Archivum ARC Reinstatement (Academic Renewal) Instructions

Before You Get Started: You must submit your online application to the Office of Admissions **before** submitting an ARC petition; **this is required**, because you must be an applicant to access the system. If you have questions about the ARC process, please contact our committee at cas-gusasst@usf.edu for assistance.

Academic Renewal petitions require a completed **Academic Advising Record for Academic Renewal form** as documentation (this will be supplied by your academic advisor when you meet with them). Schedule an appointment with an advisor for the major and campus you intend to pursue for this piece of the petition **before starting the petition in Archivum**. If you are unable to access the appointment scheduler in Archivum after you have successfully reapplied through Admissions, then you should contact the USF IT Help Desk for assistance.

Priority Deadlines: To ensure that the ARC has sufficient time to consider your petition, as well as to ensure that you have sufficient time to get set for your intended semester of return (if approved), it is important that you submit your petition by no later than the following dates (if a date falls on a non-business day, then the deadline is the business day immediately preceding the published deadline). Any petitions received after the priority deadline are not guaranteed to be considered in time for the start of the term.

Fall	Spring	Summer A/C	Summer B
31 July	30 Nov.	1 Apr.	1 May

Academic Renewal I (AR1) vs. Academic Renewal II (AR2): To develop a strong petition for academic renewal, you will need to pursue and complete activities that demonstrate your readiness to return to USF. There are two options for academic renewal: Academic Renewal I & II (AR1 & AR2). The option that you are able to pursue will depend on how many credit hours you had earned at the point of dismissal. If you left USF with less than 60 earned credit hours, then you can only petition using AR1. If you left USF with 60 or more earned credit hours, then you can only petition using AR2.

Academic Renewal I

- Complete an Associates of Arts (A.A.) degree at a Florida Community or State College. The official transcript that reflects an awarded A.A. degree must be sent to and processed by USF Admissions before a petition can be considered (i.e., you cannot be in-progress to earn the A.A. degree; you must already have earned it prior to petitioning for AR1).

- During your time pursuing the A.A. degree, you should take degree-applicable courses that prepare you to transfer back to USF with the ability to graduate in a timely manner (assuming full-time, you should be able to complete your degree within 4 semesters or less, excluding summer terms). It is **strongly recommended** that you meet with the advisor for your intended major before taking any coursework to help you identify which courses will best prepare you upon return to USF.

- You should successfully complete all coursework taken since dismissal (i.e. "C" or better in each course and no withdrawals) in each semester leading up to your return to USF, especially in those courses related to the major that you intend to pursue upon return to USF. If you have any withdrawals ("W") or grades below a "C," then you must explain in your personal statement what challenges you encountered and how you have overcome them so that you believe you are ready to be successful upon return.

Academic Renewal II

- Students are required to spend a minimum of 1 year (3 terms) away from USF, beginning from the end of the last semester of attendance (e.g., if you were dismissed in Fall 2023, then you would not be able to petition to return until at least Spring 2025 after sitting out for Spring, Summer, and Fall 2024).

- Although it is not required for consideration under AR2, you may elect to take additional coursework at a non-USF institution for prerequisites and other degree-applicable courses that would aid your ability to graduate in a timely fashion upon return to USF. It is **strongly recommended** that you meet with the advisor for your intended major before taking any coursework to help you identify which

courses will best prepare you upon return to USF. The official transcript that reflects all final grades from any coursework taken since dismissal must be sent to USF Admissions before a petition can be considered.

- You should successfully complete all coursework taken since dismissal (i.e. "C" or better in each course and no withdrawals) in each semester leading up to your return to USF, especially in those courses related to the major that you intend to pursue upon return to USF. If you have any withdrawals ("W") or grades below a "C," then you must explain in your personal statement what challenges you encountered and how you have overcome them so that you believe you are ready to be successful upon return.

- If you do not elect to take any courses prior to returning, <u>then there is no additional requirement for AR2</u>; however, you may elect to submit any documentation with the petition that demonstrates your readiness to be successful upon return, such as letters of recommendation from employers (on letterhead), certifications earned, volunteerism, military service, etc.

Throughout this process, consider carefully your academic and career goals for when you return to USF. Start with the premise that returning to USF is your short-term goal and graduating from USF is your intermediate goal. Think about how achieving your short-term and intermediate goals (entering USF and graduating) will help you accomplish your long-term career goal (which should connect to why you want to return to USF). As you take each step towards returning to USF, your actions should reflect your progression toward meeting those short-, intermediate-, and long- term goals. You should be prepared to discuss these goals with your academic advisor during your scheduled appointment.
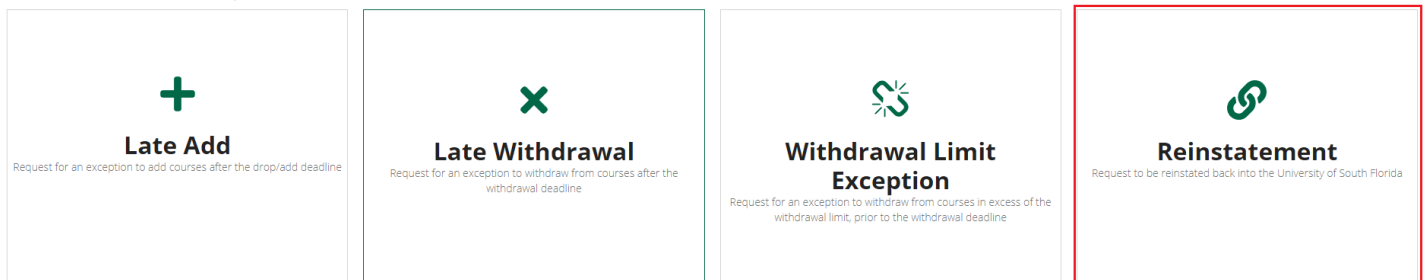
Step 1 – **Log in to MyUSF**, access Archivum, and enter the Student Portal. Under "My Actions," select "Submit ARC Petition" (scroll down):
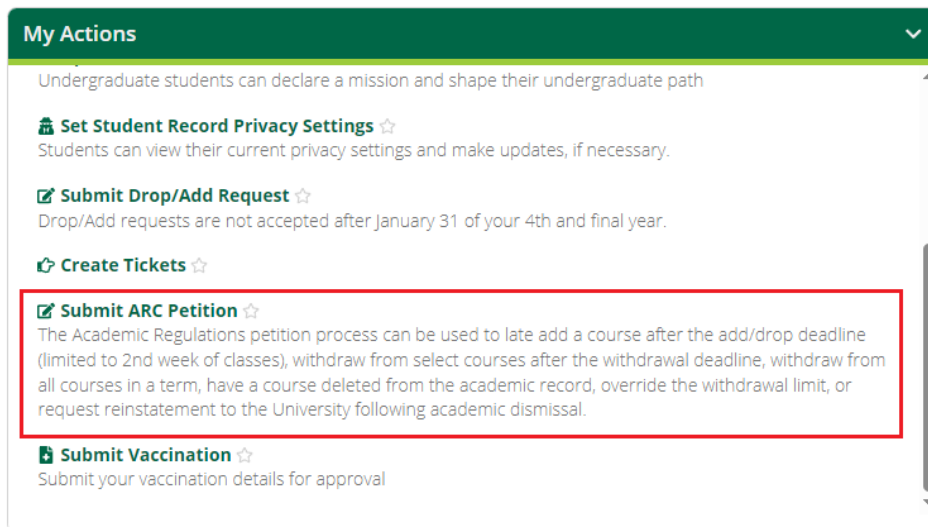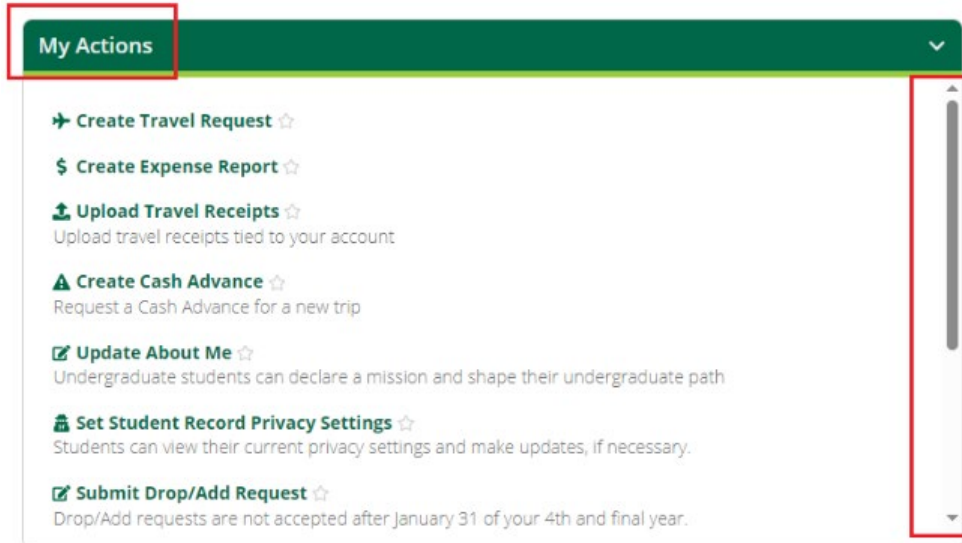
Step 2 – **Choose "Reinstatement" as the petition type**, then choose the term in which you plan to return to USF. Select "Fill Out ARC Petition" to proceed. *Important* - once you pass this step, you cannot go back and change the term!

Next, select a term.

Spring 2024

Select the term for this ARC Petition. A single ARC Petition can only cover one term.

CANCEL

FILL OUT ARC PETITION

Are you sure you are ready to fill out this Reinstatement ARC Petition? If you proceed, you will not be able to change the form and term selections.

NO

YES

Step 3 – Add your phone number in the Student Information section (this is required – and do not forget to include the country code!). You can also choose to enter your preferred name.

Applicant Information

Name

Preferred First Name

UNumber

Email

International Student

Current Attributes

Enter Contact Information *

+1 (US) ▼ — 555 — 5555555

Step 4 – **Enter your intended campus, college, and major.** Select the campus and college in which your intended major is housed

Intended Program

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

Campus

Tampa

College

Arts & Sciences - AC

Major

Economics - ECO

Step 5 - **Answer all the narrative questions completely and with as much relevant detail as possible.** You will be unable to submit a petition until all questions are answered. Your responses are used by the committee to decide whether to approve or deny your petition. **It is recommended that you type your answers to the following questions in a separate document before beginning the Archivum petition process so that you can be more thoughtful in your responses.** You can then copy/paste from the document into the appropriate Archivum field. You may also choose to include any additional relevant information beyond the scope of these 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, 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 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).

Step 6 – **Upload the completed Academic Advising Record for Academic Renewal form** that was supplied to you by your academic advisor for the major you intend to pursue**.** You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be sent back or denied.

USF UNIVERSITY OF SOUTH FLORIDA COLLEGE OF ARTS & SCIENCES

Academic Advising Record for Academic Renewal

Academic Advising Record for Academic Renewal appointment with *Rocky Bull*:

Student Name: Intended Major:
U#:   Career Goal:
Student Email: Appt Date:
Petition Type: ARI ☐ or ARII ☐

Academic Renewal Advising Appointments are focused on addressing the needs of the ARC Academic Renewal Petition. Until you are readmitted to USF, advisors may not have access to all official student records. You should schedule and attend a follow-up appointment to confirm details and discuss plans more thoroughly after readmission to USF.

Step 7 – Select "Ready To Submit," then read and confirm all the petition acknowledgement statements. Select "Submit ARC Petition" again to complete the process.
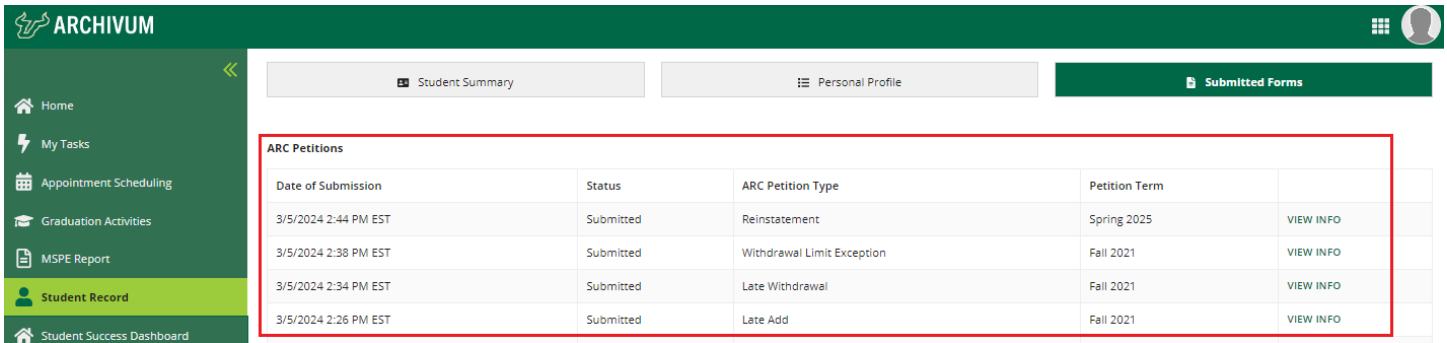

Acknowledge

☑ I have consulted with Financial Aid as needed 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 provided the required Academic Plan from my academic advisor.
☑ I have provided all supporting documentation.
You must acknowledge the statements above in order to submit this ARC petition

CANCEL   BACK   SAVE FOR LATER   SUBMIT ARC PETITION

Your petition decision will be communicated to your USF email after a decision has been made (and processed, if approved). You can check on the status of your petition decision any time in Archivum within your Student Record (Click on the "Submitted Forms" button at the top-right of this screen). If you have any questions about your ARC petition, then you can contact either your assigned rep or cas-gusasst@usf.edu for assistance.