
Please read these instructions carefully -

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- Complete the information on the top of page 2. This form is available at <https://www.pdx.edu/gradschool/forms> and we encourage students to fill out the form electronically to ensure legibility.
 - Provide an explanatory statement in support of your petition request. Include details of the course(s) involved, including course name and number, term, and CRN. 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 on the top of pages 3, 4, and 5; if the form is completed electronically, this information 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.
 - See information on the top of pages 3 and 4 for

**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**

