

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 (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);
- Not aware of deadline;
- Permission Number failed to work;
- Did not read instructor syllabus;
- 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>. 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