

The Deadline Appeals Board reviews petitions and makes decisions on requests for registration changes for the current term. To request a change you must explain the extenuating circumstances which prevented you from meeting the registration deadline. Procedures for petitions to change one's registration information are listed below. Please follow the instructions carefully.

Students can request the following:

- ✓ Add, Drop, Withdraw course(s)
- ✓ Change grade option(s)
- ✓ Refund tuition charges when associated with a drop

**Please make sure you fill out the entire petition. Each section must be completed and signed. Incomplete petitions will be DENIED.**

### **PAGE 1:**

**Financial Aid Recipients:** Please note that if you wish to make late changes to your schedule that there may be Financial Aid implications. If you drop/withdraw from all of your classes you may owe some or all of the funds you have received. A late addition of classes after the Financial Aid census date (end of second week) doesn't mean a student's aid will still be approved. Please contact the Financial Aid Office prior to requesting late changes to your schedule.

### **Section 1 – Student Statement:**

1. **A student explanation, signature, and last date of attendance are *required*** for the committee to review the petition. Complete explanation and documentation will help the committee to understand your situation. Use the back of the petition or attach a separate sheet if additional room is needed.

- To add a class(es), provide a valid reason why registration was not possible before the deadline.
- To drop a class(es), or to request a refund, provide a valid reason why the class(es) should be dropped or why the class(es) wasn't dropped before the deadline. **Poor grades are not a valid reason to drop a class.**
- If requesting a greater refund than you already received, please indicate what percentage you are asking for.
- To change a grade option, provide an explanation as to why it was not changed before the deadline. **Better or worse than expected grades are not valid reasons to request a grade option change.**

2. Supporting documentation, if applicable, strengthens your request to the committee:

- Medical documentation – letters from doctor, clinic or hospital verifying your situation
- Police or traffic reports
- Work schedule verified by employer
- Documentation of birth or death
- Documentation of other reason(s) why grade option couldn't be changed, or add/drop couldn't be made by the deadline (e.g., hold on registration)

### **Section 2 – Instructor Statement:**

An instructor statement, signature, and date are ***required*** for the committee to consider the petition. You may attach an e-mail statement from the instructor.

- 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 2: Registration Form**

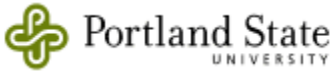
Complete the Registration Form. If all of the course information is not complete the petition may be denied or an incorrect class may be added.

### **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.

**Petitions are reviewed weekly throughout the current term and results are mailed directly to the student. All Undergraduate petitions must be submitted before grades post for current term. Graduate current term petitions are due before the beginning of the following term.**





# DEADLINE APPEALS BOARD PETITION

Submit petition to one of the following:

- Address:** PSU Office of Admissions P.O. BOX 751 Portland OR. 97207-0751
- In Person:** Registration counter located in Neuberger Hall Lobby.
- FAX:** 503-725-5525

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**FINANCIAL AID RECIPIENTS:** If you plan to drop or withdraw from all of your classes, or add classes after the second week of the term, you must get this form signed by the Financial Aid Office in order for your petition to be reviewed.

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1. STUDENT EXPLANATION:** Please give full explanation indicating what action you would like the Deadline Appeals Board to take. Attach supporting documentation or statement, if applicable.

**Last date of attendance:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this petition, I authorize the changes and accept all necessary actions associated with this petition. As a result of granting this petition, I understand that I may incur fee adjustments to my account and I authorize these adjustments as appropriate per the PSU Tuition and Fees Supplement and applicable Financial Aid Policies.

**2. INSTRUCTOR STATEMENT REQUIRED:** Instructor(s) must verify period of attendance for all requests. (If necessary, use a separate page). Grade option change requests must also include documentation of satisfactory progress.

**Instructor Name** (Please print): \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Last date of student attendance:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

**ID:** 9 \_\_\_\_\_

Petition applies to the following term:

**Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Action Requested:**  
(Check all that apply)

- Tuition Refund
- Add
- Drop (No "W" on Transcript)
- Add & Drop
- Grade Option Change
- Withdraw (after drop deadline)
- Resubmitting prior petition

**Official Use Only:**

Course Status: \_\_\_\_\_

Prior Petitions: \_\_\_\_\_

Approved with the following conditions:  
1, 2, 3, 4, 5, Comments  
\_\_\_\_\_

Denied for the following reasons:  
1, 2, 3, 4, 5, Comments  
\_\_\_\_\_

Resubmit Decision:  
\_\_\_\_\_

Decision Date: \_\_\_\_\_ Reg Clerk: \_\_\_\_\_



**DEADLINE APPEALS BOARD PETITION  
REGISTRATION FORM**  
(This form must be completed by the student)

ID: 

9									
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Term/Year: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

**I. ADD**

CRN	SUBJ	CRSE. NO.	SEC. NO.	TITLE	CREDIT HOURS	GRADE OPTION

**III. GRADE OPTION CHANGE (A-F, P/NP, AU)**

CRN	SUBJ	CRSE. NO.	SEC. NO.	CREDIT HOURS	CHANGE GRADE OPTION TO

**II. DROP / REFUND**

CRN	SUBJ	CRSE. NO.	SEC. NO.	TITLE	CREDIT HOURS

**Official Use Only:**

<p align="center"><b>Approved Petition:</b></p> <p>Date Processed: _____</p> <p>Add: _____ Drop: _____ Withdraw: _____</p> <p>Refund: _____ Grade Opt: _____</p> <p>Processed By: _____</p>
<p align="center"><b>Denied or Held Petition:</b></p> <p>Date Notification of Action completed: _____</p> <p>Processed By: _____</p>
<p align="center"><b>Resubmit Decision:</b></p> <p>Resubmit Date processed: _____</p> <p>Processed By: _____</p>
<p align="center"><b>Medical Documentation Destroyed:</b></p> <p>Processed By: _____ Date: _____</p>