



Academic Regulations Committee

Guidelines & Archivum Workflow

Office of Undergraduate Studies

Last Updated January 2023

Table of Contents

INTRODUCTION.....	3
What is the Academic Regulations Committee?	3
What are the different types of ARC petitions?	3
How does the ARC process work?	3
Accessing Archivum ARC Workflow	5
Archivum ARC User Groups	6
ARC Petition Dashboard: Overview	7
Staff Submission of ARC Petition on Behalf of Students.....	8
Archivum ARC Petition History & Information	9
Frequently Asked Questions about the ARC Process.....	10
ARC PETITION FOR LATE ADD	12
Frequently Asked Questions About Late Adds	17
ARC PETITION FOR LATE WITHDRAWAL	18
Fee Adjustment Related to Late Withdrawals	23
Late Drop (previously known as “Deletion”)	24
Even Exchange	24
Frequently Asked Questions About Late Withdrawals	25
ARC PETITION FOR LATE WITHDRAWAL – SOCAT.....	26
Frequently Asked Questions About SOCAT Withdrawals	27
ARC PETITION FOR WITHDRAWAL LIMIT EXCEPTION.....	28
Frequently Asked Questions About Withdrawal Limit Exceptions	32
ARC PETITION FOR REINSTATEMENT	33
Understanding Academic Renewal and ARC Petitions	33
Frequently Asked Questions About Reinstatement	38
ARC APPEALS PROCESS	39
Formal ARC Appeals to the College Level	39
Formal ARC Appeals to the University Level.....	40
Frequently Asked Questions About ARC Appeals.....	40
APPENDIX A: ARC CONTACT INFORMATION.....	41

INTRODUCTION

What is the Academic Regulations Committee?

The Academic Regulations Committee (ARC) is the USF governing body that oversees petitions from undergraduate students to waive certain institutional and state policies on student registration. There is an ARC within each college to receive undergraduate student petitions to waive specific requirements in [USF policy 10-006](#) “Student Registration Changes, Initial, Drop/Add, Withdrawal, and Auditing” and [USF Regulation 3.018](#) “Admission to Baccalaureate Programs of University of South Florida”.

What are the different types of ARC petitions?

Not all academic processes use an academic regulations committee to review requests. An ARC petition should only be submitted for the following actions:

- late add a course
 - Late add is adding a course to a student’s schedule after the drop/add deadline published in the Academic Calendar has passed.
- withdraw from select courses after the withdrawal deadline
 - Late Withdrawal is a withdrawal from a class after the withdrawal deadline published in the Academic Calendar has passed.
- withdraw from all courses in a term
 - Total withdrawal is withdrawing from all registered courses in a semester.
- override the withdrawal limit
 - Overriding the withdrawal limit is a request to withdraw from more courses than permitted by the withdrawal guidelines published under “[Withdrawals](#)” in the Student Registration and Records section of the Undergraduate catalog.
- request reinstatement to the University
 - Students who wish to return to the university following academic dismissal (or returning with a USF GPA below 2.0) must use the reinstatement process prior to being readmitted.

How does the ARC process work?

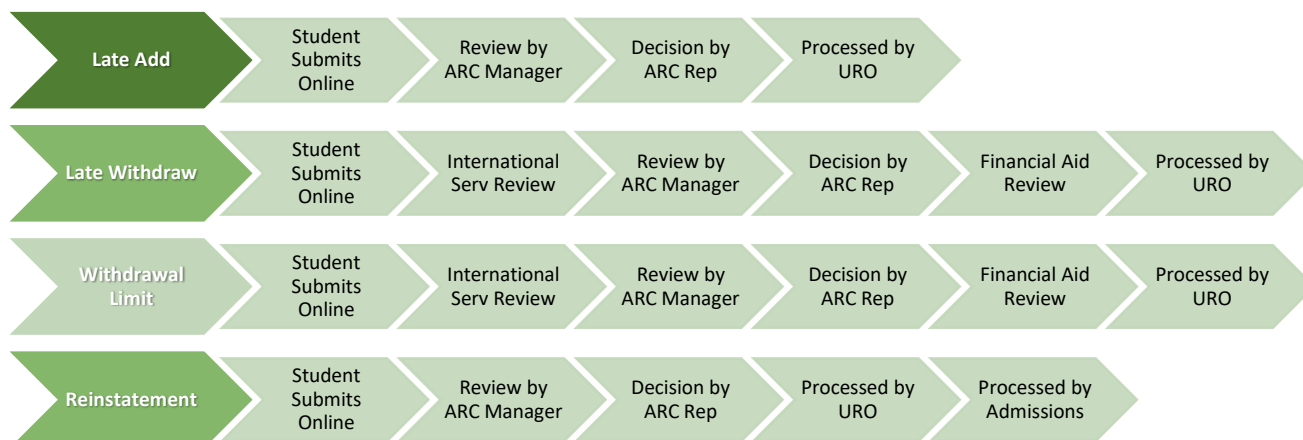
Undergraduate students initiate a petition by identifying what action is needed and submitting to the College of their primary major, except in the case of confidential medical withdrawals handled through the Dean of Students office. ARC petitions for non-degree undergraduate students are submitted to the Office of Undergraduate Studies.

These petitions require students to provide a narrative of their situation, and some require documentation (for example, from instructors or medical providers) to support their petition. It is the student’s responsibility to obtain, complete and upload all documentation required by this process; it is expected that all supporting documentation is submitted with the petition. Each committee regularly reviews petitions and will communicate with students during the review process. Once decisions are

made, the Office of the Registrar [URO] (and in some cases the Office of Admissions) process changes in Banner. Students will receive an Archivum notification of the committee's decision and the completed processing via their USF email.

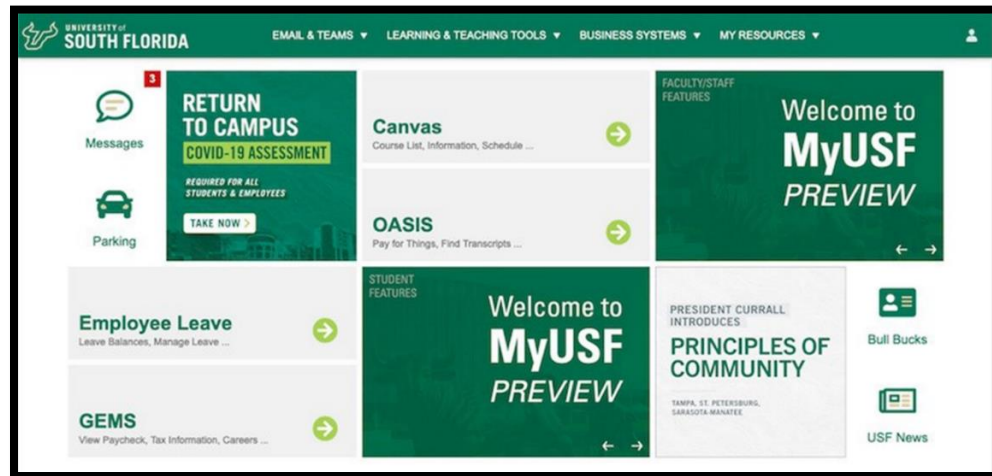
Certain ARC decisions may be appealed first through the College Dean (or designee) within fifteen (15) Academic days of the initial decision. Colleges will reexamine initial decisions when the student provides new and substantive information directly related to the petition or evidence that an error was made. If the student is not satisfied with decision from the College level appeal, they are permitted to request a final appeal with the Dean of Undergraduate Studies (or designee).

The Archivum ARC workflows allows Colleges and administrative staff to track student submissions, documentation and see processing that occurs in other offices. Appeals are submitted and managed outside of Archivum. Below is a high-level overview of the current Archivum ARC workflow for each petition type:



Accessing Archivum ARC Workflow

Archivum can be accessed under "Business Systems" header of MyUSF account.



For staff:



On the Archivum home page, select the "Staff Portal" then select "ARC Petition" from the menu on the left.

For students:

My Tasks (0)
You don't have any outstanding tasks. Nice work cleaning up your task queue!

Student Portal
My Academics, Advising, Orientation

My Student Portal Actions

Below are some of the actions you can take within the Student Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

- Update About Me** ★
Undergraduate students can declare a mission and shape their undergraduate path.
- Set Student Record Privacy Settings** ★
Students can view their current privacy settings and make updates, if necessary.
- Submit ARC Petition** ★
The Academic Reinstatement Petition process can be used to late add a course after the add/drop deadline (limited to 2nd week of classes), withdraw from select courses after the withdrawal deadline, withdraw from all courses in a term, have a course deleted from the academic record, override the withdrawal limit, or request reinstatement to the University following academic dismissal.

On the Archivum home page, select "Student Portal" and then select "Submit ARC Petition" to start the process.

Archivum ARC User Groups

All USF faculty, staff and students can access the general platform of Archivum; however, there are some specific applications/dashboards that require additional permissions. These permissions are called “groups” and you must be a member of a group to view or process any ARC petition. Having access to the Archivum Student Success Dashboard or Appointment Scheduling group does NOT include the ability to utilize the ARC workflow or vice versa. Each dashboard requires separate permissions.

In order to receive access to an appropriate Archivum ARC petition group, users must contact the Assistant Dean for Student Outreach & Support in the Office of Undergraduate Studies.

There are currently eight ARC groups:

- ARC Petition Administrators: This is a highly restricted access level reserved for IT personnel and Undergraduate Studies personnel involved in broader support and/or oversight of the ARC process.
- College ARC Manager: This group is for any employee serving in an administrative or chair role for the College’s ARC. Users with this access level can assign petition to users in their College ARC representative group for processing; petitions cannot be assigned to multiple users. They can only view content and attachments in petitions for their associated college and also assign petitions to themselves for processing. There are no campus specific College groups for ARC.
****NOTE****: Managers cannot approve or deny a petition until they have assigned it to themselves.
- College ARC Representative: This group is for any employee serving as part of a College’s ARC. Users with this access level can approve, deny, or request more information from students. They can only view content and attachments in petitions for their associated college. There are no campus specific College groups for ARC.
****NOTE****: Petitions cannot be assigned to multiple representatives.
- ARC Manager SOCAT: This is a highly restricted access level reserved for USF Student Outreach & Support staff. This group is for any employee serving in an administrative or chair role for the ARC petitions identified as confidential medical withdrawals. Users with this access level can assign petition to users in their SOCAT ARC representative group for processing; petitions cannot be assigned to multiple users. They can view SOCAT petition content (including attachments) and assign petitions to themselves for processing. There are no campus specific SOCAT groups for ARC.
- ARC Representative SOCAT: This is a highly restricted access level reserved for USF Student Outreach & Support staff. This group is for any employee involved in processing any ARC petitions identified as confidential medical withdrawals. Users with this access level can approve, deny, or request more information from students. They can view SOCAT petition content (including attachments). There are no campus specific SOCAT groups for ARC.
- ARC Financial Aid Office: This is a restricted access level reserved for USF Financial Aid staff. This group is for any employees involved in Financial Aid review of ARC petitions. Users with this access level can: 1) send back to College or SOCAT representatives for additional information, or 2) advance for processing by the URO or Admissions. This group can view all ARC petition content (including attachments).
- ARC Office of Admissions: This is a restricted access level reserved for USF Admissions staff. This group is for any employees involved in Admissions processing of ARC Reinstatement petitions. Users with this access level can: 1) send back to College or SOCAT groups for additional

information, or 2) confirm review & completion of processing. This group can view College ARC petition content but not SOCAT petition content.

- ARC Registrar's Office: This is a restricted access level reserved for USF URO staff. This group is for any employees involved in URO review of ARC petitions. Users with this access level can: 1) send back to College or SOCAT groups for additional information, or 2) confirm review & completion of processing. This group can view all ARC petition content (including attachments).
- ARC International Services: This is a restricted access level reserved for USF Office of International Services staff. This group is for any employees involved in OIS review of ARC petitions. Users with this access level can review petition to add content relevant for decision-making by the College or SOCAT ARC groups. This group can view all ARC petition content (including attachments) but can not approve or deny petitions.

****NOTE****: Users can only be in one ARC group at a time. Being in multiple ARC user groups will cause errors when trying to access student petitions or the workflow.

ARC Petition Dashboard: Overview

The ARC Dashboard is the landing page for any staff involved in processing ARC petitions. College ARC managers and representatives will only see petitions for students in their college. Selecting the student's name (hyperlinked) opens the petition content. The filters allow the user to search for specific petition types, status, assignee, and decision as well as Campus, College and Major.

ARC Petition Dashboard

[VIEW FILTERS](#)
[Undergraduate Studies Manager](#)
[Reinstatement Spring 2022](#)
[Late Add Spring 2021 CofD](#)

PETITION TYPE | Any

PETITION TERM | Any

STATUS | Any

DECISION | Pending

COLLEGE | Any

MAJOR | Any

CAMPUS | Any

REPRESENTATIVE ASSIGNEE | Any

SOCAT ASSISTED | Any

Student Name	USF ID	INTL	SOCAT	Petition Term	Petition Type	Campus	Major	Date of Submission	Assignee Name	Status	Decision
Bianca I		✔	✔	Fall 2021	Late Withdrawal	Tampa	Health Sciences - HSS	2/4/2022 1:13 PM		Submitted	Pending
Fatima		✗	✔	Spring 2021	Late Withdrawal	Tampa	Health Sciences - HSS	2/3/2022 4:28 PM	Alexis Barr	Financial Aid Review	Pending
Fatima		✗	✗	Spring 2021	Withdrawal Limit Exception	Tampa	Health Sciences - HSS	2/3/2022 4:21 PM		Submitted	Pending
Robert		✗	✗	Fall 2020	Withdrawal Limit Exception	Tampa	Exploratory/Math, Engineer&Tec- EMT	2/3/2022 2:58 PM		Submitted	Pending

ARC Petition Dashboard – Active Filters

The active filters allow you to search for new, past and in progress ARC petitions.

****NOTE**:** Past ARC documents submitted via email & stored in BDMS will not be migrated to Archivum.

The Search Box allows you to search for petitions using student names or UIDs. Filters allow staff to search by the student's campus, college and major. Filters can also be used to search for petitions by the assigned ARC Manager or representative. Other filters are:

Petition Type

- Late Add
- Late Withdrawal
- Withdrawal Limit Exception
- Reinstatement

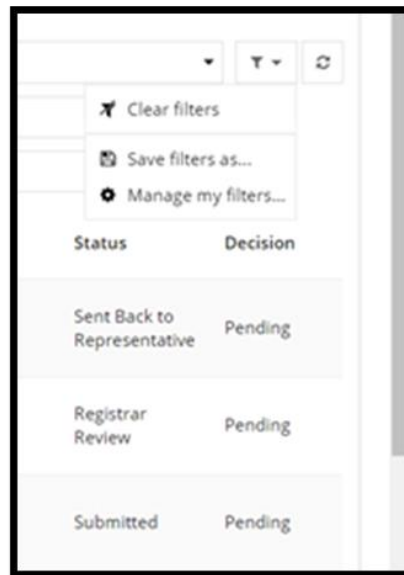
Decision

- Pending
- Approved
- Denied

Status

- Submitted
- Representative Review
- Financial Aid Review
- Admissions Review
- Registrar Review
- Send Back to Student
- Send Back to Representative
- Completed – Approved
- Completed – Denied
- Cancelled
- International Services Review

****Pro Tip**** – Use the save filters feature to lock in your name and the status and/or petition type that you are responsible for reviewing to make it easier to identify the petitions you need to act on.



Staff Submission of ARC Petition on Behalf of Students

Students are expected to submit their own ARC petitions; however, there are instances when students are unable to process paperwork due to illness or injury. In these instances, staff are permitted to request ARC actions on behalf of students as long as there is proper documentation that the student is aware and approves of the request (or requested the action and is unable to engage with the process). Colleges are advised to direct these types of inquiries to Student Outreach & Support via the SOCAT referral process.

Currently a staff submission ARC Petition workflow has not been digitized into Archivum.

In the event staff needs to submit any ARC petition for an undergraduate student, staff should use the existing [ARC paper forms](#):

1. Staff submissions by College personnel must be approved by the College's ARC committee and/or process.
2. Staff submissions by SOCAT/SOS must be approved by the SOCAT ARC committee and/or process.

Once approved, the [ARC paper forms](#) can be submitted to the Office of the Registrar for processing via registrarupdates@usf.edu. Requests will not be processed without documentation of student's request or consent to act.

Archivum ARC Petition History & Information

Once an ARC petition has been submitted, a record of the petition is stored in the "Submitted Forms" section of the student's Archivum student record. This view allows students to check the status of their petition and select "view info" to review the petition content – including any notes left by staff processing the petition. Additionally, any staff who have access to the Archivum Student Success dashboard can also view this screen to see the status of a student's current or past ARC petitions.

ARC Petitions				
Date of Submission	Status	ARC Petition Type	Petition Term	
12/15/2021 10:11 AM EST	Admissions Review	Withdrawal Limit Exception	Spring 2021	VIEW INFO
12/15/2021 9:40 AM EST	Cancelled	Late Add	Spring 2021	VIEW INFO
12/15/2021 8:52 AM EST	Registrar Review	Late Withdrawal	Fall 2020	VIEW INFO
12/15/2021 8:46 AM EST	Financial Aid Review	Late Withdrawal	Fall 2020	VIEW INFO
12/3/2021 1:22 PM EST	Completed - Approved	Late Add	Fall 2021	VIEW INFO

****Note**** - restrictions to view the content of an ARC petition are still in place, so users without ARC or SOCAT ARC access will not be able to open the petition to view additional information.

Student Navigation to Submitted Forms: Login → Student Portal → Student Record → Submitted Forms

Staff Navigation to Submitted Forms: Login → Staff Portal → Student Success Dashboard → Search for Student → Open Student Profile → Submitted Forms

Tina M	
Summary	Personal Profile
Academic Profile	Submitted Forms
News	Related Actions
ARC Petitions	
Date of Submission	Status

****Reminder**** - Hard copies of ARC petitions submitted prior to the launch of the Archivum process will not be visible in the Archivum student record. Currently ARC college and university appeals are also not visible in submitted forms.

Frequently Asked Questions about the ARC Process

IF AN ARC MANAGER HAS ALREADY ASSIGNED A PETITION TO A REPRESENTATIVE, CAN THE PETITION BE REASSIGNED TO A DIFFERENT REPRESENTATIVE IF NEEDED?

- Yes – ARC Managers can go back into a petition assigned to an ARC Representative and change the assignment.

CAN THE SAME USER BE A MEMBER OF TWO DIFFERENT ARC REPRESENTATIVE GROUPS?

- ARC Representatives can be in multiple College ARC representative groups. Users cannot be in both an ARC Manager and ARC Representative group, and cannot be in an ARC Manager/Representative group and any other reviewer group (e.g., Financial Aid, Admissions, Registrars) at the same time.

WE HAVE AN ARC COMMITTEE THAT NEEDS TO HAVE ACCESS TO THE DOCUMENTS AND INFORMATION IN A PETITION. IF WE HAVE TO ASSIGN SOMEONE TO A PETITION, HOW WILL THE REST OF THE COMMITTEE SEE THE PETITION?

- All users who have an ARC Manager role or an ARC Representative role have access to all the petitions in their assigned College. The assigned representative is the only one who can enter the petition's decision, but the ability to view petition information and attached documents is available to everyone in the group.

CAN ARC MANAGERS AND REPRESENTATIVES ATTACH DOCUMENTS TO A STUDENT'S PETITION?

- No – staff users cannot add attachments to a student's petition.

DO INSTRUCTORS HAVE ACCESS TO ARC PETITION INFORMATION IN ARCHIVUM?

- There is not an instructor role specific to the ARC workflow that allows faculty to upload or complete documents. However, if a faculty member is on the committee to review petitions, they should be given an ARC Representative role.

DO USERS IN THE ARC GROUPS RECEIVE NOTIFICATIONS ABOUT PETITIONS?

- Anyone who is a member of one of the ARC processing groups (e.g., ARC Manager, ARC Representative, International Services, Admissions, Registrar or Financial Aid) will receive an email notification of new ARC petitions in their personal USF email **unless** the group has been set-up to send emails to a shared email box.

WHICH FORM SHOULD A STUDENT USE TO REQUEST A TOTAL WITHDRAWAL FROM ALL CLASSES PRIOR TO THE WITHDRAWAL DEADLINE? AFTER THE WITHDRAWAL DEADLINE?

- OASIS (Student) will not allow a student to withdraw from all courses in a semester prior to the withdrawal deadline if the total number exceeds the number of withdrawals available to the student. Students wishing to complete a total withdrawal who do not have enough withdrawals available should use the withdrawal limit exception ARC petition. After the withdrawal deadline has passed, the late withdrawal ARC petition should be used. ****NOTE****: Students on probation who complete a total withdrawal **without an approved ARC petition** will be dismissed from the university.

IF A STUDENT HAS DECLARED MULTIPLE MAJORS OR DEGREES, WHICH COLLEGE RECEIVES THE ARC PETITION?

- The major or degree that is recorded in Banner as the primary major (or degree) will receive the petition regardless of the course(s) affected by the petition.

AS A STAFF MEMBER, I TRIED TO LOGIN TO ARCHIVUM TO USE THE ARC PETITION BUT RECEIVED AN ERROR MESSAGE. WHO CAN I CONTACT FOR ASSISTANCE?

- Please contact the Assistant Dean for Academic Outreach & Support for Office of Undergraduate Studies to confirm you are in the correct ARC petition user group. If Archivum itself is inaccessible, please email help@usf.edu and cc the Assistant Dean.

ARE THE NOTES AND AUDIT HISTORY FOR ARCHIVUM ARC PETITIONS INTERNAL OR STUDENT-FACING?

- All notes and materials associated with ARC petitions are student-facing. There is not an option for an ARC Manager or Representative to leave an internal/private note.

A STUDENT HAS REPORTED THAT THEIR COURSES ARE NOT AUTO-POPULATING INTO THE ARCHIVUM PETITION AS DESIGNED. HOW CAN THAT BE RESOLVED?

- Per guidance from IT: before submitting a help desk ticket, please direct the student to try the following troubleshooting steps:
 - Use another browser [such as Chrome or FireFox. Perform a cache clear. Instructions on how to do so can be found on the following website: [How to Clear Browser Cache](#)
 - Use an incognito window. This can be done in Chrome by clicking on the three vertical dots to the right of the search bar, then selecting "new incognito window."
 - If the issue persists, please email help@usf.edu with a screenshot of the error. If the issue persists in multiple browsers, please specify which browsers you've used.

A STUDENT HAS BEEN ACADEMICALLY DISMISSED AND REMOVED FROM ALL USF SYSTEMS INCLUDING OASIS AND ARCHIVUM. HOW CAN THEY SUBMIT AN ARC PETITION NEEDED TO GET REINSTATED?

- The student should email help@usf.edu and notify IT they have been academically dismissed and need to be re-activated in Archivum to submit an academic petition. Provide as much detail as possible to help IT resolve the issue. If the student started the ARC petition prior to being dismissed, the petition will remain in Archivum and can continue to be processed even after they are dismissed [however the student will not be able to see it or respond unless reactivated].

ARC PETITION FOR LATE ADD

Per [USF policy 10-006](#) “Student Registration Changes, Initial, Drop/Add, Withdrawal, and Auditing”, late course add occurs after the drop/add period for a semester has lapsed.

****EXCEPTION**:** Students who were cancelled from courses due to non-payment: If this occurs, students can request use the re-add process via Student Financial Services and avoid the petition process. More information is available [online](#).

LATE ADDS REQUIRE DOCUMENTATION. Each requested course must have an approved [Instructor's Documentation Form](#): Students should complete Parts 1 and 2, have the course instructor fill out Part 3, and sign the form. This form should be completed prior to submission of Archivum ARC petition so it can be uploaded as the required documentation.

Archivum Late Add ARC Workflow

Step One – Student Submission

1. Student accesses Archivum via MyUSF and chooses “Submit ARC Petition” in the Student Portal Actions section of the platform.
2. Student selects “Late Add” as the form.

Select ARC Petition Form

Please select an ARC Petition Form to proceed.

 Late Add Request for an exception to add courses after the drop/add deadline	 Late Withdrawal Request for an exception to withdraw from courses after the withdrawal deadline	 Withdrawal Limit Exception Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline	 Reinstatement Request to be reinstated back into the University of South Florida
--	---	--	--

3. Student fills out the late add petition information.
 - a. Student Information (e.g., College, major, UID, current course registration, etc.) populates from Banner, but students are required to enter a current phone number. There is also an option to provide a preferred name.

Submit ARC Petition Late Add Form for Summer 2021

This form is for undergraduate students who are wishing to submit an Academic Regulations Committee (ARC) petition to request a late add into a course. Multiple courses may be requested, but a separate petition is required for each term. All course information and necessary forms are required to submit this request. By submitting this petition, you understand that the addition of courses may affect excess hour charges.

Student Information

Name: Cristina
 Preferred First Name:
 UNumber:
 Email:

Term of Entry: Fall 2018
 Catalog Year: Fall 2020
 Academic Standing: Good Academic Standing
 Campus: Tampa; Tampa
 College of Public Health - Bachelor of Science
 Major - Health Sciences
 Concentration - Bio Health Sci & Soc Beh Sci

Current Attributes:
 DDEG - Dual Programs

Enter Contact Information *

+1 (US) 888 8675309

Registered Courses for Summer 2021

There are no course registrations for the selected term.

Search for Courses to Add

Use filter fields below to add (a) course(s). Registered courses will be disabled in the grid. To proceed, you must select at least one row. Type at least two characters to prompt search suggestions.

Subject and Course Number: Prefix: Ex: 1234
 CRN: Ex: 12345
 Course Title: Search

[Clear Filters](#)

- b. Student uses the search to find the course(s) to add – start with any prefix like “ENC”. Available courses are pulled directly from Banner courses. Once the search displays possible courses, select one and it will appear in the “Selected Courses to Add” section.

Search for Courses to Add

Use filter fields below to add (a) course(s). Registered courses will be disabled in the grid. To proceed, you must select at least one row. Type at least two characters to prompt search suggestions.

Subject and Course Number: Prefix: Ex: 1234
 CRN: Ex: 12345
 Course Title: Search

[Clear Filters](#)

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credits Hours
52628	ENC 1101	607	Composition I	St. Petersburg	Elizabeth Prioleo	Classroom 1-49 Percent	3
56290	ENC 1102	701	Composition II	Off-campus - Tampa	Jessica Young	All Online 100 Percent	3
54337	ENC 3246	702	Communication for Engineers	Off-campus - Tampa	Anastasia Stasie	All Online 100 Percent	3
56244	ENC 3250	704	Professional Writing	Off-campus - Tampa	Alice Garcia	All Online 100 Percent	3
58296	ENC 1101	702	Composition I	Off-campus - Tampa	-	All Online 100 Percent	3
50257	ENC 2210	1	Technical Writing	Tampa	Sara Laitinen	Classroom 1-49 Percent	3
50727	ENC 3250	521	Professional Writing	Off-campus - Sarasota-Manatee	John Stewart	All Online 100 Percent	3
57394	ENC 3310	700	Expository Writing	Off-campus - Tampa	Kara Larson	All Online 100 Percent	3
50367	ENC 1102	9	Composition II	Tampa	Nicole Lytt	Classroom 1-49 Percent	3
58758	ENC 2210	9	Technical Writing	Tampa	-	Classroom 1-49 Percent	3

1 - 18 of 127

Selected Course(s) to Add

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credits Hours
52628	ENC 1101	607	Composition I	St. Petersburg	Elizabeth Prioleo	Classroom 1-49 Percent	3

- c. Students must provide responses to the four narrative questions:
- What obstacle(s) prevented you from registering for this class by the registration deadline?
 - Is this course: a) degree applicable, b) necessary for your timely progression towards graduation, or c) both? Include specific requirement(s) the course will satisfy towards completing your degree.
 - Because petitions can take more than a week to be considered by the committee, what plan of action did you and the faculty member(s) discuss to ensure that you can keep up with the course(s) while waiting to be officially registered (if approved). If you are submitting this petition after the 2nd week of

class, you should include evidence of your ability to succeed in the course if the petition is approved.

- iv. Knowing this petition may be denied or, if approved, a future similar petition would be denied, how do you plan to overcome your obstacle(s) so that you can register for the correct course(s) by the deadline in the future?
4. Students must upload the signed Instructor Documentation form. This form must be uploaded to the Document Upload field of your Late Add petition. Other documentation (e.g., emails, Word documents, etc.) can also be uploaded to support the petition.
- a. *****Pro Tip** – Make the document name easy, for example “J Smith Late Add ENC 1101 Summer 2021”***

Document Upload *

Learn Box Basics

PDF - 4.97 MB

Drop files here

File Limit: 10 Documents, Combined File Size Limit: 50MB, Allowed file types: pdf, png, jpg, jpeg

Instructor's Documentation Form

Undergraduate Academic Regulations Committee (ARC)

**UNIVERSITY of
SOUTH FLORIDA**

Student Success
Office of the Registrar

I. STUDENT INFORMATION

Last Name First Name USF ID

II. COURSE INFORMATION AND INSTRUCTIONS TO BE COMPLETED BY STUDENT

Which Semester? Course Term: Year Semester: ☐ Fall ☐ Spring ☐ Summer A ☐ Summer B ☐ Summer C

Which Class? ☐ Check if you're a non-degree student

CRN	PREFIX	NUMBER	SECTION	CREDIT HOURS	TITLE	ONLINE ONLY?	DAY(S) OF WEEK	MEETING TIME START TO END
								/

☐ Have your instructor complete **Part 3** below.

☐ Complete the ARC Petition Form by following all instructions, and attach a **Personal Statement** and one **Instructor's Documentation Form** per class. Include supporting documentation.

III. TO BE COMPLETED BY INSTRUCTOR

The student identified above has submitted an Academic Regulations Committee (ARC) petition requesting permission to enroll in or withdraw from your class after the established deadline. Your cooperation in providing the following information will assist the committee in making its decision. Please answer the following questions to the best of your knowledge and return this form to the student. If you have questions or concerns regarding this petition, please contact the ARC representative of the college of the student's major, as listed below. Thank you for your assistance in this matter.

PLEASE CHECK A BOX BELOW
Answer all of the corresponding questions

☐ **Late Withdrawal**

1. When did the student stop attending class, or for online courses, when was the last day of participation? (mm/dd/year or Never Attended)
2. On which date was the last recorded grade made available to the student? (mm/dd/year)
3. Was the student provided any grades prior to the tenth week of classes? (please circle) ☐ YES ☐ NO
4. What was the student's grade at the tenth week of classes? (A/B/C/D/F/S/U)

☐ **Late Add**

1. Has the student attended your class this term?
☐ YES ☐ NO
2. Will the student be able to makeup missed work?
☐ YES ☐ NO
3. Does the student have permission to add your course?
☐ YES ☐ NO

5. After all required fields have been completed on the form, including the document upload, the petition can be submitted. (*****Hint – All required fields are marked with an asterisk.***) Select “Ready to Submit” and the petition will be sent to the student’s College for review. “Save For Later” allows any work to be saved in-progress for three (3) days before it is automatically deleted.

Step Two – ARC Manager Assignment

Select a student's name from the dashboard to open a petition. ARC Managers must review all submitted petitions and assign them to **one** ARC representative for processing. Managers also can assign petitions to themselves. There is a field to include optional comments during assignment.

The screenshot displays the 'ARC PETITION: LATE ADD FOR FALL 2018' interface. It is divided into three main sections: Student Information, Registered Courses for Fall 2018, and Selected Course(s) to Add. The Student Information section shows details for a student named Cristina. The Registered Courses section lists five courses. The Selected Course(s) to Add section lists one course. An assignment form is overlaid on the right, featuring an 'Assign To' dropdown menu and an 'Assign to Me' button.

ARC PETITION: LATE ADD FOR FALL 2018

← BACK ASSIGN

Student Information

Name Cristina
Preferred First Name Cris
UNumber
Email
Phone Number 123-765-4321

Registered Courses for Fall 2018

CRN	Subject and Course Number
80285	LIT 2000
81182	STA 2023
92799	SYG 2000
83805	REL 2300
89724	SLS 2901

Selected Course(s) to Add

CRN	Subject and Course Number
85543	PHC 6007

Assignment Form:

← BACK ASSIGN

Assign To ↓

* Assignee Assign to Me

Step Three – ARC Representative Review

The dashboard filters will default to only show an ARC representative's pending assigned petitions; this can be removed to see all of the College/Unit's petitions. Select a student's name to open the petition to view student information and download uploaded documentation. ARC reps can only see petitions associated with their College/Unit.

1. Review the requested late add(s). Download documents for review.
2. Select Approve, Deny, or Send Back to Student.
 - a. Comments are required for ARC petitions that are denied or sent back to the student.
 - b. If the petition is sent back to the student, they get a task. This includes an automatic notification e-mail, which has a link directly to the task in Archivum.

****RECOMMENDED COMMENTS FOR LATE ADD**:**

1. Comment to note the course is closed and the student is approved for a CLOSED permit.
2. Comment to note the course prereqs and other restrictions have been checked and the student is approved for permit.

Comment
To deny, please enter a comment that will be shared with the student.

Kindly limit your characters to 500, Entered: 0/500.

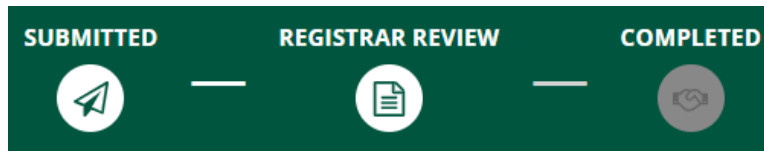
SEND BACK TO STUDENT

APPROVEDENY

Actor	Action	Comment	Done On
Carson Smith	Assigned Petition to Abby Carr for Review		7/14/2021 2:41 PM EDT

Step Four – URO Review

1. Identify the “Selected Course(s) to Add” section to identify the changes needed.
2. Complete changes in Banner (this is external to the Archivum workflow).
3. Acknowledge the changes to the Banner student record have been made by selecting “Complete Review” on the petition. Comments are only required when sending back to the ARC representative.



Comment
To send back, please enter a comment that will be shared with the representative.

Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO REPRESENTATIVE

COMPLETE REVIEW

Step Five – Petition Decision & Record

Students will receive notification of their petition decision from Archivum via their USF email only after the Registrar Staff Review has been completed. If there are questions about the status of a petition, search for any current or past petitions submitted in Archivum using the dashboard. Archivum ARC forms and documentation are stored in Archivum and not BDMS.

Petition Term	Petition Type	Campus	Major	Date of Submission	↑ Assignee Name	Status	Decision
Fall 2019	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:15 AM	Abby Carr	Completed - Approved	Approved
Spring 2020	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:16 AM	Abby Carr	Completed - Approved	
Fall 2019	Late Withdrawal	Tampa	Health Sciences - HSS	3/5/2021 8:25 AM	Abby Carr	Admissions Review	
Fall 2018	Late Add	Tampa	Health Sciences - HSS	3/5/2021 9:43 AM	Carson Smith	Completed - Approved	

Frequently Asked Questions About Late Adds

WHAT IF A STUDENT NEEDS TO DROP A COURSE AND ADD A COURSE AT THE SAME TIME?

- There is not a separate process for this. Students must submit separate late add and late withdrawal petitions in Archivum. Read the section on [Even Exchange](#) for more information.

HOW DO WE CHECK CLASSROOM CAPACITY?

- The Archivum ARC process does not facilitate checking classroom capacities in the workflow. Students should use the [Student Schedule Search](#) and Faculty can use the Staff Schedule Search to find section enrollment caps. To find the room capacity in physical classrooms, use [Classroom Guides](#).

HOW DO DEPARTMENTAL STAMPS WORK WITH ARCHIVUM TO CONFIRM STUDENTS ARE ALLOWED OVER CAPACITY?

- Departmental stamps are no longer requested or required as a part of this process. The instructor documentation form provides a place for faculty to acknowledge they are aware there is available capacity in the course (using [Faculty/Staff Search tool](#) to check for seats remaining) OR they consent to over-enroll a classroom (use [Classroom Guides](#) to confirm the number of seats available in a room). ARC should also be reviewing the course restrictions and prerequisites during the review process to ensure students are eligible for requested courses. Confirmations via USF email should serve in lieu of stamps where a signature and date are not sufficient or helpful to expediency.

DO INSTRUCTORS RECEIVE A NOTIFICATION AFTER A LATE ADD PETITION HAS BEEN APPROVED AND PROCESSED?

- No – instructors do not receive any notifications for late add petitions they have supported.

IF A STUDENT REQUESTS TO ADD MULTIPLE COURSES, CAN I PARTIALLY APPROVE THE PETITION?

- Yes – the ARC Representative should indicate partial approval in the comments and specifically note which course(s) should be added.

ARC PETITION FOR LATE WITHDRAWAL

IMPORTANT DEADLINE! Late withdrawal petitions submitted six (6) calendar months after the end of the semester during which the petitionable event occurred are not eligible for tuition & fee adjustments - even if the ARC petition is approved [per [Board of Governors regulation 7.002](#)]. The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar. (Process updated as of Fall 2022)

Students should be mindful of the state's [Excess Hour Surcharge Policy](#). Withdrawing from classes may result in monetary penalty, or affect financial aid, tuition assistance, use of Veterans educational benefits, or a student's visa status. Read more about it from [Financial Aid](#)! **WITHDRAWALS REQUIRE DOCUMENTATION.** Students are required to provide documentation in support of any request. If the petition for withdrawal(s) is for medical reasons, they must upload signed [medical documentation](#) with the petition. This form should be completed BEFORE starting the ARC petition online.

Archivum Late Withdrawal ARC Workflow

Step One – Student Submission

1. Student accesses Archivum via MyUSF and chooses “Submit ARC Petition” in the Student Portal Actions section of the platform.
2. Student selects “Late Withdrawal” as the form.

The screenshot shows a web interface titled "Select ARC Petition Form". Below the title, it says "Please select an ARC Petition Form to proceed." There are four selectable options, each with a green icon and a title:

- Late Add**: Represented by a plus sign (+). Description: "Request for an exception to add courses after the drop/add deadline".
- Late Withdrawal**: Represented by a cross (X). This option is highlighted with a red rectangular border. Description: "Request for an exception to withdraw from courses after the withdrawal deadline".
- Withdrawal Limit Exception**: Represented by a circular arrow icon. Description: "Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline".
- Reinstatement**: Represented by a chain link icon. Description: "Request to be reinstated back into the University of South Florida".

3. Student completes petition **including** responses to the late withdrawal screening questions:
 - a. Were you the victim of a crime?
 - b. Are you able to provide documentation for the medical withdrawal? Does this include mental health concerns?
 - c. Are you concerned for the confidentiality of this situation?
4. If the student responses “no” to all three questions, they are routed to the College ARC late withdrawal petition information and process.
 - a. Student Information (e.g., College, major, UID, current course registration, etc.) populates from Banner, but students are required to enter a current phone number. There is also an option to provide a preferred name.

Submit ARC Petition Late Withdrawal Form for Spring 2021

This form is for undergraduate students who are wishing to submit an Academic Regulations Committee (ARC) petition to request a late withdrawal from a course. Multiple courses may be requested, but a separate petition is required for each term. All course information and necessary forms are required to submit this request.

Student Information

Name: Cristina
Preferred First Name:
U Number:
Email:

Term of Entry: Fall 2018
Catalog Year: Fall 2020
Academic Standing: Good Academic Standing
Campus: Tampa, Tampa
College of Public Health - Bachelor of Science
Major: Health Sciences
Concentration: Bio Health Sci & Soc Beh Sci

Current Attributes
•
•
• DOEG - Dual Programs

Enter Contact Information

--Select a Value--
Area Code (e.g., 813)
Number (e.g., 5556666)

Registered Courses for Spring 2021

To withdraw from (a) course(s), select (a) course from the list. You must select at least one course to proceed with the withdrawal.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17682	BSC 2086	005	Anatomy Phys II for Hlth Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hlth Prof	Off-campus - Tampa	Colbi Gemmell	All Online 100 Percent	1
21488	SPW 4930	001	Adv Spanish Grammar & Comp II	Off-campus - Tampa	Maritza Chinea-Thornberry	All Online 100 Percent	3
22216	SPW 4930	004	Spanish for Health Prof	Tampa	Alejandro De La Pava	Hybrid Blend 50-79 Percent	3
24925	SPW 4311	001	Creative Genius of Golden Age	Tampa	David Arbesu	Hybrid Blend 50-79 Percent	3

5 items

Total Credit Hours: 16

- To select a course for withdrawal, select it from the list of courses pulled from the student's active registration in Banner (it should highlight when selected) and it will appear in the "Selected Course(s) for Withdrawal" section.
- TOTAL WITHDRAWAL:** Students can select all registered courses at this step to request a total withdrawal from the University.

Registered Courses for Spring 2021

To withdraw from (a) course(s), select (a) course from the list. You must select at least one course to proceed with the withdrawal.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17682	BSC 2086	005	Anatomy Phys II for Hlth Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hlth Prof	Off-campus - Tampa	Colbi Gemmell	All Online 100 Percent	1
21488	SPW 4930	001	Adv Spanish Grammar & Comp II	Off-campus - Tampa	Maritza Chinea-Thornberry	All Online 100 Percent	3
22216	SPW 4930	004	Spanish for Health Prof	Tampa	Alejandro De La Pava	Hybrid Blend 50-79 Percent	3
24925	SPW 4311	001	Creative Genius of Golden Age	Tampa	David Arbesu	Hybrid Blend 50-79 Percent	3

5 items

Selected Course(s) for Withdrawal:

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17682	BSC 2086	005	Anatomy Phys II for Hlth Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hlth Prof	Off-campus - Tampa	Colbi Gemmell	All Online 100 Percent	1

- Students must provide responses to the four narrative questions:
 - What obstacle is impacting your ability to complete the class or classes you are petitioning?
 - What did you and the faculty member(s) discuss as a plan of action to balance this obstacle with your ability to continue successfully in the class?
 - What other attempts have you made to keep up in the class(es)?
 - Knowing the committee will not approve a second similar request from you, how do you plan to overcome this obstacle so it will not prevent you from success in the future?
- Withdrawal requests must include documentation (e.g., letter of support, emails, Word documents, etc.) to support the petition. If there are health and wellness reasons that have led to your withdrawal request, the student must upload **signed documentation**, **Medical**

Documentation Form", from the health professional in order to be approved. This form should be uploaded to the Document Upload field of the Withdrawal Form.

- a. ****Pro Tip** – Make the document name easy, for example "J Smith Late Withdraw Summer 2021"**



PART II. TO BE COMPLETED BY HEALTH CARE PROVIDER	
<p>The student listed above is petitioning the Academic Regulations Committee of the University of South Florida for special consideration regarding a USF regulation. The student feels a medical problem may have directly or indirectly contributed to the need for such consideration. At the student's request, we would appreciate your cooperation in answering the following questions. Thank you for your assistance in this matter.</p>	
<p>Provider's Name _____</p>	<p>License Number & State _____</p>
<p>Provider's Address _____</p>	<p>Phone _____</p>
<p>Dates you treated this patient or family member _____</p>	
<p>In your opinion, was there a time period that the student was unable to attend class? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>If yes: From (Date) _____ To (Date) _____</p>	
<p>Would length of class be pertinent to the student's ability to attend? (i.e. student could attend a 1 hour class, but not a 3 hour lab)</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please explain _____</p>	
<p>Would this medical condition affect the student's ability to study or engage in class activities for periods of time? (i.e. labs, field experiences, or physical activity)</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please explain _____</p>	
<p>Would medications prescribed interfere in any way with the student's performance?</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please explain _____</p>	
<p>In your opinion, would it be medically necessary for the student to withdraw from all classes during the affected term(s)?</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>In your opinion, would it be medically necessary for the student to reduce his or her course load during the affected term(s)?</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>Additional Comments (Please supply comments on letterhead if space is insufficient):</p>	

6. After all required fields have been completed on the form, including the document upload, the petition can be submitted. (****Hint – All required fields are marked with an asterisk.****) Select "Ready to Submit" and the petition will be sent to the student's College for review. "Save For Later" allows any work to be saved in-progress for three (3) days before it is automatically deleted.

Step Two – International Services Review

****NOTE**** - The Office of International Services only received petitions for students that do not have permanent resident status in Banner. This allows OIS to provide additional relevant context regarding the student's financial aid or visa status that could be impacted by a schedule change. If the student does not meet these conditions, the workflow will automatically skip this step and advance directly to College or SOCAT step.

Use the dashboard filters to only show pending petitions in the International Services review status. Select a student's name to open the pending petition to view student information and download uploaded documentation.

1. Review the requested late withdrawal(s). Download documents for review.
2. Add a comment **(required)** to provide additional context to the College or SOCAT ARC members to inform their decision on the petition.
3. Select Complete Review; this group does not have the ability to approve or deny ARC petitions. The petition is then routed to the appropriate ARC College or SOCAT group for a decision.

Comment

ok to proceed

Kindly limit your characters to 500, Entered: 13/500.

COMPLETE REVIEW

Step Three – ARC Manager Assignment

To open the petition, select a student's name from the dashboard to open a petition. ARC Managers must review all submitted petitions and assign them to **one** ARC representative for processing. Managers also can assign petitions to themselves. There is a field to include optional comments.

****NOTE****: If the SOCAT ARC Manager determines the petition is neither confidential or sensitive, they can reassign to the College ARC Manager to be processed through by the College.

Student Information

Name

Cristina

Preferred First Name

Cris

UNumber

Email

Phone Number

123-765-4321

Registered Courses for Fall 2018

CRN	Subject and Course Number
80285	LIT 2000
81182	STA 2023
92799	SYG 2000
83805	REL 2300
89724	SLS 2901

← BACK

ASSIGN

Assign To

↓

* Assignee

Assign to Me

Step Four – ARC Representative Review

Late withdrawals can be decided by the College ARC representative or SOCAT ARC representative (which handle confidential and sensitive requests).

The dashboard filters will default to only show an ARC rep's pending assigned petitions; these can be removed to see all of a College/Unit's petitions. Select a student's name to open the petition to view student information and download uploaded documentation. ARC reps can only see petitions associated with their College/Unit.

4. Review the requested late withdrawal(s). Download documents for review.
5. Select Approve, Deny, or Send Back to Student.
 - a. Comments are required for ARC petitions that are denied or sent back to the student.
 - b. When the petition is sent back to the student, they get a task. This includes an automatic notification e-mail, which has a link directly to the task in Archivum.

****IMPORTANT REQUIRED COMMENTS FOR LATE WITHDRAWALS**:**

3. Approved withdrawals must include a comment to indicate if the student should receive a W (withdrawal) or WC (withdrawal with cause).
4. Comments are required ARC petitions that are denied or sent back to the student.

Comment

To deny, please enter a comment that will be shared with the student.

Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO STUDENT

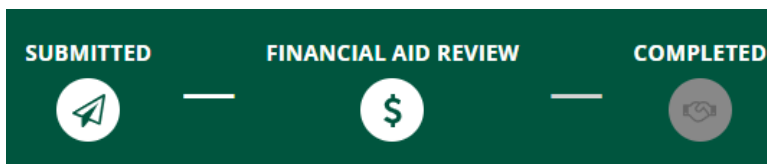
APPROVE DENY

Actor	Action	Comment	Done On
Carson Smith	Assigned Petition to Abby Carr for Review		7/14/2021 2:41 PM EDT

Step Five – Financial Aid Review

****NOTE**** - Financial Aid only received petitions for students utilizing financial aid that may be impacted by withdrawals. If the student does not meet these conditions, the workflow will automatically skip this step and advance directly to the Registrar Staff Review.

Review the requested late withdrawal(s). Documents must be downloaded for review. Select Complete Review or Send Back to College/Unit ARC Representative. Comments are only required when sending back to the ARC representative.



Comment

To send back, please enter a comment that will be shared with the representative.

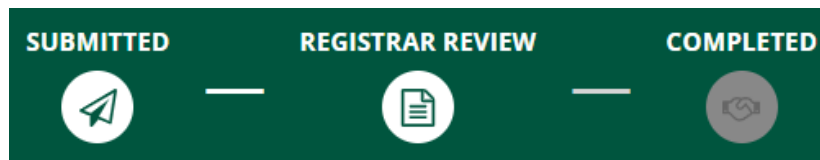
Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO REPRESENTATIVE

COMPLETE REVIEW

Step Six – Registrar Staff Review

1. Identify the “Selected Course(s) to Withdraw” section to identify the changes needed.
2. Complete changes in Banner (this is external to the Archivum workflow).
3. Acknowledge the changes to the Banner student record have been made by selecting “Complete Review” on the petition. Comments are only required when sending back to the ARC representative.



Comment

To send back, please enter a comment that will be shared with the representative.

Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO REPRESENTATIVE

COMPLETE REVIEW

Step Seven – Petition Decision & Record

Students will receive notification of their petition decision from Archivum via their USF email only after the Registrar Staff Review has been completed. If there are questions about the status of a petition, search for any current or past petitions submitted in Archivum using the dashboard. Archivum ARC forms and documentation are stored in Archivum and not BDMS.

Petition Term	Petition Type	Campus	Major	Date of Submission	↑ Assignee Name	Status	Decision
Fall 2019	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:15 AM	Abby Carr	Completed - Approved	Approved
Spring 2020	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:16 AM	Abby Carr	Completed - Approved	
Fall 2019	Late Withdrawal	Tampa	Health Sciences - HSS	3/5/2021 8:25 AM	Abby Carr	Admissions Review	
Fall 2018	Late Add	Tampa	Health Sciences - HSS	3/5/2021 9:43 AM	Carson Smith	Completed - Approved	

Fee Adjustment Related to Late Withdrawals

Requests for fee adjustments after approved withdrawals is a separate process managed by the Office of the Registrar.

Currently the Fee Adjustment Request process has not been digitized into Archivum. All paperwork remains external to Archivum at this time.

If a student is requesting consideration for financial reimbursement, the student must submit a separate [Fee Adjustment Request](#) to the Office of the Registrar within six (6) months of the applicable semester end date following a final approved ARC petition decision. Archivum will not notify or confirm if the student is eligible of a fee adjustment. Questions about fee adjustment should be directed to aa-far@usf.edu. More information on Fee Adjustments is available on the [Office of the Registrar website](#).

Late Drop (previously known as “Deletion”)

A late drop is a request to withdraw from a course after the drop/add period has ended that should be processed by the Office of the Registrar as a drop and not a withdrawal. Late drops must be determined by the student’s late date of attendance, e.g., the student has not attended the course. This change means the course will not be visible on the student’s transcript. ****NOTE**** - *The term deletion is no longer in use; it is inaccurate as university does not permit the deletion of activity from a student’s academic record.*

Currently the ARC Petition does not provide a dedicated field in the Archivum workflow for the ARC to indicate that a late withdrawal request should be processed as a late drop.

Requesting a Late Drop: If the ARC representative determines a withdrawal should be processed as a late drop, that should be indicated in the comments of the approved late withdrawal petition.

Even Exchange

An even exchange is defined as a student request to withdraw and add a course at the same time using an ARC petition.

Currently the ARC Petition does not provide a dedicated field in the Archivum workflow for the ARC to indicate that an even exchange is taking place.

Students who wish to request an even exchange must submit a separate late add and a late withdrawal (**NOTE:** multiple courses can be included on a late add or late withdrawal petition but must be the same petition action – for example, adding two courses and withdrawing from one requires one late add petition and one late withdrawal petition).

Requesting an Even Exchange: If the ARC representative determines a student has submitted late add & late withdrawal petitions to be processed as an even exchange:

- In the comments of approved late add, document this is an even exchange and document the corresponding course withdrawal (course CRN).
- In the comments of approved late withdrawal, document this is an even exchange, document the corresponding late add (course CRN), and the late withdrawal petition will be processed as a late drop.

Frequently Asked Questions About Late Withdrawals

CAN STUDENTS APPEAL THE DECISION TO PROHIBIT LATE WITHDRAWALS OUTSIDE OF THE SIX-MONTH WINDOW?

- As of Fall 2022, this ARC process has been updated to permit students to request late withdrawals after the six (6) month window. Please note, however, that any ARC petition approved beyond this window will still remain ineligible for tuition & fee adjustments.

IS THE ARC PETITION PROCESSED DIFFERENTLY WHEN THE STUDENT REQUEST A TOTAL WITHDRAWAL FROM ALL CLASSES?

- No – the workflow process through the College (or SOCAT), Financial Aid and the Office of the Registrar is the same regardless of the number of course withdrawals a student may request.

IF A STUDENT REQUESTS TO WITHDRAW FROM MULTIPLE COURSES, CAN I PARTIALLY APPROVE THE PETITION?

- Yes – the ARC Representative should indicate partial approval in the comments and specifically note which course(s) should be withdrawn.

ARC PETITION FOR LATE WITHDRAWAL – SOCAT

All medical withdrawals will be reviewed and decisioned by Student Outreach and Support (and SOCAT depending on the severity of the request). ARC petitions identified as confidential medical withdrawals will be routed and decisioned by SOS/SOCAT; non-sensitive medical withdrawals will continue to be routed to the appropriate Academic College.

Archivum Late Withdrawal - SOCAT ARC Workflow

[The Archivum workflow for medical withdrawals is the same as the late withdrawal steps](#) routed to the College ARC group; however, students that answer “yes” to any of the three withdrawal screening questions will be routed to the SOCAT Manager.

Students of Concern Assistance Team Questionnaire

Is your withdrawal pertaining to mental health, assault, homelessness, or other sensitive situations?

Yes ☐ No ☐

Does your withdrawal pertain to family/personal crisis, or an experienced loss?

Yes ☐ No ☐

Does your withdrawal petition involve being the victim of or accused of a crime?

Yes ☐ No ☐

ARC petitions routed to SOCAT will be visible in the dashboard (e.g., marked with “X”) to all staff in a College ARC Manager or Representative group, as well as users in the Financial Aid or Registrar group. However, College ARC Managers and Representatives will not be able to open the petition to view information or download attachments.

ARC Petition Dashboard						
MY FILTERS Undergraduate Studies Manager Reinstatement Spring 2022 Late Add Spring 2021 Cody						
Search SSM ARC Petitions	SEARCH	PETITION TYPE Any		PETITION TERM Any		
COLLEGE Any		MAJOR Any		CAMPUS Any		
Student Name	USF ID	INTL	SOCAT	Petition Term	Petition Type	Campus
Bianca	U	✓	✓	Fall 2021	Late Withdrawal	Tampa
Fatima	U	×	✓	Spring 2021	Late Withdrawal	Tampa
Fatima	U	×	×	Spring 2021	Withdrawal Limit Exception	Tampa

Frequently Asked Questions About SOCAT Withdrawals

SINCE STUDENTS ARE SELF-IDENTIFYING A PETITION AS SENSITIVE, WHAT HAPPENS IF THE PETITION IS ROUTED TO SOCAT BUT SHOULD BE HANDLED BY THE COLLEGES?

- The SOCAT Manager can assign the petition to a College ARC Manager if a student submits a SOCAT petition in error. Once it has been reassigned, access to the petition information and uploaded documents will become visible to the College ARC Manager and Representatives.

WHAT SHOULD COLLEGE ARC MANAGERS DO IF THEY RECEIVE AN ARC PETITION THAT A STUDENT FAILED TO IDENTIFY AS CONFIDENTIAL OR SENSITIVE?

- The College ARC Manager should immediately submit a referral to Student Outreach Services (SOS) via their [online form](#) and work with them to determine to appropriate next steps for processing the ARC petition.

CAN SOCAT LATE WITHDRAWALS BE CONSIDERED OUTSIDE OF THE SIX-MONTH WINDOW?

- As of Fall 2022, this ARC process has been updated to permit students to request late withdrawals after the six (6) month window. Please note, however, that any ARC petition approved beyond this window will still remain ineligible for tuition & fee adjustments.

ARC PETITION FOR WITHDRAWAL LIMIT EXCEPTION

Overriding the withdrawal limit is a request to withdraw from more courses than permitted by the withdrawal guidelines published under “[Withdrawals](#)” in the Student Registration and Records section of the Undergraduate catalog.

IMPORTANT DEADLINE! Total withdrawal petitions submitted 6 calendar months after the end of the semester during which the petitionable event occurred are not eligible for tuition & fee adjustments - even if the ARC petition is approved [per [Board of Governors regulation 7.002](#)]. The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar. (Process updated as of Fall 2022)

Archivum Withdrawal Limit Exception ARC Workflow

Step One – Student Submission

1. Student accesses Archivum via MyUSF and chooses “Submit ARC Petition” in the Student Portal Actions section of the platform.
2. Student selects “Withdrawal Limit Exception” as the form.

Select ARC Petition Form

Please select an ARC Petition Form to proceed.

- Late Add**
Request for an exception to add courses after the drop/add deadline
- Late Withdrawal**
Request for an exception to withdraw from courses after the withdrawal deadline
- Withdrawal Limit Exception**
Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline
- Reinstatement**
Request to be reinstated back into the University of South Florida

3. Student prompted to complete the late withdrawal limit exception petition information.
 - a. Student Information (e.g., College, major, UID, current course registration, etc.) populates from Banner, but students are required to enter a current phone number. There is also an option to provide a preferred name.

This form is for undergraduate students who are wishing to submit an Academic Regulations Committee (ARC) petition to request a late withdrawal from a course. Multiple courses may be requested, but a separate petition is required for each term. All course information and necessary forms are required to submit this request.

Student Information

Name: Cristina
Preferred First Name: [Field]
UID Number: [Field]
Email: [Field]

Term of Entry: Fall 2018
Catalog Year: Fall 2020
Academic Standing: Good Academic Standing
Campus: Tampa, Tampa
College of Public Health - Bachelor of Science
Major: Health Sciences
Concentration: Bio Health Sci & Soc Beh Sci

Current Attributes: [Fields]

Enter Contact Information

Area Code (e.g., 813): [Field]
Number (e.g., 5556666): [Field]

Registered Courses for Spring 2021

To withdraw from (a) course(s), select (a) course from the list. You must select at least one course to proceed with the withdrawal.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17982	BSC 2086	005	Anatomy Phys II for Hsh Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hsh Prof	Off-campus - Tampa	Colbi Gemmell	All Online 100 Percent	1
21488	SPW 4930	001	Adv Spanish Grammar & Comp II	Off-campus - Tampa	Maritza Chinea-Thornberry	All Online 100 Percent	3
22216	SPW 4930	004	Spanish for Health Prof	Tampa	Alejandro De La Pava	Hybrid Blend 50-79 Percent	3
24925	SPW 4311	001	Creative Genius of Golden-Age	Tampa	David Arbesu	Hybrid Blend 50-79 Percent	3

Total Credit Hours: 16

- b. To select a course for withdrawal, select it from the list of courses (it should highlight when selected) and it will appear in the “Selected Course(s) for Withdrawal” section.

Registered Courses for Spring 2021							
To withdraw from (a) course(s), select (a) course from the list. You must select at least one course to proceed with the withdrawal.							
CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17682	BSC 2086	005	Anatomy Phys II for Hth Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hth Prof	Off-campus - Tampa	Colbi Gemmell	All Online 100 Percent	1
21458	SPW 4930	001	Adv Spanish Grammar & Comp II	Off-campus - Tampa	Maritza Chinea-Thornberry	All Online 100 Percent	3
22216	SPW 4930	004	Spanish for Health Prof	Tampa	Alejandro De La Pava	Hybrid Blend 50-79 Percent	3
24925	SPW 4311	001	Creative Genius of Golden Age	Tampa	David Arbesu	Hybrid Blend 50-79 Percent	3
5 items							
Selected Course(s) for Withdrawal:							
CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17682	BSC 2086	005	Anatomy Phys II for Hth Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hth Prof	Off-campus - Tampa	Colbi Gemmell	All Online 100 Percent	1

- c. Students must provide responses to the four narrative questions:
- What obstacle is impacting your ability to complete the class or classes you are petitioning?
 - What did you and the faculty member(s) discuss as a plan of action to balance this obstacle with your ability to continue successfully in the class?
 - What other attempts have you made to keep up in the class(es)?
 - Knowing the committee will not approve a second similar request from you, how do you plan to overcome this obstacle so it will not prevent you from success in the future?
4. Withdrawal requests must include documentation (e.g., letter of support, emails, Word documents, etc.) to support the petition. This form should be uploaded to the Document Upload field of the Withdrawal Form.
- a. *****Pro Tip** – Make the document name easy, for example “J Smith Late Withdraw Summer 2021”***

Document Upload *

Learn Box Basics
PDF - 4.97 MB

Drop files here

File Limit: 10 Documents, Combined File Size Limit: 50MB, Allowed file types: pdf, png, jpg, jpeg

5. After all required fields have been completed on the form, including the document upload, the petition can be submitted. (*****Hint – All required fields are marked with an asterisk.***) Select “Ready to Submit” and the petition will be sent to the student’s College for review. “Save For Later” allows any work to be saved in-progress for three (3) days before it is automatically deleted.

Step Two – International Services Review

****NOTE**** - The Office of International Services only received petitions for students that do not have permanent resident status in Banner. This allows OIS to provide additional relevant context regarding the student’s financial aid or visa status that could be impacted by a schedule change. If the student does not meet these conditions, the workflow will automatically skip this step and advance directly to College or SOCAT step.

Use the dashboard filters to only show pending petitions in the International Services review status. Select a student's name to open the pending petition to view student information and download uploaded documentation.

1. Review the requested late withdrawal(s). Download documents for review.
2. Add a comment **(required)** to provide additional context to the College or SOCAT ARC members to inform their decision on the petition.
3. Select Complete Review; this group does not have the ability to approve or deny ARC petitions. The petition is then routed to the appropriate ARC College or SOCAT group for a decision.

Comment

ok to proceed

Kindly limit your characters to 500, Entered: 13/500.

COMPLETE REVIEW

Step Three – ARC Manager Assignment

To open the petition, select a student's name from the dashboard to open a petition. ARC Managers must review all submitted petitions and assign them to **one** ARC representative for processing. Managers also can assign petitions to themselves. There is a field to include optional comments.

Student Information

Name Cristina

Preferred First Name Cris

UNumber

Email

Phone Number 123-765-4321

Registered Courses for Fall 2018

CRN	Subject and Course Number
80285	LIT 2000
81182	STA 2023
92799	SYG 2000
83805	REL 2300
89724	SLS 2901

← BACK ASSIGN

Assign To

↓

* Assignee

Assign to Me

Step Four – ARC Representative Review

The dashboard filters will default to only show an ARC rep's pending assigned petitions; this can be removed to see all of the College/Unit's petitions. Select a student's name to open the petition to view

student information and download uploaded documentation. ARC reps can only see petitions associated with their College/Unit.

1. Review the request late add(s) or withdrawal(s). Download documents for review.
2. Select Approve, Deny, or Send Back to Student.
 - a. Comments are required on ARC petitions that are denied or sent back to the student.
 - b. When it gets sent back to the student, they get a task. This includes an automatic notification e-mail, which has a link directly to the task in Archivum.

Comment
To deny, please enter a comment that will be shared with the student.

Kindly limit your characters to 500. Entered: 0/500.

SEND BACK TO STUDENT

APPROVE

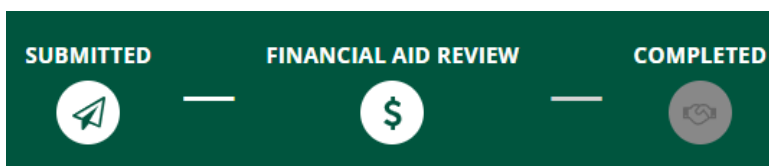
DENY

Actor	Action	Comment	Done On
Carson Smith	Assigned Petition to Abby Carr for Review		7/14/2021 2:41 PM EDT

Step Five – Financial Aid Review

****NOTE**** - Financial Aid only received petitions for students utilizing financial aid that may be impacted by withdrawals. If the student does not meet these conditions, the workflow will automatically skip this step and advance directly to the Registrar Staff Review.

Review the requested late withdrawal(s). Documents must be downloaded for review. Select Complete Review or Send Back to College/Unit ARC Representative. Comments are only required when sending back to the ARC representative.



Comment
To send back, please enter a comment that will be shared with the representative.

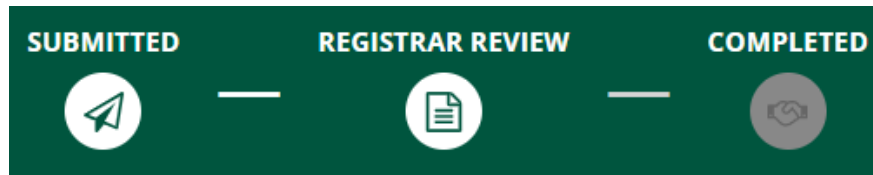
Kindly limit your characters to 500. Entered: 0/500.

SEND BACK TO REPRESENTATIVE

COMPLETE REVIEW

Step Six – Registrar Staff Review

1. Identify the “Selected Course(s) to Withdraw” section to identify the changes needed.
2. Complete changes in Banner (this is external to the Archivum workflow).
3. Acknowledge the changes to the Banner student record have been made by selecting “Complete Review” on the petition. Comments are only required when sending back to the ARC representative.



Comment

To send back, please enter a comment that will be shared with the representative.

Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO REPRESENTATIVE

COMPLETE REVIEW

Step Seven – Petition Decision & Record

Students will receive notification of their petition decision from Archivum via their USF email only after the Registrar Staff Review has been completed. If there are questions about the status of a petition, search for any current or past petitions submitted in Archivum using the dashboard. Archivum ARC forms and documentation are stored in Archivum and not BDMS.

Petition Term	Petition Type	Campus	Major	Date of Submission	↑ Assignee Name	Status	Decision
Fall 2019	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:15 AM	Abby Carr	Completed - Approved	Approved
Spring 2020	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:16 AM	Abby Carr	Completed - Approved	
Fall 2019	Late Withdrawal	Tampa	Health Sciences - HSS	3/5/2021 8:25 AM	Abby Carr	Admissions Review	
Fall 2018	Late Add	Tampa	Health Sciences - HSS	3/5/2021 9:43 AM	Carson Smith	Completed - Approved	

Frequently Asked Questions About Withdrawal Limit Exceptions

WHAT HAPPENS IF A STUDENT SUBMITS A WITHDRAWAL LIMIT EXCEPTION BEFORE THE WITHDRAWAL DEADLINE, BUT THE PETITION IS APPROVED AFTER THE DEADLINE HAS PASSED SO THE STUDENT IS NO LONGER ABLE TO WITHDRAW THEMSELVES USING OASIS?

- Withdrawal Limit Exceptions are no longer processed by the student. Once a Withdrawal Limited Exception is approved by ARC, the Office of the Registrar will process the permit and withdrawals as part of the ARC workflow.

ARC PETITION FOR REINSTATEMENT

Undergraduate students who have become inactive after a period of separation from the university must apply for reinstatement if they did not leave in good standing. Undergraduate students placed on Academic Dismissal may only return to USF under the University's [Academic Renewal policy, USF policy 10-075](#). Academic Renewal also allows former students returning with a USF GPA below 2.00 to renew their pursuit of baccalaureate degrees without the responsibility of having to overcome the entire burden of low grades and low grade-point-averages.

Archivum Reinstatement ARC Workflow

Step One – Admissions Application

Students must submit a new Admissions Application as a Former Student Returning. Official transcripts must be received in USF Admissions if student was enrolled at another institution while away from USF.

****IMPORTANT****: Students must submit the admissions application FIRST or they will be unable to access Archivum to initiate the ARC petition.

Step Two – Academic Advising Review

Students must speak with an academic advisor in the major they intend to pursue upon return to review their academic progression, the major requirements, and any applicable transfer credits. The information from this conversation should be used to complete the documentation required for reinstatement: [Academic Advising Record for Reinstatement Through Academic Renewal form](#).

Understanding Academic Renewal and ARC Petitions

During advising, the student's academic record should be reviewed to determine if they need to request Academic Renewal-I or Academic Renewal-II, if approved.

- **Academic Renewal I (AR-I)**: Students who have been academically dismissed or former students returning with a USF GPA below 2.0 may petition the Academic Regulations Committee to return to the University under AR-I. A student will be considered for reinstatement to the University under Academic Renewal I after completing all requirements for the Associate of Arts degree or equivalent (including general education, State Communication and Computation Requirements, formerly known as Gordon Rule) at a two- or four-year college other than USF.
 - ****NOTE****: While AR-I is required for students who have earned less than 60 credit hours, it is not restricted to those students.
- **Academic Renewal II (AR-II)** is available to students who were academically dismissed or former students returning with a USF GPA below 2.00 and have 60 or more earned credits from USF or other institutions of higher education. These students will be considered for reinstatement to the University under Academic Renewal II, after a break in USF enrollment for a full academic year (fall, spring, summer). Students may choose to complete major prerequisites at a non-USF institution during this time but are not required to do so.

More information about these options, how it is processed and impacts the student record can be found in [USF policy 10-075 Academic Renewal](#) and in [the Undergraduate Catalog](#).

Step Three – Student Submission of ARC Petition

1. Student accesses Archivum via MyUSF and chooses “Submit ARC Petition” in the Student Portal Actions section of the platform.
2. Student selects “Reinstatement” as the form.

Select ARC Petition Form

Please select an ARC Petition Form to proceed.

 Late Add <small>Request for an exception to add courses after the drop/add deadline</small>	 Late Withdrawal <small>Request for an exception to withdraw from courses after the withdrawal deadline</small>	 Withdrawal Limit Exception <small>Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline</small>	 Reinstatement <small>Request to be reinstated back into the University of South Florida</small>
---	--	---	---

3. Student fills out the reinstatement petition information.
 - a. Student Information (e.g., College, major, UID, current course registration, etc.) populates from Banner, but students are required to enter a current phone number. There is also an option to provide a preferred name.
 - b. Students should enter the College and major (and, if applicable, concentration) of the program they wish to pursue if reinstated.

ARC PETITION: REINSTATEMENT FOR FALL 2021

[← BACK](#)

Applicant Information

Name Allyson

Preferred First Name

UNumber

Email

Phone Number

Intended Program

Select a campus, college and major you intend to return to.

Campus

Tampa

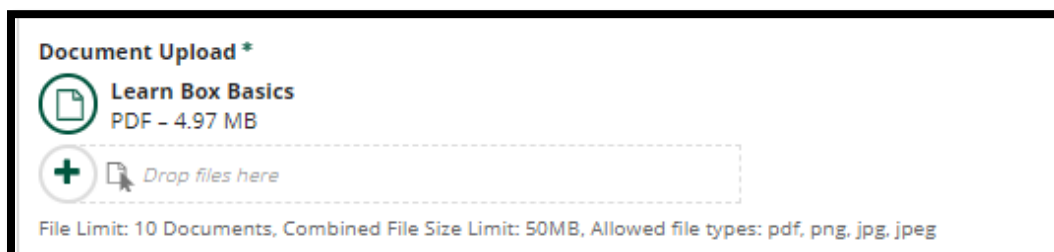
College

Undergraduate Studies - US

Major

General Studies - BGS

- c. Students must provide responses to the four narrative questions:
- What obstacle(s) and/or challenges impacted your ability to be successful when you were first at USF (i.e., prior to being academically dismissed)? Please be explicit and detailed in your answer.
 - Please describe any experience (academic, professional or personal) that you had after leaving USF that demonstrates your readiness to return and be successful at USF. If you earned any new degree(s) or certification(s), please include information about those credentials.
 - What is your future career goal, and how will earning this degree help you achieve this? Why have you chosen to pursue the major identified in your petition? Be sure to include how you envision your major to help you achieve your career goals.
 - Knowing that a second dismissal from USF is final and that you would be unable to return again, what specific plans have you made to ensure that you can be successful? Include in your statement how you plan to address the financial cost of attending USF, school/work/life balance, and academic challenges. Be sure to explain in detail what steps you have taken to overcome the obstacle(s) and/or challenges cited in #1 so that you are confident in your ability to be successful upon your return to USF.
 - If you completed coursework after leaving USF, please provide your list of classes here. In addition to providing the list of classes, you will also need to address any semesters in which you were not successful (i.e. grades less than a "C" and/or any course withdrawals). Please provide insight regarding the challenges you faced during those semesters, and how you addressed them so that you are confident in your ability to be successful at USF upon return. (If you did not take classes after leaving USF, or all classes have grades C or higher, please indicate N/A).
4. Students must upload the Academic Advising Record for Reinstatement completed during their advising meeting. This form must be uploaded to the Document Upload field of the petition. Other documentation (e.g., unofficial transcript, letters of support, emails, Word documents, etc.) can also be uploaded to support the petition.
- a. *****Pro Tip** – Make the document name easy, for example "J Smith Advising Record Fall 2021"***



- After all required fields have been completed on the form, including the document upload, the petition can be submitted. (*****Hint – All required fields are marked with an asterisk.***) Select “Ready to Submit” and the petition will be sent to the student’s College for review. “Save For Later” allows any work to be saved in-progress for three (3) days before it is automatically deleted.

Select a student's name from the dashboard to open a petition. ARC Managers must review all submitted petitions and assign them to one ARC representative for processing. Managers also can assign petitions to themselves. There is a field to include optional comments.

The dashboard filters will default to only show an ARC rep's pending assigned petitions; this can be removed to view all the College/Unit's petitions. Select a student's name to open the petition to view student information and download uploaded documentation. ARC reps can only see petitions associated with their College/Unit.

1. Review the requested withdrawal(s). Download documents for review.
2. Select Approve, Deny, or Send Back to Student.
 - a. Comments are required on ARC petitions that are denied or sent back to the student.
 - b. When it gets sent back to the student, they get a task. This includes an automatic notification e-mail, which has a link directly to the task in Archivum.

Comment

To deny, please enter a comment that will be shared with the student.

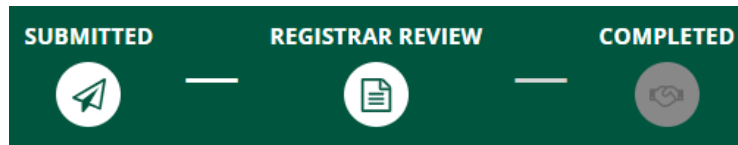
Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO STUDENT APPROVE DENY

Actor	Action	Comment	Done On
Carson Smith	Assigned Petition to Abby Carr for Review		7/14/2021 2:41 PM EDT

Step Six – Registrar Staff Review

1. Review the reinstatement information provided by the academic College.
2. Complete updates in Banner (this is external to the Archivum workflow).
3. Acknowledge the updates to the Banner student record have been made by selecting “Complete Review” on the petition. Comments are only required when sending back to the ARC representative.



Comment

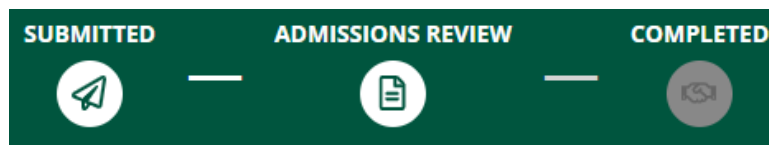
To send back, please enter a comment that will be shared with the representative.

Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO REPRESENTATIVE COMPLETE REVIEW

Step Seven – Admissions Review

1. Review the reinstatement information provided by the academic College.
2. Complete changes in Banner (this is external to the Archivum workflow).
3. Acknowledge the changes to the Banner student record have been made by selecting “Complete Review” on the petition. Comments are only required when sending back to the ARC representative.



Comment

To send back, please enter a comment that will be shared with the representative.

Kindly limit your characters to 500, Entered: 0/500.

SEND BACK TO REPRESENTATIVE COMPLETE REVIEW

Step Eight – Petition Decision & Record

Students will receive notification of their petition decision from Archivum via their USF email only after the Admissions Review has been completed. If there are questions about the status of a petition, search for any current or past petitions submitted in Archivum using the dashboard. Archivum ARC forms and documentation are stored in Archivum and not BDMS.

Petition Term	Petition Type	Campus	Major	Date of Submission	↑ Assignee Name	Status	Decision
Fall 2019	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:15 AM	Abby Carr	Completed - Approved	Approved
Spring 2020	Late Withdrawal	Tampa	Nursing - NUR	3/5/2021 8:16 AM	Abby Carr	Completed - Approved	
Fall 2019	Late Withdrawal	Tampa	Health Sciences - HSS	3/5/2021 8:25 AM	Abby Carr	Admissions Review	
Fall 2018	Late Add	Tampa	Health Sciences - HSS	3/5/2021 9:43 AM	Carson Smith	Completed - Approved	

Frequently Asked Questions About Reinstatement

HOW LONG WILL IT TAKE FOR A STUDENT TO RECEIVE ACCESS TO ARCHIVUM AFTER SUBMITTING THEIR ADMISSIONS APPLICATION?

- A student's status should change 24 hours after submitting an admissions application but staff should advise students to wait 48 business hours in case of unanticipated system delays.

DOES FINANCIAL AID REVIEW THE REINSTATEMENT PETITIONS?

- No – Financial Aid does not review reinstatement petitions.

WHAT HAPPENS IF A STUDENT IS DENIED APPROVAL FOR REINSTATEMENT BY A COLLEGE?

- The student will receive notification of the denial of the ARC petition from Archivum and the admissions application will be denied as well.

ARC APPEALS PROCESS

Currently the ARC Appeals process has not been digitized into Archivum.

Late withdrawal, total withdrawal and withdrawal limit decisions made by Undergraduate Academic Regulations Committees are eligible for College level and University level appeal. Students are expected to provide additional new documentation and/or evidence that an error occurred during the initial petition review.

****Important**** Late and total withdrawal petitions submitted six (6) calendar months after the end of the semester during which the petitionable event occurred are not eligible for tuition & fee adjustments - even if the ARC petition is approved [per [Board of Governors regulation 7.002](#)]. The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar. *(Process updated as of Fall 2022)*

ARC petitions for late add or reinstatement are not eligible for appeal at the College or University level.

ARC Appeals Workflow



Formal ARC Appeals to the College Level

Requests for ARC appeals must be submitted by the student in writing via USF email within fifteen (15) academic* days of receipt of the email ARC petition decision. Students should submit materials for College Level appeals to the College ARC contacts listed in [Appendix A](#) or on the Undergraduate Studies [ARC Appeals website](#), including a copy of the email decision for reference. ****NOTE**** In the case of medical withdrawals, in lieu of the Colleges the Dean of Students (or designated confidential representatives) serve(s) as the proxy to review the first level of appealed decisions on petitions routed through the confidential SOCAT process.

It is the student's responsibility to obtain, complete and submit all documentation required for appeals. Colleges reserve the right to deny any appeals if the student fails to provide any new documentation or misses the submission deadline.

Staff involved with the College level ARC appeal process should request access to their College's ARC representative user groups to acquire access to all completed Archivum ARC petitions and documents.

Formal ARC Appeals to the University Level

ARC appeals to the University level are reviewed and decisioned by the Office of Undergraduate Studies. ARC decisions are only eligible for appeal to the University level if the student has been denied via the College level appeal. The Office of Undergraduate Studies reserves the right to require meetings with any student requesting an ARC appeal.

****The University level ARC appeal is a final University decision and is not subject to further appeal at any level.****

Similarly to College level appeals, student requests for University level appeals must be submitted by the student in writing via USF email within fifteen (15) academic* days of receipt of the College ARC appeal decision. Submit all materials listed below to: ugs-arcappeals@usf.edu

Students must provide the following supporting documentation for the appeal:

1. Copies of the initial email ARC decision as well as the decision from the College level appeal,
2. Copies of any additional documentation provided to the College during the appeal, and
3. A personal statement describing their current academic progress and goals, a response to the College level ARC decisions, and a clear statement of why the appeal should be granted.

****Consistent with other USF academic policy, an "academic day" is the period(s) of academic session to include the days the University is open for business and delivery of academic services exclusive of holidays, emergency closings or other days where the office or academic delivery of services are officially closed by announcement or by emergency.***

Frequently Asked Questions About ARC Appeals

DOES AN APPEAL TO A LATE WITHDRAWAL OR WITHDRAWAL LIMIT EXCEPTION DECISION HAVE TO ALSO BE WITH THE SIX-MONTH WINDOW?

- As of Fall 2022, this ARC process has been updated to permit students to request late withdrawals after the six (6) month window. Please note, however, that any ARC petition approved beyond this window will still remain ineligible for tuition & fee adjustments.

IS THERE ANY SITUATION WHERE A STUDENT CAN SKIP THE COLLEGE-LEVEL APPEAL PROCESS TO PROCEED DIRECTLY TO THE UNIVERSITY APPEALS?

- No – all ARC appeals must be reviewed by the student's College before appealing to the University level.

APPENDIX A: ARC CONTACT INFORMATION

COLLEGE/OFFICE	CAMPUS	EMAIL	PHONE
The Arts	OneUSF	rejoseph@usf.edu	813-974-4349
Arts & Sciences	OneUSF	cas-gusasst@usf.edu	813-974-6957
Behavioral & Community Sciences	OneUSF	mchale@usf.edu llandis@usf.edu	813-974-8841 813-974-6217
Business	OneUSF	jlynch@usf.edu	813-974-4290
Education	Tampa St. Pete Sarasota	edu-advise@usf.edu hbduncan@usf.edu vmarasco@usf.edu	813-974-2979 727-873-4947 941-359-4288
Engineering	OneUSF	eng-acad-stds@usf.edu	813-974-2684
Nursing	OneUSF	mlopez21@usf.edu	813-974-9086
Public Health	OneUSF	COPH-UGS@usf.edu	813-974-7080
Undergraduate Studies/Undeclared/Undergraduate Non-Degree	OneUSF	ugsarc@usf.edu	813-974-4051
Center for Victim Advocacy	Tampa St. Pete Sarasota	va@admin.usf.edu ahall4@usf.edu n/a	813-974-5756 727-873-4432 941-504-8599
Student Outreach & Support / SOCAT	Tampa St. Pete Sarasota	deanofstudents@usf.edu usfsp-socat@usf.edu socat@usf.edu	813-974-6677 727-873-4272
ARC Appeals – Final University Level only	OneUSF	ugs-arcappeals@usf.edu	813-974-4051
Office of the Registrar (URO)	OneUSF	registrarupdates@usf.edu	813-974-2000
International Services (OIS)	OneUSF	f1status@usf.edu	