



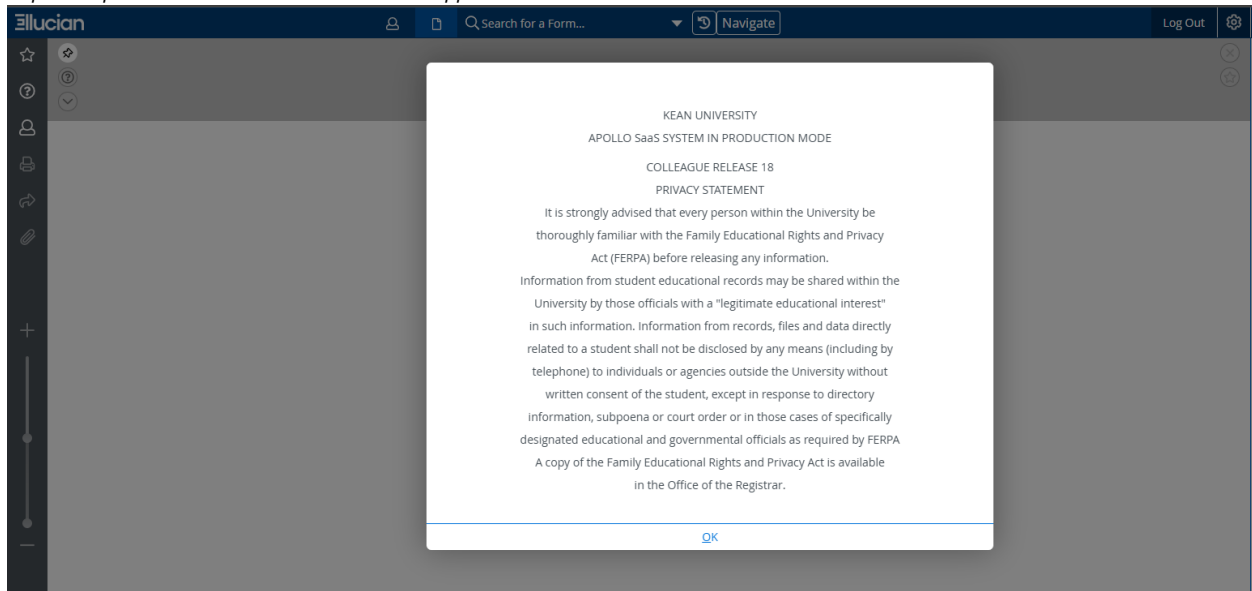
## Entering Approved Course Petitions in Ellucian Colleague

(Updated 4/15/26)

### 1) Login to your Kean University Ellucian Colleague account.

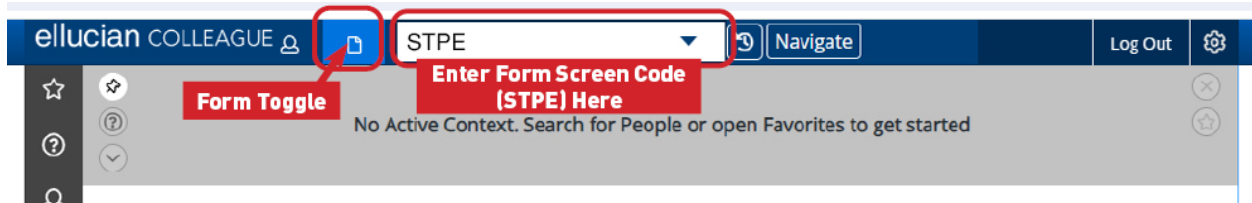
- Ellucian Colleague: <https://kean.colleague.elluciancloud.com/UI/home/index.html>

If you are unable to login or have issues accessing the site, please contact the Office of Information Technology at (908) 737-6000 or visit <https://helpdesk.kean.edu/> to enter a Kean IT support ticket.



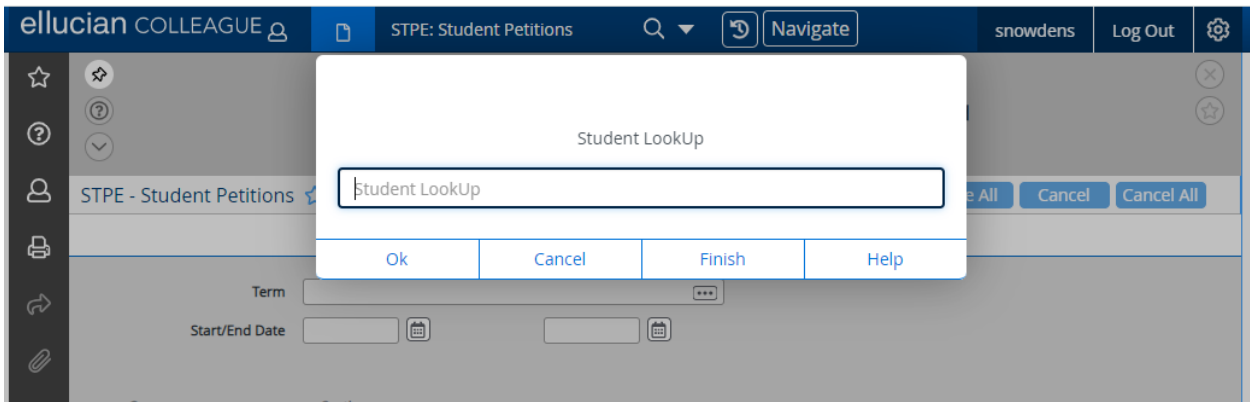
### 2) Upon logging in, enter "STPE" as the form screen code and press "Enter."

To access the STPE screen, the user must be granted access by the Office of the Registrar and the Office of Information Technology.

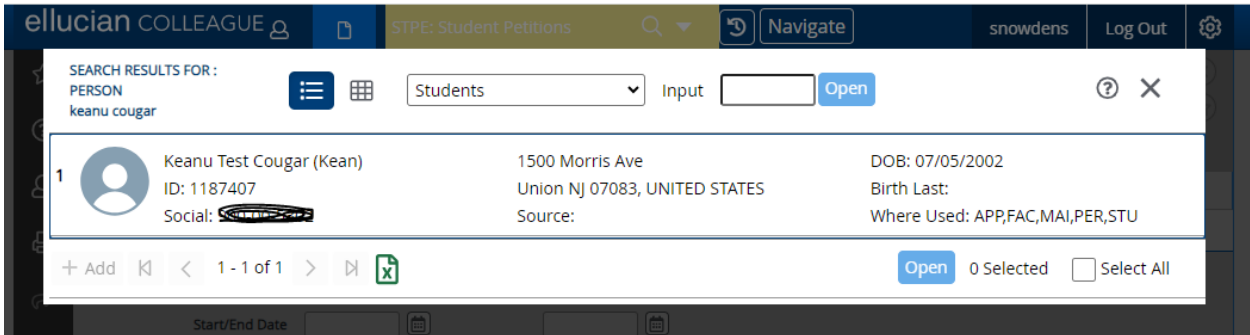


After initially entering STPE, Colleague will save STPE to your form history for quicker access in the future. You may also enter "Student Petitions" in the form field to search for STPE.

### 3) Upon accessing the STPE (Student Petitions) screen, you must enter a student's name or Kean student ID number, then press "Enter" or click "OK".

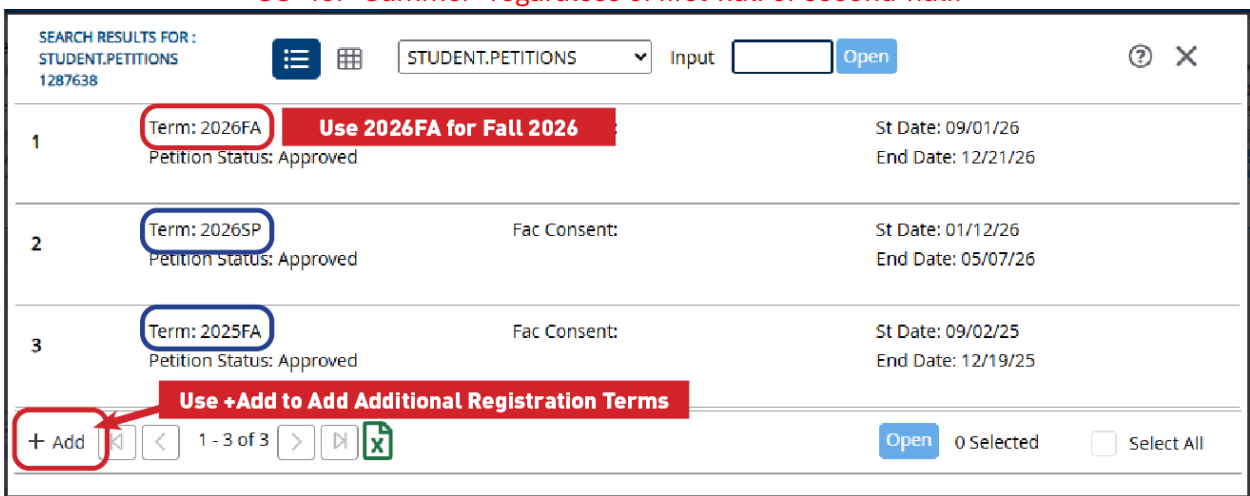


4) If prompted, select the correct student from the student list. You may double-click on the student or select their name before clicking “Open.”

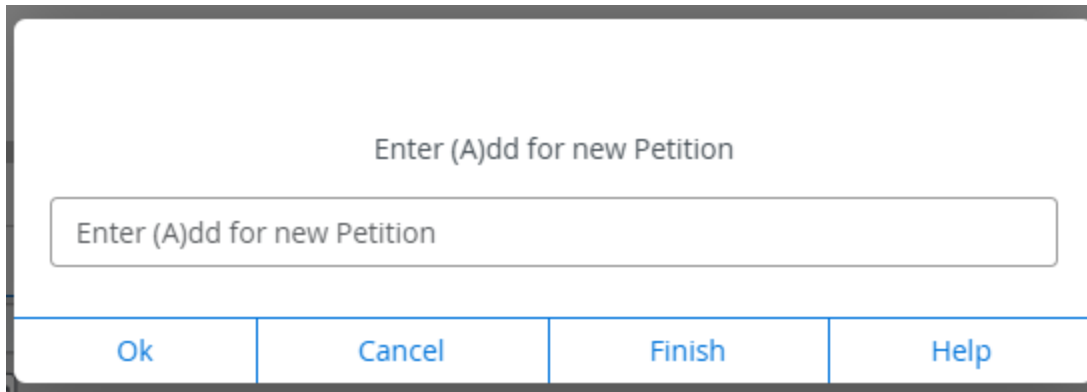


5) Upon selecting a student, a list of terms (semesters) with existing petitions will be displayed. Please select the desired registration term or click “+Add” to enter a new registration term.

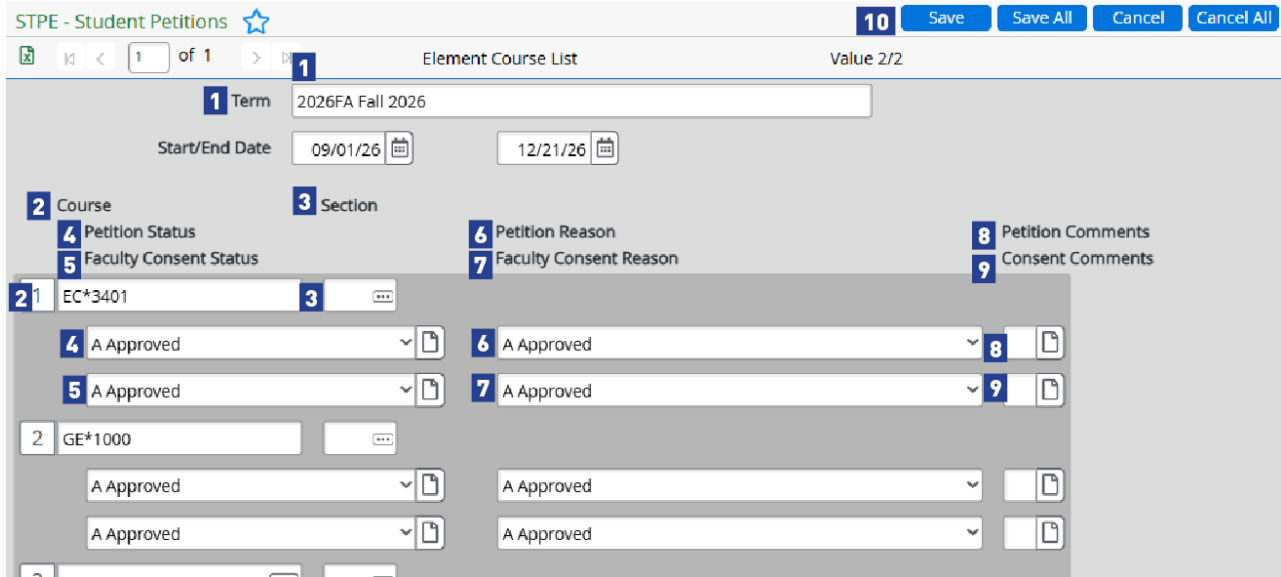
- The format of terms in Ellucian Colleague consist of a 4-digit year and semester code
  - 2026SU, 2026FA, 2027WI, 2027SP, 2027SU, 2026FAW, 2027WIW, 2027SPW, 2027SUW
  - NOTE:** Beginning with Summer 2026, Summer is one academic term. Do not use historical Summer Session 1 and Summer Session 2 codes. You MUST use only “SU” for “Summer” regardless of first-half or second-half.



- If you are entering the first petition for a student, you will be prompted to “Enter (A)dd for new Petition.” Enter “A” and press enter or click “OK.”



6) Below is a screen image of what a completed STPE petition screen will look like. Additional instructions can be found below the image based upon the corresponding number.



**1. Term** – This is the term (semester) the petition should be applied to. See below for examples.

“2026SU” for Summer 2026 –

**NOTE: DO NOT USE “2026S1” OR “2026S2” ANY LONGER – THESE WILL NOT GRANT THE PETITION FOR A STUDENT. ALL SUMMER COURSE SECTIONS ARE IN “2026SU”**

“2026FA” for Fall 2026

“2027WI” for Winter 2027

“2027SP” for Spring 2027

“2027SU” for Summer 2027. Note

**2. Course** – This is the specific course the petition should be applied to. See below for examples. **See important note below.**

“MATH\*1000” or “MATH 1000”

“GE\*1000” or “GE 1000”

“EC\*3401” or “EC 3401”

**IMPORTANT: If you enter a course number and multiple versions of the same course appear, you MUST select the course with the most recent system start date. See below for an example. If the wrong course is selected, it will result in the petition not allowing the student to register.**

SEARCH RESULTS FOR : COURSES EC 3401

COURSES Input [ ] Open

1	Subject	EC	Course No	3401	Locations:	System Start Date	Start: 12/06/23
	Title:	ECE CLIN PRAC I					End:
2	EC		3401		Locations:		Start: 09/04/18
	Title:	ECE CLIN PRAC I					End:

+ Add | 1 - 2 of 2 | Open | 0 Selected | Select All

**3. Section** – If the petition is for a specific course section (specific faculty member, date, time, etc...), then a section number must be entered. **If the petition applies to the course and does not need to be restricted to a section, LEAVE THE SECTION NUMBER BLANK.** See below for an example.

Course	Section	Petition Status	Faculty Consent Status	Petition Reason	Faculty Consent Reason
1	EC*3401 01	A APPROVED	A APPROVED	APP APPROVED	APP APPROVED
		A APPROVED	A APPROVED	APP APPROVED	APP APPROVED
2	GE*1000	A APPROVED	A APPROVED	APP APPROVED	APP APPROVED
		A APPROVED	A APPROVED	APP APPROVED	APP APPROVED

**Petition Limited to Section 01**

**Petition Open to All Sections**

**4. Petition Status** – Set to “A APPROVED.” You may type “A” as a shortcut or select “Approved” from the dropdown list.

**5. Faculty Consent Status** – Set to “A APPROVED.” You may type “A” as a shortcut or select “Approved” from the dropdown list.

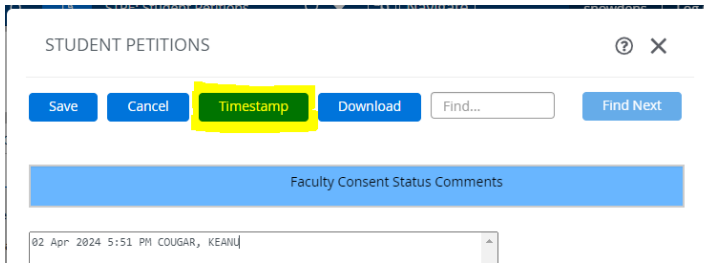
**6. Petition Reason** – Set to “APP APPROVED.” You may type “APP” as a shortcut or select “Approved” from the dropdown list.

**7. Faculty Consent Reason** – Set to “APP APPROVED.” You may type “APP” as a shortcut or select “Approved” from the dropdown list.

Below is an example of a completed petition for EC\*3401 that is open to all course sections.

Course	Section	Petition Status	Faculty Consent Status	Petition Reason	Faculty Consent Reason
1	EC*3401	A APPROVED	A APPROVED	APP APPROVED	APP APPROVED
		A APPROVED	A APPROVED	APP APPROVED	APP APPROVED

**8. Petition Comments** and **9. Consent Comments** – Optional, but if the Petition Reason or Faculty Consent Reason are not set to “APP APPROVED,” corresponding comments are required. If you would like to add comments, click the notepad icon (📝) to detail in and open the comments screen (screenshot below). Please provide any applicable comments and then click “Timestamp” to enter the date, time and your name. Click “Save” when done to return to the STPE Student Petitions screen.

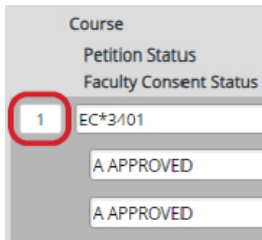


**10. Save** – When the term, course, section (if applicable) and the corresponding approvals (4 locations in total for each course) have been entered, please click “Save”, and “Update” if prompted, to apply the changes and exit the student’s petition record.

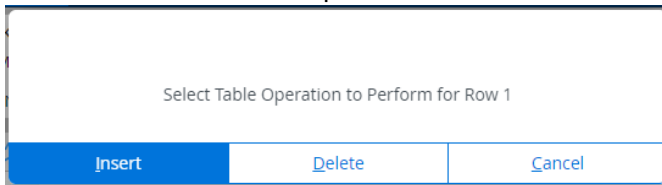
## Removing Petitions

If it is necessary to remove petitions, please follow these steps.

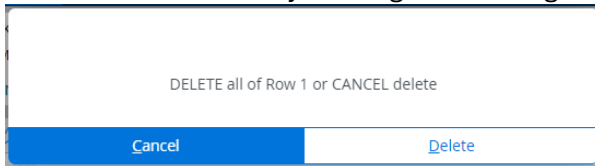
1. Enter the **STPE Student Petitions** screen for the corresponding student and term.
2. Locate the petition you wish to remove.
3. Click on the record number located to the left of the course.



4. Click “Delete” from the options.



5. Confirm the deletion by clicking “Delete” again.



6. The petition will then be removed from the student’s record. You may either continue making changes or click “Save” to save the changes and exit the student’s record.