

# Reinstatement Petition

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



U of SC Aiken

Registrar

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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**SS&P Review**

Decision:  Approved  Denied  Pending Additional Information

Notes: \_\_\_\_\_

Committee Chair signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**SS&P Appeal Review**

Decision:  Approved  Denied

Notes: \_\_\_\_\_

Committee Chair signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**EVCAA/Provost**  Approved  Denied

Notes: \_\_\_\_\_

Provost signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Office of the Registrar**  Complete Initials \_\_\_\_\_