Last Updated Mar. 2024

Archivum ARC Withdrawal Limit Exception

IMPORTANT DEADLINE: Withdraw Limit Exception petitions must be submitted before the affected term's withdrawal deadline, as determinee9 P¹êyã¸Ö•.nß¿¥ÅÕ zõêêýÛŸoÈÑë××78[¯ q¼-FîC +‰[ÍpØµ+5ìk“Tð½k ™G $À

WITHDRAWALS REQUIRE DOCUMENTATION. Students are required to provide documentation in support of any request. The specific type of documentation will depend on the nature of your extenuating circumstances. You will need to include the following with your petition request in Archivum, so these forms should be completed before you start the ARC petition in Archivum:

- ARC Instructor Documentation Form (not required if submitting medical documentation)
- ARC Medical Documentation Form (completed and signed by a licensed health professional to certify physical/mental/emotional injury or illness related to withdrawal)
- Documentation of relevant extenuating circumstances (see FAQ at the end of this guide for examples)

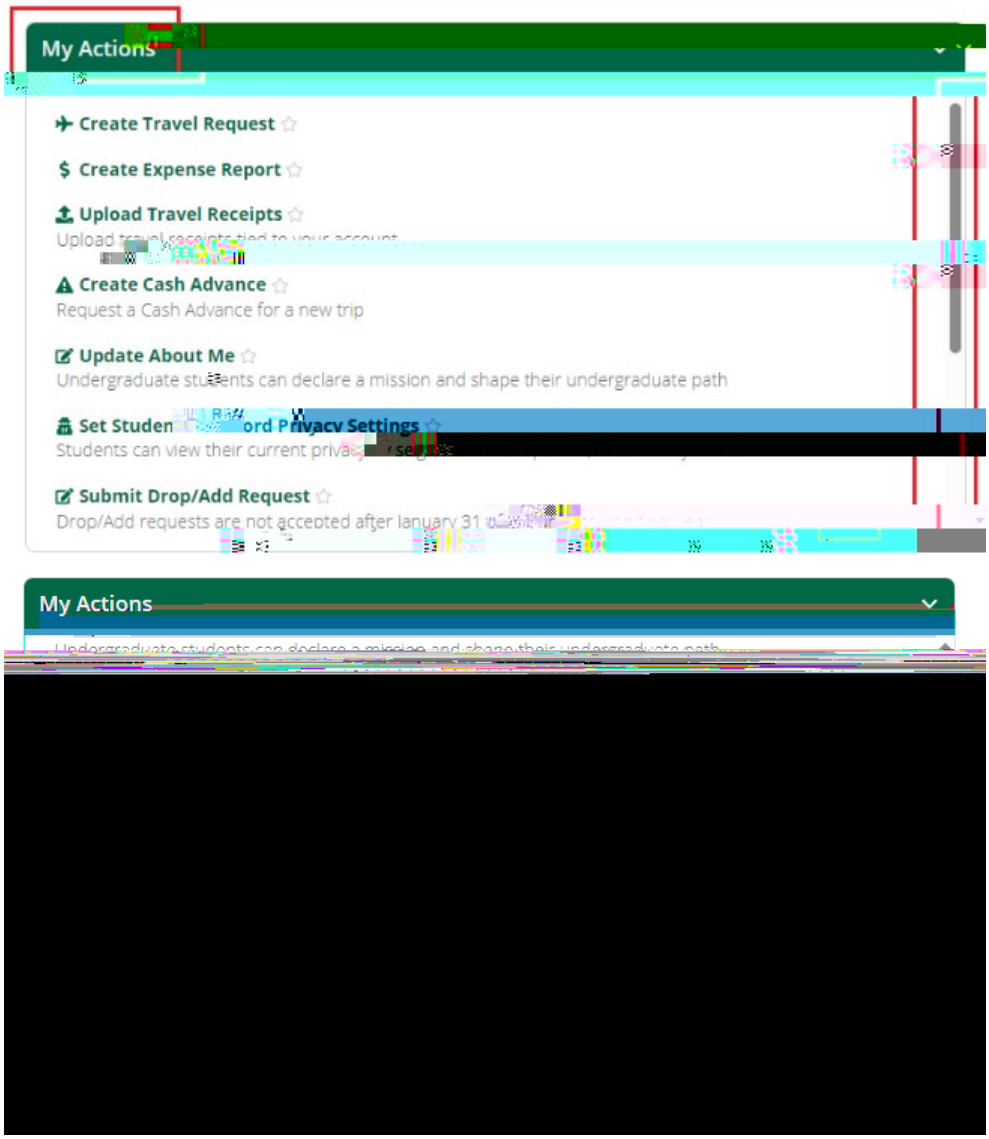
If you indicate that your petition contains sensitive personal information, then it will be considered confidentially by the Students of Concern Assistance Team (SOCAT) to respect your privacy

Late Withdrawal vs. Withdrawal Limit Exception: You are limited to three (3) withdrawals if you have less than 60 semester hours and two (2) withdrawals if you have 60 or more semester hours. If you are submitting your request after the withdrawal deadline for the affected semester that will put you over these established limits, then you will instead need to submit a petition for a Late Withdrawal.

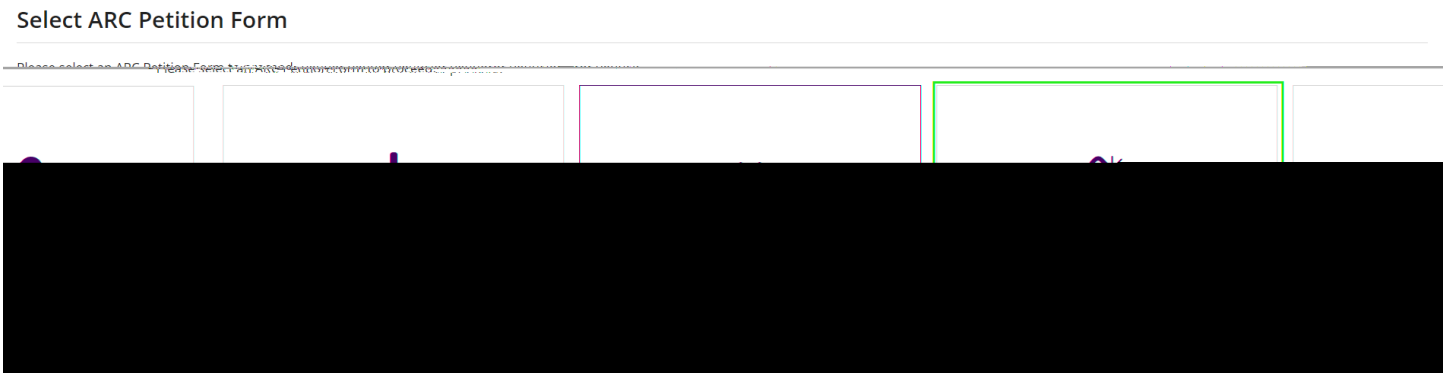
Note: If your petition is approved and processed, you cannot rescind this decision. It is strongly recommended that you first consult with appropriate USF offices, such as the Office of Financial Aid, International Services, Office of Veteran Success, etc. to determine how an approved ARC petition might impact you before you proceed.

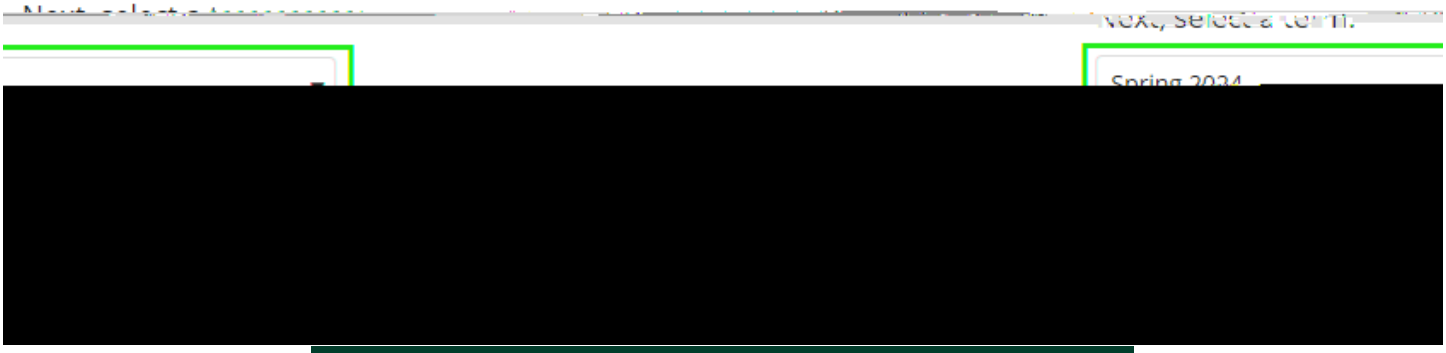
Note: ARC representatives are considered "responsible employees" under Title IX, and information provided to us is not confidential. If you describe any circumstances that mention sexual violence, sexual harassment, or gender discrimination, then we are required by law to report it to the University. If this pertains to your circumstances, we strongly recommend that you consider using one of the confidential resources on campus, such as the USF Counseling Center and/or the Center for Vnt and Cor

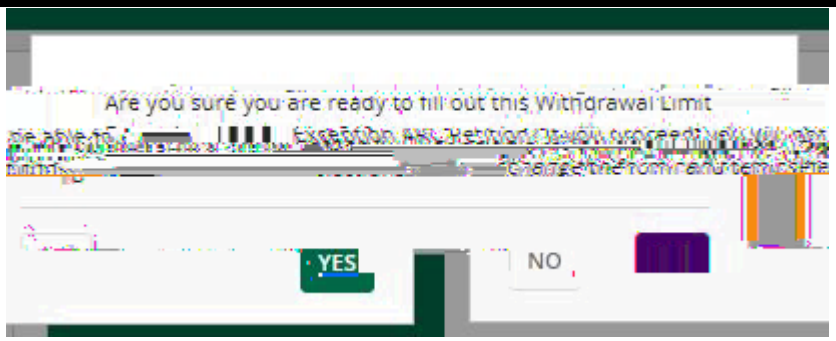
Step 1– Log in to MyUS, access Archivum, and enter the Student Portal. Under "My Actions," select "Submit ARC Petition" (scroll down):



Step 2– Choose "Withdrawal Limit Exception" as the petition type, then select the appropriate term from which you are requesting an exception to the withdrawal limit policy. Select "Fill Out ARC Petition" to proceed. *Important: Once you pass this step, you cannot go back and change the term!



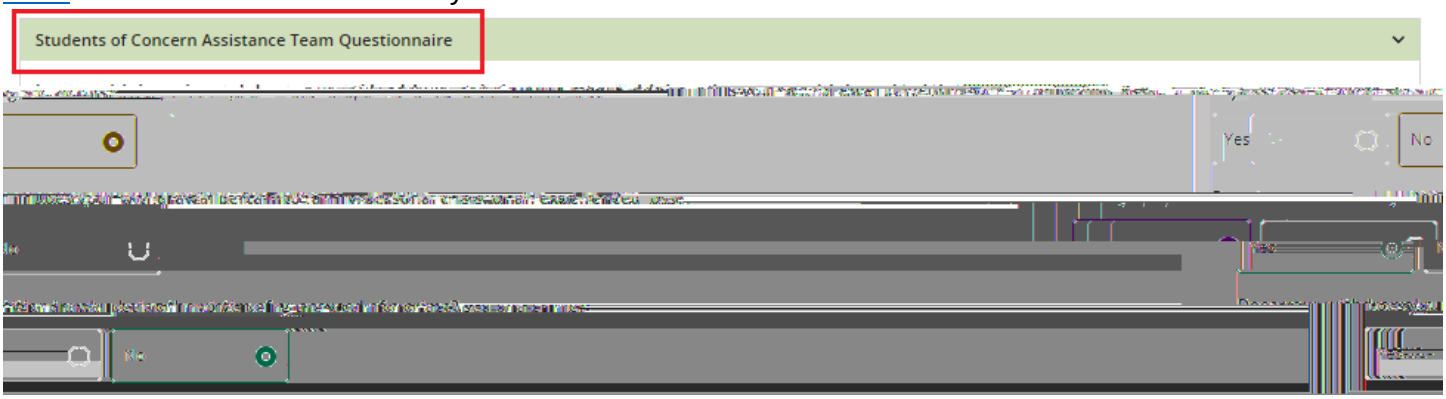




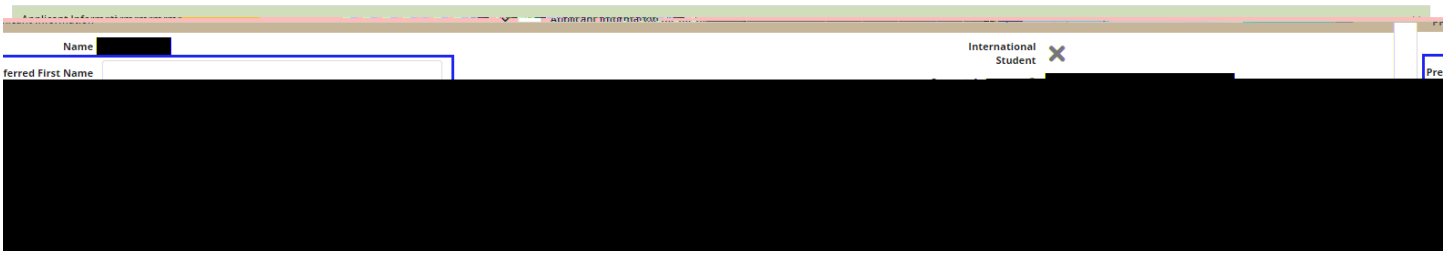
Step 3– Complete the petition including responses to the following screening questions:

a. Were you the victim of a crime?
b. Are you able to provide documentation for the medical withdrawal? Does this include mental health concerns?
c. Are you concerned for the confidentiality of this situation?

If you respond "yes to any one of the questions, then your petition will be routed to the Students of Concern Assistance Team to be addressed confidentially.



Step 4– Your student information (e.g., College, major, UID, current course registration, etc.) populates automatically, but you will be required to enter a current phone number. There is also an option for you to provide a preferred name.



Step5 – Your registered courses for the selected term will display. To select a course for withdrawal, select it from the lis
of courses pulled from your active registration in OASIS (it should highlight when selected), and it will appear in the