

Student Petition Requirements Before Submitting to ARC, College, or Registrar for Final Approval

Form	Required Information and Attachments
Waiver of College Regulations - Waiver of College Regulations	<p>Late Add</p> <ul style="list-style-type: none"> • Completed form • Clear justification as to why the class is being added <u>late</u> rather than before the deadline • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu
	<p>Retro-Add</p> <ul style="list-style-type: none"> • Completed form • Clear justification as to why the class is being added in a subsequent semester rather than during the semester taken • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu
	<p>Add Repeat</p> <ul style="list-style-type: none"> • Completed form • Permission number listed on form • Clear justification as to why add repeat is being requested, what has changed since previous enrollment, how the student will succeed this time • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu
	<p>Change Grading Option</p> <ul style="list-style-type: none"> • Completed form • Change grade from ___ to ___ • Clear justification as to why change of grading option is being requested because of clerical or administrative error (current policy) • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu
	<p>Switch Course</p> <ul style="list-style-type: none"> • Completed form • Switch course from ___ to ___ and class number (switching from section to section for the same course, or course within same prefix only) • Clear Justification as to why switch course is being requested • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu

	Variable Units	<ul style="list-style-type: none"> • Completed form • Units from ___ to ___ • Clear Justification as to why variable unit change is being requested • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu
	Other	<ul style="list-style-type: none"> • Completed form • Fill in what is being requested next to “other” • Clear justification as to why the regulation should be waived • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icapetitions@sfsu.edu
Other Petitions	Exceed Maximum Units	<ul style="list-style-type: none"> • Completed form • All course information is filled in • Clear justification for exceeding maximum units and why the student can successfully complete the load being requested • Student meets GPA requirement (3.0 cumulative) • Approval: Student, Advisor, Chair • Unofficial transcripts or Transfer Credit Report for incoming transfer students • Submit to icapetitions@sfsu.edu
	Credit by Exam	<ul style="list-style-type: none"> • Completed form • Exceed Units petition if added units will exceed 19 units for semester • Approval: Student, Chair (2 separate lines) • Unofficial transcripts • Submit to icapetitions@sfsu.edu
	Independent Study (699/899)	<ul style="list-style-type: none"> • Completed form • Student meets GPA requirement (UG 3.0, Grad 3.5) • Approval: Student, Instructor, Chair • Unofficial transcripts • Submit to icastudentservices@sfsu.edu
	Petition for Extension of Seven Year Limit (Graduate Students)	<ul style="list-style-type: none"> • Completed form • Approval: Student, Advisor, Graduate Coordinator or Department Chair • Supporting documentation • Unofficial Transcripts • Submit to icastudentservices@sfsu.edu

Withdrawal	Current Semester Course Withdrawal	<ul style="list-style-type: none"> Completed online, weeks 4 through 13 Approval: Student, Instructor, Chair
	TERM Current Semester Withdrawal (all courses)	<ul style="list-style-type: none"> Completed form Approval: student Supporting documentation Submit to records@sfsu.edu

		Form	Required Information and Attachments
College of Extended Learning		CEL Waiver of College Regulations: Late Add	<ul style="list-style-type: none"> Completed form Clear justification for requesting late add Approval: Student, Instructor, Chair Unofficial transcripts Submit to icapetitions@sfsu.edu
		CEL Waiver of College Regulations: Refund (for medical emergency)	<ul style="list-style-type: none"> Completed form Clear justification for requesting refund, medical emergency only' Approval: Student, Instructor, Chair Unofficial transcripts Supporting documentation Submit to icapetitions@sfsu.edu
		CEL Waiver of College Regulations: Retroactive Add	<ul style="list-style-type: none"> Completed form Clear justification for requesting retroactive add Approval: Student, Instructor, Chair Unofficial transcripts Submit to icapetitions@sfsu.edu
		CEL Waiver of College Regulations: Other	<ul style="list-style-type: none"> Completed form Fill in what is being requested next to "other" Clear justification for request Approval: Student, Instructor, Chair Unofficial transcripts Submit to icapetitions@sfsu.edu
		CEL Current Semester Withdrawal	<ul style="list-style-type: none"> Completed form Supporting documentation Approval: Student, Instructor, Chair College approval required after week 12, submit to icapetitions@sfsu.edu