

Request for Appeal – B.S. Civil Engineering Entrance into Major

Name _____

Academic Classification _____ Email _____

Current Major _____

Have you taken any courses within the Civil Engineering Department? (YES / NO)

If yes, which courses have you taken (CE XXXX) ? _____

Please explain briefly (200 words or less) your reasoning for seeking an appeal for entrance into the Civil Engineering major. Be sure to explain why you want to be a Civil Engineering major and what extenuating circumstances are contributing to your request for appeal.

As a part of the appeal process, students are required to have a letter of support from a Civil Engineering faculty member or a faculty member from the department of their current major. This letter should be a brief explanation as to the credentials of the student, their potential for success in Civil engineering, and provide support for the student's reasoning for an appeal. Please list contact information for the faculty member providing this support letter below. **The Civil Engineering Department will follow up with your faculty recommender for your letter of support.**

Name of Recommender _____

Recommender Email _____

Student Signature _____

Date _____

****Please email a copy of this completed form in .pdf format to the, Undergraduate Student Service Manager (C.J. Bolding cwboldi@clemsun.edu).**

Civil Engineering Change of Major Appeal Guidelines

Although each individual circumstance is unique, students appealing the GPA requirement for change of major to Civil engineering should generally meet most of the following guidelines:

1. GPA should be close to the requirement, generally in the 2.4-2.59 range.
2. GPA is stable or ideally improving in most recent semester(s).
3. The student has taken some sophomore level engineering, science (PHYS/CH) or math courses and earned some B or better grades, demonstrating capability in sophomore technical coursework.
4. The student is pursuing or able to describe their plans to pursue activities / projects that will strengthen their resume outside of just their final GPA.
5. If appeal is approved, the student agrees to participate in departmental student success program and attend check-in meetings with their academic advisor or UG Student Services Manager until their GPA is above the minimum GPA of 2.6.

Civil Engineering Change of Major Appeal Procedure

1. Appeals will be sent to The Undergraduate Student Services Manager who will get the letter of recommendation from the faculty member and then forward the package to the review committee
2. The review committee will review the package in a timely manner after receiving the full package and inform the Undergraduate Student Services Manager of the decision who will inform the student.
3. The review committee will consist of
 - a. The Associate Chair for the Undergraduate Program
 - b. The Chair of the curriculum committee
 - c. The Undergraduate Student Services Manager
 - d. Another faculty member appointed by other three members of the committee.
4. At least 3 committee members must approve the appeal.