

**ACADEMIC STANDARDS PETITION PROCESS**

1. Meet with your advisor to discuss the type of petition you are filing, to ensure it is completed correctly and to determine whom you need to see to obtain the appropriate required signatures. (See below for signature requirements and on the reverse for more detailed information).
2. Complete the first two sections of the petition and have your advisor complete their section.
3. See all other appropriate staff to obtain the required signatures for Section 3 of the form (see below for requirements and on the reverse for more detailed information).
4. Turn the form into Student First Stop Center. Please note the deadline, notification and appeal processes described below.
5. Where indicated, Program Director signatures are required for the following degrees: Culinary Arts, Nursing, Pharmacy Technician, and Rural Health Aid.

TYPE OF PETITION	SIGNATURES REQUIRED		
	Advisor	Instructor and/or Program Director	Division Director
<b>Exception to Policy:</b> Graduation Application Due Date	✓		
<b>Exception to Policy:</b> Catalog Year Change	✓	Program Director ✓	✓
<b>Exception to Policy:</b> Substitution of Courses	✓	Instructor ✓	✓
<b>Exception to Policy:</b> Graduation Requirements, Degree Requirements, Time Requirements	✓	✓	✓
<b>Other:</b> <b>Ask about signatures</b>	✓	✓	✓

**Deadline to Submit Petition:** The Academic Standards Committee generally meets every other week. Petitions are reviewed in the order they are received. Depending on the number of petitions received your petition may or may not be reviewed at the next scheduled meeting. Petitions submitted after Monday at 12:00 p.m. of the scheduled meeting week are not guaranteed to go to the committee that same week. Graduation application due date petitions are approved on a regular basis, however, there is no guarantee that your name will be included in graduation materials such as the program and newspaper due to the late submission of your request.

**Notification of Decision:** Your notification of the committee decision will be mailed to you within ten business days of the meeting. You may also call 541-888-7246 after 10:00 a.m. following the scheduled meeting date to inquire about the outcome of your petition.

**Denial of Petition Appeal Process:** If your petition is denied, you have the right to appeal the decision to the Academic Standards Committee by appearing in-person to the committee. To request an in-person appeal you must provide written notice to the Transcript Evaluator's office within 30 days of the date on the notification of decision letter. You will be able to appear in-person at the next available scheduled meeting of the Committee and you will be given the date, time & place of the meeting at the time you submit your appeal. The decision of the Academic Standards Committee in-person appeal is final. If the appeal is denied you have further rights as stated in the Student Code of Conduct/Student Rights and Responsibilities policy.

## Type of Petition and Signature Requirements

TYPE OF PETITION		WHY FILE THE PETITION	SIGNATURES REQUIRED
<b>ALL PETITIONS REQUIRE A SEPARATE PETITION FORM FOR EACH TYPE OF REQUEST</b>			
1.	Graduation Application Due Date	Required when you miss the deadline for filing the graduation application for the term you desire to graduate	<b>Advisor</b>
2.	Catalog Year Change	Required when you want to change the year of the catalog to meet graduation requirements to a previous catalog year; must have taken courses during that year.	Advisor Program Director – required only for certain programs * (see below)
3.	Substitution of Courses	Required when you want to request a course substitution: e.g., substitute SP 119 for SP 111 or WR 123 for 214T	Advisor Instructor – this requires the signature of the instructor teaching the course you are substituting for e.g., SP 111 instructor needs to sign, and Division Director
4.	Waiver of Policy, Criteria, Date		Advisor, Instructor and Division Director
5.	Other:	Required when you want to request an exception to a College policy – state the policy and determine with your advisor the appropriate signatures	Varies – Required: Advisor or Counselor Program Director when the request is related to program requirements Instructor when the request is related to course work for a particular class Division Director is always needed.

- Culinary Arts, Nursing, Pharmacy Technician, Rural Health Aid