

Student Petition Approval Flow Chart

Needs Only Student Signature: Submit to records@sfsu.edu	Needs Student, Instructor, and Department Approval: Submit to records@sfsu.edu , for graduation applications submit to regweb@sfsu.edu	Needs Student, Instructor, Department, and ARC Director Approval: Submit to icapetitions@sfsu.edu	Needs Student, Department, and Associate Dean Approval: Submit to icastudentservices@sfsu.edu
Retroactive Application for Graduation (Waiver of College Regulations)	Extension of Incomplete (Waiver of College Regulations)	Late Add (Waiver of College Regulations)	Independent Study (699/899)
TERM Current Semester Withdrawal (All Courses)	Change of Grade/Make up of Incomplete (Only use form if change cannot be made online)	Retro-Add (Waiver of College Regulations)	
		Add Repeat (Waiver of College Regulations)	
		Change Grading Option (Waiver of College Regulations)	
		Switch Course (Waiver of College Regulations)	
		Variable Units Change (Waiver of College Regulations)	
		Other (Waiver of College Regulations)	
	Current Semester Withdrawal (Online), weeks 4 through 12	Exceed Maximum Units	Petition for Extension of Seven Year Limit (graduate)

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		<u>Credit By Exam</u>	
		<u>CEL Late Add (CEL Waiver of College Regulations)</u>	
		<u>CEL Refund: for medical emergency (CEL Waiver of College Regulations)</u>	
		<u>CEL Retroactive Add (CEL Waiver of College Regulations)</u>	
		<u>CEL Other (CEL Waiver of College Regulations)</u>	
		<u>CEL Current Semester Course Withdrawal</u>	