

School of Public Affairs & Civic Engagement

Student Petition and Policy Reference Guide

All forms available on the Registrar's website: <http://www.sfsu.edu/~reg>

It is the student's responsibility to obtain signatures at all levels of approval (departments should not forward petitions directly)

Form	How?	When?	Who is responsible?	Instructor Approval	Advisor Approval	Chair Approval	Dean Approval	Notes
Grade Change	Online	After all grades submitted for a course	Faculty must enter new grade online	✓		✓		*Registrar will not accept paper forms from students. *If changing grading <i>option</i> must use College Waiver of Regulations
Make-up of Incomplete	Paper only	One year after course ended, or on date specified by instructor	Student completes petition and submits to instructor	✓		✓		*Registrar will not accept paper forms from students. *Date final work submitted must be included
Course Withdrawal	Paper	Before last 3 weeks of semester	Student submits petition & documentation to instructor and chair, then to SRC in HSS 239	✓		✓	✓	*Documentation required showing serious and compelling reasons (see below) *Limits on number of withdrawals allowed (see below)
Course Withdrawal	Paper	During last 3 weeks of semester	Student submits petition & documentation to instructor and chair, then to SRC in HSS 239	✓		✓	✓	*Documentation required showing proof of illness of accident (see below) *Limits on number of withdrawals allowed (see below) *Board of Academic Review reviews all petitions and may override Dean's decision
Retroactive Course Withdrawal	Paper	After semester ends	Student submits petition & documentation to instructor and chair, then to SRC in HSS 239	✓		✓	✓	*Documentation required showing proof of illness or accident – similar to last 3 weeks of semester (see below)
University Withdrawal or Retroactive University Withdrawal	Paper	Current semester or after semester for retro	Student submits petition & documentation directly to Registrar					*Documentation required showing serious and compelling reason (see below)
Academic Standing	Paper	By due date on email from University	Student must bring form advisor & chair, then make appt with SRC		✓	✓	✓	*Student must attach transcript or DPR and GPA calculator with form to all advising mtgs *After advisor & chair signatures, student must make advising appointment with SRC

Late Add	Paper	ASAP	Student submits 2 forms: Late Add petition and CHSS Justification Form to HSS 239	✓		✓	✓	*Documentation required showing serious and compelling reasons for lateness, with following exceptions: -administratively initiated -student needs to graduate -IRB approval issue
Exceeding Maximum Units (more than 19)	Paper	Before add deadline (4 th week of semester)	Student submits form to advisor and chair		✓	✓	✓	*After Add deadline, student will need -Exceeding Units Petition -Late Add form -CHSS Justification form -Documentation showing serious & compelling reasons
Graduation Petition	Paper	Fall – last Friday in Sept Spring – 3 rd Friday in Feb	Student fills out form online and brings to advisor and chair for signature		✓	✓		*After obtaining advisor and chair signatures, student takes form to Bursar to pay fee *Student then turns in form with receipt of payment to Registrar *Program Coordinators can sign as chair
Waiver of College Regulations (see form for all uses & required approvals)	Paper	ASAP	Student submits form to instructor or advisor, chair, and SRC	✓	✓	✓	✓	*Change of grading option (CR/NC to letter) *Change sections of a course *Retro-add (documentation required) *Student enrolled in wrong class – simultaneous drop/add *Petition to take a class a 3 rd time *NOT used for course substitutions

Reasons for Course Withdrawal

To withdraw from a course after the 2nd week through the last week of the semester, documentation of serious and compelling reasons is required. To be approved, a withdrawal would need to be due to circumstances clearly beyond the student's control. *During the last 3 weeks of the semester, students must provide documentation for serious illness or verifiable accident in order for a withdrawal to be approved.*

Serious & Compelling Reasons

- *unexpected changes in work schedule or child care
- *accident
- *illness
- *family emergency

Non-compelling Reasons

- *changing major
- *poor performance
- *class not required for graduation/major
- *more time needed for other courses

Limit on Number of Withdrawals

As of Fall 2009, undergraduates may not withdraw from more than 18 units of coursework. Undergraduates may repeat a course once if the grade is a C- or lower – grades of F or W count as one attempt. A Petition for Waiver of College Regulations will need to be filled out to take a course a 3rd time. Graduate students by repeat a course once if the grade is a B- or lower. The 18-unit limit does not apply to graduate students. Faculty should check student transcripts before approving withdrawals to make sure students have not exceeded the limits stated above. Webgrades blocks faculty from assigning a W if a student exceeds the number of allowed withdrawals.