

(1) Before submitting a petition to late withdraw from a course, consider the following:

- Have you consulted with your instructor about the possibility of doing make-up work or getting an incomplete (“I”) grade for the course?
- Have you spoken with a financial aid advisor so that you are aware how this action might financially affect you?
- Please note that there is a two calendar year limit for submitting petitions to late withdraw from a course (beginning from the end of the relevant semester).

(2) Print and complete necessary forms:

- ✓ You will need the following forms:
 - ARC Petition Form
 - ARC Instructor’s Documentation Form
 - CAS ARC Late Withdrawal Personal Statement Worksheet
- ✓ You can include multiple courses on the same ARC Petition, but you must have separate Instructor’s Documentation Forms for each course listed on the front of the petition.
- ✓ You can complete your information on the downloaded PDF forms prior to printing. Be sure to complete all of the information pertaining to you and the course(s) from which you wish to withdraw. Be sure to read all of the forms carefully, and initial and sign in all of the necessary locations.
- ✓ Do not forget to *collect documentation* that supports your Personal Statement Worksheet!
- ✓ If you have a medical reason for the withdrawal, you must have the ARC Medical Documentation Form completed. Not having this included with the petition will likely cause a delay in considering your petition.
 - If you submit the petition with have the ARC Medical Documentation Form, including the Instructor’s Documentation Form is optional, but the latter may be requested by the Committee upon review.

(3) Have your instructor(s) complete their portion of the Instructor’s Documentation Form

- ✓ Bring form to the instructor of record for the course. Be sure to bring the ARC Instructor’s Documentation Form with the student portion of the form already completed. If you are attempting to late withdraw from a lab, then you will need the lab coordinator (not the TA) to sign the form. If you are unsure who the lab coordinator is for that specific lab, the TA should be able to refer you to the lab coordinator.

- ✓ If the instructor of record is no longer at the University or is unavailable, contact the Department's academic advisor for the appropriate procedure.
- ✓ Your meeting with the instructor is a good time to ask for the opportunity to complete make-up work or to take an incomplete ("I") grade. The "I" Grade Policy can be found on the catalog web site (<http://ugs.usf.edu/catalog/>) under "Selected Policies."

(4) Submit full petition to your College ARC Representative:

- ✓ For students majoring in the College of Arts and Sciences at the USF Tampa campus, you may submit your petition either to BEH 201 or SCA 203, or by fax to 813-974-4075.
 - If you are not a student in the College of Arts and Sciences and/or a USF Tampa campus student, and you do not know who your ARC Rep is, then please refer to the chart on the first page of the ARC petition. Please contact your College ARC Rep for instructions on how to submit your petition.
- ✓ Do not forget to include any documentation that supports your Personal Statement Worksheet!
- ✓ The front desk staff will scan your petition and return the original to you. Keep the original for your records!
- ✓ Make sure that you maintain attendance and participation while you await a decision (if possible)!

(5) Verify the petition status:

- You will receive an email from a CAS ARC Representative informing you of the decision, or requesting additional information for processing, within 5-10 business days. Please note that during peak advising times (e.g. the first week of a semester), the petition may be delayed longer than 10 business days.
- If an ARC Rep contacts you for additional information, be sure to respond promptly with the necessary information. Delays in your response will add additional delay to the processing for your petition. Monitor your USF email carefully for any emails from the ARC Rep.

(6) Receive your decision via email:

- **If your petition is approved:** ARC petitions take time, so please give the petition at least 10 business days to process. If the withdrawal is **not** reflected on your account within 10 business days, then please send a follow-up email to your ARC Rep (casarc@usf.edu).
- **If your petition is denied:** You may request to appeal the decision by calling 813-974-6957, and an appeals meeting will be set up for you.