Petition to Enroll in SJSU Studies (Area R, S, V, & Z) Courses with <60 Units Instruction (page 1)

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

1. **This petition will only be considered IF**:
   - **a.** Both your SJSU and overall GPAs are at least 2.5
   - **b.** Satisfaction of the WST requirement
   - **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.

2. **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 may 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.

Note: This petition can also be used for students who have 60 or more earned units (UE), including uncredited transfer work.

Petition to Enroll in SJSU Studies (Area R, S, V, & Z) Courses with <60 Units
Form (page 2)

SJSU ID _____ Name (print) _____

Phone (cell preferred) _____ Email address _____

Student signature _____ Major _____

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

From current SJSU transcript

SJSU GPA	All college GPA	All college **UE** (Earned Units) including current semester	WST passed (please check)	Yes	☐	No	☐
			WST Essay Score				

SJSU Studies Course(s) requiring upper division standing in which you are seeking to enroll:	Other course(s) in which you plan to enroll during the same semester:	Transfer coursework completed but not yet showing on SJSU transcript (*must attach non-SJSU transcript*)	Course(s) currently in progress that will be completed prior to the term for which you are petitioning
Area R	1.	1.	1.
Area S	2.	2.	2.
Area V	3.	3.	3.
Area Z	4.	4.	4.
	5.	5.	5.

Please indicate YES or NO for each of the required items for submission of a completed petition		
YES	**NO**	**Required Items:**
◯	◯	This is the current version of the petition (http://www.sjsu.edu/ugs/students/petitions/list/)
◯	◯	ALL required transcripts with relevant courses (SJSU and non-SJSU transcripts) *unofficial copies accepted*
◯	◯	Your personal statement explaining request
◯	◯	Narrative statement/recommendation and signature from Major Advisor or Department Chair
◯	◯	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:**		

Major Advisor (or Department Chair) Recommendation (circle one): ◯ **RECOMMEND** ◯ **NOT RECOMMEND**

Comments (**Required**):

_____

Major Advisor Name (print clearly) Signature Date Phone

STUDENT must collect from REVIEWER then submit to the Office of Graduate and Undergrqaduate Programs, Administration 159

Associate Dean, UGS (Final Decision): ◯ **APPROVE** ◯ **DENY** ◯ **OTHER**

Comments (optional):

_____

Associate Dean (or designee) Signature Date CMS DATA ENTRY / DATE