



Instructions

1. All fields must be completed. If any fields are incomplete, form will be returned. Resubmission of form will be held to current deadline requirements.
2. You must follow all add deadlines and attach appropriate enrollment form as necessary, e.g., Pre-Census Date or Post Census Date Petition for Late Enrollment .
3. You must pay all fees as required, e.g., registration, late fees.
4. Courses in which a “C or better” grade (C– not included) was earned on the first attempt are never repeatable unless they are designated *repeatable for credit*.
5. Grade Forgiveness is automatic (effective Fall 2009) if applicable. See University Policy F08-2 for complete descriptions: <http://www.sjsu.edu/senate/F08-2.htm>.

STUDENT must submit completed petition to “R” counter in the Student Services Center (SSC).

SJSU ID _____ Name (print) _____

Major _____ Phone (cell preferred) _____ Email : _____

Class Information: Class #(5 digits): _____ Dept Code & Course # e.g. ,BUS1 121B _____

section# _____ # of units _____ Semester (e.g., Fall 09) _____

If the class has related components, please check the box and enter 5 digit class#:

Activity _____ Lab. _____ Seminar _____

Please _____ - O _____		NO for each of the required items for submission of a completed petition
YES	NO	Required Items:
		This is the current version of the petition (http://www.sjsu.edu/registrar/forms/).
		SJSU transcript (unofficial is OK) with prior attempts highlighted is attached.
		I am a graduating senior (documentation may be requested by instructor).
		All the information I have provided in this petition is truthful and complete.
Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated NO :		
Reason that you need this class (e.g., major, minor, GE) (optional):		

Student's signature _____

Instructor Approval (indicated by signature)

Add Code (assigned by instructor prior to the last day to add): _____

Comments (optional):

Instructor's Printed name

Signature

Date

Phone

For Office Use Only:

Date Processed: _____ By: _____ Petition to Enroll in a Course More Than Two Times 08-23-10