

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 a R 4lf not stated in letter, list of courses to be completed under the earlier comparisons to courses to be completed under current catalog. Roadmap is acceptable.**

