

Guidelines for Academic Requirements Committee Petitions

The Academic Requirements Committee reads and makes decisions on petitions regarding academic regulations such as credit loads, transfer credits, and graduation requirements for all undergraduate degree programs. The Academic Requirements Committee does not review requirements for specific majors.

The committee will base their decision on three criteria:

1. Your personal statement (see **Justification of Request** below)
2. The required statement from the designated faculty member, staff member or advisor – Other statements that help explain your case are encouraged.
3. Your permanent university records, including all past petitions

Note: The committee has access to your permanent records and all prior petitions. Your records will be used for decision making.

Requesting that a Transfer Course or a Non-U Course Satisfy a Cluster Requirement

If your request falls under this designation, you need to **submit an essay** outlining how your specific course meets the four University Studies goals. These goals are outlined in the schedule of classes as well as on the University studies website: www.ous.pdx.edu

Justification of Request [Part 3 of the petition]

You must explain the circumstances that led to your petition. This explanation is very important and should be as clear and complete as possible. Please **sign and date** the personal statement.

The following documentation, if mentioned in your justification of request statement, strengthens your request to the committee and must be included with the petition:

- Medical documentation – letters from doctors, clinics or hospitals validating your situation
- Documents of birth or death
- Work schedule, verified by employer

Required Statement by Faculty or Advisor [Part 4 of the petition]

A statement written by the designated faculty member, staff member or advisor is required. See **Part 1** of the petition for personnel authorized to recommend action. If you have questions, ask your advisor. **The committee will not read a petition that does not include a statement.**

Notification of Action

Fill out the top part of the page (name and mailing address). Be advised that submitting a petition does not result in automatic granting of the request.

Please fill out the entire petition. If it is not completed and signed with the required signature, the committee will return the petition to you unread.

Academic Requirements Committee Student Petition Form

Please complete all sections. Well organized, legible, carefully documented requests with appropriate statements are essential for a student's case to be considered seriously.

Return petition to:
Portland State University
ATTN: Degree Requirements
PO Box 751
Portland, OR 97207

Name:		ID/SSN:
Address:		Day Phone:
		E-mail:
		Major:
		Advisor:
Proposed Grad Term:	Date of Petition:	Earned PSU Hours:

1. This petition is in regard to (check **ONE** box only; you must petition separately for each item):

For a petition on this subject ↓	→→→→→→→→	Part 4 must be completed by: ↓
<input type="checkbox"/> Freshman Inquiry	→→→→→→→→	Freshman Inquiry Coordinator
<input type="checkbox"/> Sophomore Inquiry	→→→→→→→→	Sophomore Inquiry Coordinator
<input type="checkbox"/> Upper Division Cluster	→→→→→→→→	Cluster Coordinator
<input type="checkbox"/> Senior Capstone	→→→→→→→→	Capstone Coordinator
<input type="checkbox"/> Transfer Transition	→→→→→→→→	Freshman Inquiry Coordinator
<input type="checkbox"/> Other (specify) _____	→→→→→→→→	Academic Advisor or Dept. Head

2. Brief Statement of action requested of the Committee:

DO NOT WRITE BELOW THIS LINE – CONTINUE ON NEXT PAGE

Action:	
Date:	

3. Justification of Request. Please explain in a clear concise manner why you should be exempted from the usual requirements. (e.g., if your petition is about catalog year, what would be different for you in the requested catalog?) You **must** document any claims made in this section.

Signature of Petitioner:

Date:

4. Required statement by faculty or staff (see section 1 of page 1. This statement is advisory and is not binding on the Committee's decision.

Name (please print):

Position/Title:

Signature:

Date:

Academic Requirements Committee

Degree Requirements

Notification of Action

Name:	To ensure prompt notification, please type or print address for use in window envelope.
Address:	

This notification of action on your petition to the Academic Requirements Committee is regarding:

Your petition has been:

Granted

Granted in part with a waiver of _____ credits of _____ requirement.

Denied

Comments:

Academic Requirements Committee Chair: _____

Date: _____