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:_____

Repetition of Course Beyond 3rd Attempt

California State University, Bakersfield | Academic Programs Office
9001 Stockdale Highway | Bakersfield, CA | 93311-1022
(661) 654-3420 | Fax (661) 654-6911

A Student may repeat a course at California State University, Bakersfield in order to have the new grade replace or average the original one in computing the grade point average. All grades will remain on the transcript and a notation will be made indicating that the prior grade is to be averaged or disregarded from all consideration associated with requirements for the Baccalaureate Degree.

Conditions of this petition are:
1. This course repetition policy applies only for courses repeated at CSUB and will not apply to course repeated at another institution.
2. The previous grade is a C-, D+, D, D-, F or WU, grades of C or better <u>cannot</u> be retaken.
3. The student will not have exhausted the number of allowable repeat unit limit, including the units requested in this petition.
4. The original grades will remain in the GPA until a letter grade (A-F or WU) is received in the repeated course. The repeated courses cannot be graded CR/NR.

* NOTE: If a student has exhausted the number of allowable repeat units, then they must file with the office of Academic Programs a Petition for Exception requesting additional repeat units:
http://www.csub.edu/academicprograms/Undergraduate%20Studies/Academic%20Petitions%20Committee/index.html

Name: _____   Date: _____
    Last   First

Address: _____   Student ID: _____

_____   Major: _____
    City   State   Zip

Email: _____   Telephone: _____

I hereby petition to repeat: _____ **during the:** _____
    (department & course number)   **(quarter and year)**

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 Associate Dean of Undergraduate and Graduate Studies. Handwritten petitions will not be accepted nor will our office accept petitions written with grammatical, syntactical, spelling and other errors.

Signature of Student: _____

Required Signatures:

All the following **signatures are required**. If you are unable to obtain a signature, indicate the process you have taken to obtain signatures on a separate sheet and attach directly behind this form.

Faculty/Advisor signature in which petitioner's major falls: _____ ☐ Support ☐ Do Not Support

Date Signed: _____ Basis for Recommendation: _____

Chair signature of course repetition discipline: _____ ☐ Support ☐ Do Not Support

Date Signed: _____ Basis for Recommendation: _____

Associate Dean of Undergraduate Studies: _____ ☐ Approved ☐ Denied

Date Signed: _____ Basis for Approval/Denial: _____

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 <u>must</u> 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 ona 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?	
				☐Yes	☐No
				☐Yes	☐No
				☐Yes	☐No
				☐Yes	☐No
				☐Yes	☐No
				☐Yes	☐No
				☐Yes	☐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?	
				☐Yes	☐No
				☐Yes	☐No
				☐Yes	☐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.