Instructions for Petitions for Readmission after Dismissal for Academic Reasons

Handwritten petitions will not be accepted. The petition **must** contain a signature from a faculty/advisor.

The petition must provide responses to the following three questions:

1. **Have you satisfied one of the applicable conditions (see below) specified in the CSUB General Catalog under "Readmission of Academically Disqualified Undergraduate Students?" You must provide documentation which demonstrates that you have satisfied the conditions.**

   Students who had completed fewer than 60 semester units (Freshmen or Sophomore Standing) before being dismissed must: (one of the two)

   a. have completed college work elsewhere or in CSUB Extended University and brought their total college work completed to 60 or more semester units with an overall grade point average of "C" (2.00) or better and demonstrated above average achievement in recent work, or
   b. attained at least a "B" (3.0) average in not less than 9 academically rigorous semester units.

   Students who had completed 60 semester units or more (Junior or Senior Standing) before being dismissed must: (one of the two)

   a. earned college credit in academically rigorous courses elsewhere or in CSUB Extended University and attained at least a "B" (3.0) average in not less than 6 academically rigorous semester units, or
   b. remained absent from the university for at least one year, during which time they have remedied the conditions that contributed to their academic difficulty.

   Note: If you attended a community college and/or other university after being dismissed, you must provide transcripts for all coursework completed subsequent to your dismissal. Please note the GPA requirements for these courses. Unless you have met or exceeded the specified GPA requirements, the APC will not consider your petition favorably, regardless of the number of units you have accumulated after your dismissal.

2. **What accounted for your previous academic problems that resulted in your academic dismissal?**

   The APC needs to have a clear understanding of what you believe to be "responsible" for your earlier academic problems. If you are asserting that the responsible problem is illness, injury, and/or emotional duress, then you must also provide signed documentation from a licensed professional.

3. **How has your situation now changed so that the university can rightfully expect you to be able to improve your academic performance sufficiently so that you can graduate in a timely manner?**

   In the above question (#2), you provided a detailed description of what you believe accounted for your previous academic problems. In answering question (3) you need to provide the APC with a clear indication that you have managed to change your situation sufficiently so that you will be able to make rather "dramatic" improvements in your academic performance. Just because you have been away for more than a year does not mean that your petition will be approved. You need to convince the APC that you are now able to earn grades of at least "B" (3.00) in your course work and can maintain that level of performance for a sustained period of time so that you can graduate. The APC will want to see that you have a detailed plan for which courses you will be taking and when you will be taking them.