Department of English Language & Literature

Student & Faculty Guide to Most Commonly Used Petitions

Student Petitions Process

Table of Contents

Student Petitions Process

ACADEMIC STANDING PETITION

Probation/Subject to Disqualification

Undergraduate students will be placed on probation/subject to disqualification status when the SF STATE CUM GPA or COMBINED CUM GPA is below a 2.0 (C) after the first semester on academic probation. The Registrar's Office will notify students by email if Mandatory Advising is required.

Subject to Disqualification

Undergraduate students will be placed on continued probation/subject to disqualification after the second semester on academic probation when the SF STATE CUM GPA or COMBINED CUM GPA fall within the chart below. Students will have a third semester to bring up both SF STATE CUM GPA and COMBINED CUM GPAs to a 2.0 (C) when on subject to disqualification status. The Registrar's Office will notify students by email if Mandatory Advising is required.

Freshman	Fewer than 30 units completed	GPA 1.49 or below
Sophomore	30 - 59 units completed	GPA 1.69 or below
Junior	60 - 89 units completed	GPA 1.84 or below
Senior	90 or more units completed	GPA 1.94 or below

STUDENT:
PART A & SIGN ⟹ DEPT ADVISOR:
PART B & SIGN ⟹ DEPT CHAIR:
PART C & SIGN

!
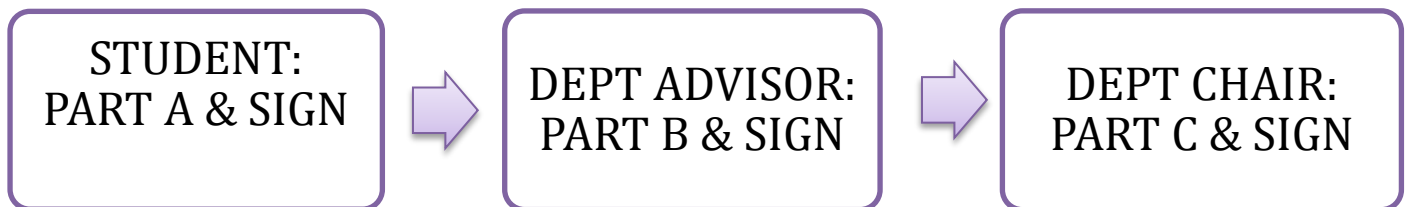
MUST ATTACH:
- GPA Calculator Print-Out
- Degree Progress Report (DPR)
- Unofficial Transcript

DEPT → DEAN → REGISTRAR

(PROCESSING TIME: ~1 MONTH)

Student Petitions Process

EXCEED MAXIMUM UNITS

(over 18 units for undergrads)

REQUIREMENTS? Cumulative SFSU GPA of 3.0 or better
DEADLINE? Prior to the end of the 4th week of instruction

| STUDENT: FILL OUT& SIGN | → | DEPT ADVISOR: REVIEW & SIGN | → | DEPT CHAIR: REVIEW & SIGN |

MUST ATTACH:
Unofficial Transcript

DEPT → DEAN → REGISTRAR

(PROCESSING TIME: ~1 MONTH)

Student Petitions Process

INDEPENDENT STUDY (ENG 699/899)

REQUIREMENTS? Minimum GPA 3.0 (undergrad), 3.25 (grad)
DEADLINE? Can submit at anytime.

STUDENT: FILL OUT & SIGN	→	INSTRUCTOR: REVIEW & SIGN	→	DEPT CHAIR: REVIEW & SIGN	→	DEPT SENDS STUDENT PERMIT #
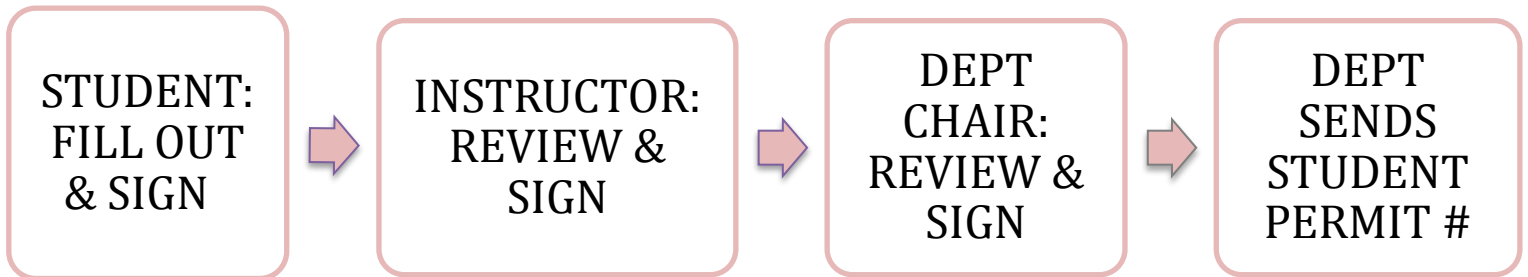
MUST ATTACH:
Unofficial Transcript

DEPT → REGISTRAR

(PROCESSING TIME: ~2-4 WEEKS)

Student Petitions Process

RETROACTIVE WITHDRAWAL

WHAT IS IT? Withdrawal from previous semester
REQUIREMENTS? Must have a serious and compelling reason (see LCA College Policy
for list of acceptable reasons)
DEADLINE? Can submit at anytime.

STUDENT: FILL OUT & SIGN	→	INSTRUCTOR: REVIEW & SIGN	→	DEPT CHAIR: REVIEW & SIGN

MUST ATTACH:
- Unofficial Transcript
- Supporting Documentation (i.e. doctor's/advisor's/counselor's note)

DEPT → DEAN → REGISTRAR

(PROCESSING TIME: ~1 MONTH)

Student Petitions Process

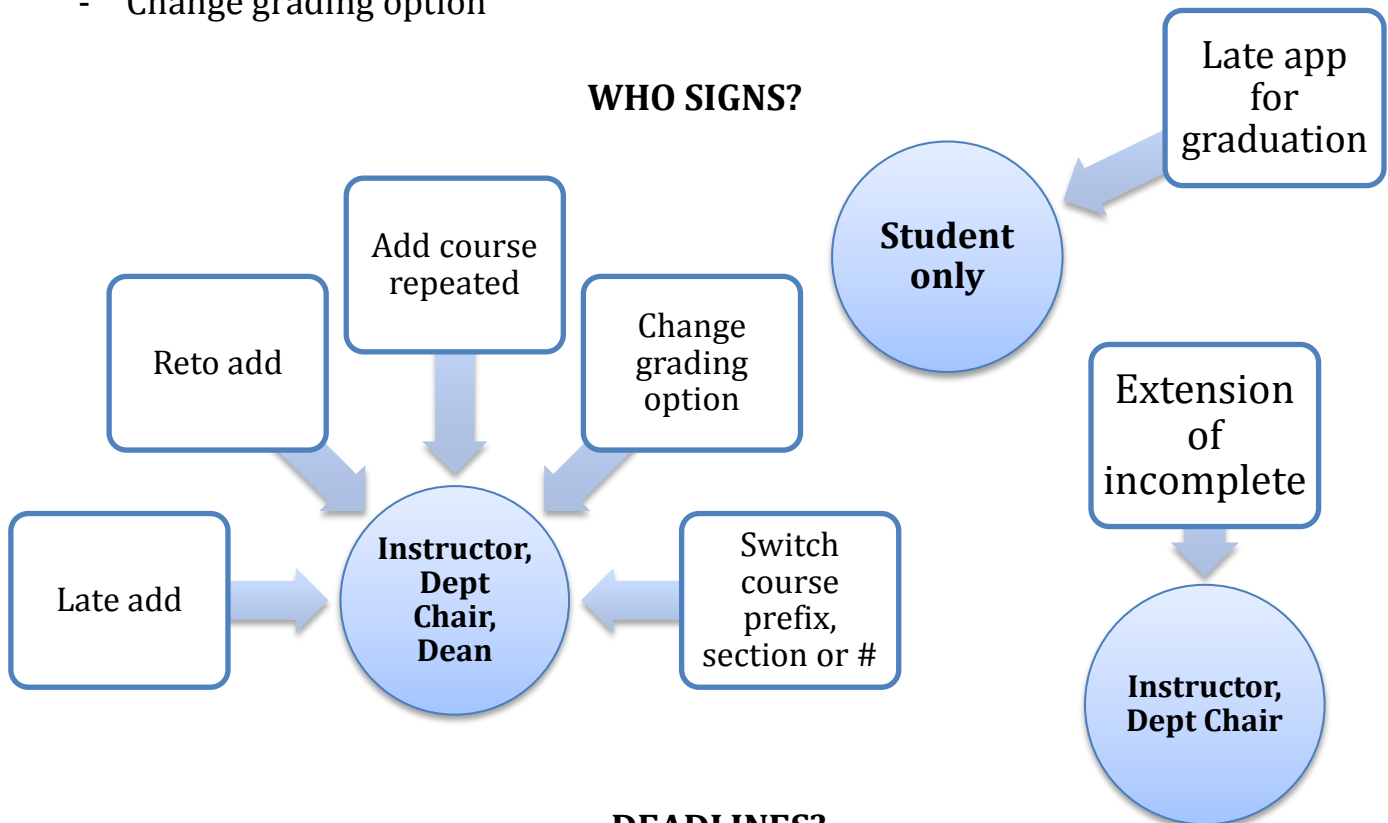## WAIVER OF COLLEGE REGULATIONS

WHAT IS IT USED FOR?

- Late add (current semester)
- Retro-add (previous semester)
- Add course already repeated
- Change grading option

- Extension of incomplete
- Switch course prefix, section or #
- Late application for graduation

WHO SIGNS?

Late app for graduation → **Student only**

Reto add
Add course repeated
Change grading option
Late add
→ **Instructor, Dept Chair, Dean** ←
Switch course prefix, section or #

Extension of incomplete → **Instructor, Dept Chair**

DEADLINES?

- *Change grading option to CR/NC*: *(see Registrar's website for specific dates)*
    - Fall: Mid-October
    - Spring: Mid-March
- *All other requests*: Can submit at anytime.

MUST ATTACH:
- Unofficial Transcript
- Supporting Documentation (i.e. doctor's/advisor's/counselor's note)

DEPT → DEAN → REGISTRAR

(PROCESSING TIME: ~1 MONTH)

Student Petitions Process

UNDERGRAD GRADUATION APPLICATION

DEADLINE?

Fall: Last Friday in September

Summer: 2nd Friday in July

Spring: 3rd Friday in February

Summer & attending commencement: 2nd Friday in March

See Registrar website for specific dates.

STUDENT: FILL OUT & SIGN	→	DEPT ADVISOR: REVIEW & SIGN	→	DEPT CHAIR: REVIEW & SIGN	→	DEPT E-MAILS STUDENT
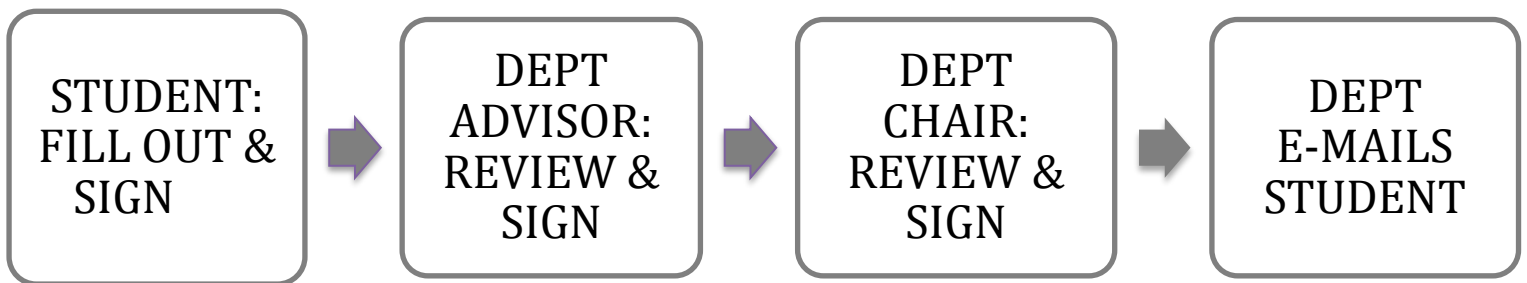
STUDENT PICK UP FROM DEPT → REGISTRAR

(PROCESSING TIME: ~2-4 WEEKS)

Student Petitions Process

PETITIONS THAT CAN BE SUBMITTED ONLINE (by faculty):

Current Semester Withdrawal

Grade Change & Make-up of Incomplete

Petition for Incomplete

Student Petitions Process

CURRENT SEMESTER WITHDRAWAL

REQUIREMENTS? Must have a serious and compelling reason; see LCA College Policy (http://advisinglca.sfsu.edu/withdrawal-policy) for list of acceptable reasons

DEADLINE? Without documentation: Fall- End of November before Thanksgiving, Spring- End of April; With documentation: Fall & Spring- Last week of classes

(see Registrar's website for specific dates)

INSTRUCTOR SUBMITS ONLINE

STUDENT: Consult instructor and provide justification❗

INSTRUCTOR: Submit request online (Gateway--> Class Services--> Grade Exception Processing)

DEPT CHAIR: Reviews and approves or denies

DEPT → DEAN →REGISTRAR

(PROCESSING TIME: ~2-4 WEEKS)
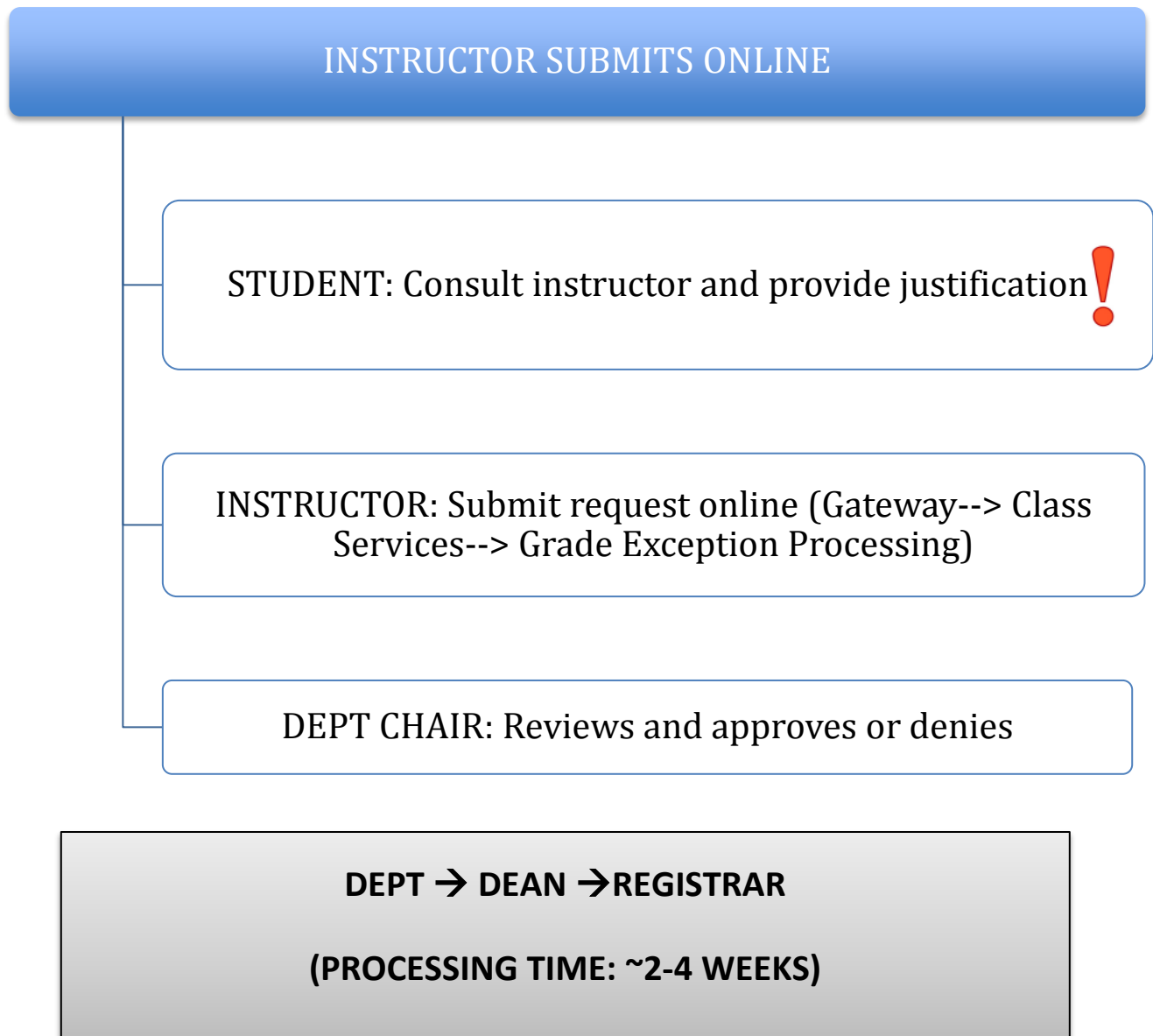
Student Petitions Process

GRADE CHANGE/MAKE-UP OF INCOMPLETE

DEADLINE?
- *Regular grade change:* Can submit at anytime.
- *Make-up of incomplete:* complete and submit within one year after course grade was issued

INSTRUCTOR SUBMITS ONLINE

STUDENT: Consult instructor

INSTRUCTOR: Submit request online (Gateway--> Class Services--> Grade Exception Processing)

DEPT CHAIR: Reviews and approves or denies

DEPT → DEAN →REGISTRAR

(PROCESSING TIME: ~2-4 WEEKS)
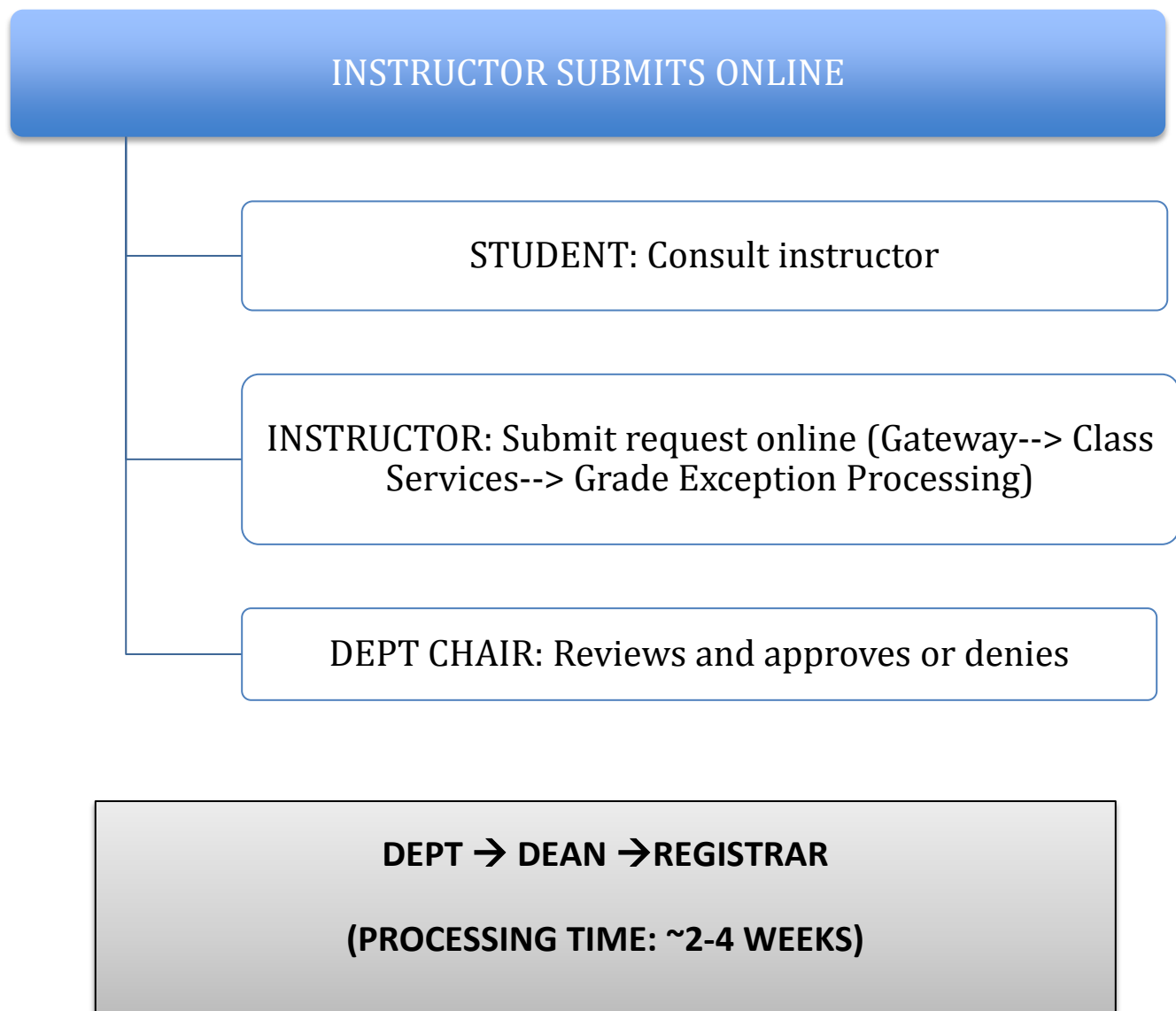
Student Petitions Process

PETITION FOR INCOMPLETE

REQUIREMENTS? See the [LCA College Policy](advisinglca.sfsu.edu/withdrawal-policy) (advisinglca.sfsu.edu/withdrawal-policy) on "Petition for Incomplete"

DEADLINE? Submit prior to the end of that semester (before grades are due)

INSTRUCTOR SUBMITS ONLINE

STUDENT: Consult instructor

INSTRUCTOR: Submit online (Faculty Center --> Grade Roster)

DEPT CHAIR: Reviews and approves or denies

DEPT → DEAN →REGISTRAR

(PROCESSING TIME: ~2-4 WEEKS)

Student Petitions Process

FACULTY ONLY:

HOW TO ENTER AND CHANGE GRADES ONLINE

This includes:

- Entering Grades

- Incomplete Grades

- Requesting Student Withdrawals

- Change Grades Issued in Previous Term

- Assigning WUs (Unauthorized Withdrawals)

Information adapted from Campus Solutions
(http://cms.sfsu.edu/content/grades#incomplete)

Entering Grades

1. [Login to the Faculty Center](#)
2. Select the **Faculty Center** tab
3. Open the **my schedule** sub-tab
4. Click the **Change Term** button to view a different term. The **My Teaching Schedule** section will display all of the instructor's courses
5. Select the **Grade Roster** icon (purple and yellow icon next to the class number link)
6. Enter Grades:
   - Single Student:
     1. Locate the student in the grade roster. For classes with more than 80 students, use the **forward** and **back** buttons to switch between pages
     2. Use the **Roster Grade** drop-down box to select the student's grade
   - Multiple Students:
     1. Select the students to receive a particular grade using the check boxes in the unlabeled roster column. For classes with more than 80 students, use the **forward** and **back** buttons to switch between pages
     2. Use the **add this grade to selected students** drop-down box to select a grade
     3. Click the **<- add this grade to selected students** button
7. Assign grades by clicking **Save**
8. To submit completed grades to the Registrar's Office, change the **Approved Status** option in the drop-down box to **Approved** and click **Save**
9. On the confirmation screen, Click **OK**

Spring 2015 | Academic Regular Session | San Francisco State University | Undergraduate

ACCT 301 - 01 (63147) [change class]

Intermediate Financial Accounting I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:10AM-12:00PM	Business Building 215	John Smith	01/26/2015 - 05/15/2015

Display Options:
*Grade Roster Type   Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status   Not Reviewed   [save]

Student Grade

	ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
☐	1 913322987	Doe, John	A-		Undergraduate	Graded
☐	2 913115910	Johnson, Doe			Undergraduate	Graded
☐	3 907916599	Doe, Jane			Undergraduate	Graded

Student Petitions Process

Incomplete Grades

1. Login to the Faculty Center
2. Select the **Faculty Center** tab
3. Open the **my schedule** sub-tab
4. Click the **Change Term** button to view a different term. The **My Teaching Schedule** section will display all of the instructor's courses
5. Select the **Grade Roster** icon (purple and yellow icon next to the class number link) for the correct class
6. Optional: To limit your view to only students who have not yet been assigned a grade, check the **Display Unassigned Roster Grade Only** box in the grade roster
7. Locate the student in the grade roster, for classes with more than 80 students
8. Use the **forward** and **back** buttons to switch between pages
9. Use the **Roster Grade** drop-down box to select the **I** (incomplete) grade
10. Select **Save**
    Note: If warned that grading is not complete, click **OK**
11. An **Add** link will have been added to the student's row in the grade roster. Click the **Add** link
12. Enter the **Deadline for Completion** date
13. Enter a description of the work required to clear the incomplete grade in the **Description** field
14. Click **OK**. The **Incomplete Contract Status** will change from **Add** to **Update**
15. The student must agree to the terms of the contract via his or her Student Center; this will change the status to **View**
16. When the student has completed the work, click the **View** status link
17. Check the **Completed** check box and enter the **date** the work was submitted
18. Click **OK**

Student Petitions Process

Request Student Withdrawals

The Faculty Center grade roster does not support SF State's grade exception process, including entering **W** (withdrawal) grades, so to submit a withdrawal request, follow the steps below:

1. Login to the [SF State Gateway](#)
2. Select **Class Services**
3. Select **Grade Exception Processing**
4. Click **Request Withdrawals** on left-hand side bar
5. Use the drop-down menu to select the correct term, then click **Change Term**
6. Enter the **class number**
7. Click **Select Class**
8. Locate the student in the roster
9. Use the **Grade** drop-down box to select the **W** grade
10. Click **Submit exceptions**
    Note: Exceptions must be submitted before the grading deadline of the current term.

Change Grades Issued in Previous Term

1. Login to the [SF State Gateway](#)
2. Select **Class Services**
3. Select **Grade Exception Processing**
4. Select the **Grade Change Previous Term** button in the left navigation
5. Select the term from the **Change Term** drop-down box and click **Change Term**
6. Select the correct class from the **Course List** and click **Select Class**
7. When the roster opens, locate the correct student record and click **Change Grade**
    Note: If the link is not available and the field reads **Cannot Change Online**, then you must submit a Grade Change petition to the English Department office.
8. Verify the correct student was selected
9. Select the correct grade in the **Grade To** drop-down box
10. Enter details in the **Instructor Justification** field
11. Click **Submit Grade Change**

Student Petitions Process

Assigning WUs (Unauthorized Withdrawals)

WHAT IS A WU?

(Withdrawal Unauthorized) Indicates that an enrolled student did not withdraw from the course and also <u>failed to complete course requirements</u>. It is used for *students who stop attending class, disappeared, and have not been in contact with you* (3 weeks or more of no contact). By assigning a WU, these **students will not be able to participate in SETE**. This symbol is equivalent to an F. Because of this, a WU is a more serious issue for students, as a normal failing grade in the course (NC) does not hurt the student's GPA while a WU does.

HOW DO I SUBMIT A WU?

1. [Login to the Faculty Center](#)
2. Select the **Faculty Center** tab
3. Open the **my schedule** sub-tab
4. Click the **Change Term** button to view a different term. The **My Teaching Schedule** section will display all of the instructor's courses
5. Select the **Grade Roster** icon (purple and yellow icon next to the class number link)
6. Enter Grades:
    1. Locate the student in the grade roster. For classes with more than 80 students, use the **forward** and **back** buttons to switch between pages
    2. Use the **Roster Grade** drop-down box to select WU as the student's grade
7. Assign grades by clicking **Save**

WHAT IF IT IS A CR/NC STUDENT?

Since WU is not an option for CR/NC students, you can select NC as the student's grade.

DEADLINE?

Fall: Usually end of November, before Thanksgiving

Spring: Usually end of April

Check e-mail from English Department for official dates.

College Policies on Withdrawals and Incompletes

Information adapted from [LCA College Policies](http://advisinglca.sfsu.edu/withdrawal-policy) (http://advisinglca.sfsu.edu/withdrawal-policy)

Academic Senate Policy

The College of Liberal & Creative Arts adheres to Academic Senate's three-phase model regarding withdrawals as specified in Academic Senate Policy #F15-196

1."During the **first three weeks of instruction**, withdrawing from courses is permitted **without restriction or academic penalty**. This action is commonly referred to as **'dropping a class.'** Faculty are strongly encouraged to instructor-drop all students who are not attending class before the end of the drop period."

2."From the beginning of the fourth week through the twelfth week of instruction, withdrawal from a course will be permissible, for serious and compelling reasons by consulting the faculty member teaching the course."

3."Withdrawals shall not be permitted after the twelfth week of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable." **Such withdrawals require documentation**; instructors or Chairs may note online that they received this documentation. Although the documentation does not need to be sent to the Dean's office, Departments should retain documentation in case there is a challenge.

Note:

Withdrawals must be student-initiated, as enrollment may impact a student's financial aid, benefits, insurance, etc., it is the student's responsibility to drop or withdraw themselves. **Faculty may only drop students who do not attend the first class meeting, who *never* attend during the first two weeks, or students who do not meet prerequisites for the course.**

Student Petitions Process

Acceptable Reasons for Withdrawing

- Serious and extended personal or family illness
- Physical or mental health issues interfering with one's ability to complete the course
- Documented disability interfering with one's ability to complete the course
- Extended personal or family crisis
- Death of a loved one
- Significant financial problem making it impossible to come to class for extended periods
- Change in work schedule making it impossible to come to class for extended periods
- Change in child or other dependent care making it impossible to come to class for extended periods
- Unanticipated and valuable educational or employment opportunity at the same time as class for extended periods
- Military or extended jury service making it impossible to come to class for extended periods
- Error by San Francisco State University faculty, staff, or administrator
- The student *never* attended class and the instructor did not drop the student before the end of the drop period.
- Student is in *first* semester at SFSU and misjudged amount of time SFSU course work requires.

Non-Acceptable Reasons for Withdrawing

- Never submitted an assignment or took a test
- Stopped submitting work or coming to class
- Cheated or other behavior problems
- Grades or academic standing
- Don't need or want the course
- Took too many units
- Need to study for other courses
- Course beyond student's ability
- Having problems with the instructor
- Will retake the course
- Changed majors

Student Petitions Process

Plagiarism/Cheating and Withdrawal

Ordinarily, students who have submitted an assignment with plagiarized material or who cheated will not be permitted to withdrawal from that class. However, where there has been a minor infraction *and* the student provides *documentation* of a serious and compelling reason to withdraw beyond the student's control, a petition for withdrawal may be considered, if supported by instructor and Chair.

Informing Students of Withdrawal Denials

Faculty should inform students about the Senate and College policies. When an instructor or Chair denies a withdrawal, it is also their responsibility or their designee's to inform the student of the denial.

Limits on Number of Withdrawals from Academic Senate Policy S09-196:

"Undergraduate students may withdraw from no more than 18 semester-units of courses taken in matriculated status at SF State." In the case of a very serious illness or accident with documentation, students may petition the Board of Appeals for a withdrawal of an entire semester. If granted, withdrawals from the entire semester will be marked on the transcript with "WM" and will not count toward the 18 semester-unit limit on withdrawals.

Unauthorized Withdrawal (WU)

Faculty may assign a grade of WU (unauthorized withdrawal) for a student who stops attending a class, but faculty and students should be aware that a grade of WU is calculated as an F in the course for GPA purposes and can therefore lead to a student being on academic probation.

Bulletin Definitions of Incomplete Grades

I: Incomplete Authorized

Indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when

the work agreed upon has been completed and evaluated. An I must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an I being converted to an IC symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete Authorized is assigned, which would replace the I in the student's record at the end of the calendar year deadline.

IC: Incomplete Charged

Indicates that a student who received an authorized incomplete (I) has not completed the required course work within the allowed time limit. The IC replaces the I and is counted as a failing grade for grade point average and progress point computation.

Time to Complete an Incomplete: Faculty may specify the time in which an incomplete must be completed and that timeframe may be substantially less than one year.

Petition for Incomplete

Download the Petition for Incomplete (PDF)

The second page of the form list four requirements for assigning an incomplete grade:

1. Student has completed a substantial part (usually 75% or more) of the coursework and a "W" grade is not a viable alternative.
2. Student is unable to complete the course due to unforeseen circumstances beyond his/her control.
3. Student is doing passing work at the time the petition is filed and it is possible for him/her to earn credit if the course requirements are completed within the time allowed.
4. Student has consulted with the instructor about getting an incomplete grade for the course.

Policy on repeating a course in which an incomplete grade has been received: "Students cannot repeat a course that has a grade of 'I' (Incomplete) unless the I grade has been converted to a grade, including an 'IC' (Charged Incomplete)." View the Academic Policies on the Registrar's Office website.