

Guidelines for Petitions to Modify General Education Requirements and/or Return to an
Earlier Catalog for Graduation Purposes

The petition must provide responses to the following three questions:

1. What is the **hardship** you are facing that necessitates a modification of general education requirements and/or return to an earlier catalog?

Because you are petitioning for a significant change in CSUB requirements, your justification must demonstrate clearly that you are facing a **genuine long-term hardship**, not just an inconvenience. The APC does NOT consider taking a few additional general education courses as a genuine long-term hardship, especially if you have "stopped out" for a few years. To support your justification of a long-term hardship, you **must list the courses for general education and other university requirements, as well as major/minor requirements, to be completed under the requested earlier catalog with comparisons of courses to be completed under the current catalog**. In other words, it should be "crystal clear" to the APC as to the number of courses you must complete under the two different catalogs. Official documentation, such as a copy of your graduation check by Evaluations and/or a program plan signed by your advisor, must be included. Please provide the information in a table format.

2. Will you have a **quality general education experience** under the requested modification and/or with a return to an earlier catalog? What is your justification of concluding that you will have a quality general education experience?

Normally, your request for a modification of general education requirements and/or return to an earlier catalog results in a reduction of units to be completed relative to the current catalog. The APC needs to have a **clear indication that you will have had a "quality" general education experience, even with the reduction of units you are requesting**. Your justification should be based upon the pattern of courses you have already completed and will complete with the modification and/or return to an earlier catalog. Please note that assertions that you are now "more mature," have "more life experiences," and/or are "more appreciative of the complexities of life" carry very little weight with the APC as justification for a quality general education experience.

3. What factors/issues outside your control account for your break in continuous enrollment? What is your justification for asserting that those factors/issues were outside your control?

Since you are requesting a modification of the general education requirements and/or a return to an earlier catalog because of a break in continuous enrollment, the APC requires you to explain why the break in continuous enrollment happened. It is essential for the APC to have clear indication that the break in continuous enrollment was **due to events beyond your control**. Events due to illness, injury, and/or emotional duress must be supported by **signed documentation from a licensed professional**.

Please note, that the APC does not consider "stresses" of many normal everyday events (such as finding or losing a job, changing jobs, getting married or divorced, having a baby, losing interest in college, getting low grades in your classes, etc.,) as events beyond your control. While such events may be stressful and may interfere with your ability to do your academic assignments, the APC does not normally consider such experiences as "serious" events beyond your control.

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

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:_____