



◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

Petition to Repeat a Course for Academic Renewal

Instructions:

1. Review 2006-2008 SJSU Catalog (page 432) regarding the University Policy on Academic Renewal. (<http://info.sjsu.edu/home/catalog.html>)
2. Consult with your advisor to determine your eligibility.
3. Take the form to the instructor to ask for approval. If approved, have the instructor sign this form and give you a "permission number". The "permission number" will allow you to add the class via MySJSU registration system.
4. You must add the class before you submit the form to "R" counter at the Student Services Center.
5. **Deadline:** You must submit the completed form to "R" counter no later than the last day to add (specific deadline date listed in the Schedule of Classes for each semester).

Note:

- **Only** matriculated or disqualified SJSU **undergraduate students** may petition to repeat courses in which they received a C-, D+, D, D-, F, IC or WU for the purpose of academic renewal.
- Students admitted to SJSU with 55 or fewer units may repeat a maximum of 18 units for Academic Renewal; students who enter as upper division students (56 or more units) may repeat a maximum of 9 units for Academic Renewal.
- Repeating courses for academic renewal will maintain the original grade on the academic record, but will be excluded from the computation of the Grade Point Average (GPA).
- Only the grade received on the second attempt will be counted into the Grade Point Average.
- Academic renewal will not change your academic standing from a previous semester.

SJSU ID #: _____ Student Name: _____
Last First Middle

Mailing Address: _____
Street # City State Zip Code

Major _____ Phone: (____) _____ E-mail: _____

Course and grade to be replaced: (do not leave any field blank)

Previous Course Taken:

Semester/Year (e.g. Fall/07)	Subject Area (e.g. ENGL)	Catalog Number (e.g. 1A)	Class Number (5 digits number)	Course Title (e.g. Composition I)	Grade Received

Current Course:

Semester/Year (e.g. Fall/07)	Subject Area (e.g. ENGL)	Catalog Number (e.g. 1A)	Class Number (5 digits number)	Course Title (e.g. Composition I)

Instructor's Printed Name/ Signature

Date

Campus Extension

For Office Use Only:

Date Received: _____ By: _____

Academic Renewal 11-07-07