

PETITION FOR EXCESS UNITS

UNDERGRADUATE STUDENTS

- The SJSU Academic Division allows undergraduate students in good academic standing to enroll up to the term unit limits listed below. This petition is used to request an exception to that maximum unit limit.
- Students may submit this petition at any time; however, **the Registrar's Office will process approved petitions beginning on the "Begin Processing Excess Units Petitions" date** for the corresponding term. See [the term calendar](#). The last day to file is the last day to add/ drop classes via MySJSU.

Students may submit this petition at any time; however, the Registrar's Office will begin processing approved petitions on the **"Begin Processing Excess Units Petitions"** date for the corresponding term (see the term calendar). The deadline to file is the last day to add/drop classes via MySJSU.

- **Enrollment Unit Limits by Term:**
 - **Spring and Fall - 19 units**
 - Graduating seniors with an approved graduation application, or students in good academic standing, may request up to **21 units**.
 - **Winter - 4 units**
 - **Summer - 12 units**

INSTRUCTIONS

- **Submit completed form to the major advisor or department chair of your degree program (if you are undeclared or Open University, 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

- 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 the exact number of units requested. 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 approval of the following number of excess units (beyond the term limit): _____

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