

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 AOE courses that are prerequisites to required AOE courses. Note that C- requirement does not apply to courses offered by other departments. 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: \_\_\_\_\_