In keeping with University policy on Late Adds, Change of Grading Option and Audit, CHSS permits the following for documented, serious and compelling reasons only.

**Examples of Serious and Compelling Reasons (verification documentation required):**

- Instructor dropped student inadvertently;
- Delay in Financial Aid;
- Registration fees paid late due to calamitous reasons;
- Administrative error or grading policy error;
- Course needed to graduate in final semester attending or not offered in following semester;
- Administrative error or grading policy error;
- Other calamitous reasons beyond the student’s control.

**Examples of Non-Serious or Compelling Reasons:**

- Registration fees paid late (non-calamitous reason);
- Did not read instructor syllabus;
- Not aware of course enrollment status;
- Grade different than expected;
- Permission Number failed to work;
- Not aware of course enrollment status;
- Grade different than expected.

Students are responsible to ensure that she/he/they are enrolled or has been dropped from the class by census date. Student can check his/her/their enrollment at the SF State Gateway by using she/her/their student ID number. Go on line to [http://www.sfsu.edu/login.htm](http://www.sfsu.edu/login.htm). The current class schedule will appear for students to check enrollment status.

**Students Requesting A Late Add, Change of Grading Option, Audit:**

- Submit the Waiver of College Regulations (preferably typed);
- Must provide appropriate supporting documentation;
- Meet with the instructor and obtain her/his/their signature;
- Have the form signed by the department chair/school director;
- Bring fully signed form with supporting documentation to the Associate Dean’s office in HSS 239 for review.
- Petitions for late adds submitted six weeks from the start of instruction (including retro-adds) must include the course syllabus and proof of attendance in the form of all completed assignments, exams, etc.

It is always a student’s responsibility to ensure timely submission of the petition and documents to the instructor, departments and college. Approval by Instructor or Chair/Director does not guarantee approval by the Associate Dean. Denied petitions at the college level can be appealed to the Board of Appeals and Review (BOAR). Students may take a copy of the denied petition to the Registrar’s window at One Stop.

**REVISED: 1/26/2018**