



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 from 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 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 24-unit limit (see additional sheet for specific guidelines).
- Repetition of coursework beyond the 42-unit combined limit for courses (i) reported and with replaced, and (ii) courses repeated but not with grade replaced.
- Withdrawals (“W” grades) from courses beyond the 28-unit limit.
- 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 support prior to submission to the APC.

Petitions are available on the Undergraduate Studies website. There is a fill and print form at http://www.csub.edu/undergradstudies/Academic_Petitions_Committee.shtml

IMPORTANT! All letters accompanying petitions must be typed and addressed to the APC.

Handwritten petitions will not be **accepted**, nor will our office accept petitions written with grammatical, syntactical, spelling and other errors. Submit the “Petition for Exception” form, with appropriate acknowledgements, signatures, and attachments to our office, Education 242. **Please note that the APC will refuse to review petitions that are handwritten, unsigned, or do not have the support of the faculty advisor.**

NOTE: Our 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.
- Replacement of grades for courses taken and repeated at another institution.
- Replacement of grades for courses originally taken at CSUB and repeated elsewhere.
- Removal of coursework completed less than 5 years ago.
- Removal of coursework solely to raise their gpa for scholarships or honors, for admission to graduate or professional or credential programs, or for any situation that has gpa criteria.
- Petitions of any kind from students who have already received a baccalaureate degree, including graduate students.

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