

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.