

## 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:** Students should be mindful of the state's [Excess Hour Surcharge Policy](#). Withdrawing from classes may result in monetary penalty, or affect financial aid, tuition assistance, use of Veterans educational benefits, or a student's visa status. Read more about it from [Financial Aid!](#)

**WITHDRAWALS REQUIRE DOCUMENTATION.** Students are required to provide documentation in support of any request. The specific type of documentation will depend on the nature of your extenuating circumstances. You will need to include the following with your petition request in Archivum, so these forms should be completed before you start the ARC petition in Archivum:

- **ARC Instructor Documentation Form** (not required if submitting medical documentation)
- **ARC Medical Documentation Form** (completed and signed by a licensed 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. Withdrawal Limit Exception:** 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 that will put you over these established limits, then you will instead need to submit a petition for a Late Withdrawal.

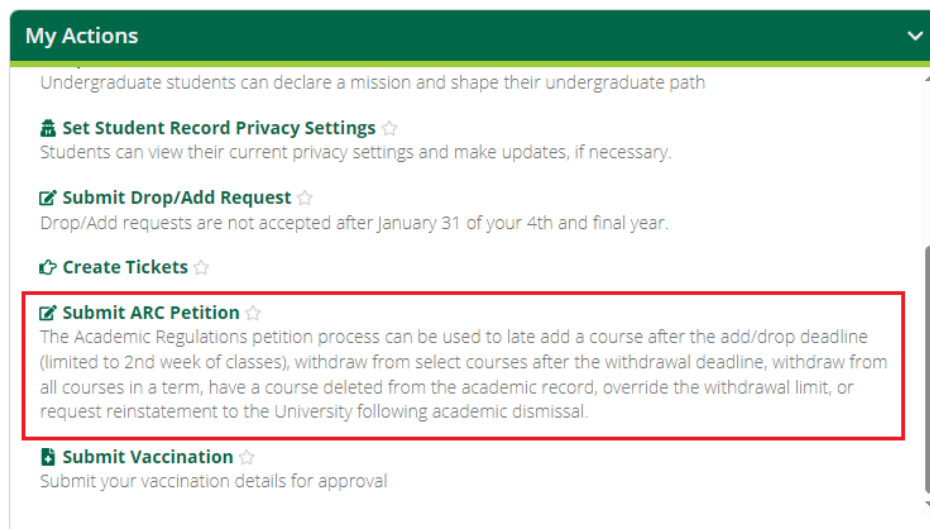
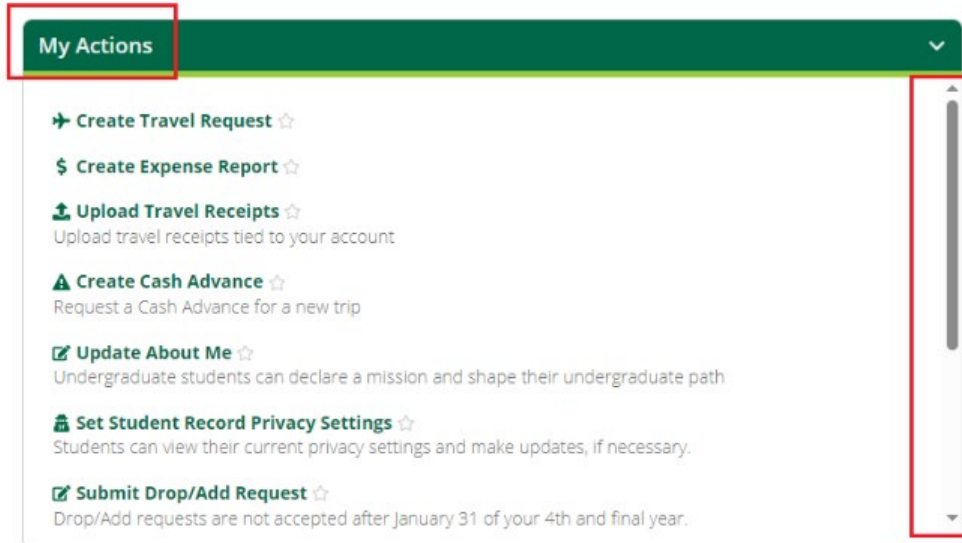
**Note:** *If your petition is **approved and processed**, you cannot rescind this decision. It is strongly recommended that you first consult with appropriate USF offices, such as the Office of Financial Aid, International Services, Office of Veteran Success, etc. to determine how an approved ARC petition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

**Note:** *ARC representatives are considered "responsible employees" under [Title IX](#), and information provided to us is not confidential. If you describe any circumstances that mention sexual violence, sexual harassment, or gender discrimination, then we are required by law to report it to the University. If this pertains to your circumstances, we strongly recommend that you consider using one of the confidential resources on campus, such as the [USF Counseling Center](#) and/or the [Center for Victim Advocacy](#). Both offices can provide confidential support, if warranted, for ARC petitions.*

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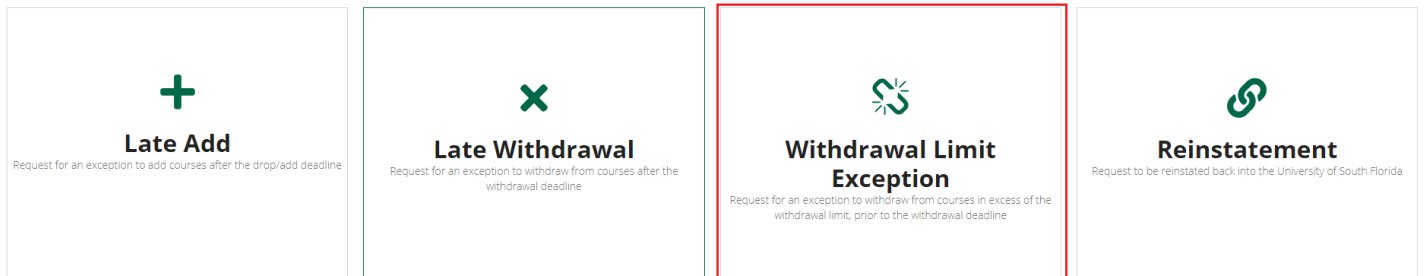
Step 1 – Log in to MyUSF, access Archivum, and enter the Student Portal. Under “My Actions,” select “Submit ARC Petition” (scroll down):



Step 2 – Choose “Withdrawal Limit Exception” as the petition type, then select the appropriate term from which you are requesting an exception to the withdrawal limit policy. Select “Fill Out ARC Petition” to proceed. \*Important\* - once you pass this step, you cannot go back and change the term!

### Select ARC Petition Form

Please select an ARC Petition Form to proceed.



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 Withdrawal Limit Exception ARC Petition? If you proceed, you will not be able to change the form and term selections.

NO YES

**Step 3** – Complete the petition **including** responses to the following screening questions:

- a. Were you the victim of a crime?
- b. Are you able to provide documentation for the medical withdrawal? Does this include mental health concerns?
- c. Are you concerned for the confidentiality of this situation?

If you respond “yes to any one of the questions, then your petition will be routed to the [Students of Concern Assistance Team](#) to be addressed confidentially.

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 4** – Your student information (e.g., College, major, UID, current course registration, etc.) populates automatically, but you will be required to enter a current phone number. There is also an option for you to provide a preferred name.

Applicant Information

Name [REDACTED]

Preferred First Name [REDACTED]

UNumber [REDACTED]

Email [REDACTED]

Enter Contact Information \*

+1 (US) 555 5555555

International Student

Current Attributes [REDACTED]

**Step 5** – Your registered courses for the selected term will display. To select a course for withdrawal, select it from the list of courses pulled from your active registration in OASIS (it should highlight when selected), and it will appear in the “Selected Course(s) for Withdrawal” section. Confirm that the course(s) from which you want to withdraw are displayed correctly under the “Selected Courses to Withdraw” box.

Registered Courses for Fall 2021

To withdraw from (a) course(s), select (a) course from the list. You must select at least one course to proceed with the withdrawal.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
81083	THE 2305	001	Script Analysis	Tampa	James Moy	Hybrid Blend	3
81087	TPA 2200	001	Intro to Technical Theatre I	Tampa	Christopher Pyfrom	All Online	3
81649	TPA 2290L	002	Technical Theatre Lab I	Tampa	Christopher Pyfrom	Classroom	1
89943	TPP 2110	003	Acting I	Tampa	London Green	Classroom	3
92444	SPN 2200	002	Spanish III	Tampa	Alejandro De La Pava	Classroom	3

5 Items

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Selected Course(s) for Withdrawal

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
81083	THE 2305	001	Script Analysis	Tampa	James Moy	Hybrid Blend	3
81087	TPA 2200	001	Intro to Technical Theatre I	Tampa	Christopher Pyfrom	All Online	3

Total Credit Hours After Course Withdrawal(s): 7

**Step 6** – Answer the narrative question with as much relevant detail as possible. You will be unable to submit a petition until this question has been answered. Your response is used by the committee to decide whether to approve or deny your petition. It is recommended that you type your answer in a separate document before beginning the Archivum petition process so that you can be more thoughtful in your response. You can then copy/paste from the document into the appropriate Archivum field.

- Why is withdrawing from the course(s) in this petition necessary and the best option for your continued success at USF?

**Step 7** – Upload supporting documentation (it is recommended that you label your documents for easy identification, such as “Instructor Form – ENC 1101”). You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be sent back or denied. If your cited reasons for the request are medical (mental, emotional, physical, etc.), then you must submit the [ARC Medical Documentation Form](#) that has been completed and signed by a licensed healthcare professional who is best able to attest to the academic impact of your medical circumstances (alternatively, you can have your provider supply you with a letter on letterhead attesting to the same information presented on the ARC Medical Documentation Form).

**Step 8** – 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](mailto:cas-gusasst@usf.edu) for assistance.

The screenshot shows the ARCHIVUM student portal. The top navigation bar includes 'Student Summary', 'Personal Profile', and 'Submitted Forms'. The left sidebar lists various student services. The main content area displays a table titled 'ARC Petitions' with the following data:

Date of Submission	Status	ARC Petition Type	Petition Term	
3/5/2024 2:44 PM EST	Submitted	Reinstatement	Spring 2025	<a href="#">VIEW INFO</a>
3/5/2024 2:38 PM EST	Submitted	Withdrawal Limit Exception	Fall 2021	<a href="#">VIEW INFO</a>
3/5/2024 2:34 PM EST	Submitted	Late Withdrawal	Fall 2021	<a href="#">VIEW INFO</a>
3/5/2024 2:26 PM EST	Submitted	Late Add	Fall 2021	<a href="#">VIEW INFO</a>

## Frequently Asked Questions

### What circumstances are appropriate for a Withdrawal Limit Exception 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 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
- 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 (i.e., not an attempt to withdraw from all courses), 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.

### My petition is with SOCAT. How am I able to request a status update on my petition?

Contact that office directly (CAS ARC is unable to view any petition under confidential review by SOCAT): <https://www.usf.edu/student-affairs/student-outreach-support/about-us/contact-us.aspx>.

### If I withdraw from a course, will I have to pay back a portion of the financial aid money that I received earlier in the semester?

Before you submit your petition, it is recommended that you 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.

### How can I request a refund (fee adjustment) of the course(s) from which I am attempting to withdraw?

Requesting a fee adjustment after an approved withdrawal is a separate process managed by the Office of the Registrar. If you are requesting consideration for financial reimbursement, then you must submit a separate [Fee Adjustment Request Form to the Office of the Registrar](#) within six (6) months of the applicable published semester end date. Archivum will not notify or confirm if you are eligible for a fee adjustment. Questions about fee adjustment should be directed to [aa-far@usf.edu](mailto:aa-far@usf.edu).