

Academic Petition

Registrar@usca.edu - (803) 641-3550 – Penland 109



Submit this form to the Office of the Registrar after obtaining the approval signature of your advisor, and of either your Department Chair or Dean. Complete policies regarding academic petitions can be found in the "Academic Affairs and Regulations" section of the USC Aiken Academic Bulletin.

Student:

Full Name: _____
USC or VIP ID: _____
Major: _____
Semester & Year: _____
USC Aiken Email: _____
Phone Number: _____

Request:

___ Waiver of the In-Residence Requirement¹
___ Course Substitution²
___ Other Exception

¹ The last 25% of the credit hours for a student's degree must be completed in-residence at USC Aiken. In addition, at least half of the credit hours in the student's major and half of the credit hours in the student's minor (if applicable) must be taken at USC Aiken.

² Only under unavoidable and exceptional circumstances will the faculty permit substitutions for or exemptions from the prescribed curricula. When it becomes necessary to request a deviation from the prescribed program of study, students should consult the department chair/school dean for their major before proceeding.

Justification for Petition (required):

Student signature: _____

Date: _____

Authorization of College/School

Advisor signature: _____

Date: _____

Dean or Department Chair signature: _____

Date: _____

Committee Review

___ SS&P

___ GAC

Initial Decision: ___ Approved ___ Denied ___ Pending Additional Information

Notes: _____

Committee Chair signature: _____

Date: _____

Appeal Decision: ___ Approved ___ Denied

Notes: _____

Committee Chair signature: _____

Date: _____

EVCAA/Provost

___ Approved

___ Denied

Notes: _____

Provost signature: _____

Date: _____

Office of the Registrar ___ Complete Initials _____