

INSTRUCTIONS FOR ACADEMIC PETITION

1. You must complete the punitive period (one semester following **academic dismissal** -- excluding summer school) before you can petition the Academic Review Board for re-admission to the University. You may request an earlier review if you can provide documented evidence that there were extenuating circumstances that led to your dismissal for academic reasons.
2. You may obtain an Academic Petition Form: a. on the reverse side of this page; b. from the Registrar's Office, 2nd Floor Moss Hall; c. or from the University's website: http://www.scsu.edu/files/Registrars_Office/AcademicPetitionForm.pdf.
3. You must meet with the chairperson of your major department, BEFORE you submit the Petition to the Registrar's Office. Your chairperson will: a. review your academic status; b. sign the Petition and add comments, and c. approve or disapprove your Petition for re-admission to the University.
4. The Academic Petition Form will not be considered complete until you provide documentation, as stated in Part II of the form, to support your Petition for re-admission. Such documentation can include, but need not be limited to: a. support letters from individuals such as family members, medical professionals, professors; b. medical documents such as medical bills or hospital discharge papers; c. obituaries; d. other relevant documents. Please note: the members of the Academic Review Board may request original copies of any supporting documents.
5. Submit the *completed Academic PetitionForm, with all supporting documentation firmly attached*, to: The Office of the Registrar, South Carolina State University, Moss Hall 2nd Floor, Post Office Box 8104, Orangeburg, South Carolina 29117. These materials must be submitted **on or before** the April 15th, July 15th, or November 15th.
6. The Academic Review Board meets three times a year – during the last week of April (or in the first week of May), during the last week of July (or in the first week of August), and during the last week of November (or in the first week of December).
7. The decision of the Academic Review Board will be made based on two criteria: a. what you write on the Academic Petition Form; b. the documentation that you provide in support of your petition. You will be notified of the Board's decision within five working days after it meets.
8. If you have any questions, please contact the Coordinator of the Academic Review Board at 803-536-8418, 803-536-7185 or 803-536-8406.



OFFICE OF THE REGISTRAR
 POST OFFICE BOX 8104 □ 300 COLLEGE STREET, NORTHEAST
 ORANGEBURG, SC29117-0001 □ (803) 536-7185 □ FAX: (803) 536-8602

Academic Petition

Part II Complete Legibly in Ink or Type Term of Petition _____

Name _____ Campus Wide ID _____
 Mr/Ms First Middle Last

Major _____ Telephone _____ Last Attended: _____
 Semester/Year

Address _____ City _____ State _____ Zip Code _____

I hereby petition for special consideration for exception to the following policy to be readmitted to South Carolina State University. **Permission is granted to email ARB results to:** _____.

Academic Suspension

Academic Dismissal

Explain any circumstances which are associated with this petition. **Attach an extra sheet if necessary. Supporting documentation is required, such as: medical statements, obituaries, and letters of support.**

I have attached supporting documentation to this petition. I certify that the information on this petition and all attached documentation are true and complete to the best of my knowledge. I waive my rights under the Family Educational Rights and Privacy Act regarding supporting documentation for this petition.

Signature _____ Date _____
 Student

Part III *Review of Student's Academic Status by the Chair of the Student's Home Department (Signature, Comments, and Approval/Disapproval Check by the Chair are Mandatory).*

Signature _____ Date _____
 Department Chair

Comments: _____

Approved

Disapproved

Part IV Action of the Board

Approved

Disapproved

Readmission Term _____

Signature _____ Date _____

Coordinator, Academic Review Board