

Student's Name: _____ **ID#:** _____
PRINT Last Name First Name

1. Write a concise explanation of why you have not yet completed your degree or program requirements within the maximum enrollment limit. If more space is needed, attach another page.

2. List each remaining course required to complete your program and the terms in which you will take the courses. Use the format in the example below **Include the classes you are taking now** if your petition is for the current term. If more space is needed, attach another page.

	<u>Dept & No.</u>	<u>Course Title</u>	<u>Term & Year</u>	<u># Credits</u>
EXAMPLE	<i>Geog 462</i>	<i>Sense of Place</i>	<i>Winter 2011</i>	<i>4</i>

IMPORTANT: If any required classes shown on your Degree Audit Report are being waived or satisfied by substituting another course, the advisor must include a note on the DARS report to indicate how the required course(s) will be satisfied.

Return completed form to the Office of Financial Aid

Portland State University
PO Box 851
Portland, OR
97207-0851

Phone: 503-725-3461
Toll Free: 800-547-8887
FAX #: 503-725-5965

All the information included is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information I have submitted.

Signature: _____ Date: _____