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IMPORTANT! ALL PETITIONS MUST BE TYPED – HANDWRITTEN PETITIONS WILL NOT BE ACCEPTED. If you do not have access to a typewriter, there is a fill and print form available on the CSUB website at http://www.csub.edu/undergradstudies/Academic_Petitions_Committee.shtml

To: CSUB Students

Subject: Guidelines for Submitting Petitions to the Academic Petitions Committee (APC)

The Academic Petitions Committee (APC) is composed of four faculty members, one representing each of the four academic schools. The APC meets three times each academic term to review petitions submitted by the deadline prior to the respective meeting.

The APC reviews petitions from undergraduate students primarily regarding these issues:

- Modification of general education requirements and/or return to an earlier catalog for graduation purposes (see additional sheet for specific guidelines).
- Readmission of students dismissed for academic reasons (see additional sheet for specific guidelines).
- Replacement of grades through repetition of courses beyond the 20-unit limit (see additional sheet for specific guidelines).
- Removal of coursework, more than 5 years old, that is preventing graduation on a timely basis because the GPA is less than 2.0 (Academic Renewal). (see additional sheet for specific guidelines).

Prior to submitting any petition, students **must** do the following:

- Read the appropriate sections in the most current *CSUB General Catalog* to become knowledgeable about CSU system-wide and CSUB university policies and procedures.
- Discuss the petition with a faculty advisor and receive his/her approval and support prior to submission to the APC.

Address all completed petitions, including the “Petition for Exception” form, with appropriate acknowledgements, signatures, and attachments to the Academic Petitions Committee (APC) and submit to my office, Education 242. **Please note that the APC will refuse to review petitions that are handwritten, unsigned, or do not have the approval of the faculty advisor.**

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NOTE: My office will only prepare copies of your existing transcripts from CSUB and any other transcripts that you submitted to CSUB with your application for admission. If there are other transcripts and/or other relevant materials that you believe will be important for the APC to review in consideration of your petition, then it is your responsibility to provide copies of these other materials with your petition.

The APC will **NOT** review petitions from students regarding the following issues:

- Retroactive withdrawal from courses that have been denied by a School dean.
- Retroactive withdrawal from courses taken more than 12 months (1 calendar year) in the past.
- Replacement of grades for courses completed at another institution.
- Replacement of grades for CSUB courses with courses completed elsewhere.
- Removal of coursework completed less than 5 years ago.
- Removal of coursework simply for the purposes of raising the GPA to enhance opportunity for receiving a scholarship and/or admission to graduate school, professional school, or credential program.
- Petitions of any kind from students who have already graduated with their baccalaureate degree, including graduate students.