CBA PETITION FORM

STUDENT INFO	RMATION:	Date		
Last Name	First Name	Student Number	E	mail Address
SUBJECT OF PI	ETITION: Please che	eck and complete the mos	t appropriate bo	×
☐ To take a core/ ma	ajor course(s) above 29	9 with HMXP 102: List course	e(s)	
☐ To take core/ major	or course(s) above 299	with less than a 2.0 GPA: List	course(s)	
☐ To take courses ab	ove 299 with fewer tha	an 54 hours: List course(s)		
☐ To transfer credit	within last 31 hours (m	ax of 9 hrs.): List Winthrop co	ourse(s)	
Transfer Institu	ıtion			
☐ To enroll in		while taking		
Course Instruct	tor	CRN	Term	
	nature			
Instructor's Ra	tionale for Exception _			
☐ Other:				
	: Please write below	or attach a letter explain	ing the reason fo	r your petition
Student Signature			Date	2
ADVISER COMM	MENTS:			
Addison Classoft and				
Adviser Signature			Dat 	
ACADEMIC INFORMATION: TO BE FILLED OUT BY STUDENT SERVICES			Schedule for Semester of Petition	
		Overall Hrs:	Courses	New/Repeat
Catalog:	GPA:	Adviser:		
Student Services Cor	mments:			
==========	=========	=======================================	=	
Action by the Petitions Committee			Comments:	
() Approved				
() Disapproved (see	e comments)			
() Approved as Mo	dified (see comments)			
Signature of Petition		Date		
			Email/Phone/ In person	
(Circle action) Overr	ide Sen	t to R&R: fax/ scan/ mailed		

Winthrop University

College of Business Administration

Petition Request Form

The Winthrop University Catalog contains policies pertaining to admission to classes in the College of Business Administration. For example, all College of Business Administration courses numbered above 299 have a prerequisite of junior status (54 hours or more), an overall GPA of at least 2.0, and a grade of C- or better in HMXP. There are also policies concerning required coursework and course prerequisites. The Dean of the College of Business Administration has delegated to the appropriate Petitions Committee the prerogative to approve or disapprove petitions by students for exceptions to these policies. There are three committees in the College of Business Administration, one for BS BADM & BA ECON degrees, one for BS CSCI degree, and one for BS DIFD degree.

Exceptions are limited to cases in which the student has exhausted all reasonable alternatives such as, in the example cited above, taking courses numbered below 300, taking course outside the College of Business Administration, and repeating courses previously taken in which the grade was below C. Students who want to petition exceptions to the established policies should follow these procedures:

- 1. Complete the reverse side of the Petitions Request Form completely with current data as indicated on the form including the adviser's signature.
- 2. Deliver the completed Petition Request Form to Student Services in the College of Business Administration, 226 Thurmond Building.

Procedures for processing petitions within the College of Business Administration are as follows:

- 1. The Director of Student Services will deliver the petition and the student's records to the Chair of the appropriate Petitions Committee (BADM/ECON, CSCI. DIFD).
- 2. Upon completion of the review, the Petitions Committee Chair will forward its decision to the Director of Student Services.
- 3. The Director of Student Services will take action to implement all petitions based upon the recommendation of the Petitions Committee.

Approval of petition is valid only with respect to graduation under the catalog, degree, major, concentration or minor indicated on the request.

Appeal Process:

Students may appeal the decision of the Petitions Committee. A letter should be submitted to the Director of Student Services within 24 hours of notification of the decision. The letter should include additional information and justification. Students will be notified once the appeal has been reviewed.