

Student Petition Processing Instructions: Steps for Instructors

Forms should be sent for review to History@sfsu.edu for approval by the department.

What you need to do:

1. Review the petition the student has emailed you to ensure that the course information is correct, the justification provides a rationale for waiving the university policy and/or deadline, and that you approve of the request.
2. If you approve the petition follow your department's procedures for forwarding your approval, from your SFSU email account, along with the petition and copy of unofficial transcripts.

What happens next?

1. The department will send their approval on to the college/ARC.
2. The college/ARC will send their approval to the registrar's office.
3. The registrar's office will process the request. It takes approximately 3-4 weeks from when the petition is sent to the department for the request to be reflected in the student center.
4. If the petition is for a **late add, double check your class roster in 4 weeks** to ensure the add is processed and the student is on your class roster. If the student is not on the class roster, please contact the department office.