Writing a petition to be admitted back into Engineering

Please include the following components:

1. Remember that this is a formal letter. Please type this letter and include a heading at the top, the addressee before you start the letter and a signature at the bottom.
2. The body of the letter should include the following points:
   a. Why have you received the letter removing you from engineering in the first place?
   b. What were the conditions of you coming back into engineering?
   c. Have you met all of those requirements (are you expecting to meet those requirements by the end of this semester)? Note: your petition will not be reviewed until the grades roll out at the end of this semester. If you have received an override to take the next engineering course, you will be stripped of those courses if you do not meet the requirements of your removal letter by the end of this semester.
   d. What Engineering course you need in the upcoming semester?
3. Print the letter, sign it, and place it in a sealed envelope.
4. Bring the letter to G111E ESB.