

Petition for Exception

To: The Academic Petitions Committee

Date _____

Name _____

Student ID _____

Last First

Address _____

Telephone _____

Street

Major _____

City State Zip

Term Requested: _____

Email _____

I would like to petition for the following: (choose all that apply)

- ☐ Return to an earlier catalog for graduation purposes. Please indicate the catalog to which you want to return _____. Is this request for your major, for general education, or for both? _____
- ☐ Additional repetition of courses beyond the total allowable limit (28-units total: 16 Forgiveness & 12 Averaged)
- ☐ Repetition of courses beyond third attempt
- ☐ Additional withdrawal units ("W" grades) beyond the 18 semester units (28-unit quarter) limit
- ☐ Academic Renewal - removal of coursework, more than 5 years old, that is preventing graduation on a timely basis because one or more of the GPA's is less than 2.00
- ☐ Readmission to CSUB after academic disqualification.

On a separate sheet(s), please give the details and justification for your request. Be sure to address all of the items on the guidelines for your particular petition. If any part of your request deals with immediate graduation issues, you must attach a copy of your grad check response. **IMPORTANT!** All letters accompanying petitions must be typed and addressed to the APC. Handwritten letters will not be accepted, nor will our office accept petitions written with grammatical, syntactical, spelling and other errors.

Signature of Student: _____

Recommendation of Faculty/ Advisor in which petitioner's major falls (REQUIRED)

Support ☐ Don't support ☐ Comments: _____

Faculty/Advisor Signature: _____ **Date Signed:** _____

Printed Faculty/Advisor name: _____

Academic Petitions Committee Action: Approved ☐ Denied ☐

Date: _____

Comments: _____

ACADEMIC RENEWAL

Instructions and Supplemental Form

NOTE: See University policy in current catalog, "Removal of Coursework for Previous Terms," before filing a petition. Handwritten letters will not be accepted.

Conditions for eligibility for Academic Renewal:

1. Up to one academic year of undergraduate course work (two semesters or three quarters) that have been completed more than 5 years earlier can be removed from GPA considerations.
2. All courses in a given academic term (semester or quarter) will be removed from GPA calculations--i.e., the student is not allowed to only remove courses with low grade in the term.
3. Removal of coursework from GPA considerations is allowed only to assist the student to graduate with his/her baccalaureate degree, i.e., if the one or more of the GPA's is less than 2.00. **Student must attach a copy of their graduation application (Grad Check).**
4. Removal of coursework is prohibited for purposes of raising the GPA in order to enhance opportunity for admission to graduate schools, professional schools, or credential programs or for receiving honors, scholarships, or assistantships.

The student's letter must provide responses to the following two questions:

1. What academic terms are you requesting the university to disregard from GPA calculation?
2. What was the problem(s) during the specific academic terms you have selected that either caused or contributed to the low performance?

The APC needs to have a clear understanding of any problems/issues that either caused or contributed to your inability to perform well in the courses of the specific academic terms that you want disregarded. You should be able to point out on your transcript that your academic performance either before and/or after these specific terms was "satisfactory."

I petition for removal of the following terms/courses of undergraduate work from GPA considerations (please attach to petition form)

Institution	Term	Course	Grade