

## Archivum ARC Late Withdrawal Petition Instructions

**IMPORTANT DEADLINE!** Late and total withdrawal petitions **must be submitted within 6 calendar months of the end of the semester during which the petitionable event occurred.** The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar.

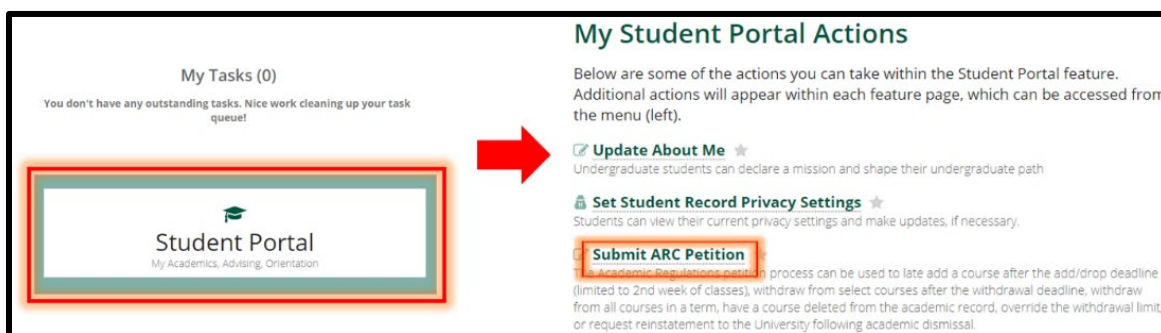
**Before You Get Started:** You are required to provide documentation to support of your request; choose the documentation that is relevant to your personal situation. Examples of evidence include:

- **ARC instructor documentation form** (exclude if submitting medical documentation),
- **ARC medical documentation** (from a health professional to certify physical/mental injury or illness related to withdrawal),
- Evidence of transportation difficulties or homelessness,
- Experiencing family/personal crisis or loss.

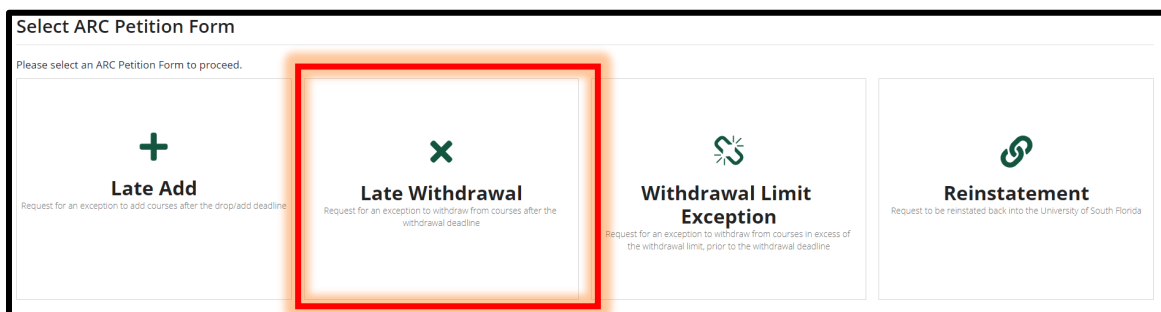
**\*\*If you indicate your petition contains sensitive personal information, it will be processed using a confidential method to respect privacy.\*\***

**Total Withdrawal:** Withdrawal limits allow three (3) withdrawals if you have less than 60 semester hours and two (2) withdrawals if you have 60 or more semester hours. If want to do a Total Withdrawal from all courses over these limits, you will need to use the Withdrawal Limit Exception petition not Late Withdrawal.

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 Late Withdrawal as the petition type and pick the term you want your withdrawals in. 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 Student Information section (it’s required – and don’t forget the country code!). You can enter a preferred name if you like.

Step 4 – Your registered courses for the selected term will display. Click and select the course(s) you wish to withdraw from. If a course doesn’t appear in your registration list: 1) use OASIS to confirm you have the correct course(s) and team and, 2) confirm that you have not already withdrawn from it. Confirm the courses you want to withdraw from are displayed correctly under the “Selected Courses to Withdraw” box.

Registered Courses for Spring 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
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 Physl Lab II Hlth Prof	Off-campus - Tampa	Colbi Gemmeil	All Online 100 Percent	1
21488	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 4311	001	Creative Genius of Golden Age	Tampa	David Arbesu	Hybrid Blend 50-79 Percent	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
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 Physl Lab II Hlth Prof	Off-campus - Tampa	Colbi Gemmeil	All Online 100 Percent	1

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.

- 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 you wish to have a medical withdrawal 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 send 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. You’re finished!

Your petition decision will be communicated to your USF email after a decision has been made (and if approved, processed). You can check on the status of your petition decision anytime in Archivum in your Student Record.

Home / Student Portal / Student Record

My Actions & Tasks

Student Record

myBullsPath

Appointment Scheduling

Student Summary Personal Profile Submitted Forms

ARC Petitions

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