

Policy Number/Title:	2.3.1.10 Student Petitions for Academic Policy or Requirements Waivers and Appeals
Effective Since:	04/20/2021
Last Revision Approved:	04/20/2021
Responsible Office:	Academic Affairs

1. Scope:

All students

2. Definitions:

This section is intentionally left blank.

3. Policy:

Winthrop University provides undergraduate and graduate students with the opportunity to petition for an academic policy waiver and appeals regarding variations in college level requirements, university-level general education requirements, and academic ineligibility.

4. Procedures:

College-Level Academic Petitions for College/Department Requirements

Each college has a procedure for addressing student petitions regarding department and/or college academic requirements. Students should consult the website of the appropriate college for further information about procedure and the procurement of forms:

College of Arts and Sciences

<https://www.winthrop.edu/cas/student-services/index.aspx>

College of Business Administration

<http://www.winthrop.edu/cba/student-services/>

College of Education

<https://www.winthrop.edu/coe/sas/index.aspx>



College of Visual and Performing Arts

<https://www.winthrop.edu/cvpa/studentservices/>

<https://www.winthrop.edu/cvpa/studentservices/forms-and-policies.aspx>

University Level

University-Level Academic Petitions for Waivers in General Education and Other University-wide Academic Regulations (Undergraduate Students)

Any undergraduate student may appeal for variations in the general education requirements and other university-wide academic regulations by submitting a typed petition to the Committee on Undergraduate Petitions. A petition form is available in the Office of Records and Registration or may be accessed at <https://www.winthrop.edu/recandreg/forms-online.aspx>.

Petitions must be accompanied by supporting statements or other documentary evidence that the student judges pertinent to the process. Petitions should be addressed to the Committee on Undergraduate Petitions, in care of the Registrar, and should include the student's name, student ID number, campus or local address, major, class, telephone number, and name of adviser.

To be considered at a regular monthly meeting, petitions must be received by the Registrar at least one week prior to the published meeting date of the Committee on Undergraduate Petitions. The meeting dates and submission deadlines are noted on the Registration Calendar. (<https://www.winthrop.edu/recandreg/registration-calendar.aspx>) The Registrar forwards the petitions and supporting documents to the Committee on Undergraduate Petitions, and relays to the student the decisions reached by the Committee. Students may appeal the decision of the Committee to the Chief Academic Officer, or his/her designee. Appeals instructions will be provided upon request. The student and the Office of Records and Registration will be notified of the final appeal decision.

Petitions as Recourse for Academically Ineligible Students

If an academically ineligible student feels there are extenuating circumstances in his/her situation, special consideration may be asked of the Committee on Undergraduate Petitions. A petition form and additional information is available in the Office of Records and Registration or may be accessed at <https://www.winthrop.edu/recandreg/petitions-for-academically-suspended-or-dismissed-students.aspx>



1. Completely fill out the Undergraduate Petition Form for Suspended Student. Any petition that is missing information, illegible, unclearly worded, or contains ambiguous information will not be considered. Such a petition will be returned to the student to be rewritten.

2. In writing your petition justification, explain why your circumstances warrant early reinstatement from suspension.

3. Compose and attach a typed letter or personal statement explaining your case, your petition request and your justification/grounds of your petition. Include an academic action plan that analyzes the reasons for poor academic performance and outlines practical steps that you will take to improve your performance in your courses.

4. Attach any supporting documentation that will help to explain and justify your petition. If applicable, include supporting information from faculty members, medical/health care providers, other persons with knowledge of your situation, or other evidence documenting the exceptional circumstances that are the basis of your petition.

5. Before filing this petition, two signatures must be obtained. Students must do the following three things:

- a. Meet with your Academic Advisor or Director of Student Services of your college regarding this petition and obtain his/her signature. This signature serves as an acknowledgement of the petition; it does not necessarily indicate support for the petition. The locations for the Student Services Offices in the individual colleges are as follows: Arts and Sciences: 106 Kinard, 323-2183; Business Administration: 226 Thurmond, 323-4833; Education: 144 Withers, 323-4750; Visual and Performing Arts: 124 McLaurin, 323-2465.
- b. Go to the Academic Success Center and obtain a copy of your ASC Client Audit – 106 Dinkins Hall.
- c. Take all materials to the Dean of University College, 209 Dinkins Hall, 323-3900 or to his/her designee, discuss your petition, and obtain his/her signature.

6. Return completed petition to the Office of Records and Registration in 126 Tillman Hall. The University-Wide Undergraduate Petitions Committee will act on the petition at its next regularly scheduled meeting. The Office of Records and Registration will notify the student of the committee's decision. FOR INFORMATION ON MEETING DATES, VISIT THE REGISTRATION CALENDAR (<https://www.winthrop.edu/recandreg/registration-calendar.aspx>) OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194. In order to be evaluated, your petition package must contain the following:

- The Petition form
- Your personal statement/explanation/justification/action plan
- All required signatures on your Petition Form
- Comment from the Dean of University College



Academic Petitions for Waivers in Graduate Education and Other University-wide Academic Regulations (Graduate Students)

Any graduate student may petition for variations in university-wide graduate policies and regulations by submitting a written petition to the Graduate Petitions Committee through the Graduate School. Petition instructions are found on the Graduate School website at <https://www.winthrop.edu/graduateschool/forms-online.aspx> Petitions must be typed in the recommended format and signed by the student.

The petition requires signatures from the student's advisor, department chair, and dean or graduate director. Petitioners are encouraged to attach a letter of support from their advisor; however, letters of support are optional. The Office of Records and Registration will forward the petition and all accompanying documentation to the Graduate Petitions Committee. The student, advisor, and the college dean will be notified of the decision.

Meeting dates of the Graduate Petitions Committee are held immediately following the meeting of the Graduate Council. Graduate Council meeting schedule is found on the Faculty Governance calendar website: <https://www.winthrop.edu/acadschedule/faculty-governance-calendar-by-committee.aspx>

Appeals of the decision of the Graduate Petitions Committee may be made to the Dean of the Graduate School. The student may appeal the decision of the Dean of the Graduate School to the Chief Academic Officer in writing.

5. Resources:

Undergraduate petition form can be accessed here:
<https://www.winthrop.edu/recandreg/forms-online.aspx>

Graduate Student petition forms can be accessed here:
<https://www.winthrop.edu/graduateschool/forms-online.aspx>

6. History of Revisions:

04/20/2021	Minor Revisions
01/01/2020	Minor Revisions
07/01/2004	Policy first established



7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: