

**INSTRUCTIONS FOR COMPLETING THE
UNDERGRADUATE SUSPENDED STUDENT PETITION FORM**
All petitions must be typed or printed neatly in black ink.

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 the exception has been requested.
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 (please specify), 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:
 - o 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.
 - o Go to the Academic Success Center and obtain a copy of your **ASC Client Audit** – 106 Dinkins Hall.
 - o 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 <http://www.winthrop.edu/recandreg/default.aspx?id=25474> OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194.**

In order to be evaluated, your petition package must contain the following:

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

WINTHROP UNIVERSITY
UNDERGRADUATE SUSPENDED STUDENT PETITION
(Follow instructions provided above)

To: Committee on Undergraduate Petitions
c/o Registrar
126 Tillman Hall
Winthrop University
Rock Hill, SC 29733

From: Student ID _____

Student Name _____

Local Address _____

Classification: (Choose one)

- Senior Junior
 Sophomore Freshman

Phone _____

Degree Program _____

Email _____

Catalog year _____

(Used for graduation)

Advisor _____

I petition to return to Winthrop for the _____ semester.

Justification to substantiate the requested deviation (attach all personal statements, action plan, and supporting documents to this form):

Student's Signature

Date

Two signatures are required below:

Signature of Advisor or Director of Student Services of Student's College

Date

Comments: _____

Authorized Signature
Dean, University College

Date

Comments: _____

DEADLINE: ALL PETITIONS MUST BE RETURNED TO 126 TILLMAN HALL ONE WEEK BEFORE THE UNDERGRADUATE PETITIONS COMMITTEE MEETS. FOR INFORMATION ON MEETING DATES, VISIT THE REGISTRATION CALENDAR AT <http://www.winthrop.edu/recandreg/default.aspx?id=25474> OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194.