

UNIVERSITY OF SOUTH CAROLINA-AIKEN

**ACADEMIC PETITION**

To be completed and returned to the Office of the Registrar once your advisor and dean/department chair have signed. Please take no action until you have received official notice of the decision made on this request.

SUBJECT OF PETITION: \_\_\_\_\_ DATE OF PETITION: \_\_\_\_\_

Waive the Institutional Credits for a Degree Rule (last 25% of Credit Hours).

EXPLAIN: \_\_\_\_\_

(For the waiver of this rule, the advisor must review student's record in advance of completing this form. This rule now applies to coursework within the USC system as well as outside the system.)

Course Substitution. EXPLAIN: \_\_\_\_\_

Other. EXPLAIN: \_\_\_\_\_

The evaluation of transfer work rests solely with the academic evaluators in each discipline and is not subject to petition.

NAME: \_\_\_\_\_ VIP ID \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

MAJOR: \_\_\_\_\_ STUDENT'S SIGNATURE: \_\_\_\_\_

NOTE: If your request involves taking coursework elsewhere, the completed "Request for Special Enrollment" must be attached. If you need additional space to explain the reason(s) for your petition, please attach a separate piece of paper with that information

ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_  APPROVAL  DISAPPROVAL

REASON: \_\_\_\_\_

SCHOOL DEAN/  
DEPART. CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_  APPROVAL  DISAPPROVAL

REASON: \_\_\_\_\_

SS&P ACTION (1ST READING): \_\_\_\_\_ DATE: \_\_\_\_\_  APPROVAL  DISAPPROVAL

REASON: \_\_\_\_\_

SS&P ACTION (APPEAL): \_\_\_\_\_ DATE: \_\_\_\_\_  APPROVAL  DISAPPROVAL

REASON: \_\_\_\_\_

ADMINISTRATIVE ACTION OR FURTHER APPEAL TO EXECUTIVE VICE CHANCELLOR FOR ACADEMIC AFFAIRS:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  APPROVAL  DISAPPROVAL

REASON: \_\_\_\_\_