

Petition for Exception

To: **The Academic Petitions Committee**

Date _____

Name _____
Last First

Student ID _____

Address _____
Street _____
City State Zip

Telephone _____

Major _____

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: _____

Petition for Additional Repetition of Courses

Instructions and Supplemental Form

Student Name: _____ **Student ID:** _____

See the current University General Catalog for these policies: "Repeating Courses," "Repeats with forgiveness," "Additional course repeats," and "Petitions for additional repeat with forgiveness units or for additional regular repeat units" before filing a petition.

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

- Students needing to raise either their CSUB, overall, major, or minor GPA in order to graduate on a timely basis, may petition the Academic Petitions Committee to:
 - a) Replace grades beyond the 16 semester units of repeat for forgiveness
 - b) Repeat courses beyond the 12 additional semester units. For such courses, both (or all) grades are used in GPA calculations.
- This policy only applies to course which were repeated in the Fall 2009 term or later according to Executive Order 1037.
- Only courses with final grades of "C-" (1.7) or lower can be repeated for grade replacement purposes.

The petition must provide:

1. A list of the courses you have already repeated, including the term taken, course units, and grade received. This list may be generated through PeopleSoft and included as an attachment.

Term	Course Number and Title	No. of Units	Grade	Grade forgiven?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. A list of courses you are requesting to repeat, including the term taken, course units, and grade received. Please indicate if you are also requesting grade forgiveness.

Term	Course Number and Title	No. of Units	Grade	Grade forgiven?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. In your letter to the APC, please explain why you believe you should be permitted to go beyond the limit of 28-units of course repetition (16-units of grade forgiveness & 12-units averaged), and, if applicable, why you should receive additional units of forgiveness.