



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. Compose and attach a typed letter or personal statement explaining your case, your petition request and your justification/grounds for your petition. Include a written statement that includes a thorough explanation of the reasons for poor academic performance and outlines practical steps that you will take to improve your performance in your courses.
3. 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.
4. Before filing this petition, students must do the following:
 - ◆ Email the Academic Success Center (ASC) to obtain a copy of your **ASC Client Audit**: success@winthrop.edu
 - ◆ Take all materials—your statement/justifications/plans for improvement and your ASC Client Audit—to the Director/Coordinator of Student Services in the college of your major.
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
University College: 108 Dinkins, 323-4786
 - ◆ **You must confer with the Director/Coordinator and obtain their signature on your petition.**
5. 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 to <https://www.winthrop.edu/recandreg/registrars-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



UNDERGRADUATE SUSPENDED STUDENT PETITION

(Follow instructions provided on previous page)

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

I petition to return to Winthrop for the _____ semester.

Attach a personal statement, action plan, and any supporting documents to this form to provide justification to support this petition:

Student's Signature

Date

Signature of Director/Coordinator of Student Services of Student's 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 <https://www.winthrop.edu/recandreg/registrars-calendar.aspx> OR CONTACT THE OFFICE OF RECORDS AND REGISTRATION AT 803-323-2194.