San José State
UNIVERSITY

Disregard of Previous Semester's Work

INSTRUCTIONS:

1. **Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you are a graduating senior with a grade point average (GPA) below 2.0 in your major, minor, SJSU, or overall college coursework, you may request that grades earned in a previous semester be disregarded, so that you may graduate. If your request is granted, all grades and units earned during the semester will be disregarded when calculating your GPA for graduation, but the courses and grades will still appear on the transcript.**
2. **ALL OF THE FOLLOWING CONDITIONS MUST BE MET:**
   - **You must have applied for graduation and be ready to graduate.**
   - **You must have a GPA below 2.0 in a category required for graduation (major, minor, overall, SJSU)**
   - **At least 5 years must have elapsed since the semester you want to disregard.**
   - **You must have at least a 3.0 GPA in your most recent 15 units at SJSU, or 2.5 in the past 30 units, or 2.0 in the past 45 units.**
   - **No courses or units earned during the semester you want to disregard may be counted toward graduation.**
   - **You must document extenuating circumstances associated with the semester you want disregarded and show that your performance is not representative of your ability.**
3. **Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.**
4. **Attach a statement of your request, explaining the reason you are making the request and the extenuating circumstances that are associated with the semester you want disregarded.**
5. **Attach ALL required documentation.**
6. **Obtain signature from major advisor.**
7. **Turn your petition into the front desk at the Student Services Center, along with a self-addressed, stamped envelope.**
8. **The Undergraduate Studies Office will make the final decision and mail a copy, without attachments, to the student.**

SJSU Student ID Number _____

Name _____ **Date** _____

Complete Address _____

Email _____ **Daytime Phone** _____

Major Advisor's Signature _____

Student Signature _____ **Date Entered SJSU** _____

Academic Standing Information (to be filled in by Graduation Evaluator)

Current GPA: SJSU _____ **Major** _____ **Minor** _____

Recent SJSU GPA: last 45 units _____ **30 units** _____ **15 units** _____

Semester to be disregarded _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

θ **Complete transcripts (semester to be disregarded highlighted)**

θ **Graduation worksheet showing need to disregard grades in order to graduate**

θ **Statement explaining your request and why you are making it**

θ **PeopleSoft Degree Progress Report**

FINAL DECISION

θ **Approved** θ **Denied** θ **Other**

Comments:

_____

Associate Dean, Undergraduate Studies **Date**

FOR OFFICE USE ONLY: Original : records Copy: student

_____ **PeopleSoft Comments (must be initialed)** **1/07**