

This form is a formal request for exception to published policy, including policy for registration, drop, or withdrawal, change of grading basis after deadline dates have passed.

You may submit a petition due to serious and compelling circumstances. All circumstances must be fully documented. Petition submittal fee is \$20 (non-refundable). Late registration requests require full payment (including \$25 late fee) attached. Payment may be submitted by: cash, cashier's check, money order or credit card. Personal checks are not accepted.

1. Fill out the petition completely. It is your responsibility to provide evidence of serious and compelling reasons. You must attach a statement describing your request and include documentation on the appropriate letterhead. Confidential documentation may be submitted in a sealed envelope and addressed to SDSU Global Campus Petition Committee for review.
2. Obtain the instructor's signature, indicating they are aware that you are requesting this action. Instructor's signature indicates awareness of student's request, not approval. Ask the instructor to indicate your grade to date. Approval of this petition requires review by SDSU Global Campus Petition Committee to insure adherence to university policy.
3. Return the completed form by U.S. Mail with documentation to the SDSU Global Campus Registration Office, Gateway 1539, 5250 Campanile Drive, San Diego CA 92182-1919. Petitions may also be submitted in person, by secure fax to (619) 594-0147 or by secure email (contact the SDSU Global Campus Registration Office for instructions). Do not use standard email.
4. Once submitted, the petition process may take approximately 7-10 business days before a decision is made. The SDSU Global Campus Registration Office will email decisions to your official SDSU email address.
5. If the petition is approved:
 - a) The appropriate action will be completed (enrolled, dropped, withdrawn, change of grading basis). Drop or withdrawal decisions will be based on timing of request and circumstance/documentation.
 - b) Any refunds, if approved, will take approximately four weeks. All refunds are subject to a \$21.00 administrative fee.

Acceptable reasons for petitioning include, but are not necessarily limited to:

- Serious medical issue of student or immediate family. Examples of acceptable documentation include documentation from a licensed health care provider.
- Death in the family. Examples of acceptable documentation may include a death certificate, published obituary, or other documents.
- Compulsory military service. Examples of acceptable include documentation of unexpected military deployment.
- Unexpected employment conflicts. Examples of acceptable documentation from employer required.

 Last First Middle Date

 Street (please use a local mailing address) SDSU RedID Number

 City State Zip Telephone

@sdsu.edu

Email Address

Action(s) to be reviewed: (select all that are relevant)

<input type="checkbox"/> Late Registration (tuition + \$25 late fee)	<input type="checkbox"/> Change of Grading Basis (Cr/NCR, Letter, Audit)
<input type="checkbox"/> Late Drop/Withdrawal (Drop = class is removed/ Withdrawal = W on transcript)	<input type="checkbox"/> Drop/Add – Even Exchange of Courses
<input type="checkbox"/> Refund Only (course(s) already dropped)	<input type="checkbox"/> Other: _____

Relevant Course Information:

Semester/Year: _____ Sch #: _____ Dept/Course # _____

Instructor's Signature* _____ Date _____ Grade to date _____

Semester/Year: _____ Sch #: _____ Dept/Course # _____

Instructor's Signature* _____ Date _____ Grade to date _____

Semester/Year: _____ Sch #: _____ Dept/Course # _____

Instructor's Signature* _____ Date _____ Grade to date _____

Semester/Year: _____ Sch #: _____ Dept/Course # _____

Instructor's Signature* _____ Date _____ Grade to date _____

*Required field. Instructor's signature indicates awareness of student's request, not approval. Final approval of this petition requires review by SDSU Global Campus Petition Committee to ensure adherence to university policy. Note: If approved, degree seeking students will be contacted by a Student Success Advisor prior to processing request.

Checklist Before Submission:

- \$20.00 non-refundable fee attached with petition (required)
- Statement describing the reason for the request attached with petition (required)
- Supporting documentation attached (ex. medical documents, obituaries, letters, etc). (required)
- Transaction Form (required for any changes to course including add/drop/withdrawal)
- Audit or Credit/No Credit Form (required for change of grading basis) (if applicable)

By signing this form, I certify that all of the information is correct and any necessary attachments are included. If applicable: I have contacted the Office of Financial Aid to address any financial aid questions (applicable to students utilizing financial aid). I have contacted my academic adviser for academic questions (undergraduate students) or my program's adviser (graduate students).

Student's Signature: _____ Date: _____

Office use only:

Action: Approved Denied Resubmit

Comments _____
