

**When should a Withdrawal Limit Exemption petition be submitted?**

The sooner the better! Petitions should ideally be submitted two weeks prior to the withdrawal deadline for each semester to guarantee that the Committee will have sufficient time to consider your petition before the deadline is reached. That said, the Committee will continue to accept Withdrawal Limit Exemption petitions through the Friday prior to the withdrawal deadline. Petitions that are unable to be reviewed and processed, or are submitted after the withdrawal deadline, will be reviewed as a Late Withdrawal request and may require additional documentation and/or follow-up.

**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 2011 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

**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 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.

**What is the difference between a Withdrawal Limit Exemption petition and a Late Withdrawal petition?**

Late Withdrawal petitions are not considered until after the withdrawal deadline has passed for the affected semester. Withdrawal Limit Exemption petitions are primarily used for students who are requesting to withdraw from a class *prior to* the withdrawal deadline for that semester. If the withdrawal deadline for the relevant semester has passed, then the Withdrawal Limit Exemption petition will be considered as a Late Withdrawal petition.

**Will I automatically be withdrawn from the course if my petition is approved?**

**If approved before the withdraw deadline:** You will be granted a permit to *withdraw yourself* from the course(s). It is your responsibility to withdraw yourself before the deadline. If you wait until after the deadline, then you will not be able to withdraw from the course. You will need to submit a new petition for a late withdrawal that includes new documentation and an explanation for why you failed to withdraw yourself.

**If approved after the withdraw deadline:** You will not be required to withdraw yourself. The Registrar's Office will withdraw you once they have processed your petition. ARC petitions take time, so please give the petition at least 10 business days to process. If the withdrawal is not reflected on your account within 10 business days, then please send a follow-up email to your ARC Representative ([casarc@usf.edu](mailto:casarc@usf.edu)).

**What constitutes a complete ARC petition?**

- 1) [ARC Petition Form](#)
- 2) CAS ARC Withdrawal Limit Exemption Personal Statement Worksheet with each question answered completely
- 3) Optional: [ARC Instructor Documentation Form](#) (one for each course, only if requested by the Committee)
- 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](mailto: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.