

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 the navigation bar, there are tabs for 'HOME', 'MY FORMS', 'MY DRAFTS', 'MY TASKS', and 'HELP'. A search bar is located below the tabs. The main content area displays a table of forms with the following columns: 'Form Name' and 'Actions'. The table lists seven 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 around the 'Airplane' icon in the 'Actions' column, and a red arrow points to this icon. At the bottom of the table, there is a 'Show 10 entries' dropdown and 'Showing 1 to 7 of 7 entries' text.

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: 108C

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: 108C

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

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

workflow_initiator ClassNumber List final_course_data all_course_data

jfoster

Email Subject Stage Indicator Affia Desc CWID Custom Title

Student User ID EIP Flag ACAD_CAREER Petition Type

jfoster Y UGRD A B C D

Student Full Name Programs Term Code * Department / Course

Jane Foster ▼

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

workflow_initiator	ClassNumber List	final_course_data	all_course_data
<input type="text" value="jfoster"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Subject	Stage Indicator	Aftia Desc CWID	Custom Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student User ID	EIP Flag	ACAD_CAREER	Petition Type
<input type="text" value="jfoster"/>	<input type="text" value="Y"/>	<input type="text" value="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
<input type="text" value="Jane Foster"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
petitionA_all_courseData	Course Name		
<input type="text"/>	<input type="text"/>		

Step 5:

Click on the **Petition Information** tab

University Petition

Case ID

Student Information
Petition Information
Signature and Acknowledgement
Supporting Documents

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

- 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

is 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
1080918

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 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 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

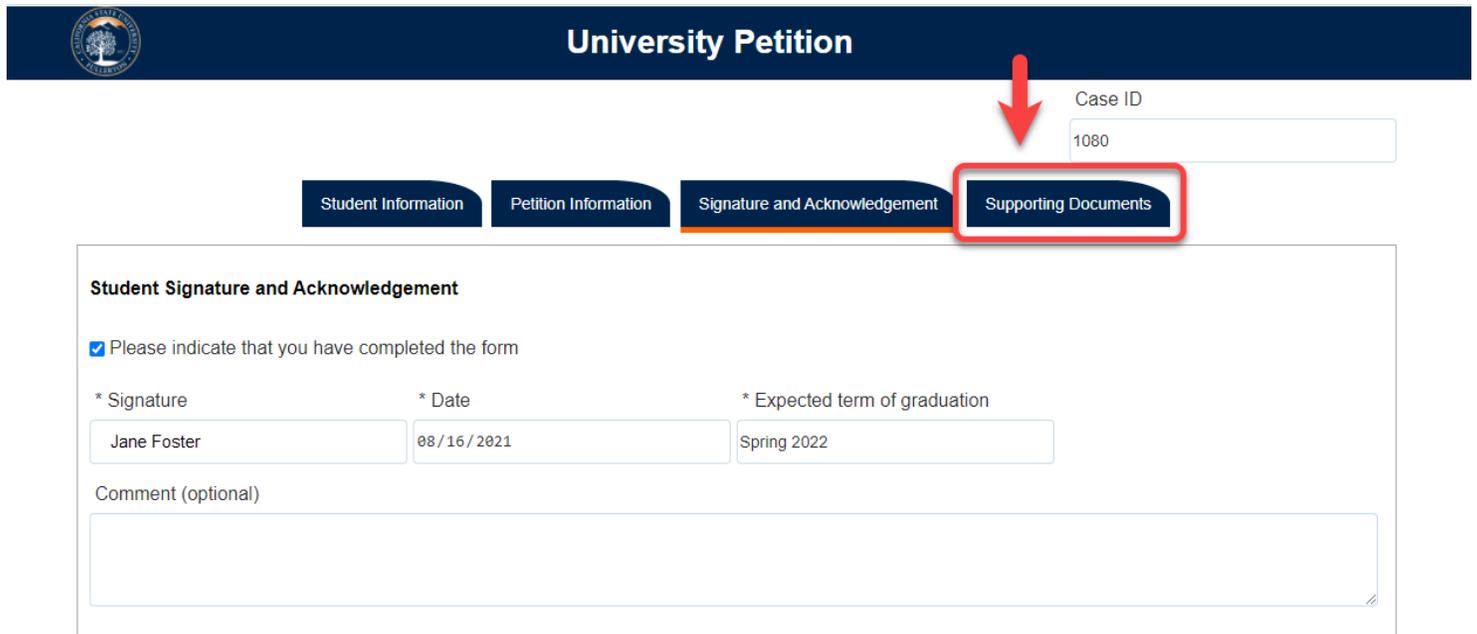
Spring 2022

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

Add petition support information.pdf X

Supporting Document

workflow_initiator	ClassNumber List	final_course_data	all_course_data
<input type="text" value="jfoster"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Subject	Stage Indicator	Aftia Desc CWID	Custom Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student User ID	EIP Flag	ACAD_CAREER	Petition Type
<input type="text" value="800123456"/>	<input type="text" value="y"/>	<input type="text" value="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
<input type="text" value="Jane Foster"/>	<input type="text" value="Administration"/>	<input type="text" value="Spring 2020"/>	<input type="text" value=""/>
petitionA_all_courseData	Course Name		
<input type="text"/>	<input type="text"/>		

The screen will refresh to show a confirmation window



University Petitions

Thank you for submitting the petition.

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