

## Archivum ARC Late Withdrawal Petition Instructions

**IMPORTANT DEADLINE!** Late withdrawal petitions submitted six (6) calendar months after the end of the semester during which the petitionable event occurred are not eligible for tuition & fee adjustments - even if the ARC petition is approved [per [Board of Governors regulation 7.002](#)]. The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar.

**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. 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 **prior to 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 Withdrawal Limit Exception.

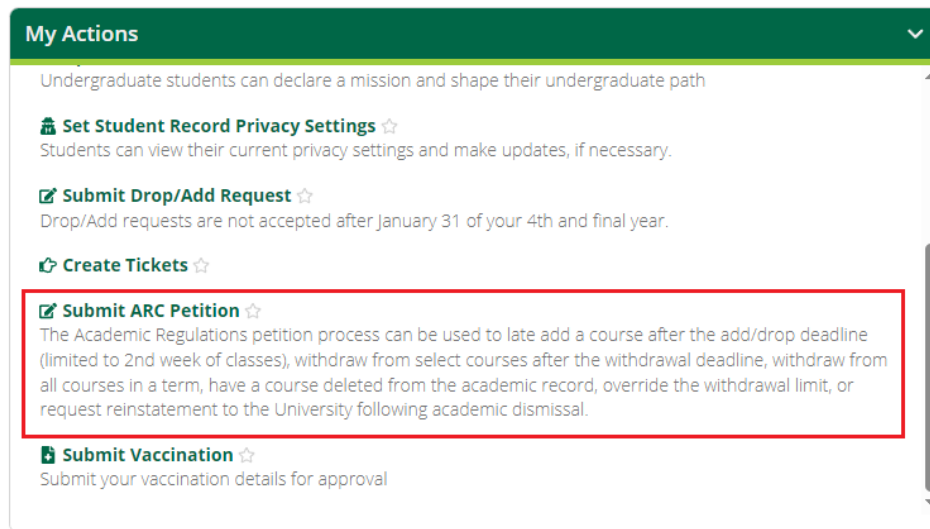
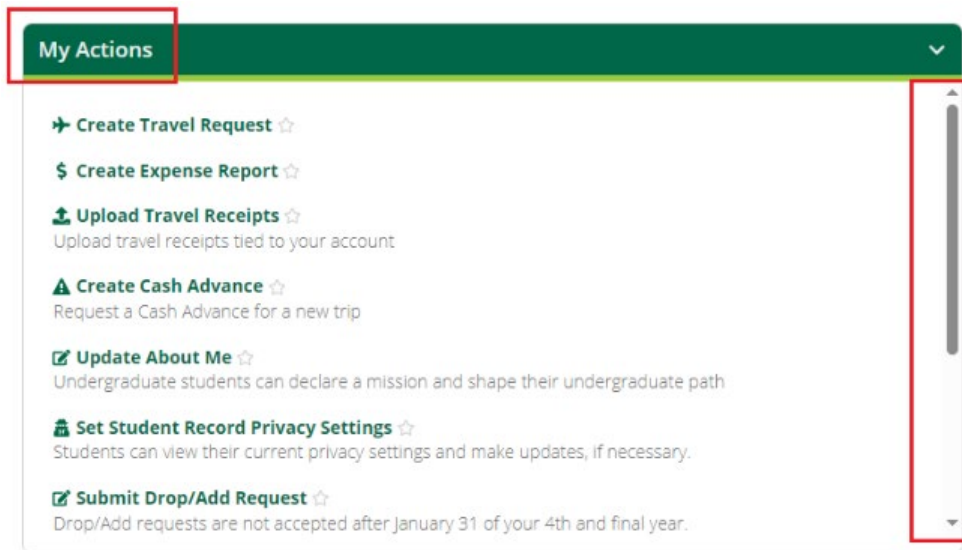
**Note:** *If your petition is **approved and processed**, you cannot rescind this decision. It is strongly recommended that you first consult with appropriate USF offices, such as the Office of Financial Aid, International Services, Office of Veteran Success, etc. to determine how an approved ARC petition 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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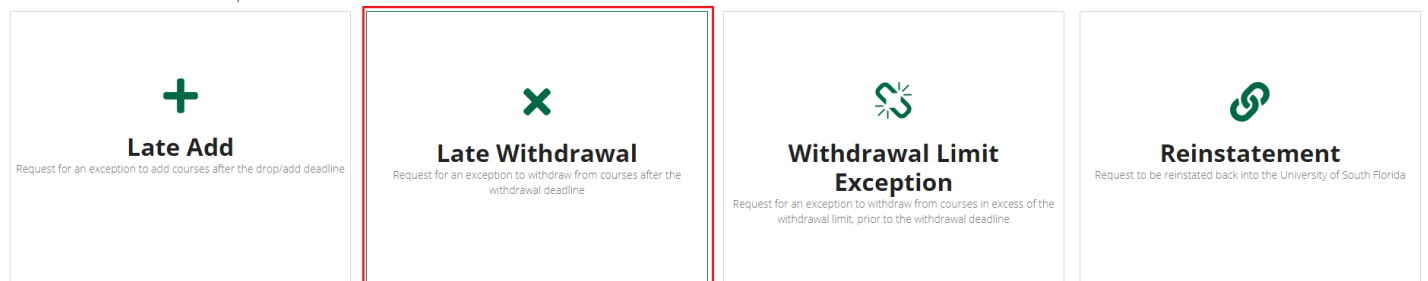
Step 1 – Log in to MyUSF, access Archivum, and enter the Student Portal. Under “My Actions,” select “Submit ARC Petition” (scroll down):



Step 2 – Choose “Late Withdrawal” as the petition type, then select the appropriate term from which you are requesting a late withdrawal. 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 Late Withdrawal 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 late withdrawal 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.

Student Information

Name [Redacted] Term of Entry Spring 2021 Current Attributes [Redacted]

Preferred First Name [Redacted] Catalog Year Fall 2022

UNumber [Redacted] Academic Standing Good Academic Standing

Email [Redacted] Campus Tampa

College of Arts & Sciences - Bachelor of Arts

Enter Contact Information \*

---Select a Value--- Area Code (e.g., 813) Number (e.g., 5556666)

**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.

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  | Landon Green         | Classroom          | 3            |
| 92444 | SPN 2200                  | 002            | Spanish III                  | Tampa  | Alejandro De La Pava | Classroom          | 3            |

5 items

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 all the narrative questions. You will be unable to submit a petition until all questions have been 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.

1. What obstacle is impacting your ability to complete the class or classes you are petitioning?
2. 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?
3. What other attempts have you made to keep up in the class(es)?
4. 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 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

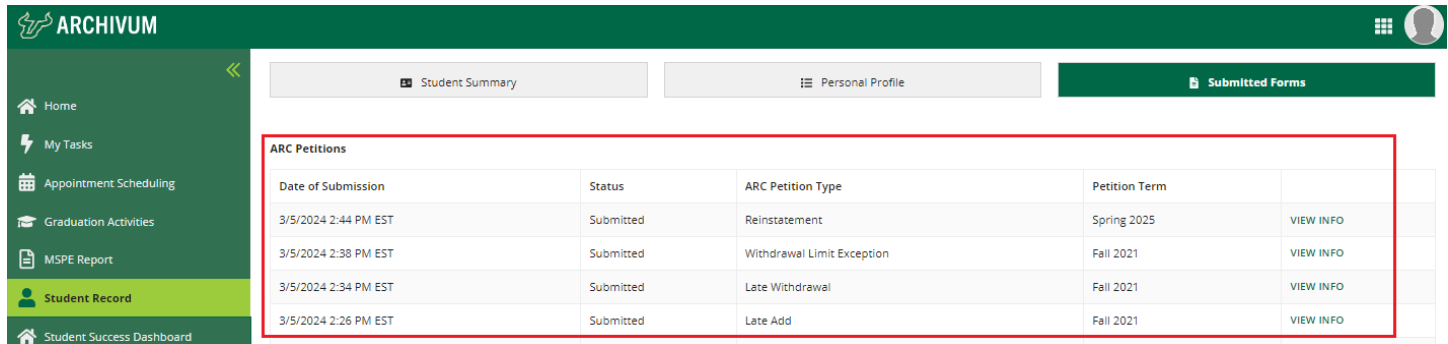
- I am aware that it is recommended that I meet with an academic advisor regarding this petition and discuss options available to me.
- I have consulted with Financial Aid as needed regarding consequences of petitioning on current and future financial aid and tuition liability.
- I am aware of the impact petitioning has on my excess credit hour surcharge liability.
- I have obtained necessary Instructor Statement forms.
- 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 interface. The top navigation bar includes 'Student Summary', 'Personal Profile', and 'Submitted Forms'. The 'Submitted Forms' section is highlighted, showing a table of ARC Petitions.

| 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 Late Withdrawal petition to be approved?

The Late Withdraw process allows students to petition when *documentable unforeseen and/or extenuating* circumstances occur that impacted the student’s ability to be successful in each 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 later. Here are some example 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
- 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 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?

Before you submit your petition, it is recommended that you contact the [Financial Aid Office](#) to discuss how a late 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).