

Petition B - Retroactive Change of Grading Basis

This guides walks you through submitting a Petition, Type B - Retroactive Change of Grading Basis

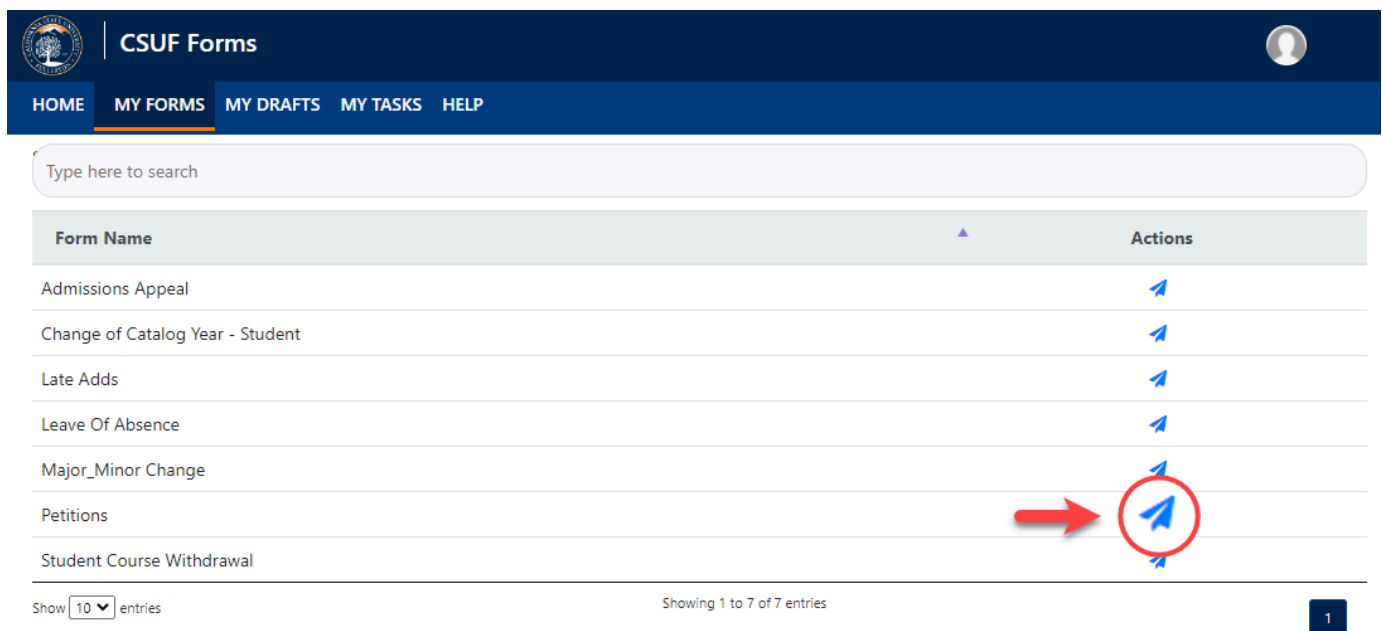
Step 1:

Log in to the campus portal and select **Adobe Experience Manager (AEM) Forms Portal**.

[View step-by-step instructions on accessing Adobe Experience Manager \(AEM\).](#)

Step 2:

Click on the 'Airplane' icon that coordinates to Petitions



The screenshot shows the CSUF Forms portal interface. At the top, there is a navigation bar with the CSUF logo and the text "CSUF Forms". Below this is a search bar with the placeholder text "Type here to search". The main content area displays a table with two columns: "Form Name" and "Actions". The table lists several forms: "Admissions Appeal", "Change of Catalog Year - Student", "Late Adds", "Leave Of Absence", "Major_Minor Change", "Petitions", and "Student Course Withdrawal". The "Petitions" row is highlighted with a red circle, and a red arrow points to the "Airplane" icon in the "Actions" column for that row. At the bottom of the table, there is a pagination bar showing "Showing 1 to 7 of 7 entries" and a "Show 10 entries" dropdown.

Form Name	Actions
Admissions Appeal	
Change of Catalog Year - Student	
Late Adds	
Leave Of Absence	
Major_Minor Change	
Petitions	
Student Course Withdrawal	

Step 3:

Select the appropriate option

University Petition

Case ID: 1080

Student Information | Petition Information | Signature and Acknowledgement | Supporting Documents

Please select the type of petition

- ☐ UNIV PETN A – RETROACTIVE ADD
- ☒ UNIV PETN B – RETROACTIVE CHANGE OF GRADING BASIS
- ☐ UNIV PETN C – RETROACTIVE CHANGE OF UNIT VALUE

* Zip Code: [] * Email Address: []

workflow_initiator: [] ClassNumber List: [] final_course_data: [] all_course_data: []

Step 4:

The page will refresh to the **Student Information** tab

University Petition

Case ID: 1080

Student Information | Petition Information | Signature and Acknowledgement | Supporting Documents

* First Name: Jane * Last Name: Foster * CWID: 800123456 Date: 08/16/2021

* Phone Number: 714/123-4567 * Address: 123 Main Street * City: California * State: CA

* Zip Code: 92831 * Email Address: jfoster@csu.fullerton.edu

workflow_initiator: jfoster ClassNumber List: [] final_course_data: [] all_course_data: []

Email Subject: [] Stage Indicator: [] Affia Desc CWID: [] Custom Title: []

Student User ID: jfoster EIP Flag: Y ACAD_CAREER: UGRD Petition Type: ☒ A ☒ B ☐ C ☐ D

Student Full Name: Jane Foster Programs: [] Term Code: [] * Department / Course: []

petitionA_all_courseData: [] Course Name: []

Submit

Indicate the **Programs** and **Term Code**

Example:

- Programs: Mathematics
- Term Code: Spring 2020

University Petition

Case ID

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

* First Name <input type="text" value="Jane"/>	* Last Name <input type="text" value="Foster"/>	* CWID <input type="text" value="800123456"/>	Date <input type="text" value="08/16/2021"/>
* Phone Number <input type="text" value="714/123-4567"/>	* Address <input type="text" value="123 Main Street"/>	* City <input type="text" value="California"/>	* State <input type="text" value="CA"/>
* Zip Code <input type="text" value="92831"/>	* Email Address <input type="text" value="jfoster@csu.fullerton.edu"/>		

workflow_initiator <input type="text" value="jfoster"/>	ClassNumber List <input type="text"/>	final_course_data <input type="text"/>	all_course_data <input type="text"/>
Email Subject <input type="text"/>	Stage Indicator <input type="text"/>	Aftia Desc CWID <input type="text"/>	Custom Title <input type="text"/>
Student User ID <input type="text" value="jfoster"/>	EIP Flag <input type="text" value="Y"/>	ACAD_CAREER <input type="text" value="UGRD"/>	Petition Type <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Student Full Name <input type="text" value="Jane Foster"/>	Programs <input type="text"/>	Term Code <input type="text"/>	* Department / Course <input type="text"/>
petitionA_all_courseData <input type="text"/>	Course Name <input type="text"/>		

Submit

Step 5:

Click on the **Petition Information** tab

University Petition

Case ID

Student Information

Petition Information


Signature and Acknowledgement

Supporting Documents

* First Name <input type="text" value="Jane"/>	* Last Name <input type="text" value="Foster"/>	* CWID <input type="text" value="800123456"/>	Date <input type="text" value="08/16/2021"/>
* Phone Number <input type="text" value="714/123-4567"/>	* Address <input type="text" value="123 Main Street"/>	* City <input type="text" value="California"/>	* State <input type="text" value="CA"/>
* Zip Code <input type="text" value="92831"/>	* Email Address <input type="text" value="jfoster@csu.fullerton.edu"/>		

Step 6:

Read the Fee and Petition information



University Petition

Case ID

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

UNIVERSITY PETITION / FORM B – RETROACTIVE CHANGE OF GRADING BASIS

PETITION FEES To submit petition(s): One petition: \$20

More than one petition: **AND** all petitions are for classes in same semester: \$20
OR petitions are for classes in different semesters: \$20/semester

IMPORTANT INFORMATION FOR ALL STUDENTS

CAN ONLY petition to change: FROM: 'Credit/No Credit' TO: 'Letter Grade'

CANNOT petition to change: FROM: 'Letter Grade' TO: 'Credit/No Credit'

SECTION 1 – UNDERGRADUATE STUDENTS

Step 7:

Scroll down

Click on the **Term Taken** drop-down caret

SECTION 1 – UNDERGRADUATE STUDENTS

* Term Taken

v

←

Department / Course	Instructor Name	Current Grade Input	Current Grade Official
<input type="checkbox"/>			

This course needs a letter grade in order to meet a requirement for

☐ General Education

Section on the TDA that this course meets

☐ Major

Section within your major that this course meets

☐ Minor

What is your declared minor

Why did you register for this class with a grading basis that you are now requesting to change?

Step 8:

Select the appropriate **Term Taken** option

UNIVERSITY PETITION / FORM B – RETROACTIVE CHANGE OF GRAD

PETITION FEES To submit petition(s): One petition: \$20
More than one petition: ANI
OR petitions are for classes

IMPORTANT INFORMATION FOR ALL STUDENTS

CAN ONLY petition to change: FROM: 'Credit/No Credit' TO: 'Letter Grade'
CANNOT petition to change: FROM: 'Letter Grade' TO: 'Credit/No Credit'

SECTION 1 – UNDERGRADUATE STUDENTS

* Term Taken

Select Term Taken

Fall 2018

Spring 2019

Summer 2019

Fall 2019

Winter 2019

Spring 2020

Summer 2020

Fall 2020

Winter 2020

Spring 2021

Summer 2021

Fall 2021

Winter 2021

Instructor Name **Current Grade Input**

t a requirement for

Section on the TDA that this course meets

Step 9:

Select the course you want to petition by checking the coordinating box

SECTION 1 – UNDERGRADUATE STUDENTS

* Term Taken

Spring 2020

	Department / Course	Instructor Name	Current Grade Input	Current Grade Official
<input type="checkbox"/>	ART 380		A+	A+
<input type="checkbox"/>	CAS 394		A-	A-
<input type="checkbox"/>	CAS 394L		CR	CR
<input type="checkbox"/>	KNES 386		B	B
<input type="checkbox"/>	CAS 325B		B	B
<input type="checkbox"/>	SPED 432		A+	A+

Step 10:

A) Select the appropriate course category

B) Fill in the coordinating information requested (only for the option you selected).

A

B

This course needs a letter grade in order to meet a requirement for

☐ General Education

☐ Major

☐ Minor

Section on the TDA that this course meets

Section within your major that this course meets

What is your declared minor

Why did you register for this class with a grading basis that you are now requesting to change?

Step 11:

Answer the 'Why' question

This course needs a letter grade in order to meet a requirement for

☐ General Education

☐ Major

☒ Minor

Section on the TDA that this course meets

Section within your major that this course meets

What is your declared minor

Marketing

Why did you register for this class with a grading basis that you are now requesting to change?

Was in error, did not realize I did that

Step 12:

Click on the **Signature and Acknowledgement** tab

University Petition

Case ID

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

UNIVERSITY PETITION / FORM B – RETROACTIVE CHANGE OF GRADING BASIS

PETITION FEES To submit petition(s): One petition: \$20

More than one petition: AND all petitions are for classes in same semester: \$20
OR petitions are for classes in different semesters: \$20/semester

IMPORTANT INFORMATION FOR ALL STUDENTS

CAN ONLY petition to change: FROM: 'Credit/No Credit' TO: 'Letter Grade'

CANNOT petition to change: FROM: 'Letter Grade' TO: 'Credit/No Credit'

SECTION 1 – UNDERGRADUATE STUDENTS

Step 13:

Click on the acknowledgement checkbox to 'sign' the document

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

→

☐ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

Comment (optional)

Step 14:

Upon checking the box, your **Signature** and **Date** will be populated

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

Jane Foster

08/16/2021

(must be in the future)

Comment (optional)

Step 15:

Fill in the **Expected term of graduation**

Example: Spring 2022

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

Jane Foster

08/16/2021

(must be in the future)

Comment (optional)

Step 16: (Optional)

If you would like to leave a comment, you may do so in the **Comment (optional)** field

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form

* Signature

Jane Foster

* Date

08/16/2021

* Expected term of graduation

Spring 2022

Comment (optional)

Step 17:

Click the **Supporting Documents** tab



University Petition

Case ID

1080

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

Jane Foster


08/16/2021

Spring 2022

Comment (optional)

Step 18:

To attach a document, click the **Attach** button



University Petition

Case ID

1080

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF files are allowed!


Supporting Document

Attach

Supporting Document

Attach

The attached document will show under the **Attach** button



University Petition

Case ID

1080918

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF files are allowed!

Supporting Document

Attach

Add petition support information.pdf

X

Supporting Document

Attach

Step 19:

Click the **Submit** button

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF files are allowed!

Supporting Document

Attach

Add petition support information.pdf X

Supporting Document

Attach

workflow_initiator	ClassNumber List	final_course_data	all_course_data
jfoster			
Email Subject	Stage Indicator	Aftia Desc CWID	Custom Title
Student User ID	EIP Flag	ACAD_CAREER	Petition Type
800123456	y	UGRD	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Student Full Name	Programs	Term Code	* Department / Course
Jane Foster	Administration	Spring 2020	
petitionA_all_courseData	Course Name		

Submit

The screen will refresh to show a confirmation window

University Petitions

Thank you for submitting the petition.

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