

## STUDENT ACADEMIC PETITIONS COMMITTEE POLICY

Students at California State University, Fresno, in pursuit of their various educational objectives, are required to conform to academic requirements and policies that have been established by the State Legislature, the Board of Trustees of the California State University, and the appropriate authorities at California State University, Fresno. In administering these academic requirements and policies, the University endeavors to exercise wisdom and judgment so that the educational needs of individual students may be served well.

### I. Authority, purpose, and leadership of the committee

1. The authority to act on requests for deviations from academic requirements rests ultimately with the President of the University. The President, however, has delegated this responsibility to the Provost/Vice President for Academic Affairs, who in turn has delegated it to an administrative committee, the Student Academic Petitions Committee (hereafter called The Committee).
2. The Committee has eleven members appointed by the Provost/Vice President for Academic Affairs: A Committee chair, three tenured/tenure-track faculty members (recommended by the Academic Senate), the Dean of Undergraduate Studies, a representative of the Dean of the Division of Research and Graduate Studies, a representative from the Office of the University Registrar, two representatives from the Office of Advising Services or other student services unit, and two students recommended by the president of the Associated Students, Inc.
3. The committee can act on student petitions. A student is permitted to petition for modification of or substitution of an academic requirement when:
  - The student has met or proposes to meet a specific degree requirement by an alternative means that is educationally justifiable, and/or
  - Fulfilling the degree requirement as prescribed in the University General Catalog would prove to be an undue hardship for the student.

In addition to acting on individual student petitions, the Committee serves as a hearing body for grade protests filed by students and, when appropriate, recommends modifications in both the interpretation and application of academic regulations to the appropriate academic-administrative offices and/or faculty committees. If the Committee action includes a recommendation for a grade change, student members shall participate in the discussion but shall not vote.

### II. Limitations to committee action

4. The Committee has recognized limitations to its authority and responsibility as follows:
  - A. State code requirements (Title 5). Action by the Committee is limited to interpretation and application of the appropriate Code statement(s).

- B. CSU system-wide policy. Action by the Committee is limited to interpretation and application of the appropriate policy statement(s).
- C. Instructor's final grades. Final grades submitted by an instructor are not changed on the basis of a student's request; changes are made only upon proper certification by the instructor concerned or, in certain instances, by the department chair and/or the school dean (when the instructor is not available) in accordance with [APM 242](#) Policy and Procedure on Assignment of Grades. The latter situation usually occurs due to an incapacitating illness, death, or if the instructor's whereabouts are unknown.
- D. Department requirements. Decisions regarding interpretation and modifications of the requirements for an academic major or minor are referred to the department concerned for appropriate action within the limits of Title 5.
- E. Credit for prior learning. Decisions regarding credit for demonstrated learning, knowledge, or skills acquired through experience are made in accordance with [APM 219](#).
- F. Administrative procedures. Changes necessitating verification of official documentation normally are referred to the Office of the University Registrar or Scheduling Office.

### III. Action on Petitions

The Committee acts on various types of petitions as indicated below:

- A. Delegated responsibility. The Committee has delegated the following petitions or decisions to officials in the Office of the University Registrar for appropriate action as indicated. Items (1) through (7) apply only to undergraduate students. An annual report of actions taken on items (7) and (8) below will be made, as requested, to the Student Academic Petitions Committee by the Registrar:
1. Petition by an undergraduate student for forgiveness ("academic renewal") of up to one year of poor academic performance—*Undergraduate Degree Evaluations Office*.
  2. Petition by an undergraduate student to repeat a course and substitute the grade—*Office of the University Registrar*.
  3. Petition by an undergraduate student for an initial decision regarding the acceptance of a course from another college/university to meet a General Education requirement—*Office of the University Registrar*.
  4. Petition by an undergraduate student requesting undergraduate units be allowed for post baccalaureate credit—*Undergraduate Degree Evaluations Office*.
  5. Petition by an undergraduate student to add or drop a class from the transcript—*Office of the University Registrar*.

6. Petition by an undergraduate student to change units for a course—*Office of the University Registrar*.
7. Petition by an undergraduate student to change from CR/NC to letter grading, or vice-versa—*Office of the University Registrar*.
8. Petition by an undergraduate or graduate student for retroactive withdrawal is processed for all students by the *Office of the University Registrar*.

B. Request for an exception to degree residence requirements policy. The Committee usually will grant approval for an exception to degree residence requirements if the request is not in conflict with a Title 5 requirement. Students shall submit a petition as prescribed. Requests by graduate students are processed through the Office of the Dean of the Division of Research and Graduate Studies under the policies of the Graduate Committee of the Academic Senate.

C. Request for an exception to general education requirements policy. Committee section is limited to a judgment of whether or not a given course or combination of courses will meet Title 5 and University requirements. General Education requirements may be waived or modified by the appropriate campus authority per [EO 1100](#). Students shall submit a petition as prescribed. In some instances, the Committee requires a recommendation from a department chairperson, instructor, advisor, etc., to substantiate the student's petition, and/or one or more supporting documents.

D. No requests for exception to the upper division writing skills can be made per [EO 0665](#).

E. Grade protest and cheating and plagiarism situations. Consult appropriate University documents including [APM 242](#), Policies and Procedures on Assignment of Grades and [APM 235](#), Policy on Cheating and Plagiarism.

F. Undergraduate student requests for an exception to exceed limitations within [EO 1037](#).

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Approved by the Academic Senate

March 1995, November 2024

Approved by the Provost/VPAA

March 1995, March 2013, November 2024

Amended

May 2000, March 2013, November 2024