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, "Disregarding of Coursework from Previous Terms," before filing a petition. Handwritten letters will not be accepted.

To be considered for Academic Renewal:
1. The student has formally requested such action and presented evidence that the work in question is substandard and not representative of his/her current scholastic ability and/or performance level, and
2. The previous level performance was due to extenuating circumstances, and
3. All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon be met.

Evaluation of the petition is then done by the Academic Petitions committee and may only be made when:

1. Five years have elapsed since the most recent work to be disregarded was completed, **and**
2. The student has earned in residence at the campus since the most recent work being considered was completed:
   - I. 15 semester (22 quarter) units with at least a 3.0 GPA or
   - II. 30 semester (45 quarter) units with at least a 2.5 GPA or
   - III. 45 semester (67 quarter) units with at least a 2.0 GPA

To qualify for Academic Renewal through removal of coursework from previous terms, an undergraduate student must demonstrate by his/her/their academic performance since that time that the coursework to be removed is not reflective of his/her/their ability. If another institution has acted to disregard coursework from consideration for a student, such action shall be honored in terms of that institution's policy. But disregarding of any coursework's consideration by another institution shall reduce by one term the two-semester maximum on the application of academic renewal to an individual CSUB student's record.

Information on how to file a petition can be found on the Academic Programs website: https://www.csub.edu/academicprograms/academic-petitions.shtml

The students' justification 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