



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 Needed
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: After the deadline, BOAR approval necessary.
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