

## Petition to Appeal a PD 2009-05 Decision (Academic Year 2009-10)

Your petition will not be processed if you are not using the current form. Please check <http://www.sjsu.edu/advising/forms/> to be certain that you are using the most recent version. Unless there are extenuating circumstances, this petition must be submitted within 30 days of notification of the original decision. This petition is solely to appeal decisions made under the Implementation Guidelines for the Presidential Directive 2009-05 ([http://www.sjsu.edu/advising/presidential\\_directive/](http://www.sjsu.edu/advising/presidential_directive/)). These decisions include:

- Guideline 1 – Applying for Graduation (requiring students to do so)
- Guideline 2 – Restricting Enrollment Options (enrollment only for classes leading to graduation)
- Guideline 3 – Declaring Majors (required by 60 units; admission restrictions have been applied)
- Guideline 4 – Changing Majors (unit and/or admission restrictions have been applied)
- Guideline 5 – Failure to Make Academic Progress (leading to Administrative Academic Probation or Disqualification)
- Guideline 6 – Changing Graduate Programs (restrictions on changing or adding programs)

SJSU ID \_\_\_\_\_ Name (print) \_\_\_\_\_

Phone (cell preferred) \_\_\_\_\_ Email address \_\_\_\_\_

Student Signature \_\_\_\_\_ Major \_\_\_\_\_

Please indicate YES or NO for each of the required items for submission of a completed petition		
YES	NO	Required Items:
		This is the <b>current version of the petition</b> ( <a href="http://www.sjsu.edu/advising/forms/">http://www.sjsu.edu/advising/forms/</a> )
		<b>Copy of decision being appealed</b> (including the reason for the denial)
		<b>Your personal statement</b> (and optional supporting evidence/documentation)
		<b>SJSU transcript</b> (unofficial OK) & relevant transcripts (if any) from other institutions showing academic work not yet reflected on the SJSU transcript
		<b>List of courses currently enrolled in</b>
		<b>List of additional coursework requested</b> (with number of units and purpose for taking)
		<b>Letter from an advisor or faculty member supporting the need for additional coursework</b>
		<b>Page 1 of your Degree Progress Report</b> (undergraduates only)
		<b>All the information I have provided in this petition is truthful and complete</b>
Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated <b>NO</b> :		

*STUDENT must submit completed petition to the Undergraduate Studies Office, Administration 159.*

**Appeals Panel Recommendation** (circle one):                      **APPROVE**                      **DENY**  
 Comments (optional):

Panel Chair Name (print)	Signature	Date	Phone
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**AVP or designee, UGS or GS&R** (Final Decision):                      **APPROVE**                      **DENY**                      **OTHER**  
 Comments (optional):

AVP (or designee) Name	Signature	Date
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