



## **Petition to Change Academic Record, or Request Refund of Past Term Tuition and Fees For Undergraduate Courses**

If you are petitioning for a graduate-level course (500 or above) you will need to submit a Graduate Petition through the Graduate Council.

The **Scholastic Standards Committee** reviews and adjudicates petitions requesting changes to students' academic records for previous terms. The **Tuition & Fee Refund Committee** reviews requests for a full or partial refund of tuition and/or fees from a prior term. Students must demonstrate circumstances beyond their control that prevented them from adhering to posted academic deadlines. Approved petitions are considered to be a one-time exception to posted policies and deadlines. Lack of knowledge about posted deadlines is not a permissible criterion for this petition process.

Students can request the following:

- Add a class retroactively
- Drop or withdraw from a class retroactively
- Change grade option
- Extend the deadline to make up an incomplete or approve grade-to-grade change over 1 year
- Refund tuition and/or enrollment fee charges (does not include other fees such as student health insurance, parking, or service usage fees)

**Decisions of the committee are final. Should you disagree with the committee's findings, you may submit a letter of explanation to be placed in your academic file.**

Resubmission is only available if you are presenting new documentation that was not included in the original petition.

## Completing the Petition

Petitions submitted without the following documents will be considered incomplete and will not be reviewed by the committee.

✓ **Petition cover sheet:** Complete and sign the Petition Cover Sheet provided in this packet.

✓ **Student Statement:** On a separate page, provide a personal statement explaining the extenuating circumstances that prevented you from meeting university deadlines to make updates to your academic record.

### ✓ **Instructor Documentation**

#### **Add, Grade Option Change, Incomplete Extension, or Grade Change Over 1 Year**

- You **must** include a statement from the instructor(s) confirming the following:
  - Your attendance and/or participation in the course
  - The grade that would be assigned if the petition is granted, or
  - The new deadline agreed upon between you and the instructor

#### **Drop, Withdraw, or Tuition & Fee Refund**

- You **must** include a statement from the instructor(s) confirming **Last Date of Attendance** in the following circumstances:
  - You earned a D- or higher in the course (or a P if the course was taken Pass/No Pass)
  - You withdrew from the course and received a W which you are seeking to remove
  - The course was taken before Fall 2014.
- If you earned an F, X, or NP in the class, and it was taken in 2015 or later, you do not need to provide instructor documentation.

✓ **Supporting Documentation** Attach appropriate supporting documentation. All supporting documentation remains part of your student record after the petition review. Please keep copies of your documentation for your records. Examples include but are not limited to the following.

- **Death in the family:** Provide a copy of the obituary, funeral announcement or death certificate.
- **Disabling illness or injury to the student or family member:** Have your (or your family member's) licensed healthcare professional submit a statement documenting your condition.
- **Emotional or mental health issue:** Have your mental health counselor submit a statement documenting your condition.
- **Other unusual circumstances beyond your control:** Provide documentation that supports your claim. Examples: if a fire or natural disaster occurred at your home, a statement from your insurance agent; if you were involved in a legal matter, a statement from your attorney or the police report; if the problem was related to work, a supporting letter from your employer.

# SSC/TFRC Petition Cover Sheet

Name: \_\_\_\_\_

Major: \_\_\_\_\_

ID number: \_\_\_\_\_

Adviser: \_\_\_\_\_

## ACADEMIC RECORD CHANGES - reviewed by the Scholastic Standards Committee

Which of the following changes are you requesting?

- Retroactively add a course to my record.
- Retroactively drop or withdraw from a course.
- Retroactively change my grade option (from P/NP to A-F or from A-F to P/NP.)
- Change a grade earned more than 1 year ago to another grade (ex. C to A or NP to P)
- Extend the deadline to resolve an incomplete grade to: \_\_\_\_\_
- I am not seeking to make any retroactive changes to my academic record (refund only)

## TUITION & ENROLLMENT FEE REFUND - reviewed by the Tuition & Fee Refund Committee

Are you requesting a refund?

- Yes, I am requesting a refund.
- No, I am not requesting a refund.

Did you receive financial aid for the term(s) you are petitioning?

- Yes, I received financial aid.
- No, I did not receive financial aid.

## Indicate which courses/terms you are petitioning:

Course (ex: BI 101): \_\_\_\_\_ CRN: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

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Course (ex: BI 101): \_\_\_\_\_ CRN: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Once your petition has been reviewed, notification of the committee's decision will be sent to you via email to your pdx.edu email address. **If you do not have access to your pdx.edu email, please provide an alternate email address:** \_\_\_\_\_

Any information disclosed about child abuse or sexual assault/interpersonal violence may be subject to mandatory reporting requirements, which means that confidentiality cannot be guaranteed. To speak confidentially to a campus advocate prior to completing this form, please contact the Women's Resource Center at 503-725-5672 or the Queer Resource Center at 503-725-9742. For more information about campus resources and reporting obligations, please visit the following websites:  
<http://www.pdx.edu/sexual-assault>; <http://www.pdx.edu/ogc/mandatory-child-abuse-reporting>

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Submitting the Petition & Frequently Asked Questions

The Scholastic Standards Committee and the Tuition & Fee Refund Committee review petitions regularly throughout each term. **Completed Petitions are due at 5:00 PM on the Friday before the next meeting date (unless otherwise noted.)** A full schedule of meeting dates and deadlines is available online here:

<https://www.pdx.edu/registration/scholastic-standards-committee-ssc-petition-deadlines>

Completed petitions may be submitted to the Registrar's office by:

**Mail:** Office of the Registrar, PO Box 751, Portland, OR 97207-0751

**Fax:** 503-725-5525

**Email:** [registrar@pdx.edu](mailto:registrar@pdx.edu)

**In person:** The registration window in the Fariborz Maseeh Hall Lobby is open between 9 AM and 5 PM Monday through Friday (excluding holidays)

You will be notified of the outcome of your petition by email within one to two business days of the meeting at which your petition was reviewed.

### Frequently Asked Questions

**Q: What if I am petitioning for more than six courses?**

A: If you are petitioning for more courses than there is space for on the provided form, please attach an additional sheet.

**Q: What if I am petitioning for more than one term?**

A: All courses being petitioned due to the same extenuating circumstances should be submitted in one petition. If you are petitioning multiple terms due to different sets of circumstances, those should be submitted as separate petitions.

**Q: What if I can't remember my course information?**

A: You can find your course information by going to "View My Schedule" in the registration hub and selecting the appropriate term from the drop down menu. If you need assistance accessing your student account, please contact the Registrar's office.

**Q: What if I need an instructor's statement for my petition, but I can't get in touch with the instructor? What should I do?**

A: If you cannot reach your instructor we recommend reaching out to their academic department for assistance. Departments are best positioned to either help you connect with your instructor or to provide alternate supportive documentation if necessary.

**Q: What if I am not petitioning for an academic records change, just for a refund?**

A: Your petition will be forwarded to the Tuition & Fee Refund Committee without being reviewed by the SSC.