



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

This petition is **ONLY** necessary for Lower Division (LD) students seeking to enroll in **SJSU Studies (Area R, S, V & Z) requiring Upper Division (UD) standing as a prerequisite.**

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester.
2. This petition will only be considered IF:
 - a. Both your SJSU and overall GPAs are at least 2.5
 - b. Passage of the Writing Skills Test (WST)
 - c. All CORE GE coursework has been completed or will be completed in the semester for which the permission to enroll in upper division coursework is being sought
 - d. At least 60 units of coursework will be completed during the semester for which the permission to enroll in upper division coursework is being sought.
3. **If the petition is approved, then permission will be granted to enroll in upper division courses NO EARLIER THAN the first day of instruction of the semester (i.e., no advance registration for these courses).** The Office of Undergraduate Studies will monitor the progress of all students whose petitions are approved and will 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.
4. Fill out this form completely. Requests will NOT be accepted if any required documents or signatures are missing.
5. Turn your petition into the front desk at the Undergraduate Studies Office (ADM 159), along with a self-addressed, stamped envelope.

SJSU Student ID Number _____

Name _____ Date _____

Complete Address _____

Email _____ Daytime Phone _____

Major _____ Major Advisor _____

Student Signature _____ Date Entered SJSU _____

Semester for which you are seeking permission to enroll in upper division courses: _____

Course(s) requiring upper division standing in which you are seeking to enroll:

(1) _____ (2) _____ (3) _____ (4) _____

Other course(s) in which you plan to enroll during the same semester:

(1) _____ (2) _____ (3) _____ (4) _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

- Complete SJSU and transfer transcripts (unofficial transcripts are OK)
- Page 1 of your PeopleSoft Degree Progress Report
- A statement from the major advisor indicating which (if any) lower division courses remain to be completed for the degree requirements of the major, and if those courses will be offered

Recommendation: Approved Denied Other

Comments:

Major Advisor's Signature _____ Date _____

FINAL DECISION: Approved Denied Other

Comments:

Associate Dean, Undergraduate Studies _____ Date _____

FOR OFFICE USE ONLY: Original: records Copy: student
 _____ PeopleSoft Comments (must be initialed) 06/11