

# ARC Academic Renewal I/II Process Guide

*Throughout this process, consider carefully what you want to accomplish when you return to USF and why. Start with the premise that returning to USF is your short-term goal, and graduating from USF is your intermediate goal. Lay out for yourself how achieving the 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. After academic dismissal, you are still able to meet with a USF Academic Advisor to assist you with planning for your return to USF.*

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# STEP 1

## Determine Your Path for Return (ARI or ARII)

If you left USF with less than 60 earned credit hours, then you can only petition using AR I. If you left USF with 60 or more earned credit hours, then you can only be eligible for AR I if (a) you did not already earn an A.A. prior to your dismissal and (b) you were able to complete at least 12 new degree applicable credit hours while dismissed.

### **Academic Renewal I – Complete an A. A. degree at a Florida State or Community College**

- During time pursuing the A.A. degree, you should only take degree-applicable courses that prepare you to transfer back to USF with the ability to graduate in 2 years or less (i.e. within 4 semesters - Fall/Spring).
- It is **strongly recommended** that you meet with the departmental advisor for your intended major before taking any coursework to help you identify which courses will best prepare you upon return to USF.
- Courses must be successfully completed (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.
- The official transcript that reflects an awarded A.A. degree must be sent to USF Admissions before a petition can be approved

### **Academic Renewal II – Must sit out of USF for at least 1 full academic year since dismissal**

- Although it is not required for consideration under ARII, 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 within 2 - 4 semesters upon return to USF.
  - It is **strongly recommended** that you meet with the departmental advisor for your intended major before taking any coursework to help you identify which courses will best prepare you upon return to USF.
  - Courses must be successfully completed (i.e. “C” or better in each course and no withdrawals) in each semester leading up to your return to USF, especially 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.
  - 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 approved
- If you do not elect to take any courses prior to returning, then there is no additional requirement for ARII; however, you may elect to submit any documentation with the petition that demonstrates your readiness to be successful upon return. Such documentation may include letters of recommendation from employers (on letterhead), volunteerism, military service, etc.
- Note: The point of dismissal begins when grades posted at the end of your final semester at USF (e.g. if you were dismissed in Fall 2018, then you could not return until at least Spring 2020 after sitting out for Spring, Summer, and Fall 2019).

# STEP 2:

Select the semester in which you are eligible to return to USF.

You must have successfully accomplished the readmission criteria (STEP 1) before you submit your ARC petition. Review the following timelines for when you would be eligible to return and can meet the admissions deadline to apply. If any of the below dates falls on a non-business day (e.g. weekend or holiday), then the deadline will be the last previous business day.

Semester Readmission Dates	Spring	Summer A	Summer B	Summer C	Fall
<b>USF Admissions Application Submission Deadline for AR</b> (Some admission application materials can be submitted later)	Nov 15	March 1	March 1	March 1	June 1
<b>AR Petition Submission Deadline</b>	Dec 1	April 1	May 1	April 1	July 15

# STEP 3:

Apply to USF Admissions by the deadline for the semester in which you are eligible and intend to return to USF.

It takes at least one (1) business day after the USF Admissions Application is submitted for it to be posted electronically in the USF system.



### AR I or AR II w/ coursework

- Must submit your official transcripts to the USF Admissions Office documenting that you met the criteria for AR I or AR II (see STEP 1).
- Be sure to apply online to USF Admissions before sending your transcripts; otherwise, you may experience lengthy delays that may prevent your petition from being approved in time to start for your selected semester.
- Once application is on file, it takes approximately 6-8 weeks for the transcripts to be processed and posted to your USF record.



### Reply in a timely fashion to any requests for additional documentation or materials which USF Admissions requests.

- The ARC ARI/II process will only be used to address the admission requirement of 2.0 USF GPA.
- You must meet all USF Admissions requirements to be eligible for the ARC ARI/II process. Be sure you have met all other admission requirements.
- See USF Admissions (<http://www.usf.edu/admissions>) for more information.



### **MUST have Step 3 in progress with an active USF Admissions Application on file before moving to Step 6.**

- ARC Petitions for Academic Renewal will not be considered if you have not submitted a USF Admissions Application.
- It is OK to submit your ARC Petition if you are still in process of supplying USF Admissions with additional documentation, such as final transcripts.

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# STEP 4:

**Schedule and attend an appointment with an academic advisor for the major you intend to pursue at USF to complete the Academic Advising Record for Academic Renewal Form.**

**Bring your completed ARC Academic Renewal Petition materials with you to the appointment (AR I or AR II w/ coursework petitioners should bring unofficial copies of transcripts of new coursework taken at another school)**

- If you previously met with your advisor to discuss plans to return, then you will still need to meet with them to complete this form. Previous advising appointment notes will not meet this requirement.
- During the advising appointment, your advisor will prepare a graduation check and provide recommendations for your first semester back at USF in this major.
- If you have not completed the State Mandated Common Course Prerequisites (or the advisor's previous recommendations), or you will need 60 or more hours to graduate (4 semesters of full-time coursework; Spring/Fall semesters) in this major, then your petition will likely be denied. Your advisor may recommend either:
  1. **Select another similar major that would still allow you to work towards achieving your long-term goal. Redo Step (5) by meeting with an advisor for your newly selected major to complete the ARC Advisor Form, or**
  2. **Return to community college and complete the necessary pre-requisite coursework that will prepare you to return and pursue this major in 60 or less hours (consult with advisor). Be sure to earn "C" grades or better in each course and no withdrawals in the process. Adjust timeline for readmission, and reapply when ready.**
- Verify with your advisor whether you can email them with a request to remove your AF hold once you are readmitted. Due to the complexity of the appointment for academic renewal, you may need a follow-up appointment. The AF hold is applied to all former USF students in their first semester back at USF and can only be removed by your major advisor.

### Assemble your ARC petition packet that includes:

- ARC Petition for Reinstatement After Academic Dismissal form (USF form)
- ARC Advising Record for Academic Renewal (provided by your advisor)
- ARC Academic Renewal Personal Statement Worksheet (required by our College)

<h3>ARC Petition for Reinstatement after Academic Dismissal Form</h3> <p style="text-align: center; font-size: small;">UNIVERSITY OF SOUTH FLORIDA UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE (ARC) Reinstatement After Academic Dismissal</p> <p style="text-align: right; font-size: x-small;">For Office Use Only <input type="checkbox"/> PTA <input type="checkbox"/> ARC</p> <p><b>PART 1. STUDENT INFORMATION</b></p> <p>LAST NAME: _____ FIRST NAME: _____ MI: _____ U: _____ USF ID NUMBER: _____          Local Telephone Number: _____ E-mail Address: _____          Street Address: _____          City: _____ State: _____ Zip: _____ Intended Major: _____</p> <p><b>PART 2. PETITION INFORMATION AND INSTRUCTIONS</b></p> <p><b>Step 1.</b> Which Semester? Course Title: _____ Semester (please circle): Fall Spring Summer A Summer B Summer C</p> <p><b>Step 2.</b> Please type a Personal Statement explaining why you should be considered for reinstatement, and attach it to this form.</p> <p><b>Step 3.</b> Meet with your academic advisor to email the completed Academic Advising Record for Reinstatement form and attach it to this request.</p> <p style="font-size: x-small;"><b>OFFICES OF UNDERGRADUATE ARC REPRESENTATIVES</b>          Ann and Lauren: 888.321.1113 (FL 4081) The Arc: PAH 126 (FL 4082) Counselor Center: 977.234.1113 (FL 4082)          Brenda: 802.232.1113 (FL 4083) Student &amp; Community Support: SAC: 1101 (FL 4084) General Counsel: SAC: 2227 (FL 4084)          Elizabeth: 802.232.1113 (FL 4083) Engineering: 977.234.1113 (FL 4084) St. Petersburg Campus: SAC: 713A (FL 4084)          Melissa: 802.232.1113 (FL 4083) Nursing: 977.234.1113 (FL 4084) St. Petersburg Campus: SAC: 713A (FL 4084)          Public Health: COPE 1008 (FL 4084) USF 760-degree Tracking: 977.234.1113 (FL 4084)</p> <p><b>Please check one</b></p> <p><input type="checkbox"/> ARC Students academically dismissed with less than 60 hours or more than 60 hours but lacking an AA degree will be considered for reinstatement if they complete an AA degree. The USF GPA is calculated from the admission point forward. Students must complete all campus and major residency and degree requirements in order to graduate.</p> <p><input type="checkbox"/> ARC Students academically dismissed with more than 60 hours will be considered for reinstatement with necessary conditions approved after a hold is lifted in USF accordance for a full academic year (Fall, Spring, summer). The student's USF GPA is calculated from the admission point forward. Students must complete all campus and major residency and degree requirements in order to graduate.</p> <p><small>All grades earned in the student's academic history will be used in the calculation of USF GPA for the purpose of Graduation with Honors, from USF Academic Renewal will only be applied to a student's academic record one time at USF.</small></p> <p>I have read and agree to the instructions above, and understand that if my petition is incomplete the process will be delayed.</p> <p><b>SIGNATURE:</b> _____ <b>DATE:</b> _____</p> <p><b>PART 3. REINSTATEMENT DECISION - TO BE COMPLETED BY THE ARC</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Decision</p> <p><input type="checkbox"/> AR I <input type="checkbox"/> AR II</p> <p>Notes: _____</p> <p>College Signature: _____ <b>DATE:</b> _____</p> <p>Undergraduate Studies (only for exceptions): _____ <b>DATE:</b> _____</p>	<h3>ARC Advising Record for Academic Renewal Form</h3> <p style="text-align: center; font-size: small;">UNIVERSITY OF SOUTH FLORIDA COLLEGE OF ARTS AND SCIENCES Academic Advising Record for Academic Renewal</p> <p>Academic Advising Record for Academic Renewal appointment with Advisor Name:</p> <p>Student Name: _____ Intended Major: _____          U#: _____ Career Goal: _____          Student Email: _____ App: Date: _____</p> <p>Petition Type: AR I <input type="checkbox"/> AR II <input type="checkbox"/></p> <p><i>Academic Advising Appointments are focused on addressing the needs of the ARC Academic Renewal Petition. Only if 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.</i></p> <p><b>Appointment summary and next steps:</b></p> <ul style="list-style-type: none"> <li>• You must complete Academic Renewal Process (see AR handout, last two pages of your notes).</li> <li>• You should consult with Financial Aid in advance, as applicable.</li> <li>• If ARC petition is approved, you will have an AF hold that will need to be removed in order for you to register for classes. You will need to email your advisor to confirm plan for first semester registration and remove the hold (be sure to include U# in your email).</li> <li>• In your first semester back at USF, please plan to schedule a full 30 minute appointment to discuss thoroughly your academic and career plans. This will ensure that you are aware of the most efficient path to a timely graduation that also integrates the needs of your career path.</li> <li>• If you have taken any coursework since dismissal, then you must have official transcripts sent to the Office of Admissions reflecting the final grades in all classes that you have taken.</li> </ul> <p><b>Success Planning: Recognize &amp; information regarding academic support, university opportunities for growth/development, and career related coursework and/or experience. Once student has established long term goals, will co-create with advisor short &amp; intermediate SMART goals to meet them.</b></p> <p>Anticipated Readmission Term to USF: _____          Anticipated Readmission Date: _____</p> <p>Identify any risk factors that could impede ability to be successful</p> <p>List any mitigating factors related to the student's petition for the Committee to consider, especially if student will exceed the Degree Progression Policy</p> <p>Number of hours student can register for in first semester:</p> <ul style="list-style-type: none"> <li>• Semester Goal:</li> <li>• Long-term goal (by graduation):</li> </ul> <p>Advisor recommended actions upon return to USF:</p> <ul style="list-style-type: none"> <li>• <b>Some useful resources:</b> <ul style="list-style-type: none"> <li>• ARC Forms, Policy info, and guides (bottom half of page)</li> <li>• USF Admissions</li> <li>• USF Financial Aid</li> <li>• Excuse Hours FAQ</li> </ul> </li> </ul>	<h3>ARC Academic Renewal Personal Statement Worksheet</h3> <p style="text-align: center; font-size: small;">UNIVERSITY OF SOUTH FLORIDA COLLEGE OF ARTS AND SCIENCES ARC Academic Renewal Personal Statement Worksheet</p> <p>LAST NAME: _____ FIRST NAME: _____ MI: _____ U: _____ USF ID NUMBER: _____</p> <p>Please review and initial the following statements below:</p> <p>1 <input type="checkbox"/> I understand that the ARC 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.</p> <p>2 <input type="checkbox"/> 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.</p> <p>3 <input type="checkbox"/> I understand that if my petition is approved, it could impact my eligibility to receive financial aid, either by reducing my course completion rate or by meeting my grade point average (GPA). I have reviewed the Satisfactory Academic Progress Policy at <a href="http://www.usf.edu/online/undergraduate/academic">www.usf.edu/online/undergraduate/academic</a>.</p> <p><b>PLEASE ANSWER THE FOLLOWING QUESTIONS BY SUBMITTING A TYPED PERSONAL STATEMENT ON A SEPARATE SHEET OF PAPER.</b></p> <p>(1) What obstacle(s) impacted your ability to be successful when you were first at USF (i.e. prior to being academically dismissed)? Please be explicit and detailed with your answer.</p> <p>(2) Explain in detail what steps you have taken to overcome the obstacle(s) cited in #1 so that you are now confident of your ability to be successful upon return to USF.</p> <p>(3) To return to USF, you must attach documentation of academic or non-academic success, which began after you were academically dismissed from USF. Summarize below what route you chose, and why you chose that path (i.e. academic vs. non-academic).</p> <p>(4) Why are you pursuing the major identified in your petition? How will earning this degree help you achieve your career goals?</p> <p>(5) 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 above and beyond overcoming your previous obstacle(s) identified in question #1 (i.e. how do you specifically plan to remain successful upon return to USF)?</p> <p style="font-size: x-small;">CASARC - Turn in with petition to REN201 3/2018</p>
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# STEP 5:

Submit completed ARC Petition for Academic Renewal by the posted deadline (see Step 2 above) to BEH 201 or by fax to 813-974-4075. Remember the following:



You MUST have active USF Admissions application on file for the intended semester of return.



## AR I

- You must submit your official transcripts to the USF Admissions Office documenting that you have earned a FL A.A. degree.
- Apply online to USF Admissions before sending your transcripts; otherwise, you may experience lengthy delays that may prevent your petition from being approved in time to start for your selected semester.
- It can take approximately 6-8 weeks for Admissions to process transcripts and post them to your USF record. Do not delay in sending your official transcripts.

OR

## AR II

- If you took any coursework since dismissal, then you must submit your official transcripts to the USF Admissions Office that reflects the final grades for all such courses.
- If you did not elect to take any courses prior to returning, then there is no additional requirement for ARII.
- You must have sat out of USF for at least one calendar year since dismissal before your intended semester of return.

# STEP 6:

After you have submitted all of the materials described in these instructions by the appropriate deadlines, you should receive your ARC decision in your USF email account at least 2 Fridays prior to the start of the semester.

## If approved: Congratulations!

- It takes approximately 5-10 business days for both the Registrar's Office and Admissions to complete processing your readmission to USF once they have received an approved ARC petition.
- Contact the academic advisor who prepared your advising record to have the AF hold removed as soon as you receive the decision email to avoid any delays (do not wait for the admissions application to finish processing).
- Register for at least one class prior to the registration deadline to avoid the late registration fee
- If delaying entry at USF to another semester will increase your likelihood for success, you can update your Admissions Application for 1- 2 semesters following your approved admission. Email [casarc@usf.edu](mailto:casarc@usf.edu) with your UID and your request for reconsideration that includes an account of your actions between initial approval and the new semester of intent. If you do not start within that year, then you will need to submit a new USF Application and ARC petition. If you take any additional coursework in the interim, then you must submit official transcripts to the Admissions Office reflecting all final grades earned.
- **Financial Aid:** If your petition is approved, it could impact your eligibility to receive financial aid. It is therefore strongly recommended that you consult with a Financial Aid Advisor in advance so that you are aware of your financial standing upon return. **Please also review the Satisfactory Academic Progress Policy at [www.usf.edu/finaid](http://www.usf.edu/finaid) for more information.**

# STEP 6 (continued):

**If denied:** There are no appeals for academic renewal petitions, but you can reapply for a future semester.

- Update your Admissions application for the future semester if within 1-2 semesters; otherwise, you may need to submit a new application.
- Follow any suggestions as close as possible provided by ARC
- Update ARC paperwork:
  - ARC Petition for Reinstatement after Academic Dismissal form should have new semester/year
  - ARC Advisor form:
    1. Semester plan for the new semester you intend to start
    2. Courses required for graduation, especially if you
      - A. changed which major you intend to pursue and/or
      - B. took additional coursework at another school since the time of your previous petition
  - Personal statement worksheet:
    1. Explain what new steps (since your previous petition) you took for success towards your long term goals
    2. If unable to follow ARC suggestions, then explain why

## FAQ

*Where do I submit an ARC petition?*

**ARC petitions must be submitted in person to BEH 201 or faxed to (813) 974-4075.**

*How can I follow-up with the ARC regarding the status of my petition?*

**Send an email with your UID and request for a status update to [casarc@usf.edu](mailto:casarc@usf.edu).**

*How do I make an appointment to see my advisor?*

**Visit <http://usfweb3.usf.edu/appointments/StudentSignon.asp>**

**Enter UID#**

**Select Advisor Area**

**Select your advisor, then the date and time**

*How do I have my AF hold removed?*

**Contact the academic advisor who prepared your advising record to have the AF hold removed as soon as you receive the decision email to avoid any delays (do not wait for the admissions application to finish processing).**

*How do I contact Admissions?*

**Undergraduate Admissions**

**[Website](#) • [Email Us](#) • 813-974-3350**

*How do I contact Financial Aid?*

**Financial Aid**

**[Website](#) • 813-974-4700**

*How do I contact Cashier's Office?*

**Cashier Office**

**[Website](#) • [Email Us](#) • 813-974-6056**