SAN FRANCISCO STATE UNIVERSITY

Last Name First Name Middle Initial Student ID Number

EXCEED MAXIMUM UNITS PETITION (UNDERGRADUATE)

Address: _____ City: _____ State: ____ Zip Code: _____

Phone Number: _____ E-mail: _____ Major: _____

Check one: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior Semester: _____

Cumulative GPA last semester: _____ Will you graduate this semester? ☐ Yes ☐ No

List in the spaces below all courses that you are planning to take during the semester. Include all courses taken through SF State's Extended Learning, and any courses taken at other colleges or universities as well as audit courses. Mark "A" by audited courses. For any questions, please email records@sfsu.edu.

Course Prefix	Number	Units	Term (i.e. Fall, Spring, Summer)	Session (Summer only) R1,R2,R3,R4

Total Units: ____

Units taken last semester: _____

Instructions:

For the fall and spring semesters, undergraduate students may enroll in a maximum of 19 units throughout the Priority registration for continuing. All requests for 20 units or more must be approved by the Dean of the College in which your major is housed. Students should have a 3.0 cumulative grade point average. Course permit numbers must be obtained starting the second week of instruction. Petitions will be processed no earlier than the Open Registration period for the fall/spring semester and no earlier than the open registration for the R1/R4 sessions for summer semesters.

To enroll in 20 units or more, students must:

1. Complete all sections of this petition and attach a current SF State (or other college) transcript.
2. Obtain approval from your major advisor, major department chair, and college dean that houses your major. Undeclared and Special Majors must obtain major advisor/chair approval from the Advising Center and dean approval from the Dean of Undergraduate Studies (ADM 447).
3. All approved petitions must be submitted to the Registrar's Office at the One Stop Student Service Center for final processing.
4. In addition to the approvals required in #2 above, students seeking to enroll in 25 units or more must obtain approval from the Dean of Undergraduate Studies (ADM 447) before the end of the fourth week of instruction.

Summer Semester:

During Summer Semester, undergraduate students have session unit limits and an overall Summer Semester limit of 14 units. To enroll in more units per session or semester, follow steps 1 through 3 listed above.

R1: (5 weeks; maximum of 7 units)
R2: (8 weeks; maximum of 9 units)
R3: (5 weeks; maximum of 7 units)
R4: (10 weeks; maximum of 12 units)

After processing, student may add via permit number on Gator Reg.

Justification for requesting 20 units or more (fall or spring semester) or 15 units or more (summer semester):

Student Signature: _____ Date: _____

Major Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Dean's Action ☐ Approved ☐ Not Approved Total Units Approved: _____

College Dean Signature: _____ Date: _____

Dean of Undergraduate Studies Signature: _____ Date: _____

(Signature required if applicable)

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REV: 07/13/22