

Academic Petition

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



**University of
South Carolina
Aiken**

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: _____

Request:

Waiver of the In-Residence Requirement¹

USC or VIP ID: _____

Course Substitution²

Major: _____

Other Exception

Semester & Year: _____

USC Aiken Email: _____

Phone Number: _____

¹The 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.

²Only 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 _____