

Student Petition Processing Instructions: Steps for Student

What you need to do:

1. Before you work on your petition, make sure you don't have **holds** on your student account. Most petitions cannot be processed if there is a hold on your account. Login to your student center and look at the holds and alerts box on the right to find any hold that you might have. Alerts require no action, only holds must be addressed. Be sure to clear holds, or be in the process of clearing holds, before submitting your petition to your instructor and/or department.
2. Find the form that needs to be completed on the registrar's website, <https://registrar.sfsu.edu/forms> . Work with the department office if you aren't sure what form you need to use.
3. Complete the form electronically, filling in all information. Save form as a PDF. Use the [student petition checklist](#) to make sure you fill in everything that is required.
4. Download a copy of [unofficial transcripts from your Student Center](#).
5. **From your SFSU email account**, email your completed form and copy of unofficial transcripts to your [instructor's SFSU email account](#) for their email approval.
6. The instructor should email their approval to the department. If they email **you** with their approval you will need to forward that email to the department.

If the petition does not require instructor and/or department approval (TERM withdrawal, TERM retroactive withdrawal) you can email the petition, from your SFSU email account, directly to the registrar's office, records@sfsu.edu .

What happens next?

1. The department will continue the approval process with their approval sent to the Advising Resource Center (ARC), the ARC will send their approval to the registrar's office.
2. The registrar's office will process the request. It takes approximately **3-4 weeks** from when the ARC receives the petition from the department for the request to be reflected in your student center.

After 4 weeks, how do I check if my petition has been processed?

1. Check your student center. You should be able to see the requested change reflected in your student center.
2. If you don't see the requested change reflected in your student center, then check your hold and alerts box for any holds that may prevent the processing of the petition. The registrar's office will email you, **to your SFSU email account**, if there is a hold on your account that prevents your petition being processed or if payment is required before your petition can be processed.

If you answer no to both of these questions, then email the department. They will check in on the petition to see what the issue is.