PORTLAND STATE UNIVERSITY
DEPARTMENT OF CURRICULUM AND INSTRUCTION

Petition for Exception Form

This form is used to file a petition with the Department of Curriculum and Instruction to request an exception to the existing policies or guidelines, or to request that another review be considered following a decision made by the department. Complete this form in its entirety and attach any supporting documents as appropriate, along with other required forms. This petition is to be used only for matters that fall within the jurisdiction of the department. Student is responsible for filing other petition forms as necessary (e.g., transfer of credit, out of date validation,) with the Office of Graduate Studies and other offices on campus.

Name: _____ I.D. Number: _____
Last First

Address: _____
Street Apt. # City State Zip

Phone Number: ( )_____ E-Mail Address: _____

Please check the box that pertains to your petition for exception.

- ☐ Admission to a Program/Department
- ☐ Change of Grade
- ☐ Transfer of Credit
- ☐ Course Substitution
- ☐ Continuation in a Program/Department
- ☐ Defer Admission to a Program (specify Program and Start Date below)
- ☐ Other: _____

State clearly the purpose of the request and rationale for your petition. Attach documentation as appropriate to support the petition.

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Office Use Only:

☐ Approved ☐ Denied _____Date:_____
Program Coordinator/Director

☐ Approved ☐ Denied _____ Date: _____
Department Chair

Processed by: _____ Notified Student by: _____