Petition to Enroll in a Course More Than Two Times for Undergraduate Students

Office of the Registrar ▪ One Washington Square ▪ San Jose, CA 95192-0009

Instructions

1. The student must complete Section A and have section B completed **before** submitting to "R" counter. Incomplete forms will be returned. Resubmission of the form is 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. *Submit completed petition to "R" counter in the Student Services Center (SSC).*

NOTE: Grade Forgiveness does not apply. Courses in which a "C or better" grade (C– not included) was earned are never repeatable unless they are designated *repeatable for credit*.

Section A: To be completed by the Student:

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

YES	NO	Required Items:
		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, if yes, enter term of graduation _____ (documentation may be requested).
		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:

Section B: To be completed by Instructor & Department Chair or Associate Dean (offering the course):

1. Permission number and * signatures are required. Permission number: _____
2. We are aware that this student is requesting to enroll in this course 3 or more times.
3. By approving this, we give permission for the student to enroll-- even if the class is full.

_____
Instructor's Printed name   *Signature   Date   Approved: ___ YES ___ NO

_____
Dept. Chair's or Associate Dean's Printed name   *Signature   Date   Approved: ____ YES ___ NO

Comments (Optional): _____

_____

For Registrar's office Use only:

Date Process: _____ By _____

multiple repeat 8/17/18