SDSU Global Campus
Petition for Special Consideration

Last Name  First Name  Middle Name  Date

Street (please use a local mailing address)  SDSU RedID Number

City  State  Zip  Telephone

Email Address

Action(s) to be Reviewed: (select all that are relevant)
☐ Late Registration (tuition + $25 late fee)  ☐ Change of Grading Basis (Cr/NCR, Letter, Audit)
☐ Late Drop/Withdrawal  ☐ Drop/Add – Even Exchange of Courses
(Drop = class is removed/ Withdrawal = W on transcript)  ☐ Other:
☐ Refund Only (course(s) already dropped)

Relevant Course Information:

Semester/Year: _________  Sch #: __________  Dept/Course #: ______________________
Instructor’s Signature* ___________________________  Date ________________  Grade to date __________

Semester/Year: _________  Sch #: __________  Dept/Course #: ______________________
Instructor’s Signature* ___________________________  Date ________________  Grade to date __________

Semester/Year: _________  Sch #: __________  Dept/Course #: ______________________
Instructor’s Signature* ___________________________  Date ________________  Grade to date __________

(*Required. Instructor’s signature indicates awareness of student’s request, not approval. Approval of this petition requires review by SDSU Global Campus petition committee to insure adherence to university policy.)

Checklist Before Submission:
☐ $20.00 non-refundable fee attached with petition (required)
☐ Statement describing the reason for the request attached with petition (required)
☐ Supporting documentation attached (ex. medical documents, obituaries, letters, etc).
☐ Transaction Form (required for any changes to course including add/drop/withdrawal)
☐ Audit or Credit/No Credit Form (required for change of grading basis)

By signing this form, I certify that all of the information is correct and any necessary attachments are included:

Student’s Signature ___________________________  Date ________________

Office use only

Action:  Approved  Denied  Resubmit

Comments ___________________________ ___________________________

Date ________________

White copy: SDSU Global Campus  Yellow copy: to be mailed w/decision  Pink copy: student
Petition for Special Consideration Instructions
This form is for Registration, Drop, or Withdrawal, Change of Grading Basis after deadline dates have passed.

Petitions may be submitted for fully documented serious and compelling circumstances.

Petition submittal fee is $20 (non-refundable). Late registration requests require full payment (including $25 late fee) attached. Payment may be submitted by: cash, cashier’s check, money order or credit card. Personal checks are not accepted.

1. Fill out the petition completely. It is your responsibility to provide evidence of serious and compelling reasons. You must attach a statement describing your request and include documentation on the appropriate letterhead. Confidential documentation may be submitted in a sealed envelope and addressed to SDSU Global Campus Petition Committee for review.

2. Obtain the instructor’s signature, indicating he/she is aware that you are requesting this action. Ask the instructor to indicate your grade to date. Approval of this petition requires review by SDSU Global Campus Petition Committee to insure adherence to university policy.

3. Return the completed form by U.S. Mail with documentation to SDSU Global Campus Registration Office, Gateway 1539, 5250 Campanile Drive, San Diego CA 92182-1919. Petitions may also be submitted in person, by secure fax to (619) 594-0147 or by secure email (contact SDSU Global Campus Registration Office for instructions). Do not use standard email.

4. Once submitted, the petition process will take approximately 7-10 business days before a decision is made. SDSU Global Campus registration office will mail the decision to the address listed on the form.

5. If the petition is approved:
   a) The appropriate action will be completed (enrolled, dropped, withdrawn, change of grading basis). Drop or withdrawal decisions will be based on timing of request and circumstance/documentation.
   b) Any refunds, if approved, will take approximately four weeks. All refunds are subject to a $21.00 administrative fee.

Some reasons acceptable for petitioning include:

- Serious medical issue of student or immediate family (include documentation from a licensed health care provider)
- Death in the family (acceptable documentation may include a death certificate, published obituary, or other documents)
- Compulsory military service (documentation of unexpected military deployment)
- Unexpected employment conflicts (documentation from employer required)