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. Schedule an appointment with an advisor for the major and campus you intend to pursue for this piece of the petition. If you are unable to access the appointment scheduler in Archivum, then you can schedule an appointment via the eScheduler system.

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

Step 1 – **Log in to MyUSF**, access Archivum, and enter the Student Portal. Under "My Student Portal Actions," select "Submit ARC Petition."

Step 2 – **Choose "Reinstatement" as the petition type**, then choose the term in which you plan to return to USF. Select "Fill Out My ARC Petition" to proceed. *Important* - once you pass this step, you cannot go back and change the term!

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.

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

Step 5 - **Answer all the narrative questions.** 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.

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

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.