CBA PETITION FORM

STUDENT INFORMATION:

Date__________________________

Last Name ____________________
First Name ____________________
Middle Name ____________________
Student Number _________________

Email Address ____________________
Phone Number ____________________

SUBJECT OF PETITION: Please check and complete the most appropriate box

☑ To take a prerequisite as a co-requisite: Course requested ____________________ Prerequisite ____________________

☑ To waive the prerequisite for a course: Course requested ____________________ Prerequisite ____________________

   Required if petitioning one of the first two boxes
   Course Instructor ____________________ Section ____________________ Term ____________________
   Instructor’s Signature ____________________
   Instructor’s Rationale for Catalog Exception ____________________

☑ To take a course above 299 with HMXP 102: List course(s)____________________________

☑ To take courses above 299 with fewer than 54 hours: List course(s) ____________________

☑ To take courses above 299 with less than a 2.0 GPA: List course(s) ____________________

☑ To transfer credit within last 31 hours (max of 9 hrs.): List Winthrop course(s)________________________

   Transfer Institution ____________________
   Instructor ____________________

☑ To substitute a course: Request to substitute ____________________ for ____________________

☑ Other: ____________________

JUSTIFICATION: Please attach a letter of justification explaining the reason for your petition

ADVISER COMMENTS

Adviser Signature ____________________

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ACADEMIC INFORMATION: TO BE FILLED OUT BY STUDENT SERVICES

Winthrop Hrs: _______ Transfer Hrs: _______ Overall Hrs: _______

Catalog: _______ GPA: _______ Adviser: _______

Major and Concentration/Minor: ____________________

Additional Information: ____________________

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Action by the Petitions Committee

☐ Approved
☐ Disapproved (see comments)
☐ Approved as Modified (see comments)

Comments: ____________________

Signature of Petitions Committee ____________________ Date ____________________

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STUDENT SERVICES USE ONLY: Notified Date: _______ Notified by: ____________________ Email/Phone/ In person ____________________
(Circle action) Override _______ Sent to R&R: fax/ scan/ mailed ____________________ Intend to appeal: Yes / No
Winthrop University
College of Business Administration
Petition Request Form

The Winthrop University Catalog contains policies pertaining to admission to classes in the College of Business Administration. For example, all College of Business Administration courses numbered above 299 have a prerequisite of junior status (54 hours or more), an overall GPA of at least 2.0, and a grade of C- or better in HMXP. There are also policies concerning required coursework and course prerequisites. The Dean of the College of Business Administration has delegated to the appropriate Petitions Committee the prerogative to approve or disapprove petitions by students for exceptions to these policies. There are three committees in the College of Business Administration, one for BS BADM & BA ECON degrees, one for BS CSCI degree, and one for BS DIFD degree.

Exceptions are limited to cases in which the student has exhausted all reasonable alternatives such as, in the example cited above, taking courses numbered below 300, taking course outside the College of Business Administration, and repeating courses previously taken in which the grade was below C. Students who want to petition exceptions to the established policies should follow these procedures:

1. Complete the reverse side of the Petitions Request Form completely with current data as indicated on the form including the adviser’s signature.

2. Deliver the completed Petition Request Form to Student Services in the College of Business Administration, 226 Thurmond Building.

Procedures for processing petitions within the College of Business Administration are as follows:

1. The Director of Student Services will deliver the petition and the student’s records to the Chair of the appropriate Petitions Committee (BADM/ECON, CSCI. DIFD).

2. Upon completion of the review, the Petitions Committee Chair will forward its decision to the Director of Student Services.

3. The Director of Student Services will take action to implement all petitions based upon the recommendation of the Petitions Committee.

Approval of petition is valid only with respect to graduation under the catalog, degree, major, concentration or minor indicated on the request.

Appeal Process:

Students may appeal the decision of the Petitions Committee. A letter should be submitted to the Director of Student Services within 24 hours of notification of the decision. The letter should include additional information and justification. Students will be notified once the appeal has been reviewed.

I have read and understand the above College of Business Petition Procedures.

____________________________________
Student Signature