

Department of Electrical and Computer Engineering

Petition for Undergraduate Admission to 5XXX Courses

According to University policy, 5XXX numbered courses are designated as graduate courses, and graduate courses ideally should be kept separate from undergraduate courses. Graduate courses that have a significant number of undergraduates enrolled in them can dilute the quality of graduate education. Graduate courses can also be very difficult for undergraduates.

The Department of Electrical and Computer Engineering has adopted a policy that restricts undergraduate admission in ECE 5XXX level courses to those students who have a cumulative University GPA of 3.2 or higher. The department recognizes that in some circumstances, students with lower GPA's should be admitted to these courses. These circumstances include students who have shown marked improvement in their upper division coursework or other special circumstances where their background indicates likely success in a particular 5XXX level course. Students with University GPA's below 3.2 may be admitted to certain 5XXX level courses by following the petition procedure outlined below:

1. Fill out the first portion of this form explaining your reasons for desiring admission to the 5xxx level course in question, highlighting any significant aspects of your background that would indicate a likelihood of success in the course.
2. Attach an unofficial copy of your transcript.
3. Send the form and unofficial transcript to the UNITE office, and we will give it to the instructor of the course to have them review, comment and sign.
4. We will then give the paperwork to the ECE main office, where the Scholastic Standards Committee will review it and a recommendation will be given within two business days.

Part 1 (For the Student)

Course number _____

What are your reasons for requesting admission to this course and why are you likely to succeed?

Signature _____ ID Number: _____
Print Name _____ Date _____
Email Address _____

Part 2 (For the Instructor)

Check one: Approve admission _____ Deny admission _____

Comments _____

Signature _____ Date _____

Part 3 (For the ECE Scholastic Standards Committee)

Check one: Approve admission _____ Deny admission _____

Comments _____

Signature(s) _____

(Member(s) of the Scholastic Standards Committee)

Print Name _____ Date _____

Print Name _____ Date _____