

## 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. **The full petition, including all statements and documentation remains in your student record after petition review.** 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](http://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.

Please review SSC meeting dates and petition deadlines at <https://www.pdx.edu/registrar/ssc-deadlines>

**Submit the completed petition form and all supporting documents to:**

Portland State University, Office of the Registrar (FMH)  
PO Box 751, Portland, OR 97207-0751  
[registrar@pdx.edu](mailto:registrar@pdx.edu)

# 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

\_\_\_\_\_  
Major

\_\_\_\_\_  
PSU Advisor's Name

Do you currently reside in PSU Housing?

☐ Yes

☐ No

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 Confidential Advocacy at the Center for Student Health at Counseling at 503-725-6994. 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>

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## 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:

Fall 20____	Winter 20____	Spring 20____	Summer 20____
Fall 20____	Winter 20____	Spring 20____	Summer 20____

## PSU Academic Advisor Statement of Support

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

**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**

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**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

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

☐ 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 \_\_\_\_\_

