

PETITION FOR EXCESS UNITS

UNDERGRADUATE STUDENTS

- The SJSU Academic Division continues to permit enrollment of undergraduate students in good standing to a maximum of 19 units. This petition is to request an exception to that limit.
- The valid date to start filing this petition for the current semester is on [Enrollment Limit page](#). The last day to file is the last day to add/ drop classes via MySJSU of that semester (a day before Enrollment Census date).
- To request more than 19 units, students must file a complete petition. Graduating seniors with a graduation application on file or students in good standing may petition for up to 21 units.

INSTRUCTIONS

- **Submit completed form to the major advisor or department chair of your degree program (if you are undeclared, submit the form to [Undergraduate Education](#)).**
- Once your enrollment unit limit has been adjusted, you will receive a notification from the Office of the Registrar via e-mail.
- You will need to obtain the permission number(s)/ add code(s) from the instructor of the class and add the class(es) yourself. There will be a delay between the approval by your Associate Dean and the ability to register for the additional courses via MySJSU.
- *If you have any questions about your denial or approval, please contact the Associate Dean who signed your petition*

REQUIRED ATTACHMENTS

- SJSU unofficial transcript.
- MySJSU listing of currently enrolled classes with total number of units.
- A short statement describing why you need each of the courses you are **currently enrolled in AND those you are seeking to add** is required. *For example, course X is needed for major, minor, GE, supplemental instruction, group or ensemble-based courses such as debate team or theater performances.*

CONDITIONS

- Maximum units allowed are 21
- All requested and enrolled classes must be required for the declared degree, or supplemental instruction courses, or be related to H&A courses such as WLL (World Languages and Literatures) and performance based auditioned classes in M&D (Music and Dance) and TRFT (Television, Radio, Film, & Theatre). Please be sure all classes are included on the request. Additional petitions are not likely to be approved.
- Your major advisor and the Associate Dean will evaluate your past success with high unit loads. Petitions from students on probation or repeating classes are highly unlikely to be approved.
- Approvals are granted for exactly the number of units you request. An increase is NOT automatic.
- Students approved for excess units will NOT be approved for course drops or semester withdrawals except in cases of clear and obvious emergency.
- Only completed petitions will be considered. Please read the instructions carefully.

Student information:

Last name		First name		Middle name	
SJSU ID		Graduation Term & Year		Date applied for Graduation	
SJSU Cum GPA & Academic Standing		Phone number(cell preferred)		E-mail address	

Semester you need Excess Units(Term & Year): _____ **Total currently enrolled units:** _____

How many additional units are you seeking to add: _____

Course Information for all additional courses that you are seeking to add:

5 digit Class Number (Schedule Code#)	Course Subject & Course Number e.g. ENGL 1A	Section Number	Number of Units	Short Statement Describing the Reason for each class e.g. needed for major
Total				

I recommend this student for the following number of excess units (beyond 16 or 18): _____

Comments (optional):

Major Department Chair or Major Advisor _____ **Date** _____ **Phone** _____
Printed Name & Signature

Final Decision (check the box) **APPROVE** **DENY**

Comments (optional):

Associate Dean of the College that is home to the student's major _____ **Date** _____ **Phone** _____
Printed Name & Signature

For Office of Associate Dean Use Only:

Date Received : _____ By: _____

Date Excess Unit spreadsheet updated: _____ By: _____

ExcessUnitsPetition