

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 FRINQ, SINQ, Capstone or cluster coordinator, or adviser/department head – 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 on the PSU website (See: <http://www.pdx.edu/unst/university-studies-goals>)

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 FRINQ, SINQ, Capstone or cluster coordinator, or Advisor/Department Head [Part 4 of the petition]

A statement written by the designated University Studies cluster coordinator or adviser/department head 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. Attach your most recent DARS. 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
(NH 104)
PO Box 751
Portland, OR 97207

Name:		PSU ID:
Address:		Day Phone:
		E-mail:
		Degree & 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	→→→→→→→→	UNST FRINQ Coordinator*
<input type="checkbox"/> Sophomore Inquiry	→→→→→→→→	UNST SINQ Coordinator*
<input type="checkbox"/> Upper Division Cluster	→→→→→→→→	Cluster Coordinator* (See: http://www.pdx.edu/unst/sophomore-inquiry-and-cluster-courses for a list of current cluster coordinators)
<input type="checkbox"/> Senior Capstone	→→→→→→→→	UNST Capstone Coordinator*
<input type="checkbox"/> Other (specify) _____	→→→→→→→→	Academic Advisor or Dept. Head

*See University Studies Office Cramer Hall 117

2. Brief Statement of action requested of the Committee. Attach your most recent DARS.

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 petitioning catalog year, what would be different for you in the requested catalog?) You must provide documentation for all claims made in this section.

NOTE: If petitioning University Studies Upper Division Cluster, please explain below why you are petitioning and how you propose to meet cluster requirements, identifying the course and/or cluster you are seeking approval for. **Also, attach a separate statement** explaining how any non-cluster course you are requesting as a substitute meets University Studies four program goals. (See: <http://www.pdx.edu/unst/university-studies-goals>)

Signature of Petitioner:

Date:

4. Required statement by appropriate FRINQ, SINQ, Capstone or cluster coordinator, or adviser/department head if “Other” (see section 1 of page 1). This statement is advisory and is not binding on the Committee’s decision.

Name & Title (Print):

Signature:

Date:

DO NOT WRITE BELOW THIS LINE. FOR UNIVERSITY STUDIES USE ONLY

University Studies Review

Signature:

Date:

