

**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.

PREREQUISITE	TAKEN? (Y/N)	GRADE(S)
.....		
.....		
.....		
.....		
.....		
.....		

REASON FOR PETITIONING: (Justify why you are making this request)

----- Student's Signature	----- Date
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**(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:

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> ECE 10A/L | <input type="checkbox"/> ECE 15A                | <input type="checkbox"/> MATH 4B                  |
| <input type="checkbox"/> ECE 10B/L | <input type="checkbox"/> ECE 5 (EE Majors Only) | <input type="checkbox"/> MATH 6A (EE Majors Only) |
| <input type="checkbox"/> ECE 10C/L |   | <input type="checkbox"/> MATH 6B (EE Majors Only) |

Attach a copy of the student's transcript.

**(FOR COURSE INSTRUCTOR ONLY)**

DENIED  APPROVED

COMMENTS: \_\_\_\_\_

----- Instructor's Signature	----- Date
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## 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**