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

<table>
<thead>
<tr>
<th>Form</th>
<th>Required Information and Attachments</th>
</tr>
</thead>
</table>
| **Late Add**  | • Completed form  
• Clear justification as to why the class is being added late rather than before the deadline  
• Approval: Student, Instructor, Chair  
• Unofficial transcripts  
• Submit to lcapetitions@sfsu.edu |
| **Retro-Add** | • 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 lcapetitions@sfsu.edu |
| **Add Repeat**| • 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 lcapetitions@sfsu.edu |
| **Change Grading Option** | • 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 lcapetitions@sfsu.edu |
| **Switch Course** | • 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 lcapetitions@sfsu.edu |
<table>
<thead>
<tr>
<th>Other Petitions</th>
<th></th>
</tr>
</thead>
</table>
| **Variable Units** | • 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](mailto:icapetitions@sfsu.edu) |
| **Other** | • 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](mailto:icapetitions@sfsu.edu) |
| **Exceed Maximum Units** | • 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](mailto:icapetitions@sfsu.edu) |
| **Credit by Exam** | • 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](mailto:icapetitions@sfsu.edu) |
| **Independent Study (699/899)** | • Completed form  
• Student meets GPA requirement (UG 3.0, Grad 3.5)  
• Approval: Student, Instructor, Chair  
• Unofficial transcripts  
• Submit to [icastudentservices@sfsu.edu](mailto:icastudentservices@sfsu.edu) |
| **Petition for Extension of Seven Year Limit (Graduate Students)** | • Completed form  
• Approval: Student, Advisor, Graduate Coordinator or Department Chair  
• Supporting documentation  
• Unofficial Transcripts  
• Submit to [icastudentservices@sfsu.edu](mailto:icastudentservices@sfsu.edu) |
<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Current Semester Course Withdrawal</th>
<th>Required Information and Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Completed online, weeks 4 through 13</td>
<td><strong>CEL Waiver of College Regulations: Late Add</strong></td>
</tr>
</tbody>
</table>
|            | • Approval: Student, Instructor, Chair | • Completed form  
| TERM Current Semester Withdrawal (all courses) | • Clear justification for requesting late add  
|            | • Approval: Student, Instructor, Chair | • Approval: Student, Instructor, Chair  
|            | • Unofficial transcripts | • Unofficial transcripts  
|            | • Submit to records@sfsu.edu | • Submit to lcapetitions@sfsu.edu |
|            | • Completed form | **CEL Waiver of College Regulations: Refund (for medical emergency)** |
|            | • Clear justification for requesting refund, medical emergency only | • Approval: Student, Instructor, Chair  
|            | • Approval: Student, Instructor, Chair | • Unofficial transcripts  
|            | • Unofficial transcripts | • Supporting documentation  
|            | • Submit to lcapetitions@sfsu.edu | • Submit to lcapetitions@sfsu.edu |
|            | • Completed form | **CEL Waiver of College Regulations: Retroactive Add** |
|            | • Clear justification for requesting retroactive add | • Approval: Student, Instructor, Chair  
|            | • Approval: Student, Instructor, Chair | • Unofficial transcripts  
|            | • Unofficial transcripts | • Submit to lcapetitions@sfsu.edu |
|            | • Completed form | **CEL Waiver of College Regulations: Other** |
|            | • Fill in what is being requested next to “other” | • Approval: Student, Instructor, Chair  
|            | • Clear justification for request | • Unofficial transcripts  
|            | • Approval: Student, Instructor, Chair | • Submit to lcapetitions@sfsu.edu |
|            | • College approval required after week 12, submit to lcapetitions@sfsu.edu | **CEL Current Semester Withdrawal** |
|            | • Completed form | • Supporting documentation  
|            | • Approval: Student, Instructor, Chair | • Approval: Student, Instructor, Chair  
|            | • College approval required after week 12, submit to lcapetitions@sfsu.edu | • Submit to lcapetitions@sfsu.edu |