PETITION TO ADD AN ECE CLASS
OUT OF MAJOR STUDENTS ONLY
Admission to, and performance in, this class does not guarantee admission into the EE/CE Major. Priority is given to students within the major.

How to fill out an ECE course petition

Do You Meet the Requirements?
• You must meet the course pre-requisites and receive a grade of a “C” or higher in non-ECE courses and “C-“ in ECE courses.
• The course and pre-requisites can be found in the latest General Engineering Academic Requirements (GEAR) catalog.

Information You Need for the Petition Form:
• Pre-requisites for the course, if the pre-reqs have been taken, and grades.

The Petition Form
• CE or EE major: Pink Sheet
• Non-majors: Yellow Sheet
• Fill out the petition and submit to the ECE undergraduate academic advisor in ECE Student Office (Trailer 380, Room 101).

Petition Process
• Petitions are submitted for review and generally processed within the first week of the quarter.
• If approved or denied, the ECE undergrad staff will email you.
• If approved, you will be sent an add code to be enrolled in the course.
• If denied, you will not be able to enroll in the course.

Additional Information:
• If the petition is denied, it cannot be appealed.
• Petitioning to add an ECE course does not guarantee enrollment into the course.
• Have a backup plan and at least 12 units registered in case the petition is denied
• Attend the ECE lecture, section and/or lab of the petitioned course so you do not fall behind.

FORM LOCATED ON THE OTHER SIDE
PETITION TO ADD AN ECE CLASS
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NAME: ___________________________ PERM NUMBER: _______________________

CLASS LEVEL (Fr/So/Jr/Sr): ___________ MAJOR: _____________________________

REQUESTED CLASS: ________, INSTRUCTOR: ______________________ QUARTER: ________

EMAIL ADDRESS: ___________________________________________________________________

List all the prerequisites for this class. Specify whether you have or have not taken the prerequisite, and if so, the grade(s) received. If you have classes taken at other institutions, which you would like to have considered as prerequisites please include your student profile or copies of your transcripts from those institutions and the appropriate curricula.

PREREQUISITE TAKEN? (Y/N) GRADE(S)
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REASON FOR PETITIONING: (Justify why you are making this request)

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( FOR ECE STUDENT OFFICE USE ONLY)

UCSB GPA: ______
Attach a copy of the student’s transcript.

( FOR UNDERGRADUATE CURRICULUM CHAIR ONLY)

DENIED □ APPROVED □ COMMENTS:

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Undergrad. Curriculum Chair’s Signature ___________________________________________________________________ Date ___________________________________________________________________

Updated: 10/22/14