



OFFICE OF THE REGISTRAR  
5000 DEER PARK DRIVE SE, SALEM, OR 97317-9392  
503-375-7017 | 503-585-4316 fax

# GENERAL PETITION

**Instructions:** A petition for an academic appeal should be addressed to either the Registrar or appropriate Dean/Program Chair. Please print clearly and obtain the necessary signatures. Printed copies of supporting documentation may be attached. Return completed form to the Registrar's Office.

Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_ GPA: \_\_\_\_\_

Advisor's Printed Name: \_\_\_\_\_

Reason for Petition:

Student's Signature: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Approve

Reject

Registrar's Signature: \_\_\_\_\_

## **ACADEMIC APPEALS PROCESS**

If students experience a conflict regarding an academic issue, students must initiate the appeals process. All appeals by any party must be made in writing that provides all previous documentation along with a rationale for why the previous decision is being appealed. All appeals must be made within 10 days of the previous decision.

### **APPEAL PROCESS FOR CLASS/COURSE ISSUES:**

- Meet with the faculty member in person and discuss the issue seeking to resolve the issue.
- Meet with the advisor and document in writing your efforts to resolve the conflict.
- If a resolution does not result, a written appeal must be presented within ten days to the Dean or Program Chair who will attempt to resolve the dispute.
- If a resolution does not result, a written appeal must be presented within ten days to the Provost who will review the appeal and meet with student, faculty member involved and immediate faculty supervisor. • The next step of appeal is to the Academic Council.

### **APPEAL PROCESS FOR ACADEMIC POLICY ISSUES:**

In the event that a student wishes to appeal a decision made regarding the application of academic policy or that the individual is asking for an exception to academic policy the following outlines the appeal process.

- A written petition must be completed and submitted to the Registrar's office.
- If the student wishes to appeal this decision, it must be done in writing and state the grounds for the appeal. For an appeal to be reviewed by the Provost, one of two things must be true:
  - The policy was not applied in a fair or equitable manner.
  - There is new information that needs to be considered that was not available when the previous decision was made.
  - If neither of these elements is present, then the appeal will not be reviewed by the Provost.
- A student may appeal a decision by the Provost to the Academic Council. One of the two above elements must be present for the appeal to be heard by the Academic Council.

**The decision and recommendations of the Academic Council will stand in all academic appeals and petitions.**