



UNIVERSITY OF SOUTH FLORIDA

UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE (ARC)

Academic Regulations Petition Form

Please check if you would like the decision sent to the email address provided.

Please check here if you are an international student.

PART 1. STUDENT INFORMATION

Form fields for student information: LAST NAME, FIRST NAME, M.I., E-MAIL ADDRESS\*, LOCAL TELEPHONE NUMBER, USF ID NUMBER, MAJOR, STREET ADDRESS, CITY, STATE, ZIP

PART 2. PETITION INFORMATION AND INSTRUCTIONS

- Step 1. Which Semester? Course Term: Year Semester (please circle) Fall Spring Summer A Summer B Summer C
Step 2. Which Petition? Late Add-(Limited to the second week of classes only) Late Withdrawl Total Withdrawl Withdrawal Limit Exemption
Step 3. Which Classes?

Table with 8 columns: CIRCLE ACTION, C.R.N., PREFIX, NUMBER, SECTION, CREDIT HOURS, TITLE, DEPT. STAMP (Late Adds Only). Rows include 'W Add' entries.

- Step 4. Please type a Personal Statement explaining why you are making this petition, and attach it to this form.
Step 5. Have your professors complete one Instructor's Documentation Form for each of the classes listed above, and attach them to this form.
Step 6. For late adds — For each of the classes you wish to add, have the department of each of the courses stamp above to verify that there are open seats in the course.
Step 7. Attach any additional documentation you feel may help strengthen your petition, such as work schedule conflicts or an ARC Medical Form.
Step 8. Deliver your petition to the ARC Representative in the college of your major, as listed below.
Step 9. For late adds — Once you have been notified of an approval for a late add it will take five business days to have the course added to your schedule;

OFFICES OF UNDERGRADUATE ARC REPRESENTATIVES

Table listing office locations and contact information for various departments: Arts and Sciences, Business, Education, Medicine, Public Health, The Arts, Behavioral & Community Science, Engineering, Nursing, Undeclared/Non-degree Seeking, Counseling Center, Honors College, Sarasota Campus, St. Petersburg Campus.

I understand that the addition or withdrawal of courses may affect excess hour charges.

SIGNATURE: DATE:

PART 3. 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) 974-9403 or go to SVC 2124 to schedule an appointment.
File a Fee Adjustment: You may be eligible to file a fee adjustment. Please visit the Registrar's Office website (http://www.registrar.usf.edu) and click on "Forms."

Notes:

ARC Representative's Signature: DATE: