



To: CSUB Students

Subject: Guidelines for Submitting Petitions to the Academic Petitions Committee (APC)

The Academic Petitions Committee (APC) is composed of four faculty members, one from each of the four academic schools. The APC meets three times each academic term to review petitions submitted by the deadline prior to the respective meeting.

The APC reviews petitions from undergraduate students regarding these issues:

- Modification of general education requirements and/or return to an earlier catalog for graduation purposes (see additional sheet for specific guidelines).
- Readmission of students dismissed for academic reasons (see additional sheet for specific guidelines).
- Replacement of grades through repetition of courses beyond the 24-unit limit (see additional sheet for specific guidelines).
- Repetition of coursework beyond the 42-unit combined limit for courses (i) reported and with replaced, and (ii) courses repeated but not with grade replaced.
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consideration of your petition, then it is your responsibility to provide copies of these other materials with your petition.

The APC will **NOT** review petitions from students regarding the following issues:

- Retroactive withdrawal from courses.
 - Replacement of grades for courses taken and repeated at another institution.
 - Replacement of grades for courses originally taken at CSUB and repeated elsewhere.
 - Removal of coursework completed less than 5 years ago.
 - Removal of coursework solely to raise their gpa for scholarships or honors, for admission to graduate or professional or credential programs, or for any situation that has gpa criteria.
 - Petitions of any kind from students who have already received a baccalaureate degree, including graduate students.
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