Mechanical & Aerospace Engineering
**Petition for Enrollment in MAE Special Topics**

Name (Print)

Signature       Date

Student No.

MAE Course: [ ]  493 [ ]  495 [ ]  496 [ ] 497

 Credit Hours:

 Design Hours:

 Technical Elective: [ ] Yes [ ] No

Major: [ ] AE [ ] ME [ ] Dual

Semester of Enrollment:       20

Supervising Faculty Member (Print)

Signature       Date

Advisor Approval (Print)

Signature       Date

Departmental Approval (Print)

Signature       Date

Attachments (As may be required by individual requests)

       Narrative Description       Topical Coverage

       Grading       Design Activity

       Waiver/Substitution Form

**Read list of important conditions**

 Enrollment in MAE Special Topics

MAE Special Problems courses are used in several ways. It is imperative that the Department have a record of why each student is enrolled in the course, what the student is expected to study, and how the student expects to use the course in his or her individual plan of study. It is the responsibility of the student to see that this statement of course expectations is prepared in writing. This petition must be completed before a student may be enrolled in the course. Copies of the petition, including attachments, must be given by the student to the advisor, supervising faculty member, and MAE associate chair for instruction. In most cases, a COE Waivers & Substitutions form will also be required. The items listed below should be covered in attachments.

A brief narrative description (several paragraphs, but not many pages) of the goals and activities must be provided as a summary of the proposed course.

Special Conditions:

1. If course is to be counted as a technical elective, or as a substitute for a required course, the student will be expected to cover a range of topics similar in breadth or depth to what would be expected in a formal MAE course. A list of text or reference book chapters, etc., which the student will be expected to study must be attached to the petition.
2. In all cases where hours of “design content” are included, the ways in which the student will meet these requirements must be described in an attachment.
3. The method(s) of assessing the student’s achievement for grading purposes, i.e. exams, papers, reports, etc., must be outlined and attached to this petition.
4. A special topics course will not ordinarily be counted toward graduation if it is a duplication or simple extension of a senior design course (MAE 471, 475) for which other credit is earned by the student.