

<input type="checkbox"/> PTA	<input type="checkbox"/> ARC
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Academic Regulations Petition Form

PART 1. STUDENT INFORMATION

_____ LAST NAME	_____ FIRST NAME	_____ M.I.	U _____ USF ID NUMBER
(_____) _____ LOCAL TELEPHONE NUMBER	_____ E-MAIL ADDRESS*		<input type="checkbox"/> * Please initial if you would like the decision sent to the email address provided.
_____ STREET ADDRESS			<input type="checkbox"/> Please check here if you are an international student.
_____ CITY	_____ STATE	_____ ZIP	

PART 2. PETITION INFORMATION AND INSTRUCTIONS

For additional tips with this form, or the Instructor's Documentation Form, go to the Registrar's Office website (<http://www.registrar.usf.edu>) and click on "Forms".

- Step 1.** Which Semester? Course Term: Year _____ Semester (please circle) Fall Spring Summer A Summer B Summer C
- Step 2.** Which Action(s)? Late Add Late Drop Total Withdrawal Withdrawal Limit Exemption Other
- Step 3.** Which Class(es)?


CIRCLE ACTION	C.R.N.	PREFIX	NUMBER	SECTION	CREDIT HOURS	TITLE	DEPT. STAMP (Late Adds Only)
Drop Add							
Drop Add							
Drop Add							
Drop Add							
Drop Add							

- Step 4.** Please type a **Personal Statement** explaining why you are making this petition, and attach it to this form.
- Step 5.** Have your professors complete one **Instructor's Documentation Form** for each of the classes listed above, and attach them to this form.
- Step 6.** For late adds — For each of the classes you wish to add, have the department of each of the courses stamp above to verify that there are open seats in the course.
- Step 7.** Attach any additional documentation you feel may help strengthen your petition, such as work schedule conflicts or an ARC Medical Form. If there are personal problems you wish to keep confidential, you may want to schedule an appointment with the USF Student Counseling Center, SVC2124, 813-974-9403.
- Step 8.** Deliver your petition to the ARC Representative in the college of your major, as listed below.
- Step 9.** For late adds — Once you have been notified of an approval for a late add it will take five business days to have the course added to your schedule; you should check your OASIS account to confirm the course has been added. You will have five (5) business days after the course is added to pay any related fees.

OFFICES OF UNDERGRADUATE ARC REPRESENTATIVES

Arts and Sciences, BEH 201, 813-974-6957	The Arts, FAH 120, 813-974-3660	Counseling Center, SVC2124, 813-974-9403
Business, BSN2102, 813-974-4290	Behavioral & Community Sciences, MHC 1143, 813-974-2365	Sarasota Campus, SMC C-107, 941-359-4330
Education, EDU106, 813-974-1804	Engineering, ENC1302, 813-974-2684	St. Petersburg Campus, DAV134, 727-873-1511
Medicine, MDC106, 813-974-2833	Nursing, MDN1002, 813-974-9305	Polytechnic Campus, LTB 1139, 863-667-7000
	UGS/TRAC/Non-degree Seeking, SVC2043, 813-974-2645	

I have read and agree to the instructions above, and understand that if my petition is incomplete the process will be delayed.

 **SIGNATURE:** _____ **DATE:** ____/____/____

PART 3. TO BE COMPLETED BY THE ARC - LATE DROP/ADD DECISION

Approved
 Denied
 No Decision

- Additional Documentation Required:** The committee will reconsider the decision if you submit additional documentation as described below.
- Counseling Center Referral:** Please contact the Counseling Center at (813) 974-9403 or go to SVC 2124 to schedule an appointment. After you complete an ARC assessment with the Counseling Center, you may resubmit a petition to your ARC representative.
- File a Fee Adjustment:** You may be eligible to file a fee adjustment. Please visit the Registrar's Office website (<http://www.registrar.usf.edu>) and click on "Forms." There you can print, complete and submit a Fee Adjustment form to the Registrar's Office (SVC 1034). Be sure to include supporting documentation. Fee adjustments may only be requested if submitted within six months of the end of the semester being addressed in this petition.

Notes: _____

ARC Representative's Signature: _____ **DATE:** ____/____/____