

Term (Semester/Year): _____
(to be entered by student)

Date: _____
(to be entered by ECE staff)

C- PETITION

(SUBMISSION DEADLINE: The C- Petition form must be submitted to your advisor in 340 Whittemore by **12:00 noon on the second day of classes** each semester or summer session.)

C- Policy and Petition

ECE students are required to earn minimum C- or better grades in all prerequisite courses for ECE classes. Students who do not earn a minimum C- in a course have the right to submit a petition for an appeal of the C- Policy.

An appeal will be granted for exceptions to the rule in the case of enrollment in ECE courses only in the most unusual and extenuating circumstances and, then, only if the overall grade index is satisfactory. Needing this course for graduation is not an extenuating circumstance.

INSTRUCTIONS:

- Read this petition **carefully** and complete all required sections.
- To be eligible to submit a C- petition, you must meet the following conditions:
 - You have an overall GPA of 2.0.
 - You have an in-major GPA of 2.0.
 - You earned a D+ or D in the prerequisite course. Students who earn a D- or F in the prerequisite course will not be considered for a C- petition
 - You do not have a pending Honor Code violation and have not been previously convicted of an Honor Code violation in the prerequisite course.
 - You have provided sufficient justification as to why you believe you are prepared to take the next course without earning a C- or better in prerequisite course(s); included must be a printout of your grades from Canvas or an alternate official reporting source.
 - You have attached a copy of your current schedule to the form.
 - You have signed the form.

STUDENT INFORMATION:

Name: _____ Student Number: _____

Major: _____ Academic Level: _____ Expected Graduation Date: _____

Overall GPA: _____ In-Major GPA: _____

Phone: _____ Email: _____

Are you a transfer student? YES NO

I AM REQUESTING C- PETITION FOR THE FOLLOWING PREREQUISITE COURSE:

Course Number: _____ Course Title: _____

Grade Earned: _____

IF APPROVED, I WOULD LIKE TO BE CONSIDERED FOR THE FOLLOWING ECE COURSE(S) (enrollment in requisite ECE courses is based on resources and availability):

ECE Course Number	Course Title	Prerequisites

OTHER PREREQUISITE INFORMATION:

List all prerequisite information, not just the course(s) in which you received a grade below C-. If you are unsure of prerequisites, please consult the Timetable of Classes. *NOTE: If you took a prerequisite course more than once, list each time you took the course.*

Course Number	Course Title	Term Taken	Grade Received

Before submitting this petition, please make sure you initial each statement below and sign the form

____ I have completed the Justification on page 3 to the best of my ability and included all supporting materials, **including a printout of my grades for the class**.

____ I understand that if this petition is denied, I will need to retake this course and earn a C- or better before continuing to the next course.

____ I understand that if this petition is approved, my grade in the prerequisite course does not change.

____ I understand that if this petition is approved, and I fail the requisite course, I will have to repeat the prerequisite and earn a C- or better before retaking the requisite course.

____ I understand that if this petition is approved, I am responsible for all material I may have missed in the prerequisite course.

____ I do not have a pending Honor Code violation in this course.

____ I have not been convicted of an Honor Code violation in this course.

Student Signature: _____ Date: _____

JUSTIFICATION: In the space provided below, provide justification for requesting the C-petition for this prerequisite. Include all extenuating circumstances that lead to not earning a C- or better. Include as much detail as possible.

Administrative Action	Comments:
Approved: _____	
Denied: _____	
Date Processed: _____	