

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)

[illegible]