitions must contain the following elements to be reviewed:

### Student Statement

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)

### Supporting Documentation

Attach the appropriate supporting documentation. All supporting documentation remains part of your student record after the petition review. Please keep copies of your documentation for your records. Examples include:

- **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

Please be sure to provide all of the requested information on this page. Failure to accurately and fully complete this page will result in a delay in receiving your 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 number: \_\_\_\_\_

Major: \_\_\_\_\_ Adviser: \_\_\_\_\_

Are you receiving Financial Aid? (MANDATORY ANSWER) \_\_\_\_\_ Yes \_\_\_\_\_ No

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

- Add Retroactively                       Drop or Withdraw Retroactively
- Change Grading Option (last term only)                       Administrative Grade Change (over 1 year)
- Extend deadline to make up incomplete. Next completion date: \_\_\_\_\_

Course (ex: BI 101): \_\_\_\_\_ CRN: \_\_\_\_\_ Term: F W Sp Sm Year: \_\_\_\_\_

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Course (ex: BI 101): \_\_\_\_\_ CRN: \_\_\_\_\_ Term: F W Sp Sm Year: \_\_\_\_\_

**Student Statement** (Give a clear explanation 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  
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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](mailto: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. You may also email your statement directly to [registrar@pdx.edu](mailto:registrar@pdx.edu).

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\_\_\_\_\_  
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

Please indicate how you would like to be notified of the committee's decision regarding your petition:

I am a current PSU student and would like to receive notification at my pdx.edu email address.

I would like to receive notification at the following email address:

\_\_\_\_\_

I would like to receive my notification through the mail at this address:

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please note: if you do not provide the information above the registrar's office cannot guarantee you will receive timely notification of the outcome of your petition.**

Signed \_\_\_\_\_

