

# 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 retroactively (within 1 academic year)
- Change grade option (previous term only) Example: Fall term change only accepted during Winter
- Refund tuition charges when associated with a retroactive drop (within 1 academic year)
- Extend the deadline to make up an incomplete

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 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.

**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.**

### **Page 1 – 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. Note that all supporting documentation is destroyed after petition review. 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.

### **Page 2 – Instructor Statement:**

**An instructor's statement, signature and date are required for the committee to read the petition.**

- The instructor's statement must 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.

### **Page 3 – Notification of Action:**

Fill out the entire top portion of page three. Failure to complete the top of page three will delay petition response.

**PAGE 1 – STUDENT STATEMENT**  
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration, & Records  
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 \_\_\_\_\_ Drop retroactively  
\_\_\_\_\_ Change grade option, last term only \_\_\_\_\_ 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; use back or attach additional sheets if necessary.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Action: _____	Student notified by: _____
Date: _____	Date: _____
SSC Chair: _____	Filing: Student's permanent folder

**PAGE 2 – INSTRUCTOR STATEMENT**  
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration & Records  
PO Box 751 • Portland, OR 97207-0751

**Applicant:** 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 must return this form directly to the Office of Admissions, Registration, and Records (ARR).**

**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. Further, we seek your evaluation and/or support of the student's statement.

.....

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student ID

**Important: Return this statement directly to the Office of Admissions, Registration, and Records. Do not return your statement to the student.**

\_\_\_\_\_  
Student's Last Date of Attendance

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Instructor's Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Department

**PAGE 3 – NOTIFICATION OF ACTION**  
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration & Records  
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.
  - Your drop date has been changed resulting in a refund of \_\_\_\_\_ %.
  - You must pay tuition or late fees as appropriate. The registration forms for paying tuition, late fees, and /or other charges are now available at the Registration Window in the Neuberger Hall lobby.
  - Ask your instructor to submit a Supplementary Grade Report for the course when you have completed it, if he/she has not already done so.
  - 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):
  - Your petition contained insufficient information.
  - 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 decisions of the Deadline Appeals Committee or Academic Requirements Committee are final.
  - The committee feels your case is not sufficient to warrant an exception.
  - The committee feels the deadlines were adequately published.

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 Admissions, Registration, and Records, PO Box 751, Portland, OR 97207-0751.

Sincerely,

Scholastic Standards Committee Chair

Date: \_\_\_\_\_