**ARC Late Withdrawal Personal Statement Worksheet**

 U

LAST NAME FIRST NAME M.I USF ID NUMBER

**Please review and initial the following statements below:**

1

I understand that the ARC Representative has a right to contact other University offices for purposes of consultation.  My information will only be shared for purposes related to the decision making process for the petition.

I understand that the ARC Representative may request that I meet with other offices on campus that can support and/or add relevant information for my ARC Petition.

By placing my initials in this box, I acknowledge that I am responsible for any appropriate tuition and fees (like Repeat Course Surcharge and Excess Credit Hour Surcharge) associated with withdrawing from this class.

I understand that an approved petition may have an impact on my eligibility to receive financial aid. Furthermore, I understand that the Committee **strongly recommends** that I consult with a financial aid advisor before submitting a petition that may affect my registration.

**We recommend that if your situation is difficult to document for ARC, but related to any of the following, you should first visit the associated USF office for assistance before submitting your petition:**

2

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| --- | --- | --- | --- |
|  | **USF Office** | **Phone** | **Location** |
| **Emotional Support** | [Counseling Center](http://www.usf.edu/student-affairs/counseling-center/) | 813-974-2831 | SVC 2124 |
| **Financial Aid** | [Office of Financial Aid](http://usfweb2.usf.edu/finaid/default.aspx)  | 813-974-4700 | SVC 1102 |
| **Newly Diagnosed Disability** | [Student Disabilities Services](http://www.sds.usf.edu/) | 813-974-4309 | SVC 1133 |
| **Survivor of Crime or Abuse** | [Victim Advocacy](http://www.sa.usf.edu/ADVOCACY/page.asp?id=72)  | 813-974-5756 | SVC 0067 |

***Please answer the questions below on this worksheet*. If you would like to include additional information beyond the scope of these questions, please feel free to do so on a separate sheet.**

**Personal Statement Quality:**   Please ensure that your personal statement worksheet answers are well written and without typos.  Not only is it important that you can effectively communicate your thoughts to the committee, your use of grammar and structure demonstrates your sincere interest and readiness to be successful at USF.  If your answers are unclear or have excessive mistakes, you will be directed to rewrite your answers, which could delay the processing of your petition. (If you need assistance writing your personal statement please make an appointment with USF’s Writing Studio <http://www.lib.usf.edu/writing/schedule-an-appointment/> )

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PLEASE ANSWER THE FOLLOWING QUESTIONS

1. What obstacle(s) is/are impacting your ability to complete the class or classes you are petitioning? (Be sure to attach supporting documentation to your petition.) If you are petitioning to late withdraw from some, but not all, of the courses in the semester, then also explain why the obstacle did not impact your success or ability to continue in the other courses.
2. Why did you not withdraw from the class(es) online by the semester withdraw deadline?
3. 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? If your discussion was by email, attach copies of the email exchanges to your petition. If your discussion was during office hours, below briefly summarize.
4. What other attempts have you made to keep up in the class(es)?
5. Knowing that the committee will not approve a second similar request from you, how do you plan to overcome this obstacle so you can be successful in the future?