



Instructions

- 1. All fields must be completed. If any fields are incomplete, form will be returned. Resubmission of form will be 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. You must pay all fees as required, e.g., registration, late fees.
4. Courses in which a "C or better" grade (C- not included) was earned on the first attempt are never repeatable unless they are designated repeatable for credit.
5. Grade Forgiveness is automatic (effective Fall 2009) if applicable. See University Policy F08-2 for complete descriptions: (http://www.sjsu.edu/senate/F08-2.htm).

STUDENT must submit completed petition to "R" counter in the Student Services Center (SSC).

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

Table with 2 columns: YES, NO and 1 column: Required Items. Rows include: 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 (documentation may be requested by instructor), All the information I have provided in this petition is truthful and complete. Below the table is a section for 'Reason that you need this class (e.g., major, minor, GE) (optional):'.

Student's signature: _____

For Instructor: *If approval is recommended, both add code and instructor's signature must be completed.

I am aware that this student is requesting to enroll in this course for 3 or more times ("W" grades not included). To recommend approval of this petition, there must be available space in your section. Is there available space? Comments (optional):

_____ Yes _____ No

*Add Codes (assigned by instructor prior to the last day to add): _____

Instructor's Printed name _____ *Signature _____ Date _____ Phone _____

For Department Chair or Associate Dean: (offering the course)

Do you approve for a third or later attempt at this course? [] Yes [] No

Comments (optional): _____

Dept. Chair's or Associate Dean's Printed name _____ Signature _____ Date _____ Phone _____

For Office Use Only:

Date Processed: _____ By: _____

multiple repeat 3/10/2016