

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: _____

Guidelines for Petitions to Go beyond the 18-unit limit for Withdrawals (“W” grades).

Beginning with the Fall 2009 term, there is a limit of 18-semester withdrawal units (“W” units) per Executive Order 1037. Any “W” grades received prior to Fall 2009 will not count against the limit. The limit applies only to courses taken at CSUB. Students who wish to go beyond the 18-unit limit can submit a petition to the Academic Petitions Committee (APC). It is expected that approvals to go beyond the limit will be extremely rare and only in cases for which the student provides convincing evidence to the APC that such an exception is merited.

Handwritten petitions will not be accepted. The petitions **must** contain the recommendation and signature from a faculty or advisor.

The petitions for this type of request must provide:

1. The terms and grades and titles of courses for which the student has already received “W” grades.

[illegible]

2. The terms and titles of additional courses beyond the 18 semester units for which the student wishes to have a “W” grade(s) be permitted.

[illegible]