

# Undergraduate Academic Regulations Petition

Undergraduate Academic Regulations Committee (ARC)



UNIVERSITY of  
**SOUTH FLORIDA**

Student Success  
Office of the Registrar

ARC reviews petitions for exceptions to undergraduate academic policy.

**Note: Drop/Withdrawal petitions must be submitted within six months from the end of the semester.**

## CHECK LIST PRIOR TO COMPLETING THE APPLICATION (check each box)

**Note: Academic changes may impact financial aid, student tuition and fee liability and student progression toward degree completion. Complete the checklist items below prior to completing an ARC petition.**

- I have met with an **academic advisor** regarding this petition and discussed options available to me
- I have consulted with **Financial Aid** regarding consequences of petitioning on current and future financial aid and tuition liability.
- I am aware of the impact petitioning has on my excess credit hour surcharge liability
- I have obtained necessary **Instructor Statement** forms
- I have provided all **supporting documentation**
- I have included a **personal statement** of my circumstances

### Instructions:

1. Complete the petition form answering all questions and including signature
2. Attach Instructor Statement Forms. Your professors complete one form for each of the classes listed on your petition
3. Attach your personal statement.
4. Attach Supporting Documentation. Supporting documentation for your statement is mandatory and examples include:
  - a. If academic difficulty is related to a health problem, include the ARC Medical Form
  - b. Work schedule conflict claims must be supported with a signed statement from an employer on business letterhead citing a mandatory change in work hours since the beginning of the semester.
  - c. Petitions from an international student should include written International Student and Scholar Services support along with a copy of an I20.
  - d. If there are personal problems you'd like to keep confidential, you may schedule an appointment with SOCAT/Victim Advocacy and skip step 5.
5. Submit your petition to your College ARC representative (see chart below)

Note: If approved, any payment of tuition and fees is due within five (5) business days after your schedule has been adjusted.

UNDERGRADUATE ARC REPRESENTATIVES

College/Office	Campus	Building/Room	Name	Email	Phone	Mailing Address
The Arts	Tampa St. Pete	FAH 120 DAV 134	Reginald Joseph Amanda Timmers	rejoseph@usf.edu atimmers@usf.edu	813-974-4349 727-873-4004	<b>Tampa Campus</b> 4202 E Fowler Ave, Tampa, FL 33620
Arts & Sciences	Tampa	BEH 201	N/A	casarc@usf.edu	813-974-6957	
Behavioral & Community Sciences	Tampa	MHC 1143	Jessica Harris Lisa Landis	Jlharris3@usf.edu llandis@usf.edu	813-974-8841 813-974-6217	
Business	Tampa	BSN 2102	Jack Lynch	jlynch@usf.edu	813-974-4290	
Education	Tampa St. Pete Sarasota	EDU 106 HWH 201 SMC B210	Student Academic Services Heather Duncan Vanessa Marasco	edu-advise@usf.edu hbduncan@usf.edu vmarasco@usf.edu	813-974-2979 727-873-4947 941-359-4288	<b>St. Petersburg Campus</b> 140 7th Ave S, St. Petersburg, FL 33701
Engineering	Tampa	ENC 1302	N/A	eng-acad-stds@usf.edu	813-974-3780	
Nursing	Tampa	MDA 1002	Maikelyn Lopez	mlopez21@usf.edu	813-974-9086	
Public Health	Tampa	COPH 1039	Melissa Lee	COPH-UGS@usf.edu	813-974-7080	
UGS/Undeclared/Non-degree Seeking	Tampa	SVC 2002	N/A	ugsarc@usf.edu	813-974-4051	<b>Sarasota-Manatee Campus</b> 8350 N Tamiami Trail, Sarasota, FL 34243
Center for Victim Advocacy	Tampa St. Pete Sarasota	SVC 2057 SLC 2200	N/A	va@admin.usf.edu ahal4@usf.edu	813-974-5756 727-873-4432 941-504-8599	
SOCAT	Tampa St. Pete Sarasota	MSC 4301 PNM 101A	N/A	deanofstudents@usf.edu usfsp-socat@usf.edu socat@usf.edu	813-974-6677 727-873-4272	

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## I. Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ USF ID \_\_\_\_\_

Phone Number \_\_\_\_\_ USF Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Major \_\_\_\_\_ **Check if you're an international student.**

**Check if you're a non-degree student.**

II. Year \_\_\_\_\_ Semester (please select one): Fall  Spring  Summer A  Summer B  Summer C

Late Drop/Withdrawal

Late Add

Total Withdrawal From ENTIRE Term

Withdrawal Limit Exemption

Other (Be Specific) \_\_\_\_\_

## III. Supporting Documentation required

In addition to the mandatory personal statement, verifiable written support for your situation must also accompany your petition. Please indicate below which form of supporting documentation you are providing.

\_\_\_\_\_

(e.g. ARC Medical form, employer statement, etc.)

## IV. Courses

Select Action	CRN	Subject	Course #	Section	Credit Hrs.	Course Title	Dept. Stamp*
Drop/Withdrawal <input type="radio"/> Add <input type="radio"/>							
Drop/Withdrawal <input type="radio"/> Add <input type="radio"/>							
Drop/Withdrawal <input type="radio"/> Add <input type="radio"/>							
Drop/Withdrawal <input type="radio"/> Add <input type="radio"/>							
Drop/Withdrawal <input type="radio"/> Add <input type="radio"/>							

\*adds only

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW

TO BE COMPLETED BY THE ARC LATE DROP/ADD DECISION

Approved  Denied  No Decision

**Additional Documentation Required:** The committee will reconsider the decision if you submit additional documentation as described below.

**Counseling Center Referral:** Please contact the Counseling Center at (813) 974-2831 or go to SVC 2124 to schedule an appointment. After you complete an ARC assessment with the Counseling Center, you may resubmit a petition to your ARC representative.

**File a Fee Adjustment:** You may be eligible to file a fee adjustment. Please visit the Office of the Registrar (URO) website ([usf.edu/registrar](http://usf.edu/registrar)) and click on "Forms." There you can print, complete and submit a Fee Adjustment form to the URO. Be sure to include supporting documentation from this approved ARC.

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARC Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_