



Open University/Comm. College Excess Units

INSTRUCTIONS:

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. SJSU accepts 24 units from Open University or baccalaureate extension courses and 70 units from a community college. While all grades count, and requirements may be satisfied with units beyond these limits, only the stated maximum may be used toward the total needed for your baccalaureate degree.
2. You may petition to exceed these limits or accept units under the following circumstances:
 - You have applied for graduation and you need these units to graduate; AND
 - You can demonstrate that the excess units were accumulated as a result of your being disqualified from SJSU and becoming eligible for reinstatement, OR there were extenuating circumstances beyond your control.
3. Consult with your GRADUATION EVALUATOR before submitting your request.
4. Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.
5. Attach a statement stating how many Open University/Extension/CC/non-transferable units you have completed and how many you need for graduation. Explain the circumstances that resulted in you having excess units beyond the normal limit.
6. Attach ALL required documentation.
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 _____

Graduation Evaluator's Signature _____

Student Signature _____ Date Entered SJSU _____

Units Completed

_____ total units in Open University, Community College, or non-transferable courses

_____ units from above needed for:

_____ residence credit

_____ baccalaureate credit

REQUIRED ATTACHMENTS (photocopies are acceptable)

Complete transcripts (not including SJSU after Spring 1991)

Statement explaining your request and why you are making it

Graduation worksheet

Documentation of Extenuating Circumstances

FINAL DECISION

Approved Denied Other

Comments:

Associate Dean, Undergraduate Studies

Date

FOR OFFICE USE ONLY: Original : records	Copy: student
_____ PeopleSoft Comments (must be initialed)	1/07