

PETITION FOR EXCESS UNITS

UNDERGRADUATE STUDENTS

Spring 2018

(Valid January 8 – February 5, 2018)

- The SJSU Academic Division continues to permit enrollment of undergraduate students in good standing to a maximum of 19 units as of January 12, and a maximum of 19 units for graduating seniors as of December 30. This petition is to request an exception to that limit. To be considered as a graduating senior, you must have submitted a graduation application for Spring Summer or Fall 2018 by October 2, 2017.
- To request more than 19 units, students must file a complete petition between January 8 – February 5, 2018. Graduating seniors with a graduation application on file or students in good standing may petition for up to 21 units.
- **Submit completed form to the major advisor or department chair of your degree program (if you are undeclared, submit the form to Academic Advising & Retention Services).**
- Once your enrollment unit limit has been adjusted, you will receive a notification from the Office of the Registrar via e-mail or MySJSU messaging.
- You will need to obtain the add code(s) and add the class(es) yourself. There will be a delay between the approval by your Associate Dean and the ability to register for the additional courses in MySJSU.
- Petitions received after February 5, 2018 may not be processed until after the last day to add and may incur a late add fee.
- If you have any questions about your denial or approval, please contact the Associate Dean who signed your petition

CONDITIONS

- Maximum units allowed are 21
- All requested and enrolled classes must be required for the declared degree, or supplemental instruction courses, or be related to H&A courses such as WLL (World Languages and Literatures) and performance based auditioned classes in M&D (Music and Dance) and TRFT (Television, Radio, Film, & Theatre). Please be sure all classes are included on the request. Additional petitions are not likely to be approved.
- Your major advisor and Associate Dean will consider your demonstrated ability to succeed with relatively high unit loads in the past. Students on Probation or repeating classes are highly unlikely to have their petitions approved.
- Approvals are granted for exactly the number of units you request. An increase is NOT automatic.
- Students approved for excess units will NOT be approved for course drops or semester withdrawals except in cases of clear and obvious emergency.
- Only completed petitions will be considered. Please read the instructions carefully.

REQUIRED ATTACHMENTS

- SJSU unofficial transcript.
- MySJSU listing of currently enrolled classes and their units.
- A short statement describing why you need each of the courses you are currently enrolled in AND those you are seeking to add. *For example, course X is needed for major, minor, GE, supplemental instruction, group or ensemble based courses such as debate team or theater performances.*



**SAN JOSÉ STATE
UNIVERSITY**

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Student information:

Last name		First name		Middle name	
SJSU ID		Graduation Term & Year		Date applied for Graduation	
SJSU Cum GPA & Academic Standing		Phone number(cell preferred)		E-mail address	

Total currently enrolled units: _____ (attach MySJSU listing of currently enrolled classes and their units)

How many additional units are you seeking to add: _____

Course Information for all additional courses that you are seeking to add:

5 digit Class Number (Schedule Code#)	Course Subject & Course Number e.g. ENGL 1A	Section Number	Number of Units
Total			

I recommend this student for the following number of excess units (beyond 19): _____

Comments (optional): _____

Major Department Chair or Major Advisor **Date** **Phone**
Printed Name & Signature

Final Decision (circle one) **APPROVE** **DENY**

Comments (optional): _____

Associate Dean of the College that is home to the student's major **Date** **Phone**
Printed Name & Signature

For Office of Associate Dean Use Only:

Date Received : _____ By: _____

Date Excess Unit spreadsheet updated: _____ By: _____ Excess Units Petition Spring18-1-8-18