

Petition to Enroll in SJSU Studies (Area R, S, V) and Area Z (Written Communication) Courses with <60 units Completed

Your petition will not be processed if you are not using the current form. Please check www.sjsu.edu/gup/allForms/index.html to be certain that you are using the most recent version of this petition.

The purpose of this petition is to allow student to enroll in SJSU Studies (Upper Division GE). This petition can be used by Lower Division (LD) students with less than 60 units completed, students with Upper Division (UD) standing with transfer credit not posted on MySJSU, or Open University/Special Session students seeking to enroll in SJSU Studies (Area R, S, V) or Written Communication (Area Z) who have meet all required prerequisites except Upper Division Standing.

This petition will **ONLY** be considered if:

1. PeopleSoft did not properly assign (automatically) Upper Division Standing or transfer coursework has not been posted. Please provide proof of completing 60 or more units.
 - a. Students who are disqualified from SJSU taking course through Open University (UGS will sign on behalf of Major Advisor/ Dept. Chair).
2. Both SJSU and All College GPA's must be at least 2.5 (exceptions are always made for students who have earned more than 57 (UE) units).
3. Satisfaction of the Written Skills Test (WST) requirements (with a score of 7 or higher) or passing ENGL/LLD 100A (grade of C or higher).
4. All CORE GE, PE, and American Institutions coursework has been completed or will be completed in the semester for which the permission to enroll in SJSU Studies Courses is being sought.
5. Completely fill out this form. Request will NOT be accepted if:
 - a. Any attachments are missing (Personal Statement and/or transcript(s));
 - b. Advisor or Dept. Chair's Signature is missing.
 - c. Incorrect/missing information
6. Final submission should be to ADM , 159

If the petition is approved, then permission will be granted to enroll in SJSU Studies Courses **NO EARLIER THAN** the first day of class (**NOTE: ADVANCE REGISTRATION CANNOT BE USED FOR SJSU STUDIES COURSES**). Students will need a Permission Code to add course on the first day of instruction. Once you receive a permission code from the course instructor or department, your spot is saved in the class. If you are not sure how to add a course using an add code, please use this link [Adding a Class](#) (step 14 of guide shows how to add a course with an ADD CODE).

***NOTE:**

The Office of Graduate & Undergraduate Programs may drop all SJSU Studies courses from your program if you do not successfully complete the required 60 units of coursework by the end of the semester or were found to have falsify any information. Students unable to enroll in SJSU Studies courses during the current semester will need to submit a new petition for the following semester (petition is only valid for one semester).

Petition to Enroll in SJSU Studies (Area R, S, V, & Z) Courses with <60 Units

Student Information

SJSU ID		Name (First & Last)		Major (indicate if Open University Student)		Date	
Phone		Email		Term Seeking Permission to Enroll (e.g. Fall 18)			

WST Score	SJSU GPA	All College GPA	CORE GE Completed			Units in Progress	Transfer Units not showing on MySJSU		Total Units Earned*
			Y	N	IP		Quarter		
							Y	N	UE

* All college earned units, include units in progress if semester is not over and transfer credit not showing up on MySJSU.

Petition will NOT be reviewed if the following items are missing (initial):

- _____ This is the most current version (www.sjsu.edu/gup/allForms/index/html) and I have read all instructions
- _____ School transcript(s) (unofficial copy is accepted) are attached
- _____ Personal statement explaining request
- _____ All the information provided in this petition is truthful and completed

Course Information:

SJSU Studies	5 Digit Course #	Course Area & Catalog #	Course Title	Section
<i>Example: Area Z</i>	<i>12345</i>	<i>UNVS 100W</i>	<i>Spartan Writing</i>	<i>01</i>
Area R				
Area S				
Area V				
Area Z^				

^ Course must be in your program of study

Recommendation:

Major Advisor or Dept. Chair:		<input type="checkbox"/>	Not Recommend	<input type="checkbox"/>	Recommend
Comments (required):					
Name (print)		Signature		Phone	Date

Submit to the Office of Graduate and Undergraduate Programs, Administration Building, room 159

Associate Dean, UGS Decision (mark one)		<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENY
Comments (optional):					
Associate Dean (or designee) Name		Signature		Date	

For Office USE Only:

CMS Entry		Date	
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