PART 2. COURSE INFORMATION AND INSTRUCTIONS - TO BE COMPLETED BY STUDENT

For additional tips with this form, or other questions on the ARC Petition process, go to http://www.registrar.usf.edu, click on “Our Students” and then click on “More”.

Step 1. Which Semester? Course Term: Year________ Semester (please circle) Fall Spring Summer A Summer B Summer C

Step 2. Which Class?

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<thead>
<tr>
<th>C.R.N.</th>
<th>PREFIX</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>CREDIT HOURS</th>
<th>TITLE</th>
<th>ONLINE ONLY?</th>
<th>DAY(S) OF WEEK</th>
<th>MEETING TIME (START TO END)</th>
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<td>Y / N</td>
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Step 3. Have your instructor complete Part 3 below.

Step 4. Complete the ARC Late Drop / Add Petition by following all instructions, and attach a Personal Statement and one Instructor’s Documentation Form per class.

PART 3. TO BE COMPLETED BY THE INSTRUCTOR

The student identified above has submitted an Academic Regulations Committee (ARC) petition requesting permission to enroll in or withdraw from your class after the established registration deadline. Your cooperation in providing the following information will assist the committee in making its decision. Please answer the following questions to the best of your knowledge and return this form to the student. If you have questions or concerns regarding this petition, please contact the ARC representative of the college of the student’s major, as listed below. Thank you for your assistance in this matter.

PLEASE CHECK A BOX BELOW and answer all of the corresponding questions

- [ ] Late Drop
- [ ] Late Add

1. When did the student stop attending class, or for online courses, when was the last day of participation? (mm/dd/year or Never Attended) ________________

2. On which date was the last recorded grade made available to the student? (mm/dd/year) ________________

3. Was the student provided any grades prior to the 10th week of classes for Spring and Fall, 4th week for Summer A & B, or the 6th week for Summer C? (please circle) Yes / No

4. What was the student's grade at the 10th week of classes for Spring and Fall, 4th week for Summer A & B, or the 6th week for Summer C? (please circle): A B C D F S U

PLEASE RETURN THIS FORM TO THE STUDENT

It is the student’s responsibility to submit the Instructor's Documentation Form with the ARC petition, a personal statement, and other pertinent information to the ARC representative of the student’s major, as listed below.

OFFICES OF UNDERGRADUATE ARC REPRESENTATIVES

- Arts & Sciences, BEH 201, 813-974-6957
- Business, BSN2102, 813-974-4290
- Education, EDU106, 813-974-1804
- Medicine, MDC106, 813-974-2833
- Counseling Center, SVC2124, 813-974-9403
- Sarasota Campus, SMC C-107, 941-359-4330
- Engineering, ENC1302, 813-974-2684
- Nursing, MDC 22, 813-974-
- Polytechnic Campus, LLC2101, 813-677-7000
- Undeclared, IT, Hospitality Mgmt, BSAS & Undergraduate Non-Degree, SVC 2043 813-974-2645

Instructor’s Name (Printed): ________________________________

Instructor’s Signature: ________________________________

Instructor’s Email: ________________________________

Date: _____ / _____ / ________