

Reinstatement Petition

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



Students on academic suspension at USC Aiken may petition for reinstatement. Submit this form to the Office of the Registrar by August 1 (for fall reinstatement) or by the first day the University reopens after the New Year holiday (for spring reinstatement). **Petitions with incomplete information, or submitted after the deadline, will not be considered.** Complete policies regarding reinstatement petitions can be found in the “Academic Affairs and Regulations” section of the USC Aiken Academic Bulletin.

Student:

Full Name: _____

USC or VIP ID: _____

Semester to Re-enroll: _____

Major: _____

USC Aiken Email: _____

Phone Number: _____

Have you completed any coursework at an institution other than USC Aiken during the period of your current suspension?

☐ Yes*

☐ No

*Attach a copy of your unofficial transcript from the outside institution to this petition form.

Please select any of the following that apply:

- ☐ I am a student-athlete at USC Aiken
- ☐ I am in the First Pace program
- ☐ I am an international student
- ☐ I am a resident of USC Aiken on-campus housing

Claim of Extenuating Circumstances

Are you claiming any extenuating circumstances that factored into your academic performance? If so, select one or more below:

- ☐ Physical or mental health issue
- ☐ Family or personal crisis
- ☐ Loss of employment
- ☐ Death of a family member
- ☐ Natural disaster
- ☐ Called for active military service
- ☐ Other

Supporting documentation to verify any circumstance claimed above is **REQUIRED** and must be submitted along with this petition form.

This documentation may include: a statement from a healthcare provider (on their company letterhead), an obituary or death certificate of a family member, a copy of a legal order pertaining to a family or personal crisis, an insurance claim pertaining to a natural disaster, proof of loss of employment, or a copy of official military orders.

Justification for Reinstatement Petition (required):

Describe the reasons for your academic deficiency, and detail the methods through which you will improve if reinstated. Strategies include, but are not limited to: lifestyle changes, personal counseling or coaching, reducing credit hour load, applying for grade forgiveness, and requesting tutoring or disability services.

Student signature: _____

Date: _____

Office of the Registrar

Most recent term at USC Aiken _____

Initial term at USC Aiken _____

USC institutional GPA _____

Change of USC campus student ___ Yes ___ No

Notes: _____

SS&P Review

Decision: ___ Approved ___ Denied ___ Pending Additional Information

Notes: _____

Committee Chair signature: _____

Date: _____

SS&P Appeal Review

Decision: ___ Approved ___ Denied

Notes: _____

Committee Chair signature: _____

Date: _____

EVCAA/Provost ___ Approved ___ Denied

Notes: _____

Provost signature: _____

Date: _____

Office of the Registrar ___ Complete Initials _____