Appendix: Signature requests to these signers will be sent as follow:

- **Send Signature Request**
  - **All Instructors**
  - **All Department Chairs**
  - **College of Professional and Global Education (cpge@sjsu.edu)**
    - If answered Yes to Open University question OR answered Yes to Special Session question.
  - **Graduate Admission and Program Evaluation (graduate@sjsu.edu)**
    - If answered Yes to Open University AND Yes to Requesting Graduate 200-level classes questions.

- **Undergraduate or Post Baccalaureate**
  - **Associate Dean of Undergraduate Education (undergraduate-education@sjsu.edu)**
  - **Graduate**
    - **Associate Dean of Graduate Studies (graduate-studies@sjsu.edu)**

- **Office of Registrar (records-regist@sjsu.edu)**
  - **Denied**
    - **Petition Enter Deny Reason**
    - **Completed Petition Emailed to All Signers**
    - **Petition**
      - **Denied**
  - **Processed**

- **Financial Aid & Scholarship Office (fao@sjsu.edu)**
  - If answered Yes to Financial Aid question.

- **Bursar/Cashier (cashierbanking@sjsu.edu)**
  - **Completed Petition Emailed to All Signers**
  - **Petition**
    - **Approved**
    - **Student**
      - Need to open the petition attachment from the Completed email to see whether your petition has been Processed or Denied and comments.
      - Check Petition Result