

WINTHROP UNIVERSITY
UNIVERSITY-WIDE UNDERGRADUATE PETITION
(Not to be used for suspension or dismissals)

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

From: Student ID _____

Student Name _____

Local Address _____

Phone _____

Email _____

Advisor _____

Classification: (Choose one)

- Senior Junior
 Sophomore Freshman

Degree Program _____

Catalog year _____
(Used for graduation)

I petition the following deviation from usual rules, regulations or policies of Winthrop University (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Course Overload* | <input type="checkbox"/> Choice of Catalog |
| <input type="checkbox"/> Withdrawal Deadline | <input type="checkbox"/> General Education Requirements |
| <input type="checkbox"/> S/U Option | <input type="checkbox"/> Grade replacement when repeating a course |
| <input type="checkbox"/> Other (specify, and refer to catalog year and page number) | |

*Course Overloads will not be reviewed until the current semester grades are finalized. Student Services or Dean's Offices can approve overloads for students graduating the following semester (no petition needed).

Justification to substantiate the requested deviation. See directions on second page. Attach all personal statements, action plan, and supporting documents to this form as needed to justify the petition.

Student's Signature

Date

Signature required below:

Signature of Advisor, Chair, or Director of Student Services

Printed Name of signee

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=5052> OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194.

**INSTRUCTIONS FOR COMPLETING THE
UNIVERSITY-WIDE UNDERGRADUATE PETITION FORM**

All petitions must be typed or printed neatly in black ink.

1. Completely fill out the University-Wide Undergraduate Petition Form. 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 request, specify the rule and/or regulation defined by University Policy. In writing your petition justification, explain why the exception has been requested.
3. Compose and attach a typed letter or personal statement (no longer than one single-spaced page) explaining your case, your petition request and your justification/grounds of your petition, if needed, for further explanation. Include a well thought out action plan for academic success, if applicable.
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, an authorized signature must be obtained.
 - Meet with your Academic Advisor regarding this petition and obtain his/her signature. If the advisor is unavailable, obtain a signature from the Department Chair or Director of Student Services from your college.
 - The Student Services offices are: **Arts and Sciences:** 106 Kinard, 323-2183; **Business Administration:** 226 Thurmond, 323-4833; **Education:** 144 Withers, 323-4750; **Visual and Performing Arts:** 126 McLaurin, 323-2465.
6. Return the 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 AT <http://www.winthrop.edu/recandreg/default.aspx?id=5052> OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194.**