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

1. **Send Signature Request**
   - **All Instructors**

2. **All Department Chairs**
   - **Professional and Continuing Education (pace@sjtu.edu)**
     - If answered Yes to Open University question OR answered Yes to Special Session question.
     - **Graduate Admission and Program Evaluation (graduate@sjtu.edu)**
       - If answered Yes to Open University AND Yes to Requesting Graduate 200-level classes' questions.

3. **Office of Registrar (records-registry@sjtu.edu)**
   - **Denied**
     - **Petition Enter Deny Reason**
     - **Completed Petition Emailed to All Signers**
     - **Petition Denied**

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

5. **Bursar/Cashier (cashierbanking@sjtu.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**