

## Petition Instructions

- 1) **Petitions are requests for exceptions to university policy and approval is not guaranteed.**
- 2) Complete the student information section.
- 3) Read the petition guidelines below and sign indicating that you understand the guidelines and your responsibilities.
- 4) If you are submitting this petition due to a medical emergency, submit documentation with your petition.
- 5) Complete the section that applies to the specific request you are making, per the instructions below.
  - a. **Section Change** (e.g., BI 101 section 001 drop in order to add BI 101 section 002) - Mark the Section Change box
    - i. Mark the Course Add box & provide the requested course information for the course you wish to add.
    - ii. Mark the Course Drop box & provide the requested course information for the course you wish to drop.
    - iii. Instructor Section for Late Add - Instructor provides the beginning date of attendance and feasibility of completion. Department representative signs the forms indicating departmental approval/disapproval.
    - iv. Instructor Section Late Drop/Withdrawal - Instructor provides the last date of attendance and indicates if the final exam was taken. *Note:* Even if it is the same instructor, both add and drop sections of the form must be completed.
  - b. **Course Add** - Mark the Course Add box on the petition and provide requested course information
    - i. Instructor Section for Late Add – Instructor provides the beginning date of attendance and feasibility of completion. Department representative signs the forms indicating departmental approval/disapproval.
  - c. **Course Drop** (course removed from transcript) – Mark the Course Drop box and provide requested course information.
    - i. Instructor Section Late Drop/Withdrawal – Instructor provides the last date of attendance and indicates if the final exam was taken.
  - d. **Course Withdrawal** (a “W” on transcript) – Mark the Course Withdraw box & provide requested course information.
    - i. Instructor Section Late Drop/Withdrawal - Instructor provides the last date of attendance & indicates if the final exam was taken.
  - e. **Change Grading Basis** – Mark the Change Grading Basis box & provide requested course information.
    - i. No instructor input is required.
  - f. **Change Course Credits** – Mark the Change Course Credits box & provide requested course information.
    - i. Instructor Section for Late Add - Instructor provides the beginning date of attendance and feasibility of completion. Department representative signs the forms indicating departmental approval/disapproval.
  - g. **Maximum Credit Hour Overload** - Mark the Maximum Credit Hour Overload box & provide requested information.
    - i. Petition to request a maximum hour credit allowance of 25 credits or more in a term.
    - ii. No instructor input is required.
  - h. **Withdrawal from University** (a “W” in all courses for the term) – Mark the Withdraw from the University box.
    - i. Instructor Section Late Drop/Withdrawal: The instructor for each enrolled course for the term must provide the last date of attendance & indicate if the final exam was taken.
    - ii. Attendance and final exam information may be submitted via a separate sheet of paper (or via email) and attached to the petition form.
- 6) Provide complete and legible explanations for the change and for lateness.
- 7) **Undergraduates** must obtain the signature of your college head advisor for any request.
- 8) **Graduate students** must obtain the signature of the Graduate Dean in the Head Advisor/Graduate Dean Comments section for any request.
- 9) In addition to any other required signatures, **International** students must meet with their International Advisor to discuss the issue and any effects on visa status, provide comments, and sign the form.
- 10) It is **highly recommended** that students obtain the comments and signature of their academic advisor in order to provide the ARC with supplementary information on the situation resulting in the submission of this petition as well as to ensure the student is aware of any consequences that may result from the requested action.
- 11) Return the completed petition to the Office of the Registrar for review by the Academic Requirements Committee.
- 12) **Incomplete petitions will be returned to the student.**
- 13) The student will be notified via ONID email by the Office of the Registrar regarding the outcome of their petition.

## Petition for Late Change of Registration

According to Academic Regulations 7, 11, 12, 13, 18.

Name _____	Student ID# _____
<small><i>Last</i></small>	<small><i>First</i></small>
<small><i>MI</i></small>	
Phone _____	College _____
Changing Term _____	

**If you are an International student**, check this box and have your international advisor complete the section on page two.

**If you are submitting this petition due to personal or family medical conditions, accidents, or death**, by checking this box you indicate that you have attached official documentation required for petition review.

	CRN	Subject	Course#	Credits
<input type="checkbox"/>	Section Change – (e.g., MTH 252 sec 01 to MTH 252 sec 02) give course add & course drop information on lines below.			
<input type="checkbox"/>	Course Add	_____	_____	_____
	<small>(\$20 will be charged per course added.)</small>			
<input type="checkbox"/>	Course Drop	_____	_____	_____
	<small>(\$20 will be charged per course dropped.)</small>			
<input type="checkbox"/>	Course Withdraw (W grade)	_____	_____	_____
	<small>(\$20 will be charged per course withdraw.)</small>			
<input type="checkbox"/>	Change Grading Basis	_____	_____	From _____ To _____
	<small>(A/F to S/U or S/U to A/F, after 7<sup>th</sup> week deadline, instructor comment not required) (\$20 will be charged per change.)</small>			
<input type="checkbox"/>	Change in Course Credit	_____	_____	From _____ To _____
	<small>(Variable credit courses only.) (\$20 will be charged per course changed.)</small>			
<input type="checkbox"/>	Maximum Credit Hour Overload	Desired Max Total Hours	_____	
	<small>(Instructor comment not required.)</small>			
<input type="checkbox"/>	Withdraw from University (after Friday of Dead Week)			

*Please write legibly or attach a separate sheet of paper with your typed answers to these questions.*

**Reason for change?** <sup>1,2</sup>

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**Why were you unable to meet original deadlines/make registration changes in a timely manner?**

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1 Academic Requirements Committee considers requests for one-time exceptions to deadlines and is not the entity from which to request accommodations related to a disability.  
 2 We are required, under law, to report certain types of incidents to appropriate offices/authorities, therefore we cannot guarantee that this information will remain confidential.

**Instructor Section for Late Add: (REQUIRED: Attendance date, completion question, comments & signature.)**

Beginning Date of Attendance \_\_\_\_\_ Does the student have a reasonable chance to complete?  Yes  No

Comments \_\_\_\_\_  
\_\_\_\_\_

**Instructor:**  Support  Do Not Support

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department:**  Support  Do Not Support

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor Section for Late Drop or Withdrawal: (REQUIRED: Attendance, Exam, & signature.)**

Last Date of Attendance \_\_\_\_\_ Did the student take the final exam?  Yes  No

Comments \_\_\_\_\_  
\_\_\_\_\_

Support  Do Not Support

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Advisor Comments & Signature (Completion of this section is *highly recommended*.)**

\_\_\_\_\_  
\_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**International Advisor Comments & Signature (Advisor, please ensure student is aware of effects on visa status)**

Initiation Date of Reduced Course Load \_\_\_\_\_  
\_\_\_\_\_

Have you discussed this with the student? Yes / No (*Circle answer*)

Support  Do Not Support

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Undergraduate College Head Advisor / Graduate School Dean Comments:**

\_\_\_\_\_  
\_\_\_\_\_

Have you discussed this with the student? Yes / No (*Circle answer*)

Support  Do Not Support  Committee Discretion

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Information for Student Petitions to the Academic Requirements Committee for Transactions After Required Guidelines

- **Petitioning the Academic Requirements Committee (ARC)** – Students may petition the ARC for exceptions to Academic Regulations (<http://oregonstate.edu/registrar/petitioning-academic-regulation>).
- **Complying with Academic Regulations** – Students are responsible for knowing and complying with the Academic Regulations and deadlines as published in the [Catalog/Schedule of Classes](#). Students are responsible for decisions they make, such as a decision to choose S/U grading for a course.
- **Suspended Students** – Suspended students may not petition the ARC. A suspended student may apply for reinstatement via the Academic Standing Committee. Students who are academically suspended are denied all privileges of the institution and of all organizations in any way connected to it until they are reinstated to the university.
- **Financial consideration** – Students whose reason to seek an exception to a regulation is solely to alleviate a financial situation may wish to contact the OSU Business Affairs, 541-737-3775. Academic petitions are not approved to resolve financial concerns.
- **Petitions for terms 3 years prior** – Petitions for exception to academic regulations will not generally be approved if the circumstance is more than 3 years in the past.
- **Expectations** – Petitions are requests for exceptions to university policy and approval is not guaranteed.
- **The role of instructor & advisor comments/approvals** – Instructor’s and advisor’s comments and approvals are advisory and are not binding on the committee’s decision.

**Late Course Add** – Considered only if instructor approves the request and verifies that the student: 1) has been participating in class; and 2) has a reasonable chance to complete the course by the end of the term. In addition, the student must provide the reasons why the request is late, and the reason for the request.

**Late Course Drop** – These can be approved even if a student did attend the class, as long as they stopped attending before the deadline. These are automatically approved by the Registrar’s Office through the 10<sup>th</sup> week of the term. If attendance goes beyond the drop deadline, the committee has the latitude to deny the petition if the student’s narrative does not provide a valid explanation for why they failed to drop the course and/or that there was intent to drop. If appropriate, official medical documentation for late course drops is required, regardless of the point at which a student’s attendance ended. **Financial consideration** is the responsibility of **Business Affairs**, not the ARC, the Registrar’s Office, or the faculty.

**Late Section Changes (Add/Drops)** – Requests for late changes in sections within the same course are considered only when the instructor and college head advisor approve. Registration errors such as section changes, add/drops due to incorrect CRN numbers and the like, are usually automatically approved when the instructor and college head advisor approve.

**Late Audit** – Students may register to audit a course during the second week of the term (days 6 to 10) only. Requests to change to or from an audit registration after the end of the second week must be accompanied by convincing evidence that the change could not be done on time. Changing from registration to audit later in the term to avoid a “W” or a bad grade is not allowed.

**Late Change of Grading Basis – (A/F to S/U and S/U to A/F)** The deadline for changing grading basis is Friday of Week 7\*. Petitions to change grading basis (A/F to S/U and S/U to A/F) after the deadline are **usually not approved**. The following are NOT valid reasons for changing grading basis after the deadline:

- 1) Doing more poorly in a class (to change to S/U after the deadline)
- 2) Doing better than expected in a class (to change to A/F grading)
- 3) Earning a poor result on a midterm or paper after the deadline for changes of grading basis

**Late Course Withdrawal** – A late withdrawal from an individual course is granted only when there are documented reasons—such as family emergencies, registration error or illness—as to why a student could not withdraw by the deadline (end of the 7th week\*). Documentation for late course withdrawals is typically required, regardless of the point at which a student’s attendance ended. Poor performance in a course is not a valid reason for a late withdrawal. Students should explain selectivity of withdrawal from individual courses rather than a Withdrawal from the University. If the petition is denied, students will receive the grade they earned. **Students who have completed the course, and taken finals, are not eligible to withdraw from the course.**

**Return to:**

**Withdrawal from the University for the Term (refer to [Academic Regulation 13](#))** (Withdrawal from **all classes**) – Withdrawal from the University is permitted through Friday of the 10th week of classes (Dead Week\*). Approval of a late withdrawal from the university is **based on attendance/non-attendance and completion/non-completion of finals as verified by the instructor, and documented medical, psychological, or family situations** which prevented completion of the term. Students who have **completed the term, and taken finals**, are **not eligible** for late withdrawals from the term. Withdrawal for health or accident emergencies resulting in incomplete grades is available the last four weeks of the term. Students must provide documentation of the emergency.

**Signatures** (in order):

1. Instructor's comments and signature must be obtained first. Instructor should verify attendance/nonattendance and ability to complete the course. Additional comments are welcome and helpful. (Instructor signature not required for change of grading basis for maximum course overload).
2. Academic Advisor comments and signature are highly recommended when appropriate.
3. International advisor comments and signature are **required** for all international students.
4. College head advisor signature is required for undergraduates. Graduate students must obtain the Graduate School dean's signature.

**College Head Advisors:**

College of Agricultural Sciences, Strand Ag Hall 137  
College of Business, Austin Hall 122  
College of Earth, Ocean, and Atmospheric Sciences, Wilkinson Hall 102  
College of Engineering, Batcheller Hall 151  
College of Forestry, Snell Hall 404  
College of Liberal Arts, Gilkey Hall 213  
College of Pharmacy, Pharmacy Hall 203  
College of Public Health and Human Sciences, Women's Building 105  
College of Science, Kidder Hall 128  
University Exploratory Studies Program, Waldo Hall 102

**\* Deadlines for Summer Session differ from the regular terms. Please see "Important Registration and Related Dates" in the Summer Session Schedule of Classes.**

**I have read the Guidelines and understand my responsibilities in submitting the Petition.**

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