

Guidelines for Petitions for Readmission after Dismissal for Academic Reasons

Handwritten petitions will not be accepted. The petition must contain the recommendation and signature from a faculty advisor. The petition must provide responses to the following three questions:

1. Have you satisfied one of the **applicable conditions** specified in the CSUB General Catalog, “Readmission of Academically Disqualified Undergraduate Students?” What is the supporting documentation?
 - a. For students who were lower-division (completed fewer than 90 quarter units): completed college work elsewhere or in CSUB Extended University, and
 1. brought their total college work completed to 90 or more quarter units with an overall grade point average of “C” (2.0) or better, with recent work clearly indicating capability of performing college work with above average achievement, or
 2. attained at least a “B” (3.0) average in not less than 15 quarter units.
 - b. For students who were upper-division (completed 90 quarter units or more): and
 1. earned college credit elsewhere or in CSUB (3.0) average in not less than 9 quarter units, or
 2. remained absent from the university for at least one year, during which time they have remedied the conditions that contributed to their academic difficulty.

Since you had been dismissed from the university because of academic reasons, i.e., CSUB and/or overall GPA less than 2.0, you will need to provide the APC with transcripts from a community college and/or from CSUB Extended University for all coursework completed subsequent to your dismissal. Please note the GPA requirements for these courses. Unless you have **met or exceeded the specified GPA requirements**, the APC will not consider your petition favorably, regardless of the number of units you have accumulated after your dismissal.

2. What accounted for your **previous academic problems** that resulted in your academic dismissal?

The APC needs to have a clear understanding of what you believe to be “responsible” for your earlier academic problems. If you are asserting that the responsible problem is illness, injury, and/or emotional duress, then you must also provide **signed documentation from a licensed professional**.

3. How has your situation now changed so that the university can rightfully expect you to be able to **improve your academic performance** sufficiently so that you can graduate in a timely manner?

In the above question (#2), you provided a detailed description of what you believed to account for your previous academic problems, i.e., having a CSUB and/or overall GPA less than 2.0. In answering this question, you need to provide the APC with **clear indication that you have managed to change your situation sufficiently so that you will be able to make rather “dramatic” increases in your academic performance**. In other words, you need to convince the APC that you are now able to earn grades of at least “B” (3.0) in your course work and to maintain that level of performance for a sustained period of time so that you can graduate.

Please note that getting grades of “C” (2.0) in your coursework will not help you raise your CSUB and/or overall GPA above 2.0, because your GPA is already below 2.0. No matter how many courses you complete with a final grade of “C,” you will never raise your GPA high enough (2.0 or higher) to be able to graduate.