



To: CSUB Students

Subject: Guidelines for Submitting Petitions to the Office of Academic Programs and the Academic Petitions Committee (APC)

The Office of Academic Programs receives petitions from undergraduate students for exceptions to certain policies. In conjunction with the Academic Petitions Committee (APC), student petitions are evaluated based on submitted materials.

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).
- 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.

In addition, students who have been Academically Disqualified can apply for reinstatement to the University

- Readmission of students dismissed for academic reasons (see additional sheet for specific guidelines).

Students who have completed all requirements for their degree but have a GPA below 2.0 and who have a gap in attendance of more than five years may be eligible for Academic Renewal.

- 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 advisor and receive his/her support prior to submission to the APC.

Petitions are available on the Academic Programs 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.

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.

Petitions for Late or Retroactive Withdrawal from courses are a separate process and should not use the APC/Academic Programs forms. Information about late changes of schedule can be found here: <https://www.csub.edu/registrar/registration.shtml>

The following situations are not appealable:

- 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 had their undergraduate degree awarded.

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