

Archivum ARC Withdrawal Limit Exception

IMPORTANT DEADLINE! Withdraw Limit Exception petitions must be submitted *before* the affected term's withdrawal deadline, as determined from the official USF academic calendar published by the Office of the Registrar. If you are submitting a petition after the withdrawal limit, then you will instead need to submit a petition for Late Withdrawal.

Before You Get Started: You are required to provide documentation to support your request. The specific type of documentation will depend on the nature of your extenuating circumstances. You will need to include the following to your petition request in Archivum, so it is recommended you have this ready to attach before starting:

- **ARC Instructor Documentation Form** (not required if submitting medical documentation)
- **ARC Medical Documentation Form** (from a health professional to certify physical/mental/emotional injury or illness related to withdrawal)
- Documentation of relevant extenuating circumstances (see FAQ at the end of this guide for examples)

****If you indicate that your petition contains sensitive personal information, then it will be considered confidentially by the Students of Concern Assistance Team (SOCAT) to respect your privacy****

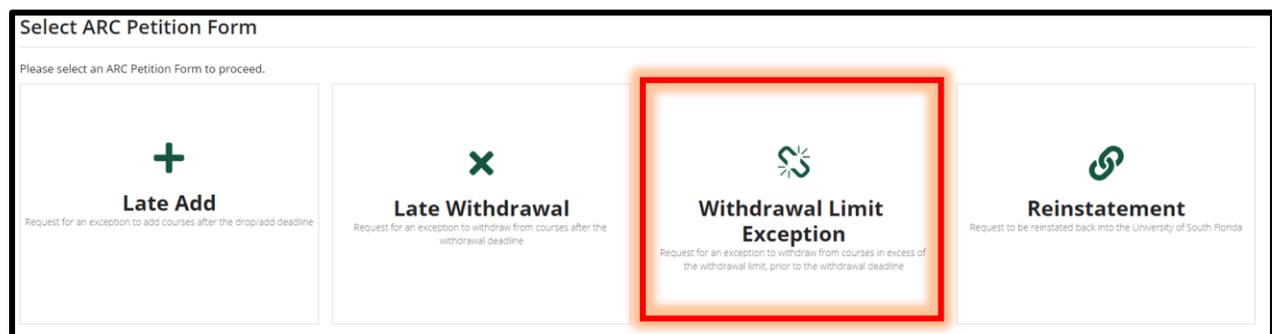
Late Withdrawal vs. Exceed Withdraw Limit: You are limited to three (3) withdrawals if you have less than 60 semester hours and two (2) withdrawals if you have 60 or more semester hours. If you are submitting your request **after the withdrawal deadline** for the affected semester, then you will instead need to submit a petition for a "Late Withdrawal."

Note: If your petition is **approved and processed**, you cannot rescind this decision. It is strongly recommended that you first consult with appropriate USF offices, such as the Office of Financial Aid, International Services, Office of Veteran Success, etc. to determine how an approved ARC petition might impact you before you proceed.

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 "Withdrawal Limit Exception" as the petition type, then select the current term. 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 – Your registered courses for the selected term will display. Click and select the course(s) from which you wish to withdraw. If a course does not appear in your registration list, then: 1) use OASIS to confirm you have the correct course(s) and term selected and, 2) confirm that you have not already withdrawn from the selected course(s). Confirm the course(s) from which you want to withdraw are displayed correctly under the “Selected Courses to Withdraw” box.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
17682	BSC 2086	005	Anatomy Phys II for Hlth Prof	Off-campus - Tampa	Kelli Carter	All Online 100 Percent	3
18254	BSC 2086L	004	Anatomy Phys Lab II Hlth Prof	Off-campus - Tampa	Colbi Gemmill	All Online 100 Percent	1
21458	SPW 4930	001	Adv Spanish Grammar & Comp II	Off-campus - Tampa	Maritza China-Thornberry	All Online 100 Percent	3
22216	SPW 4930	004	Spanish for Health Prof	Tampa	Alejandro De La Pava	Hybrid Blend 50-79 Percent	3
24925	SPW 4931	001	Creative Genius of Golden Age	Tampa	David Arbesu	Hybrid Blend 50-79 Percent	3

5 items

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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.

- What obstacle is impacting your ability to complete the class or classes you are petitioning?
- 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?
- What other attempts have you made to keep up in the class(es)?
- Knowing the committee will not approve a second similar request from you, how do you plan to overcome this obstacle so it will not prevent you from success in the future?

Step 6 – **Upload supporting documentation.** If your cited reasons for the request are medical (mental, emotional, physical, etc.), then you must submit the ARC Medical Documentation form. You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be sent back or denied.

Step 7 – **Answer the three confidentiality screening questions truthfully.** This step is to ensure that petitions containing sensitive medical and/or personal details are handled with maximum levels of confidentiality, support, and care.

Students of Concern Assistance Team Questionnaire

Is your withdrawal pertaining to mental health, assault, homelessness, or other sensitive situations?

Yes No

Does your withdrawal pertain to family/personal crisis, or an experienced loss?

Yes No

Does your withdrawal petition involve being the victim of or accused of a crime?

Yes No

Step 8 – 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 in your Student Record. If you have any questions about your ARC petition, then you can contact either your assigned rep or cas-gusasst@usf.edu for assistance.

The screenshot shows the Student Record portal interface. The 'Submitted Forms' tab is highlighted with a red box. The main content area displays a table of ARC Petitions with columns for Date of Submission, Status, ARC Petition Type, and Petition Term. The table contains five rows of data, each with a 'VIEW INFO' link.

Date of Submission	Status	ARC Petition Type	Petition Term	
2/3/2022 2:53 PM EST	Submitted	Withdrawal Limit Exception	Fall 2021	VIEW INFO
1/24/2022 9:45 AM EST	Admissions Review	Reinstatement	Fall 2022	VIEW INFO
1/24/2022 9:30 AM EST	Financial Aid Review	Withdrawal Limit Exception	Fall 2021	VIEW INFO
1/24/2022 9:28 AM EST	Financial Aid Review	Late Withdrawal	Fall 2021	VIEW INFO
1/24/2022 9:27 AM EST	Registrar Review	Late Add	Fall 2021	VIEW INFO

Frequently Asked Questions

What circumstances are appropriate for a Withdrawal Limit Exemption petition to be approved?

The Withdrawal Limit Exemption petition process allows students to petition for an exception to policy when *documentable unforeseen extenuating* circumstances take place (i.e., that are beyond the student’s control), and they do not have any withdrawals remaining (per the Withdrawal Policy). Here are some examples of reasons to petition for a Withdrawal Limit Exemption:

- Military deployment during the semester
- Documented medical reason which is preventing a student from being successful in their courses and prevented them from being able to withdraw prior to the withdrawal deadline
- Death of an immediate family member during the semester in question
- Involuntary change in work schedule after the beginning of the semester, or a change that was required because of financial difficulties that occurred after the semester began.

Is my petition more likely to be approved if I am just asking for one or two courses?

If you are requesting a selective withdrawal, then you must provide documentation and explanation about why/how your circumstances are specifically affecting the course(s) listed on your petition, and not the others. A total withdrawal from a semester is an option if your documentation is supportive.

If I am requesting a withdrawal from a course, will I have to pay back a portion of the financial aid money I received earlier in the semester?

Prior to submitting your petition, please contact the [Financial Aid Office](#) to discuss how a withdrawal may affect you. Registration changes after Drop/Add may have an impact on your financial aid status.