

University of South Carolina Aiken
Petition for Reinstatement

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Due Dates for Petitions: August 1 (for the Fall semester), and for Spring Semester, the first day the University reopens after the New Year holiday / Winter Break. If you are able to appeal for Summer Course work (see bulletin), then your petition should be turned in by May 1. All petitions for reinstatement must be turned into the Records office by 12PM (noon) on the due date. Late petitions will not be considered. Petitions turned in early will be appreciated.

You have the right to appeal your suspension. Information about suspensions can be found in the current academic bulletin, which is available on the USCA Records website. You must complete the appeal form and include any supporting documentation as needed to support extenuating circumstances. You must also include a personal letter of appeal detailing how you intend to improve your GPA. Appeal results and follow-up will be announced using any of the forms of communication below:

Name: _____ Student VIP or SSC ID: _____

Address: _____

City, State, ZIP: _____

Working Telephone Number: _____ Email Address: _____

COMPLETE ALL STEPS

Step 1: Identify Advisor and Type of Suspension Appeal

Complete the following boxes to identify your suspension appeal type(s) and your current academic information:

My Advisor is: _____

(Check SSC for the name of your Advisor)

Advisor Email: _____

My current USC INSTITUTIONAL GPA is: _____

This 1st or 2nd (circle one) academic suspension.

I am on Indefinite Suspension (Yes, or No) _____

My major is: _____

I am enrolled in the First Pace program _____

Step 2: Identify and Provide Support Documentation for Extenuating Circumstances

Suspended students may appeal **based on extenuating circumstances**. In the box below indicate your extenuating circumstance(s). **Supporting documentation is REQUIRED.** *NOTE: Extenuating circumstances **DO NOT** include lack of funds, failure to understand or adhere to college policy, or dissatisfaction with an instructor or course.*

I am appealing based on (check ALL that apply; attach appropriate supporting documentation):

___ **Personal physical health or mental health issue** - attach health providers' statements written on official letterhead

___ **Death of parent, spouse, sibling, child, or other immediate family member** - attach death certificate or obituary

___ **Call up for active military duty** - attach copy of official military orders

___ **Family/Relationship crisis** - attach court or legal documentation

___ **Disability issue not previously diagnosed or documented** - attach documentation from a certified disability specialist or medical doctor

___ **Natural disaster, including flood, fire, or tornado** - attach insurance or other documentation of disaster

___ **Job loss** - attach unemployment verification or employer termination letter

___ **Recent academic success at another college or university** - attach transcript

___ **Other** _____

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Step 3: Provide, and attach, a written description of what contributed to your suspension and how you plan to IMPROVE.

A. Describe your extenuating circumstances and how those circumstances affected your progress. If you have not attended USCA for one or more semesters, you should describe what activities you have engaged in that indicate you are prepared to return to USCA. If this is not your first appeal, address why you were not able to meet the academic stipulations instated after your last appeal.

B. The checklist below is a list of ways to improve academic performance. Check all improvement areas that you believe will help improve your academic performance. These will constitute your **COMMITMENT** to engaging in these activities. Include a full description of how you intend to proceed in your letter.

- | | |
|--|--|
| <input type="checkbox"/> Increase number of study hours from ___ to ___ | <input type="checkbox"/> Engage in Tutoring (Describe tutoring plan in your personal letter) |
| <input type="checkbox"/> Develop plan with Center for Student Achievement (Describe plan in personal letter.) | <input type="checkbox"/> Participate in Workshops focused on academic improvement (describe in letter) |
| <input type="checkbox"/> Make Lifestyle changes (move home, study in a different location, etc.—describe in personal letter) | <input type="checkbox"/> Repeat courses for Grade Forgiveness (describe courses in letter) |
| <input type="checkbox"/> Engage Disability Services | <input type="checkbox"/> Apply for Academic Forgiveness |
| <input type="checkbox"/> Seek short term personal counseling | <input type="checkbox"/> Withdraw for Extenuating Circumstances |
| <input type="checkbox"/> Seek out my advisor for extra guidance | <input type="checkbox"/> Quit work |
| <input type="checkbox"/> Seek out my professors during office hours | <input type="checkbox"/> Reduce work hours to _____ hours |
| <input type="checkbox"/> Email my advisor & professors immediately when problems arise | <input type="checkbox"/> Take advantage of withdrawal dates |
| <input type="checkbox"/> Reduce course load to _____ hours | <input type="checkbox"/> Other: _____ |

C. Working from the list of items in Step 3B, describe, in your personal letter, how you will correct the academic deficiency. For instance, you might describe the courses that you intend to enroll in or which courses you might enroll in for grade forgiveness. You might describe the type of tutoring you need and how many hours you will commit to for tutoring. You might also explore how the Center for Student Achievement can help with your academic improvement and describe a potential plan of engagement that you developed with the Center’s staff.

Please recall that in order to continue, you must describe how you intend to improve your INSTITUTION GPA to at least a 2.0. Not achieving an INSTITUTION GPA of 2.0 may result in being suspended from USCA for one or more semesters. You might use a GPA Calculator (http://registrar.sc.edu/html/gpa_calc/gpa.htm) to help with framing your response. The bottom number will indicate whether or not your GPA will improve or decline based on the semester GPA you are projecting. In many cases, the GPA will continue to decline if one makes less than a B or better in all projected classes. Your plan should support a pathway to academic improvement, not decline.

Step4: Signature

Sign below and attach all documentation (including your proof of extenuating circumstances, personal letter, your transcripts, and a copy of your DegreeWorks).

Your signature below acknowledges that you agree to meet all commitments indicated in steps 3B and 3C and that you will abide by any stipulations of the SS&P Committee. If you believe you should appear personally before the SS&P Committee, you must request a meeting time by contacting the Records Office.

Student Signature

Date

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Name _____ Student VIP or SSC ID _____

APPEAL RESULTS-USCA USE ONLY

First Reading of Petition:

Approved _____

Stipulations:

Disapproved _____

Reason for Disapproval and Recommendations: _____

NOTE: Student has the right to appear in person before the SS&P committee if the first reading is disapproved. If an appeal is **approved** (with or without stipulations), this constitutes a **positive** decision that **may not** be appealed to the Executive Vice Chancellor (see the policy in the current bulletin).

Signature of SS&P Committee Chair

Date

Second Reading of Petition (if appealed in person to the SS&P Committee)

Approved _____

Stipulations:

Disapproved _____

Reason for Disapproval and Recommendations: _____

Signature of SS&P Committee Chair

Date

Personal Appeal to the EVCAA:

Approved _____

Stipulations:

Disapproved _____

Reason for Disapproval and Recommendations: _____

Signature of EVCAA

Date