PART 1. STUDENT INFORMATION

LAST NAME ___________________________ FIRST NAME ___________________________ M.I. __________________

USF ID NUMBER ___________________________ LOCAL TELEPHONE NUMBER ___________________________ E-MAIL ADDRESS* ___________________________

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?

C.R.N. PREFIX NUMBER SECTION CREDIT HOURS TITLE ONLINE ONLY? DAY(S) OF WEEK MEETING TIME (START TO END)

Y / N M Tu W Th F /

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

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

☐ Late Add

1. Has this student attended your class this term? (please circle) Yes / No
2. Does the student have your permission to add the course? (please circle) Yes / No

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 The Arts, FAH 120, 813-974-3660
Business, BSN2102, 813-974-4290 Behavioral & Community Sciences, MHC 1143, 813-974-2365
Education, EDU106, 813-974-1804 Engineering, ENCI1202, 813-974-2684
Medicine, MDC106, 813-974-2833 Nursing, MDC 22, 813-974-2191
Undeclared, IT, Hospitality Mgmt, BSAS & Undergraduate Non-Degree, SVC 2043 813-974-2645

Counseling Center, SVC2124, 813-974-9403 Sarasota Campus, SMC C-107, 941-359-4330
St. Petersburg Campus, DAV134, 727-873-1511
Polytechnic Campus, LLC2101, 813-677-7000

Instructor’s Name (Printed): ___________________________ Instructor’s Email: ___________________________

Instructor’s Signature: ___________________________ Date: _____ / _____ / _____