

ARC Academic Renewal I/II Process Guide

Throughout this process, consider carefully what you want to accomplish when you return to USF and why. Start with the premise that returning to USF is your short-term goal, and graduating from USF is your intermediate goal. Lay out for yourself how achieving the short-term and intermediate goals (entering USF and graduating) will help you accomplish your long-term career goal (which should connect to why you want to return to USF). As you take each step towards returning to USF, your actions should reflect your progression toward meeting those short-, intermediate-, and long-term goals. After academic dismissal, you are still able to meet with a USF Academic Advisor to assist you with planning for your return to USF.

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STEP 1:

Pursue and complete activities that demonstrate either academic or non-academic success as required by the **Academic Renewal I or II standards**, and collect the necessary documentation. Students are expected to complete one of the three paths listed below. **Academic success (ARI or ARII) is not intended to be paired with ARII non-academic success.** If a student completes both, then the academic success path will take precedence. **Please choose one of the following options below:**

Academic Success for Academic Renewal

If you left USF with less than 60 hours, then you can only petition using AR I. **If you left USF with more than 60 hours**, then you can only be eligible for AR I if you did not earn an A.A. prior to your dismissal.

Financial Aid: If your petition is approved, it could impact your eligibility to receive financial aid, either by reducing your course completion rate or resetting your grade point average to 0.00. **Please review the Satisfactory Academic Progress Policy at www.usf.edu/finaid for more information.**

<input type="checkbox"/> AR I	<input type="checkbox"/> AR II
<p>Complete A.A. at a Florida State or Community College.</p> <ul style="list-style-type: none"> ➤ During time pursuing AA degree, you should take courses that prepare you to transfer back to USF with the ability to graduate in 2 years or less. ➤ If you need help identifying which courses will best prepare you, please refer to the departmental advisor or the State Mandated Common Course Prerequisites. ➤ Courses must be successful (“C” or better in each course and no withdrawals) in each semester leading up to your return to USF, especially those related to the major you intend to pursue at USF. ➤ You should have no withdrawals on your record, but if you have W or grades below a “C,” then you must explain why in your personal statement. ➤ Official transcript states A.A. earned (sent to USF Admissions) 	<p>Because an A.A. was earned prior to academic dismissal, you must earn at least 12 new credit hours of coursework at Florida State or Community College, with no withdrawals or grades below “C”</p> <ul style="list-style-type: none"> ➤ If you need help identifying which courses will best prepare you, please refer to the departmental advisor or the State Mandated Common Course Prerequisites. ➤ Courses must be successful (“C” or better in each course and no withdrawals) in each semester leading up to your return to USF, especially those related to the major you intend to pursue at USF. ➤ You should have no withdrawals on your record, but if you have W or grades below a “C,” then you must explain why in your personal statement. ➤ Documentation needed is an official transcript, which shows all earned credits and hours (sent to USF Admissions).

Non-Academic Success for Academic Renewal

<input type="checkbox"/> AR II
<p>Take no classes for a full calendar year, starting from the point at which you were dismissed from USF, and take on non-academic responsibilities (e.g. employment).</p> <ul style="list-style-type: none"> ➤ During time pursuing non-academic responsibilities, demonstrate transferable skills to your success in school, such as: punctuality, critical thinking, meeting deadlines, initiating change, leadership, time management, etc. ➤ Documentation can vary based on the activity, but the recommended documentation is a letter on letterhead from a supervisor attesting to your non-academic success and demonstration of professionalism. If letterhead is not available, recommender must provide contact information so that the Committee can verify information. Be sure to include the name and website of the business or volunteer organization, phone number, address, and email address. ➤ Proof of employment will NOT meet the documentation requirement. If the letter of recommendation for documenting your success outside of the classroom is not an option for you, please contact casarc@usf.edu or make an appointment with the ARC Rep to discuss acceptable alternatives.

STEP 2:

Select the semester in which you are eligible to return to USF.

You must have successfully accomplished the readmission criteria (STEP 1) before you submit your ARC petition. Review the following timelines for when you would be eligible to return and can meet the admissions deadline to apply. The dates below are guidelines and can vary.

Semester Readmission Dates	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer A	<input type="checkbox"/> Summer B	<input type="checkbox"/> Summer C	<input type="checkbox"/> Fall
USF Admissions Application Submission Deadline (Some admission application materials can be submitted later)	Nov 15	March 1	March 1	March 1	June 1
Academic Success/AR I or AR II Deadline	Dec 1	April 1	May 1	April 1	July 15
Non-academic success/AR II Deadline	Dec 14	May 9	May 9	May 9	August 8

STEP 3:

Apply to USF Admissions by deadline for the semester in which you are eligible and wish to reenter.

It takes at least one (1) business day after USF Admissions Application is submitted for it to be posted electronically in the USF system.



AR I or II - academic success

- Must submit your official transcripts to the USF Admissions Office documenting that you met the criteria for an AR I or AR II (see STEP 1).
- Be sure to apply online to USF Admissions before sending your transcripts; otherwise, you may experience lengthy delays that may prevent your petition from being approved in time to start for your selected semester.
- Once application is on file, it takes approximately 6-8 weeks for the transcripts to be processed and posted to your USF record.



Reply in a timely fashion to any requests for additional documentation or materials which Admissions representative request.

- The ARC AR I/II process will only be used to address the admission requirement of 2.0 USF GPA.
- You must meet all USF Admissions requirements to be eligible for the ARC AR I/II process. Be sure you have met all other admission requirements;
- See USF Admissions (<http://www.usf.edu/admissions>) for more information.



MUST have Step 3 in progress with an active USF Admissions Application on file before moving to Step 6.

- ARC Petitions for Academic Renewal will not be considered if you have not submitted a USF Admissions Application.
- It is OK to submit your ARC Petition if you are still in process of supplying USF Admissions with additional documentation.

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STEP 4:

Complete all of your sections in the ARC Petition paperwork.

- ARC Petition for Reinstatement after Academic Dismissal form
- ARC Academic Advising Record for Academic Renewal form (top portion only)
- ARC Academic Renewal Personal Statement Worksheet (required by our college)

ARC Petition for Reinstatement after Academic Dismissal form

ARC Advising Record for Academic Renewal form (completed by advisor)

ARC Academic Renewal Personal Statement Worksheet

STEP 5:

Schedule and attend an appointment with the academic advisor associated with the major you wish to pursue at USF to complete the ARC Advisor Form.

Bring your completed ARC Academic Renewal Petition materials with you to the appointment (AR I or II academic success petitioners should bring unofficial copies of transcripts of new coursework taken at another school)

- If you previously met with your advisor to discuss plans to return, then you will still need to meet with them to complete this form. Previous advising appointment notes will not meet this requirement.
- During the advising appointment, your advisor will prepare a graduation check and provide recommendations for your first semester back at USF in this major.
- If you have not completed the State Mandated Common Course Prerequisites (or the advisor's previous recommendations), or you will need 75 or more hours to graduate (2 years of full-time coursework) in this major, then your petition will likely be denied. Recommend either:
 1. **Select another similar major that would still allow you to work towards achieving your long-term goal. Redo Step (5) by meeting with the advisor associated to your newly selected major to complete the ARC Advisor Form, or**
 2. **Return to community college and complete the necessary pre-requisite coursework that will prepare you to return and pursue this major in 75 or less hours. (Ask advisor for suggestions.) Be sure to earn "C" grades or better in each course and not withdraw from classes in the process. Adjust timeline for readmission and reapply when ready.**
- Verify with your advisor if you can email them with a request to remove your AF hold once you are readmitted. Due to the complexity of the appointment for academic renewal, you may need a follow-up appointment. The AF hold is applied to all former USF students in their first semester back at USF and can only be removed by your major advisor.

STEP 6:

Submit completed ARC Petition for Readmission by deadline for the semester in which you are eligible and wish to reenter. Remember:



Must have active USF Admissions application on file for the intended semester of return.



AR I or II academic success

- Must submit your official transcripts to the USF Admissions Office documenting that you met the criteria for AR I or II.
- Apply online to USF Admissions before sending your transcripts; otherwise, you may experience lengthy delays that may prevent your petition from being approved in time to start for your selected semester
- It can take 6-8 weeks for admissions to process transcripts and post them to your USF record. Do not delay in sending your official transcripts.

OR

AR II non-academic success

- Letter Documentation must be at least 1 full calendar year from dismissal
- The deadline for AR II is around the same time that a student would have been dismissed the year earlier.
- If you are only attempting to sit out for one calendar year, then you should have your petition ready to go immediately after you are able to receive your letter documentation.

STEP 7:

After you have submitted all of the materials described in these instructions by the appropriate deadlines, you should receive your ARC decision by email at least 2 Fridays prior to the start of the semester.

If approved: Congratulations!

- It takes approximately 5 business days for Admissions to complete processing your Admissions Application after they receive the ARC Approval. After Admissions accepts you, it will take approximately another 5 business days for the Registrar's Office to complete processing.
- Contact the academic advisor who prepared your advising record to have the AF hold removed as soon as you receive the decision email to avoid any delays (do not wait for the admissions application to finish processing).
- Register for at least one class prior to the registration deadline to avoid late registration fee
- Please note that you will have an AP hold in your first semester that will require you to meet with your major advisor before you can register for your *second* semester classes.
- If delaying entry at USF to another semester will increase your likelihood for success, you can update your Admissions Application for 1- 2 semesters following your admission. Email casarc@usf.edu with your UID and your request for reconsideration that includes an account of your actions between initial approval and the new semester of intent. If you do not start within that year, then you will need to submit a new USF Application and new ARC petition
- **Financial Aid:** If your petition is approved, it could impact your eligibility to receive financial aid, either by reducing your course completion rate or resetting your grade point average to 0.00. **Please review the Satisfactory Academic Progress Policy at www.usf.edu/finaid for more information.**

STEP 7 (continued):

If denied: There are no appeals for academic renewal petitions, but you can reapply for a future semester.

- Update Admissions application for the future semester.
- Follow any suggestions as close as possible provided by ARC
- Update ARC paperwork:
 - ARC Petition for Reinstatement after Academic Dismissal form should have new semester/year
 - ARC Advisor form,
 1. Semester plan for the new semester you intend to start
 2. Courses required for graduation, especially if you
 - A. changed which major you intend to pursue
 - B. took additional coursework at another school since the time of your previous petition
 - Personal statement worksheet
 1. Explain what new steps (since your previous petition) you took for success towards your long term goals
 2. If unable to follow ARC suggestions, then explain why

FAQ

Where do I submit an ARC petition?

ARC petitions must be submitted in person to BEH 201 or faxed to (813) 974-4075.

How can I follow-up with the ARC regarding the status of my petition?

Send an email with your UID and request for a status update to casarc@usf.edu.

How do I make an appointment to see my advisor?

Visit <http://usfweb3.usf.edu/appointments/StudentSignon.asp>

Enter UID#

Select Advisor Area

Select your advisor, then the date and time

How do I have my AF hold removed?

Contact the academic advisor who prepared your advising record to have the AF hold removed as soon as you receive the decision email to avoid any delays (do not wait for the admissions application to finish processing).

How do I contact Admissions?

Undergraduate Admissions

[Website](#) • [Email Us](#) • 813-974-3350

How do I contact Financial Aid?

Financial Aid

[Website](#) • 813-974-4700

How do I contact Cashier's Office?

Cashier Office

[Website](#) • [Email Us](#) • 813-974-6056