



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/docs/F08-2.pdf).

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

SJSU ID \_\_\_\_\_ Name (print) \_\_\_\_\_
Major \_\_\_\_\_ Phone (cell preferred) \_\_\_\_\_ E-mail \_\_\_\_\_

Class Information: Class #(5 digits) \_\_\_\_\_ Dept Code & Course # \_\_\_\_\_
e.g. ,BUS 120A
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 indicate YES or NO for each of the required items for submission of a completed petition

Table with 2 columns: YES, NO and 1 column: Required Items. Rows include: This is the current version of the petition (http://www.sjsu.edu/registrar/forms/), SJSU transcript (unofficial is OK) attached with all prior SJSU attempts highlighted, 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: \_\_\_\_\_

For Instructor: \*If approval is recommended, both add code and instructor's signature must be completed.

I am aware that this student has already taken this course 2 times or more ("W" grades not included). By signing this petition, I am recommending approval to take this class for the 3rd or more time, and acknowledging there is available space. Comments: (optional) \_\_\_\_\_ Yes \_\_\_ No \_\_\_

\*Add Codes (assigned by instructor prior to the last day to add): \_\_\_\_\_

Instructor's Printed name \_\_\_\_\_ \*Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

For Department Chair or Associate Dean: (offering the course)

Do you approve for a third or later attempt at this course? [ ] Yes [ ] No

Comments (optional): \_\_\_\_\_

Dept. Chair's or Associate Dean's Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

For Office Use Only:

Date Processed: \_\_\_\_\_ By: \_\_\_\_\_

multiple repeat 3/22/2018