

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 12 noon on Thursdays will normally be reviewed at the following Tuesday meetings.

INSTRUCTIONS FOR COMPLETION & SUBMISSION-PLEASE INITIAL AND SIGN ITEMS IF THEY ARE APPLICABLE TO YOUR PETITION

This form should be printed and completed. The printed hardcopy should be submitted for signatures.

Prior to submitting the form please read all instructions . Complete all sections. Incomplete forms will be returned to the student and not forwarded to the committee.

PETITIONS MUST BE DELIVERED TO THE REPRESENTATIVE OF THE COLLEGE OF YOUR MAJOR AS LISTED BELOW. Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representative. An ARC representative may request an appointment with the student depending on the petition request. ***Non-degree seeking students taking courses at the 6000 level or above must petition through the Graduate School (BEH 304, 813-974-2847).

If you are petitioning for READMISSION and have not been in attendance for the previous three terms, you must complete and submit an APPLICATION FOR ADMISSION(<http://facts23.facts.org/admissions/jsp/dageneralinfosf.jsp>) 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 required that you meet with an academic advisor for an Academic Plan with the college you are seeking readmission. **DEADLINE: 20 Working Days Prior to the First Day of Classes**

All forms of the petition must be initialed, signed, dated, and must include a typed personal statement. (No Personal Statement is Needed for Late Adds)

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 Documentation Form* must accompany this petition.
- If requesting a late add or late registration after the first week of classes, a department stamp for each course and an *Instructor's Documentation Form* is required.
- International students **must** include supporting statement from their International Student and Scholar Services advisor.
- Check here if you are an international student

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.

You will be notified of the decision of the Committee in writing at the address/email indicated on the Decision Form.

Once you have received an approval for a late add or registration, you will have five (5) business days to pay any related fees.

COLLEGE	REPRESENTATIVE	BUILDING & ROOM NO.	TELEPHONE
Arts & Sciences	Kim Williams	BEH 201	813-974-6957
Medicine/Athletic Training	Angela Moore	MDC 106	813-974-2833
Business	Michelle Jenkins	BSN 2102	813-974-4290
Education	Paulette Walker, Ed.D.	EDU 106	813-974-1804
Engineering	Pat Homer	ENC1302	813-974-2684
Visual & Performing Arts	Carol Kerrigan	FAH 120	813-974-1747
Nursing	Victoria Wise-Neely	MDN 1002	813-974-9305
Transitional Advising Center Undeclared & Undergraduate Non-Degree Seeking Students	Jody Conway, Ph.D.	SVC 2011	813-974-2645

ADVISORY & REGIONAL CAMPUS REPRESENTATIVES

Counseling Center	Mark Klisch, Ph.D.	SVC 2124	813-974-9403
Sarasota Campus	Advising Office	SMC C-107	941-359-4330
St. Petersburg Campus	Advising Office	DAV 134	727-873-1511
Polytechnic Campus	Willette Roach	LLC 2101	863-667-7000

I have read, initialed the instructions above, and understand that if my petition is incomplete the process will be delayed:



SIGNATURE: _____

DATE: ____/____/____



**UNDERGRADUATE ACADEMIC
REGULATIONS COMMITTEE PETITION FORM**
INSTRUCTIONS ON COVER SHEET
MUST BE LEGIBLE IN PRINT WITH INK OR TYPED

<input type="checkbox"/> PTA	<input type="checkbox"/> ARC	<input type="checkbox"/> EV
<input type="checkbox"/> DA	<input type="checkbox"/> AC	

PART 1. STUDENT INFORMATION

_____	_____	_____	U
LAST NAME	FIRST NAME	M.I.	U Number
_____			(____)_____
STREET ADDRESS			LOCAL TELEPHONE NUMBER
_____	_____	_____	_____
CITY	STATE	ZIP	CURRENT MAJOR

E-MAIL ADDRESS			

CHECK AND INITIAL IF YOU WANT THE DECISION SENT TO THE EMAIL ADDRESS

PART 2. NATURE OF PETITION

Course Term: Year _____ Semester (please circle) Fall Spring Summer A Summer B Summer C

Please check the appropriate box for the reason you are submitting a petition:

- 1. Readmission
- 2. Late or Retroactive Drop
- 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 _____

PART 3. PERSONAL STATEMENT

PLEASE ATTACH A DETAILED PERSONAL STATEMENT AND ANY DOCUMENTATION SUPPORTING THE NATURE OF YOUR REQUEST. 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>. (Personal Statement is NOT required for a Late Add)

PART 4. COURSE INFORMATION

Instructor's Documentation Forms are required for late adds, late or retroactive drops and total withdrawals.
Late adds or registration also require department stamps.

CIRCLE ACTION	C.R.N	PREFIX	NUMBER	SECTION	CREDIT HOURS	TITLE	DEPT. STAMP
Drop Add							
Drop Add							
Drop Add							
Drop Add							
Drop Add							



STUDENT SIGNATURE
DO NOT WRITE BELOW THIS LINE

DATE

ARC REPRESENTATIVE COMMENTS

RECOMMENDS APPROVAL

DEFER TO COMMITTEE

ARC REPRESENTATIVE'S SIGNATURE

DATE: ____/____/____



Academic Regulations Committee: DECISION FORM

PART 1. TO BE COMPLETED BY THE STUDENT:

_____	_____	_____	U
LAST NAME	FIRST NAME	M.I.	U Number
_____	_____		(____) _____
STREET ADDRESS			LOCAL TELEPHONE NUMBER
_____	_____	_____	_____
CITY	STATE	ZIP	CURRENT MAJOR

E-MAIL ADDRESS			

_____ CHECK AND INITIAL IF YOU WANT THE DECISION SENT TO THE EMAIL ADDRESS

PART 2. TO BE COMPLETED BY THE ARC

- 3 TERM PROVISION:** Readmission for _____ was approved with the stipulation that you must earn at least a 2.3 USF GPA for each of the next two enrolled terms _____, and obtain at least an overall 2.0 USF GPA by the end of _____ Term with no incomplete grades. If you have not been enrolled at USF during the past three (3) terms, you are required to apply for readmission with the Office of Admissions. (<http://facts23.facts.org/admissions/jsp/dageneralinfosf.jsp>)
- 1 TERM PROVISION:** Readmission for _____ term was approved with the stipulation that you must earn at least a 2.0 USF GPA by the end of _____ term with no incomplete grades. If you have not been enrolled at USF during the past three (3) terms, you are required to apply for readmission with the Office of Admissions.
- LATE ADD:** Approval to add classes after the late add period has been granted.
- LATE DROP:** Approval to drop classes after the late drop period has been granted.
- Additional comments, stipulations or recommendations for students granted readmission:**

PART 3. TO BE COMPLETED BY THE ARC

- NEW MAJOR AND ACADEMIC PLAN REQUIRED:**
Your petition for readmission has been denied. It has been determined that you are not eligible to return to the Department of _____. You are advised to speak to an Academic Advisor in the College of _____ about exploring options that may offer better chances for success. The Academic Regulations Committee will reconsider your request if it is submitted with an acceptable academic plan for a new USF major.
- NEW COLLEGE AND ACADEMIC PLAN REQUIRED:**
Your petition for readmission has been denied. It has been determined that you are not eligible to return to the College of _____. You are advised to speak to an Academic Advisor in the Transitional Advising Center about exploring USF majors that may offer better chances for success. The Academic Regulations Committee will reconsider your request if it is submitted with an acceptable academic plan for a new USF college.
- ASSOCIATE OF ARTS DEGREE:**
Your petition for readmission has been denied. You are advised to complete an AA at a Florida community college. The Academic Regulations Committee will reconsider your request once an AA is posted on your transcript and an academic plan for your major is submitted along with a new petition. The AA does not guarantee admission into specific majors.
- CAREER CENTER REFERRAL:** Your petition has been denied. You need to contact (813) 974- 2171 or go to SVC 2088 to schedule an appointment. After you complete an assessment by the Career Center you may resubmit a petition along with a degree plan from an advisor to your ARC representative.
- COUNSELING CENTER REFERRAL:** Your petition has been denied. You need to contact (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.
- PETITION DENIED:** After careful consideration of your petition, the Academic Regulations Committee did not approve your request for continuation at the University of South Florida. You are advised to speak to your Academic Regulations Committee representative about exploring other options that may offer better chances for success.
- LATE ADD:** Your petition for a late add has been denied.
- LATE DROP:** Your petition for a late drop has been denied.
- Additional comments, stipulations or recommendations for students denied readmission:**

- NO DECISION:** Your petition was not within the jurisdiction of the Academic Regulations Committee.

ARC Representative's Signature

DATE: ____/____/____