California State University, Sacramento College of Engineering and Computer Science Department of Electrical and Electronic Engineering

SPECIAL PROBLEMS PETITION EEE 199 and 299

			Date:
Name:		(circle one) 199 or 299	
Sac State ID:		Course Call #:	Number of Units:
		Semester:	Year: 20
Email:		Class Level (circle): Fr	So Jr Sr Grad
Contact Phone:		Grad Students: Continuou	us Enrollment? Yes No
	Title of Special	Problem - Project	
	1	J	
Please Provide Detailed Description of Special Problem - Project			
Students Signature	Date		Add Permit with this form
		* Submit this petition (This form serves	as the add permit)
Print Faculty Sponsor's Name			
, .			E: Failure to submit the
Faculty Sponsor's Signature	Date	approved petition to the Office Staff before the University's Census Date may result in non-	
The state of the s	Duce	enrollment of this cour	
Donartment Chair / Dreaman Caardin to	Data		
Department Chair / Program Coordinator / Graduate Coordinator	Date	TO BE COMPLETED	BY DEPARTMENT STAFF:

Date Added: _____ Signature:_

CALIFORNIA STATE UNIVERSITY, SACRAMENTO ELECTRICAL AND ELECTRONIC ENGINEERING DEPARTMENT

POLICY AND PROCEDURE FOR LETTER GRADE IN SPECIAL PROBLEMS (199 & 299) COURSES

Purpose

The purpose of this policy and procedure is to define the conditions under which letter grades (A, B, C, D, F) may be assigned in Special Problems (199, 299) courses offered by the School of Engineering and Computer Science, in order to provide fairness and uniformity within the School

<u>Policy</u>

It is the policy of the School of Engineering and Computer Science that the normal grading for Special Problems (199, 299) courses shall be CR.NC. Letter grades (A, B, C, D, F) shall only be given when it is possible to evaluate precisely the work done. Such courses are not to be used to raise the grade point average (GPA) of students experiencing academic difficulties.

The only students allowed to take Special Problems courses for letter grades are:

- (1) Graduate students with an overall GPA greater than 3.0;
- (2) Undergraduate students with an overall GPA greater than 2.7.

Procedure

- 1. To receive a letter grade for a Special Problems course, a student must specifically request such grading on the "Special Problems Petition" prior to enrolling in the course.
- 2. The faculty member who is sponsoring the course must sign the petition and attach a statement justifying the need and basis for assigning a letter grade.
- 3. The petition must be signed by the Chair of the Department that administers the course, after verifying the student's GPA and evaluating the sponsor's justification.
- 4. The sponsoring faculty member, upon assigning a letter grade, will document the basis on which the evaluation was made.