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.

**Serious and Compelling Reasons:**
- Instructor dropped student inadvertently on the web roster at [www.sfsu.edu/faculty](http://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)

**Not Compelling:**
- Registration fees paid late (non-calamitous reason)
- Not aware of deadline
- Permit 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

**NOTE:**
- 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 MySFSU by using his/her 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:**

- *Meet with the instructor and obtain his/her signature on the SFSU Waiver of College Regulations Petition and obtain signatures from the department/school chair/director.*
- *Bring form to HSS 239 for the Associate Dean's review and signature*

Approval by Instructor and Chair/Director does not guarantee approval by the Associate Dean

REVISED: 12/13/13