

SPARTANBURG METHODIST COLLEGE  
**ACADEMIC PETITION**

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

Freshman,  Sophomore,  Junior,  Senior

S.S. # or ID# \_\_\_\_\_

Semester Applicable \_\_\_\_\_

SUBJECT OF PETITION - (check appropriate box)

- A. Request for overload (Approval of Advisor, Academic Dean or Registrar) (Additional fee required).  
Course Title, Index Number \_\_\_\_\_  
Reason \_\_\_\_\_
- B. Request for withdrawal from course (Approval of Advisor, Instructor and Registrar).  
Course Title and Index Number \_\_\_\_\_  
Reason \_\_\_\_\_  
Grade assigned by instructor \_\_\_\_\_ (according to college Catalog policy). Form must be submitted to the Registrar for entry on the same day as authorized by instructor.  
I plan to make up these hours by \_\_\_\_\_
- C. Request to take transient work (Approval of Registrar). Minimum of C grade required to transfer.  
College \_\_\_\_\_  
Dept/Course # \_\_\_\_\_ Course Title \_\_\_\_\_ SMC Equivalent \_\_\_\_\_  
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- D. Request to take Individualized Study (Approval of Academic Dean, Chair, Instructor and Registrar).  
Course Name \_\_\_\_\_ Instructor \_\_\_\_\_  
Course description attached
- E. Change in grade request (Approval of Instructor and Registrar).  
Course Name \_\_\_\_\_ Original Grade \_\_\_\_\_  
Changed Grade \_\_\_\_\_  
Reason \_\_\_\_\_
- F. Change of Degree Program (Approval of Advisor and Registrar).  
I request a change of degree program to  
\_\_\_\_\_ Associate in Arts Major \_\_\_\_\_  
\_\_\_\_\_ Associate in Science  
\_\_\_\_\_ Associate in Criminal Justice \_\_\_\_\_ Associate in Business  
\_\_\_\_\_ Associate in Religious Studies \_\_\_\_\_ Associate in Fine Arts
- G. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Student Signature \_\_\_\_\_

Instructor \_\_\_\_\_

Academic Dean \_\_\_\_\_

Division Chair \_\_\_\_\_

Advisor \_\_\_\_\_

Registrar \_\_\_\_\_