PETITION TO ADD AN ECE CLASS

This petition is applicable to the following students:
EE majors adding ECE classes or CE Majors adding required ECE classes
ALL OTHER STUDENTS SHOULD USE THE “OUT OF MAJOR” FORM

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

This petition is applicable to the following students:
EE majors adding ECE classes or CE majors adding required ECE classes
ALL OTHER STUDENTS SHOULD USE THE “OUT OF MAJOR” FORM.

NAME: ___________________________  PERM NUMBER: ___________________________

FIRST QUARTER ENROLLED IN EE OR CE AT UCSB: ________ MAJOR: (circle one)  CE  EE

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.

<table>
<thead>
<tr>
<th>PREREQUISITE</th>
<th>TAKEN? (Y/N)</th>
<th>GRADE(S)</th>
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REASON FOR PETITIONING: (Justify why you are making this request)

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Student’s Signature ___________________________ Date __________

(FOR ECE STUDENT OFFICE USE ONLY)

MAJOR GPA: ______ NUMBER OF EE/CE UNITS COMPLETED: ____________

INDICATE THE CLASSES THAT HAVE BEEN PASSED WITH A GRADE OF A C- OR BETTER:

<table>
<thead>
<tr>
<th>ECE 2A</th>
<th>ECE 15A</th>
<th>MATH 5A</th>
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<tbody>
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<tr>
<td>ECE 2B</td>
<td>ECE 15B (N/A EE MAJOR)</td>
<td>MATH 5B  (N/A CE Major)</td>
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<tr>
<td>ECE 2C</td>
<td></td>
<td>MATH 5C (N/A CE Major)</td>
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Attach a copy of the student’s transcript.

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(FOR UNDERGRADUATE CURRICULUM CHAIR ONLY)

DENIED ☐  APPROVED ☐  COMMENTS: ____________________________

Undergrad. Curriculum Chair's Signature ___________________________ Date __________

Updated: 10/22/14