

Instructions

J SAN JOSÉ STATE UNIVERSITY

Required Attachments (photocopies acceptable)

Do not hand write - Must be typed

This petition is intended for use by graduate students who wish to take course units in excess of 16 semester units, the current university maximum without permission. With permission, the absolute number of semester units is limited to 18. Permission will not be granted on financial bases to reduce tuition expenses. Under no circumstances will it be granted for any number of units exceeding 18. This form should be used by graduate students whether or not undergraduate courses are among those on the prospective schedule.

This petition must be accompanied by a full explanation for the request as well as all other required attachments, as indicated below. Signatures should be obtained in order, beginning with the program graduate advisor.

Completion of this form and ultimate approval of the request do not guarantee acceptance into classes. Students must still obtain add codes (permission codes) from the course instructor(s) after the semester's start of instruction once this petition has been approved.

This completed form should be emailed to the appropriate college Associate Dean, who will in turn relay the information to the Registrar through Google Docs.

Student Information						
Last Name	First Name, M.I.					
Student ID	Previous Name, if any					
Current Address	City	State	Zip			
Daytime Phone	Email Address					

Proposed Excess Units

Term & Y	'ear	Course Prefix & Catalog No.	Course Title	Units

Complete SJSU transcripts	Candidacy form, if filed with GAPE	Written explanation for request	Currently registered class schedule				
Recommendations for Approv	al (letter may be attached for	additional support)					
Master's Committee Chair or Graduat			_				
Master's Committee Chair or Graduat	Date						
Department Chair or School Director							
Department Chair or School Director	Date						
Required Signatures							
Student							
Name (print)	Signa	ature	Date				
College Associate Dean							
Name (print)	Signa	iture	Date				
Approved Denied							
FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE Comments							