Instructions for Petitions to Return to an Earlier Catalog for Graduation Purposes

The petition form must contain the recommendation and signature from a faculty advisor. Handwritten letters will not be accepted. The petition must include a letter which provides responses to the following four items.

1. What is the hardship you are facing that necessitates a return to an earlier catalog?

2. Are you requesting the return to an earlier catalog for (check all that apply):
   - [ ] your major;
   - [ ] your minor;
   - [ ] general education and university-wide requirements.

Because you are petitioning for a significant change in CSUB requirements, your justification must demonstrate clearly that you are facing a genuine long-term hardship, not just an inconvenience. The APC does NOT consider taking a few additional courses to be a genuine long-term hardship, especially if you have “stopped out” for a few years. To support your justification of a long-term hardship, you must:

   i. list the courses for general education and other university requirements, as well as major/minor requirements that would have to be completed under the requested earlier catalog;
   ii. list the courses for general education and other university requirements, as well as major/minor requirements that would have to be completed under the current earlier catalog.

In other words, it should be “crystal clear” to the APC as to the number of courses and which courses you must complete under the two different catalogs. A copy of your graduation check response from the Evaluations office must be included.

3. If you are returning to a catalog in which the general education requirements were different from those in the present catalog, you will need to convince the APC that you will have had a quality general education experience.

   Please note that assertions that you are now “more mature,” have “more life experiences,” and/or are “more appreciative of the complexities of life” carry very little weight with the APC as justification for a quality general education experience.

4. What factors/issues outside your control account for your break in continuous enrollment? What is your justification for asserting that those factors/issues were outside your control?

Since you are requesting a return to an earlier catalog because of a break in continuous enrollment, the APC requires you to explain why the break in continuous enrollment happened. It is essential for the APC to have clear indication that the break in continuous enrollment was due to events beyond your control. Events due to illness, injury, and/or emotional duress must be supported by signed documentation from a licensed professional.

Please note that the APC does not consider “stresses” of many normal everyday events (such as finding or losing a job, changing jobs, getting married or divorced, having a baby, losing interest in college, getting low grades in your classes, etc.,) as events beyond your control. While such events may be stressful and may interfere with your ability to do your academic assignments, the APC does not normally consider such experiences as “serious” events beyond your control.