Documents needed for each Petition or Appeal

Readmission Petition

1. Petition for Exception form
2. Letter to APC
3. CSUB unofficial transcript
4. If student does not meet criteria for readmission, they will need a copy of their unofficial transcript from the outside school they attended. If they attended Open University, grades will show on CSUB transcript.
5. Any additional supportive documents (not required).

Repetition of Courses Beyond Total Allowable Limit

1. Petition for Exception form
2. Additional Repetition of Courses (supplemental sheet) #1 can be left blank, #2 must be filled out.
3. Letter to APC
4. CSUB unofficial transcript
5. Repeat history from Peoplesoft

Repetition of Courses Beyond the 3rd Attempt

1. Petition for Exception form
2. Repetition of Course Beyond 3rd attempt (supplemental form) Must be signed by Chair or obtain email approval from Chair of course student wishes to repeat beyond a 3rd attempt.
3. Letter to APC
4. CSUB unofficial transcript
5. Repeat History from Peoplesoft
   *If student needs repeat units in addition to repeating course beyond 3rd attempt, the Additional Repetition of Courses supplemental sheet will need to be included.

Return to Earlier Catalog

1. Petition for Exception form
2. Letter to APC
3. CSUB unofficial transcript
4. If not stated in letter, list of courses to be completed under the earlier catalog with comparisons to courses to be completed under current catalog. Roadmap is acceptable.

Academic Renewal

1. Petition for Exception form
2. Academic Renewal (supplemental sheet)
3. Letter to APC
4. CSUB unofficial transcript
5. Grad Check

Beyond 18-unit limit for Withdrawals

1. Petition for Exception form
2. Go Beyond the 18-unit limit for withdrawals (supplemental sheet)
3. Letter to APC
4. CSUB unofficial transcript

Appeal of Academic Disqualification

1. Appeal of Academic Disqualification Form
2. Letter to APC
3. CSUB unofficial transcript
4. Any additional supportive documents (not required)