

College of Health & Social Sciences (CHSS)

Policy on Late Adds, Change of Grading Option, Audit

(All requests require a Waiver of College Regulations Petition)

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:

- Instructor dropped student inadvertently on the web roster at www.sfsu.edu/faculty (verification will be required);
- Delay in Financial Aid (verification will be required);
- Registration fees paid late due to calamitous reasons (verification will be required);
- Course needed to graduate, i.e. last semester attending, course NOT offered in following semester (verification will be required);
- Administrative error or grading policy error (verification will be required);
- Other calamitous reasons beyond the student's control.

Examples of Non-Serious or Compelling Reasons:

- Registration fees paid late (non-calamitous reason);
- Not aware of deadline;
- Permission Number failed to work;
- Did not read instructor syllabus;
- Not aware of course enrollment status;
- Recently aware of improved grade/performance or receiving a lower grade than expected.

Students are responsible to ensure that he/she is enrolled or has been dropped from the class by census date. Student can check his/her enrollment at the SF State Gateway by using his/her student ID number. Go on line to <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 or his 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.

It is always the student's responsibility to stay on top of the petition process 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.