

Guidelines for SCHOLASTIC STANDARDS COMMITTEE PETITION FOR REINSTATEMENT



The Scholastic Standards Committee reviews and adjudicates petitions for reinstatement from disqualified/dismissed *undergraduate* students.

Please read these instructions carefully. If the entire petition is not completed and signed, the committee will return it to you unread.

Procedures for the reinstatement petition are listed below.

The committee will base their decision on the following criteria:

- Your personal statement and one year academic plan
- A letter of recommendation or statement of support from faculty member or advisor
- Your permanent University record including all past petitions. If you attended any other college or university since disqualification/dismissal, you must submit official copies of those transcripts to the PSU Office of Admissions (unofficial copies may be attached to this petition)

Personal Statement & Academic Plan (required)

1. You must explain the circumstances that led to your academic disqualification/dismissal and the circumstances that now, in your opinion, would lead to greater performance in college. This explanation is very important and should be as complete as possible. Please make sure you sign and date the personal statement.
2. Create a one year academic plan, including your proposed schedule of classes (for each term you plan on attending during the year), information related to plans for advising, meeting with instructors/professors, and any other specific steps you plan on taking to improve upon your previous academic performance. Use the back of the petition or attach a separate sheet if additional room is needed.
3. Attach the appropriate supporting documentation (if applicable). Note that all supporting documentation is destroyed after petition review. Please keep copies of your documentation for your records.
 - Death in the family.** Provide a copy of the obituary, funeral announcement or death certificate.
 - Disabling illness or injury to the student.** Have your licensed health care professional submit a statement documenting your condition.
 - Disabling illness or injury to an immediate family member that required the student's care.** Have your family member's licensed health care professional submit a statement documenting their condition.
 - Emotional or mental health issue (for the student) that required professional care.** Have your mental health counselor submit a statement documenting your condition.
 - Other unusual circumstances beyond your control.** Provide any documentation needed to support your claim, if possible. Examples: if a fire or natural disaster occurred at your home, a statement from your insurance agent. If involving a legal matter a statement from your attorney or the police report. If your problem is related to work or childcare, a supporting letter from your employer or childcare provider should be provided.

Letter of Recommendation (required)

The committee will not read a petition without a letter of recommendation. The letter of recommendation must be from your advisor or an instructor. It must address the likelihood that you will succeed academically. The letter may be submitted on the form or on letterhead. Letters from an employer, parent, or friend can be included as additional support only. The required letter of recommendation is to be sent directly to the Office of Admission and Records by the advisor or instructor.

PERSONAL STATEMENT
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration, and Records
PO Box 751 • Portland, OR 97207-0751

Name of Student

Student ID

Indicate the term/year you were last disqualified/dismissed: _____

Advisor's Name _____ Major _____

Please attach a type-written and signed statement explaining the circumstances that led you to your academic disqualification/dismissal and the circumstances that would now lead to greater success in college. You should include information on major field changes, outside work, academic advising, and any relevant information that would aid the Committee in considering your petition. Any documentation to support your statement(s) needs to be included. You must also attach your one year academic plan, outlining the courses you will take each term and any specific resources you will utilize to ensure your improvement if reinstated.

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OFFICE USE ONLY

_____ Reinstated

_____ Denied Reinstatement

_____ Limited hours

_____ Academic Advising

Student notified:

By: _____ Date: _____

Filing: Student's permanent folder

SSC Chair Signature: _____ Date: _____

Comments:

LETTER OF RECOMMENDATION
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration, and Records
PO Box 751 • Portland, OR 97207-0751 • Fax: 503.725.5525

Applicant: A letter of recommendation is *required* as part of this petition. Please have your academic advisor or instructor address the likelihood that you will achieve your academic goals. The advisor or instructor must return this form directly to the Office of Admissions, Registration and Records.

Advisor: The below named student has been academically disqualified/dismissed and is applying for reinstatement. We seek your evaluation of the applicant's academic ability, persistence toward their education goals, and factors that you consider important in supporting this petition for reinstatement.

Name of Student

Student ID

Important: Return this letter of reference *directly* to the Office of Admissions, Registration, and Records.
Please do not return it to the student.

Signature

Name (please print)

Position

Date

Institution

Department

NOTIFICATION OF ACTION
SCHOLASTIC STANDARDS COMMITTEE PETITION

Portland State University • Office of Admissions, Registration & Records
PO Box 751 • Portland, OR 97207-0751

Name: _____

Student ID: _____

Address: _____

Day Phone: _____

----- DO NOT WRITE IN THE SPACE BELOW -----

- Your petition has been granted.** You have been reinstated but remain on probation. To avoid disqualification/dismissal while on probation, you must earn a 2.25 GPA for each subsequent registered term until your cumulative (total) GPA is a 2.00 or higher. A 2.00 or higher GPA returns you to Good Standing. Please talk with an academic advisor or see the PSU Bulletin (catalog) for more information.

Conditions:

- You are now eligible to register for _____ quarter.
- To register for classes, you must go to Admissions, Registration and Records in person. (located in the Neuberger Hall lobby)
- You may register during the next available registration period.
- Your course hour load is limited to 12-13 hours for three terms
- You must make an appointment with your academic advisor, preferably in your chosen major, as soon as possible for assistance in academic planning. If you do not have an advisor or have not selected a major, contact the UASC (503.725.4005) for assistance.
- Your academic records indicate specific difficulties in your chosen major. Please see a UASC advisor to discuss changing your major.
- Your petition has been denied.**
 - You have not provided sufficient evidence that you can successfully do college work at this time. The committee recommends that you provide transcripts of courses taken at another school (minimum 24 credit hours with a GPA of 3.0 or higher).
 - Your academic records demonstrate difficulties in your chosen major. Please consider another major, and petition the committee again with the support of that academic department.
 - Comments: _____

- Your petition is being returned** for the following reason(s)
 - Your petition has not been reviewed since it is incomplete. A letter of recommendation has not been received.
 - Your petition has not been reviewed since adequate documentation of your situation has not been received.
 - You have not included an academic plan.

Please note: Students on academic disqualification/dismissal cannot register for any Portland State University courses, including Extended Studies and Summer Sessions. If you have pre-registered and paid for course work for an upcoming term, your registration will be cancelled and any monies paid will be automatically refunded.

Student Rights: Although committee decisions are final, students have the right to include a statement contesting the decision in their educational records. To include such a statement, send a written request to PSU Office of Admissions, Registration, and Records, PO Box 751, Portland, OR 97207-0751.

Sincerely,

Scholastic Standards Committee Chair

Date: _____