

When should a Late Withdrawal petition be submitted?

The sooner the better; however, petitions received within two calendar years of the semester during which the course(s) was/were completed are more likely to be considered with appropriate documentation. After two calendar years, documentation may be difficult to obtain and hinder the likelihood of your petition being approved.

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

The Late Withdraw process allows students to petition when *documentable unforeseen/extenuating* circumstances occur that impacted the student's ability to be successful in a given semester. Pursuing the late withdrawal from a course is not intended to be used as a method by which a student remains in a class beyond the withdrawal deadline to see what grades they earn so that they can decide whether to request a withdrawal at a later time. Here are some examples of reasons to petition for a Late Withdrawal:

- Military deployment during the semester
- Documented medical reason that is preventing a student from being successful in their courses and/or prevented them from being able to withdraw prior to the withdrawal deadline
- Death of an immediate family member during the semester in question

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 explanation and documentation 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 late 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 late withdrawal may affect you. Changes to a student's registration after Drop/Add may have an impact on their financial aid status.

What constitutes a complete ARC petition?

- 1) [ARC Petition Form](#)
- 2) [ARC Instructor Documentation Form](#) (one for each course)
- 3) CAS ARC Late Withdrawal Personal Statement Worksheet with each question answered completely
- 4) Documentation of relevant extenuating circumstances
 - If needed and relevant, submit an [ARC Medical Documentation Form](#)

Who can I contact for more information about my ARC petition or the ARC process?

Students who have questions or concerns about the ARC process can email the Committee at casarc@usf.edu. Students may also elect to schedule an appointment to meet with a CAS ARC Representative by using eScheduler and selecting "ARC petitions – College of Arts & Sciences Tampa" as the area.