

## **GRADUATE PETITION INFORMATION AND INSTRUCTIONS**

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A student may petition the Graduate Council for a waiver of a University graduate academic regulation or degree requirement. The responsibility of initiating the petition rests with the student. All students are responsible for familiarity with information published in the *Portland State University Bulletin*, including the section on Graduate Studies and the section listing the requirements for the degree and the offerings and requirements of the major department. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or of the assertion that the student was not informed by the adviser or other authority. Portland State University's accreditation requires that students' transcripts be an accurate reflection of their academic record. The decision of the Graduate Council is final.

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### **Please read these instructions carefully. They contain essential information for submitting a complete petition.**

#### Page 2 – Student information and statement

- Complete the information on the top of page 2. This form is available at [http://www.gsr.pdx.edu/ogs\\_forms.html](http://www.gsr.pdx.edu/ogs_forms.html) and we encourage students to fill out the form online to ensure legibility. After completing the form online, it must be printed for signature and date. Petitions without an original student signature and date will be returned to the student.
- Provide an explanatory statement in support of your petition request. Include details of the courses involved, including course name and number, section, CRN, and term. If relevant, include copies of GO-12, GO-21, and/or GO-10 forms. Present clear and concise information about the factors that prevented University policy from being followed in this case.
- Extenuating circumstances must be documented. Some examples of required documentation are:
  - Medical documentation: letters from medical providers, hospital or clinic admission and/or discharge papers, etc.
  - Legal documentation: court papers, police reports, letters from legal professionals, etc.
  - Work schedules verified by employer or dated job offers
  - Documentation of birth or death
- Fill in your name and PSU ID number on the top of pages 3, 4, and 5; if the form is completed online, pages 4 and 5 will be filled in automatically

#### Pages 3 & 4 – Instructor / Adviser statements

- A petition that deals with a specific course must include a statement from the instructor of that course.
- A petition that deals with the student's general academic program must include a statement from the student's faculty adviser.
- A student's faculty adviser needs to be aware of all aspects of a student's progress in the program, so all petitions must be reviewed and signed by the student's faculty adviser even if the petition request deals with only one course. (Students not admitted to a graduate program will not have a faculty adviser; in such cases, page 4 is not required.)

If unclear as to whether a specific petition requires an instructor statement, adviser statement, or both, contact Graduate Studies.

#### Instructor statement

- The Instructor statement must confirm attendance or non-attendance in the course, demonstrate knowledge of the situation, and provide the instructor's recommendation and rationale as to whether University policy should or should not be waived in this case.

#### Adviser review and/or statement

- A student's faculty adviser needs to be aware of all aspects of a student's progress in the program, so all petitions must be reviewed and signed by the student's faculty adviser even if the petition request deals with only one course. Advisers may choose to provide a statement in such cases, but this is not required.
- Advisers must provide a statement for a petition that deals with the student's general academic program.
- The statement must demonstrate knowledge of the situation and provide the adviser's recommendation and rationale as to whether University policy should or should not be waived in this case.

#### Page 5 – Department Chair or Department Graduate Committee Chair statement

- The petition should be routed to the Department Chair or Department Graduate Committee Chair only after all other materials are in place.
- The statement must demonstrate knowledge of the situation and provide the department's recommendation and rationale as to whether University policy should or should not be waived in this case.

**Submit completed Graduate Petitions to the Office of Graduate Studies, 600 Unitus (SW 4<sup>th</sup> and Lincoln).  
Incomplete petitions will not be reviewed by the Graduate Council**

**GRADUATE PETITION**  
**STUDENT INFORMATION / PETITION REQUEST**

read all instructions on page 1 before completing this page

Name \_\_\_\_\_ PSU ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail (**PRINT CLEARLY**) \_\_\_\_\_ Day phone (\_\_\_\_) \_\_\_\_\_ Other phone (\_\_\_\_) \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

If not an admitted graduate student, use the space above to indicate current status: post-bac, quick entry, undergraduate, etc.

State the issue being petitioned and provide an explanatory statement in support of your petition request. Include details of the course or courses involved, including course name and number, term, and CRN. If relevant, include copies of GO-12, GO-21, and/or GO-10 forms. Present clear and concise information about the factors that prevented University policy from being followed in this case. Extenuating circumstances must be documented. The decision of the Graduate Council is final.

I hereby petition the Graduate Council to \_\_\_\_\_  
(identify **SPECIFIC** PSU policy/regulation addressed and action requested)

This statement may be attached on a separate piece of paper.

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

**OGS Use Only**

Action by the Graduate Council / Graduate Office

Approval / Denial \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PETITION  
INSTRUCTOR STATEMENT**

Student Name \_\_\_\_\_ PSU ID # \_\_\_\_\_

This statement must confirm attendance or non-attendance in the course, demonstrate knowledge of the situation including possible extenuating circumstances, and provide the instructor's recommendation and rationale as to whether University policy should or should not be waived in this case.

A signed statement may be attached on a separate piece of paper. An email may be attached in lieu of a signed statement.

I recommend:

Approval / Denial (circle one) \_\_\_\_\_  
signature

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PETITION**  
**ADVISER REVIEW AND/OR STATEMENT**

(students not admitted to a graduate program will not have a faculty adviser; in such cases, this page is not required)

Student Name \_\_\_\_\_ PSU ID # \_\_\_\_\_

- A student's faculty adviser needs to be aware of all aspects of a student's progress in the program, so all petitions must be reviewed and signed by the student's adviser even if the petition request deals with a course that was not taught by the adviser. Advisers may choose to provide a statement in such cases, but this is not required.
- Advisers must provide a statement for a petition that deals with the student's general academic program.
- The statement must demonstrate knowledge of the situation including possible extenuating circumstances and provide the adviser's recommendation and rationale as to whether University policy should or should not be waived in this case.

A signed statement may be attached on a separate piece of paper. An email may be attached in lieu of a signed statement.

Please check one:

\_\_\_\_ I have reviewed this petition without providing a statement

\_\_\_\_ I have reviewed this petition and provided a statement

I recommend:

Approval / Denial (circle one) \_\_\_\_\_

signature

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PETITION**

**DEPARTMENT CHAIR OR DEPARTMENT GRADUATE COMMITTEE CHAIR STATEMENT**

Student Name \_\_\_\_\_ PSU ID # \_\_\_\_\_

This statement must provide the department's recommendation and rationale as to whether University policy should or should not be waived in this case. The statement must also demonstrate knowledge of the situation including possible extenuating circumstances; this knowledge may be based on the content of student, instructor, and adviser statements.

A signed statement may be attached on a separate piece of paper.

**This petition is not complete without a signed statement from the Department Chair or Department Graduate Committee Chair**

I recommend:

Approval / Denial (circle one) \_\_\_\_\_  
signature

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

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