

San Francisco State University

Petition to Exceed the Maximum Unit Policy for Undergraduate Students

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

SFSU ID#: _____ Phone Number: _____

Major: _____ Class Level: FR SOPH JR SR

Check the appropriate semester for which you are filing this petition. Fall Semester _____ Spring Semester _____

1. List in the spaces below all courses that you are planning to take during the semester. Include all courses taken through SFSU's Extended Education Division (Open University), and any courses taken at other colleges or universities, as well as all audit courses.

Course Prefix	Number	Units	College or University
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Undergraduate students may enroll in a maximum of 16-units through the "Priority" Registration system. During the last week of the Open Registration period, students may add three additional units not to exceed 19-units. All requests for 20-units, or more, must be approved by the Dean of the College in which your major is housed. Course permit numbers must be obtained during the first two weeks of instruction for all courses in excess of 20-units. To enroll in 20-units or more, students must: 1) Complete all sections of this petition and attach a current SFSU (or other college) transcript. 2) Petitions must be submitted to the Dean of the College in which the student's major is housed for review and signature. 3) All approved petitions must be submitted to the Registrar's Office (SSB 101) for entry in the University's official academic records system. Course permit numbers will not be accepted for course work in excess of 19 units until your approved petition has been entered into the student records system. Liberal Studies, Undeclared, Special Majors and students seeking to enroll in more than 24 units must obtain the approval of the Dean of Undergraduate Studies (ADM 447) before the end of the fourth week of instruction.

TOTAL UNITS _____ (Mark "A" by audited courses)

2. Units taken last semester: _____

3. Grade point average last semester: _____

4. Will you graduate this semester? Yes No

5. Justification for requesting 20-units or more this semester: List your reasons below.

6. Student Signature: _____ Date: _____

7. Major Advisor Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Dean's Action: Request Approved Yes No (Circle One) Approved Granted for _____ Units

Dean's Signature: _____
Signature Date

Dean of Undergraduate Studies Signature: _____
(If applicable, see instructions) Signature Date