



WAIVER OF COLLEGE REGULATIONS PETITION

Date: Last Name: First Name: SF State ID:
Address: City: State: Zip Code:
Phone Number: Email: Major:

Course: Term/Year Prefix Number Section Class No. Units

Late add of course for current semester **(fees must be paid prior to courses being added)**

Additional Approval by the Department of Graduate Studies will be needed if adding any of the following courses: **890:** Culminating Experience Seminar, **892:** Supervised Field Internship, **893:** Written Creative Work, **894:** Creative Work Project, **895:** Field Study or Applied Research, **896 EXM:** Exam Option, **898:** Thesis, **998:** Dissertation.

Retro-addition of course for previous term **(fees must be paid prior to courses being added)** w/grade of:

Repeat a course after maximum attempts or in excess of unit repeat limits

Repeat course already passed

Change grading option: To Letter Grade To CR/NC To Audit

If applicable, change grade from: to

Extension of Incomplete: Extend through (Term/Year):

Switch course from: to Class Number:

Variable course units from: to

Other:

Justification for this request is **(Specify clearly and attach supporting documentation when applicable):**

Signature instructions on page two

Student Signature:

Date:

Instructor Signature:

Approve

Deny

Date:

Dept. Chair Signature:

Approve

Deny

Date:

College Dean Signature:

Approve

Deny

Date:

Graduate Studies Signature:

Approve

Deny

Date:

STUDENT - DO NOT WRITE BELOW THIS LINE

Board of Appeals and Review (BOAR):

Approved

Not Approved

Signature:

Date:

WAIVER OF COLLEGE REGULATIONS PETITION GUIDELINES

Please refer to the following table to determine what signatures you need for your request

Type of Request	Signatures/Approvals Required
Late add of course for current semester	Instructor & Dept. Chair
Retro-addition of course for previous semester	Instructor, Dept. Chair, & College Dean
Repeat a course after maximum attempts	Instructor & Dept. Chair
Repeat a course in excess of repeat unit limits	*Board of Appeals and Review
Repeat course already passed	Instructor, Dept. Chair, College Dean, & *Board of Appeals and Review
Change grading option after the deadline (Course must be built with grade option requested)	Instructor, Dept. Chair, & College Dean Note: <i>After deadline, student should submit form with approvals to records@sfsu.edu. It will be routed to the Dean of Undergraduate Education/Graduate Studies, or designee, for final determination.</i>
Extension of incomplete	Instructor & Dept. Chair
Switch course prefix, section, or number (After the add/drop deadline)	Instructor, Dept. Chair, & College Dean
Other	Contact Registrar's Office

*Note: Submit this form to the Registrar's Office to be routed to the Board of Appeals and Review.