

Step-by-Step Instructions for CAS Exceed Withdrawal Limit ARC Petition Procedure

(1) Before submitting a petition to exceed the withdrawal limit, consider the following:

- Have you consulted with your instructor about the possibility of doing make-up work or talking about an incomplete (“I”) grade for the course?
- Have you spoken with a financial aid advisor so that you are aware how this action might affect you financially?
- Have you attempted to withdraw yourself from the course(s) in OASIS?

(2) Print necessary forms and complete your info

- ✓ You will need the following forms:
 - (a) ARC Petition Form
 - (b) ARC Instructor’s Documentation Form
 - (c) CAS ARC Exceed Withdrawal Limit 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 from which you wish to withdraw.
- ✓ You can complete your information on the downloaded PDF forms prior to printing. Be sure to fill out 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*, which 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 cause a delay.

(3) Have Instructor(s) complete the ARC Instructor’s Documentation Form

- ✓ Bring the form to the professor of 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 withdraw from a lab, 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 professor is no longer at the University, or is unavailable, contact the Department’s academic advisor for the appropriate procedure.
- ✓ When meeting with the instructor, this is a good opportunity to ask for the opportunity to complete make-up work or to take an incomplete (“I”) grade. The “I” Grade Policy can be found here:
<http://www.ugs.usf.edu/catalogs/1314/pdf/IGradePolicy.pdf>

(4) Submit full petition to your College ARC Rep

- ✓ For students majoring in the College of Arts and Sciences, you must submit your petition to BEH 201. (If you are not a College of Arts and Sciences student and do not know who your ARC Rep is, please see 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 then return the original to you.

(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.
- **If approved before the withdraw deadline:** You will be granted a permit to ***withdraw yourself*** from the course(s). It is your responsibility to withdraw yourself before the deadline. If you wait until after the deadline, then you will not be able to withdraw from the course and will need to submit a new petition for a late withdrawal.
- **If approved after the withdraw deadline:** 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 (cas-arc@usf.edu).