

**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 \_\_\_\_\_

Classification: (Choose one)  
 Senior       Junior  
 Sophomore     Freshman

Phone \_\_\_\_\_

Degree Program \_\_\_\_\_

Email \_\_\_\_\_

Catalog year \_\_\_\_\_  
 (Used for graduation)

Advisor \_\_\_\_\_

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 grades are finalized for the current semester. Students who are in their semester of graduation do not have to submit a University-Wide petition to overload up to 21 hours . (Students must submit a University-Wide petition to take more than 21 hours.) Student Services or Dean’s Offices can approve overloads for a student’s semester of graduation (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.**