

SPARTANBURG METHODIST COLLEGE
ACADEMIC PETITION

Student's Name _____
Freshman Sophomore Junior Senior

Date _____
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 _____
Dept/Course # _____ Course Title _____ SMC Equivalent _____
Dept/Course # _____ Course Title _____ SMC Equivalent _____
Dept/Course # _____ Course Title _____ SMC Equivalent _____
- 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). **Only use this form to change your original degree selection.**

I request a change of degree program to:

Associate in Arts

Associate in Science

Associate in Criminal Justice

Associate in Religious Studies

Associate in Business

Associate in Fine Arts

Bachelor of Arts (Select two concentrations):

Business

Criminal Justice

English

History

Psychology

Religion

Bachelor of Arts in Business Administration (Select one track):

Accounting & Finance

Marketing & Sales

Management & Entrepreneurship

G. Other: _____

Student Signature _____
Academic Dean _____
Advisor _____

Instructor _____
Division Chair _____
Registrar _____