Return to:
Registrar's Office
Oregon State University, B102 Kerr Administration Building, Corvallis, OR 97331-2130
T 541-737-4331 | **F** 541-737-8123 | registrars@oregonstate.edu | http://oregonstate.edu/registrar

Petition Instructions

This is a **multi-purpose** form. Carefully read the instructions for the action you would like to request and complete the petition accordingly. Complete the student information section and the section that applies to the specific request you are making. Return the completed petition to the Office of the Registrar.

Extension of Time to Remove Incomplete Grade

A student may petition via the Office of the Registrar for an extension of the one calendar year deadline with the concurrence of the faculty. An approved petition will grant an extension of a single additional term, with a maximum of three total extensions being possible. An approved petition for an extension of time to remove an incomplete will be voided at the time of degree conferral. The petition must be submitted before the one-year deadline is reached.

To request an extension, complete the Extension of Time to Remove Incomplete Grade section of this form. Indicate the course subject, course number, CRN, and credits of the course. In consultation with the instructor, indicate during what term the incomplete was issued and in which term it will be completed. Instructor and departmental approval is required. Submit the completed petition and a completed Contract for Completion of I Grade to the Office of the Registrar. If all documents are provided, and the instructor and department approve, and the student is eligible, an extension of a single term will be granted.

Examination for Credit/Waiver

A regularly enrolled student in good standing, either graduate or undergraduate, currently registered at Oregon State University and wishing credit for an OSU course for which a grade has not been previously received, may petition for credit/waiver by examination. Refer to Academic Regulations 23 & 24 for additional information.

To petition for credit or waiver of a course, complete the Examination for Credit/Waiver section of the petition. Indicate the course subject, course number, credits of the course and print the name of the instructor offering the test and completing grading. Check the box associated with Credit if it is your desire to receive credit for the course. If you choose to pursue exam for credit you must choose a grading basis (A-F or S/U) for the course. Check the box associated with Waiver if you wish to waive a course requirement. Provide the explanations requested and obtain approval from the individuals listed on the form. Return the completed form to the Office of the Registrar. An $80 exam fee will be charged for each course that the student tests for.

Graduation Requirements

This section is used to petition for an exception to university level requirements such as university GPA, academic residency, and upper-division credit requirements. Exceptions to Bacc Core, major, minor, etc., must be referred to the student's college. Complete the Graduation Requirements section and explain your request. The form should then be given to your college head advisor for their comments and signature. Return the completed petition to the Office of the Registrar. It will then be reviewed by the Academic Requirements Committee and a decision rendered.

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OSU Petition for Approval

As Required by Academic Regulations.

Please return this petition with a copy of your unofficial transcript to the OSU Registrar's Office.

The Student is responsible for verifying results of this petition with the OSU Registrar's Office.

Name _____ Student ID# _____
Last *First* *MI*

Address _____

Phone _____ College _____ Date _____

Signature _____ Class Standing _____

COMPLETE THE SECTION APPROPRIATE TO YOUR REQUEST

Extension of Time to Remove Incomplete Grade (Academic Regulation 17)

Subject _____ Course# _____ CRN# _____ Credits _____

Term "I" awarded _____ Term "I" to be completed _____

Reasons for extension: _____

_____

_____

_____

Approve ☐ Disapprove ☐ Approve ☐ Disapprove ☐

_____ _____
Instructor Signature Date Departmental Signature Date

Examination for Credit or Waiver (Academic Regulation 23 and 24)

Subject _____ Course# _____ Credits _____

Name of Instructor Administering & Grading the Exam (please print): _____

☐ **Exam for Waiver** ☐ **Exam for Credit** — Choose a grading method ☐ S/U or ☐ A/F

Why are you requesting this exam? _____

_____

_____

Why do you believe you can pass this exam? _____

_____

_____

Required Recommendations & Signatures

Approve ☐ Disapprove ☐ _____
Chair of Academic Dept. the course is offered in Date

Approve ☐ Disapprove ☐ _____
Dean of Academic College the course is offered in Date

Approve ☐ Disapprove ☐ _____
Head Advisor of the Student's Academic College Date

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Graduation Requirements:
Includes non-college requirements such as total GPA, hours off campus, upper-division level courses & late application to graduate. Exceptions to Bacc Core, major, minor, etc., must be referred to appropriate college.

Student Request: _____

_____

_____

_____

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_____

Head Advisor Comments: _____

_____

_____

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_____

Approve ☐ Disapprove ☐ _____ Date _____
Head Advisor Signature

Office Use Only:

ARC: Enter date on appropriate line and Circle the corresponding decision.

Date **Received** _____ Date **Deferred** _____

Date **Approved** _____ Date **Denied** _____

Reason(s) denied or deferred _____

_____

_____

_____