



**Office of the Registrar – 4202 East Fowler Ave, SVC 1034, Tampa, FL 33620**  
**UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE PETITION**

**DEADLINE:** The Academic Regulations Committee convenes on Tuesdays. Petitions that are complete and are delivered to the ARC Representative by Thursday will normally be reviewed at the following Tuesday meetings. Petitions for late registration or late add must be delivered to the ARC Representative within 48 hours after the College or Department recommends approval. \*Please note that processing may take longer during peak times of the semester. **NOTE:** Students submitting petitions to regional campuses other than Tampa should allow at least two weeks for processing.

**INSTRUCTIONS:**

1. **PETITIONS MUST BE DELIVERED TO THE REPRESENTATIVE OF THE COLLEGE OF YOUR MAJOR AS LISTED BELOW. APPOINTMENTS ARE RECOMMENDED FOR DISCUSSION OF THE PETITION BEFORE IT IS SUBMITTED.** Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representative.  
  
**\*Non-degree seeking (special) students taking courses at the 6000 level or above must petition through the Graduate School (974-2847).**
2. If you are petitioning for **READMISSION** and have not been in attendance for the previous three terms, you should complete and submit an **APPLICATION FOR ADMISSION** along with this petition. Admission applications are available in the Office of Admissions, SVC 1036. For application deadlines, please refer to the USF catalog. It is also recommended that you meet with an academic advisor in your College.
3. The petition must be signed and dated and must include a personal statement.
4. **SUPPORTING DOCUMENTATION IS MANDATORY:**
  - If a health problem is the reason for your difficulty, a written statement from the attending physician or from Student Health Services must accompany this petition. The statement must be on letterhead stationery or on the ARC medical form and must include the dates and nature of your illness and why it was of such severity as to affect your college work.
  - If you are citing work schedule conflicts or other circumstances beyond your control as the reason for your difficulty, documentation from employers or other appropriate persons on letterhead stationery is required.
  - If you are requesting a drop or withdrawal past the published deadline, an instructor’s statement must accompany this petition.
  - If requesting a late add or late registration after the first week of classes, an instructor’s statement is required. Instructor’s statement forms may be obtained from your ARC representative.
  - International students should include supporting statement from their International Student and Scholar Services advisor.
5. When confidentiality is essential and/or you have had personal problems affecting your college work, you should make an appointment with the Counseling Center representative listed below before submitting your petition.
6. You will be notified of the decision of the Committee in writing at the address you enter on the petition form.
7. **Once you have received an approval for a late add or registration, you will have five (5) business days to pay any related fees.**

**UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE REPRESENTATIVES**

| COLLEGE   | REPRESENTATIVE      | BUILDING & ROOM NO. | TELEPHONE |
|---|---------------------|---------------------|-----------|
| Arts & Sciences   | Ms. Kim Williams    | BEH 201             | 974-6957  |
| Business Administration   | Ms. Jackie Nelson   | BSN 1406            | 974-4290  |
| Education   | Dr. Paulette Walker | EDU 106             | 974-1804  |
| Engineering   | Ms. Kate Johnson    | ENC 1302            | 974-2684  |
| Visual & Performing Arts  | Ms. Carol Kerrigan  | FAH 120             | 974-1747  |
| Nursing   | Mr. Carl Storck     | MDC 1036            | 974-9305  |
| Center for Academic Advising<br>Undeclared & Undergraduate Non-Degree | Ms. Julie Carr      | SVC 2011            | 974-2645  |
| Undergraduate Studies, B.S. in Applied Science                        | Mr. Jerry Collins   | SVC 2002            | 974-3087  |
| Honors College  | Ms. Celeste Lazzara | FAO 274             | 974-3087  |

**ADVISORY AND REGIONAL CAMPUS REPRESENTATIVES**

|  |                    |          |              |
|--|--------------------|----------|--------------|
| Counseling Center                          | Dr. Mark Klisch    | SVC 2124 | 974-9403     |
| Project Thrust                             | Mr. Oliver Parson  | FAH 120  | 974-1743     |
| Sarasota Campus                            | Ms. Pamela Doerr   | PMC 101  | 941-359-4330 |
| St. Petersburg Campus                      | Advising Office    | DAV 134  | 727-553-1511 |
| Lakeland Campus                            | Ms. Willette Roach | LLC 2101 | 863-667-7000 |
| International Student and Scholar Services | Mr. David Austell  | CPR 107  | 974-5500     |

**PLEASE RETAIN THIS PAGE FOR FUTURE REFERENCE**



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|                            |     |                          |     |
|----------------------------|-----|--------------------------|-----|
| <i>For Office Use Only</i> |     |                          |     |
| <input type="checkbox"/>   | PTA | <input type="checkbox"/> | ARC |
| <input type="checkbox"/>   | DA  | <input type="checkbox"/> | AC  |

**UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE PETITION**  
*INSTRUCTIONS ON COVER SHEET (MUST BE LEGIBLE PLEASE PRINT INK OR TYPE)*

**I. STUDENT INFORMATION:**

|                |            |      |                        |
|----------------|------------|------|------------------------|
| LAST NAME      | FIRST NAME | M.I. | SOCIAL SECURITY NUMBER |
| STREET ADDRESS |            |      | LOCAL TELEPHONE NUMBER |
| CITY           | STATE      | ZIP  | CURRENT MAJOR          |
| E-MAIL ADDRESS |            |      | INTENDED MAJOR         |

**II. NATURE OF PETITION**

CIRCLE TERM FOR WHICH ACTION IS REQUESTED: **FALL**    **SPRING**    **SUMMER** \_\_\_\_\_ YEAR

- 1. Readmission
- 2. Late or Retroactive Drop – (Indicate date of Last Attendance): \_\_\_\_\_
- 3. Total Withdrawal From Entire Term
- 4. Late Registration (\$100 late fee assessed)
- 5. Late Add
- 6. Even Exchange (Substitution of courses with equal hours and no additional fee liability)
- 7. Other Specify \_\_\_\_\_

**III. PLEASE ATTACH A DETAILED PERSONAL STATEMENT AND ANY DOCUMENTATION SUPPORTING THE NATURE OF YOUR REQUEST AND WHY YOU THINK THE GENERAL REGULATIONS SHOULD BE SET ASIDE IN YOUR CASE.** (The academic regulations that apply to all students are published in the USF Undergraduate Catalog, the Schedule of Classes, and on the USF website, <http://www.usf.edu>.)

**IV. COURSE INFORMATION: (Instructors' statements are required for late adds, late or retroactive drops and total withdrawals. Late add or registration also requires department stamps).**

| Circle Action | Reference Number | Prefix | Number | Section | Credit Hours | Title | Dept. Stamp |
|---------------|------------------|--------|--------|---------|--------------|-------|-------------|
| Drop Add      |                  |        |        |         |              |       |             |
| Drop Add      |                  |        |        |         |              |       |             |
| Drop Add      |                  |        |        |         |              |       |             |
| Drop Add      |                  |        |        |         |              |       |             |

\_\_\_\_\_  
*STUDENT'S SIGNATURE* \_\_\_\_\_  
*DATE*

**DO NOT WRITE BELOW THE DOUBLE LINE**

ARC REPRESENTATIVE'S COMMENTS  RECOMMENDS APPROVAL  DEFER TO COMMITTEE

\_\_\_\_\_  
*ARC REPRESENTATIVE'S SIGNATURE* \_\_\_\_\_  
*DATE*

*THE DECISION OF THE COMMITTEE IS AS FOLLOWS:*