



Registrar's Office
 San Francisco State University
 1600 Holloway Avenue
 San Francisco, CA 94132
 Phone: (415)338-2350
 Fax: (415)338-0588
 Email: records@sfsu.edu

Petition to Exceed 13 units for Students on Academic Notice/Subject to Disqualification

Last Name: First Name: SF State ID:
 Email: Phone: Major:

Undergraduate students with Academic Notice (formerly Academic Probation) or Subject to Disqualification standing may enroll in a maximum of 13 units each semester. All requests to exceed the maximum of 13 units must be approved by an advisor in the Undergraduate Advising Center.

INSTRUCTIONS

- Students should fill out Section 1 of this form and attach an unofficial copy of your transcript (Go to registrar.sfsu.edu/transcripts for information on how to access your unofficial transcript).
- Meet with an advisor in the Undergraduate Advising Center (UAC) so that they can review your request. Making an appointment is preferred, but you can also see an advisor during drop-in hours if an appointment is not available. See the UAC website for information on how to access advising: advising.sfsu.edu
- The UAC advisor will complete Section 2 of the petition, and if approved, the advisor will submit the petition to the Registrar's Office via records@sfsu.edu.

Section 1: To be completed by student

List all courses that you are planning to take this term Requested for: Fall Spring Year _____

Course Prefix	Number	Units	Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current SF State GPA: _____

Current Cumulative GPA: _____

Previous Semester's Term GPA: _____

Units Attempted Last Semester: _____

Units Earned Last Semester: _____

Total Units: _____

Justification for requesting to exceed 13 units:

Student Signature:

Date:

Print Name:

Section 2: To be completed by advisor in the Undergraduate Advising Center

Indicate Total Units Approved (if over 13): Approved Denied

UAC Advisor Signature:

Date:

Print Name:

Note to advisors: If you are approving the student to enroll in more than 13 units, please submit this form to the Registrar's Office at records@sfsu.edu. Please CC your advising manager on the email.