

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

Date: _____
(to be entered by AOE staff)

C- PETITION

C- Policy and Petition

All students are required to earn minimum C- or better grades in all prerequisite courses for required AOE courses. This policy includes all AOE, ENGE, ESM, MATH, and ME courses listed as prerequisites for all required AOE courses. 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 only in the most unusual and extenuating circumstances and, then, only if the overall GPA is satisfactory. The C- Petition form must be submitted to 215 Randolph Hall by 12:00 noon on the second day of the first week of classes each semester or summer session.

You must obtain approval from the instructor teaching the course you wish to take.

INSTRUCTIONS:

- Read this petition **carefully** and complete both pages.
- The petitions will not be reviewed or processed unless the following conditions are met:
 - You have an overall GPA of 2.0.
 - You have an in-major GPA of 2.5 with at least 12 hours of AOE courses successfully completed.
 - You have provided sufficient justification as to why you believe you are prepared to take the next course without having earned a C- or better in the prerequisite course(s).
 - You have attached a copy of your current schedule to the form.
 - You have signed the Justification portion of 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 THE FOLLOWING AOE COURSE:

AOE _____ Course Name: _____

Preferred CRN(s): _____

Term Requested (Semester/Year): _____ Credit Hours: _____

Instructor: _____

Approval: _____ **Date:** _____

Instructor Signature

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 Undergraduate Catalog or Technical Electives list. NOTE: If you took a prerequisite course more than once, list each time you took the course.

Course Number	Course Name	Term Taken	Grade Received

JUSTIFICATION:

In the space provided below, provide justification for requesting the course listed on this petition. (Attach additional information as necessary.)

Student Signature: _____ Date: _____

Administrative Action

Comments:

Approved: _____

Denied: _____

Date Processed: _____