

## Archivum ARC Late Withdrawal Petition Instructions

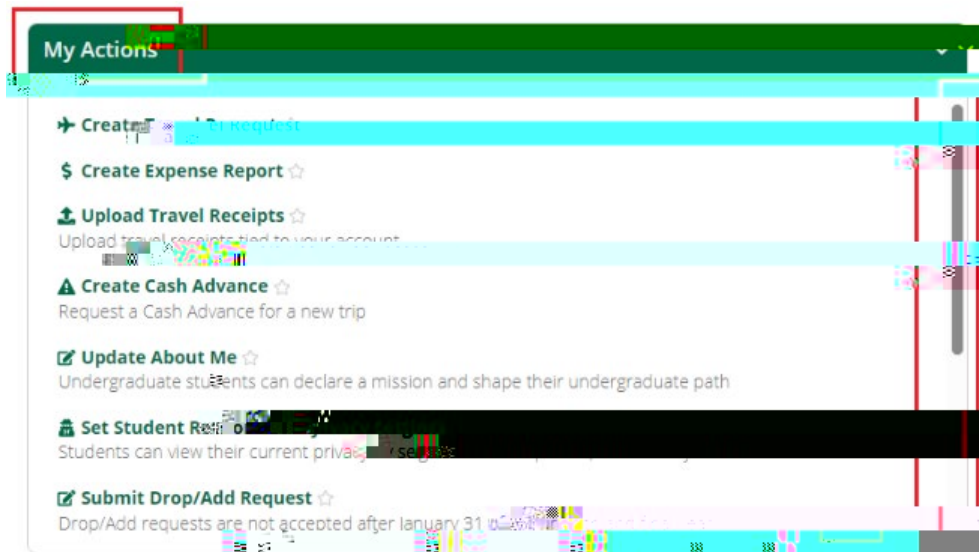
**IMPORTANT DEADLINE!** Late withdrawal petitions submitted six (6) calendar months after the end of the semester during which the petitionable event occurred are not eligible for tuition & fee adjustments - even if the ARC petition is approved [per [Board of Governors regulation 7.002](#)]. The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar.

**Before You Get Started:** Students should be mindful of the state's [Excess Hour Surcharge Policy](#). Withdrawing from classes may result in monetary penalty, or affect financial aid, tuition assistance, use of Veterans educational benefits, or a student's visa status. Read more about it from [Financial Aid!](#)

**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

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



**Step 2** – Choose “Late Withdrawal” as the petition type, then select the appropriate term from which you are requesting a late withdrawal. 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 late withdrawal screening questions:

- a. Were you the victim of a crime?
- b.



Your petition decision will be communicated to your USF email after a decision has been made (and processed, if approved). You can check on the status of your petition decision any time in Archivum within your Student Record (Click on the "Submitted Forms" button at the top-right of this screen). If you have any questions about your ARC petition, then you can contact either your assigned rep or [cas-gusasst@usf.edu](mailto:cas-gusasst@usf.edu) for assistance.

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### *Frequently Asked Questions*

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#### **What circumstances are appropriate for a Late Withdrawal petition to be approved?**

The Late Withdraw process allows students to petition when *documentable unforeseen and/or extenuating* circumstances occur that impacted the student's ability to be successful in each semester. Pursuing the late withdrawal from a course is not intended to be used as a method by which a student remains in a class beyond the withdrawal deadline to see what grades they earn so that they can decide whether to request a withdrawal later. Here are some example reasons to petition for a Late Withdrawal:

- Military deployment during the semester

- Documented medical reason that is preventing a student from being successful in their courses and/or prevented them from being able to withdraw prior to the withdrawal deadline

- Death of an immediate family member during the semester in question

- Involuntary change in work schedule after the beginning of the semester, or a change that was required because of financial difficulties that occurred after the semester began

#### **Is my petition more likely to be approved if I am just asking for one or two courses?**

If you are requesting a selective withdrawal (i.e., not an attempt to withdraw from all courses), then you must provide explanation and documentation about why/how your circumstances are specifically affecting the course(s) listed on your petition, and not the others. A total withdrawal from a semester is an option if your documentation is supportive.

#### **My petition is with SOCAT. How am I able to request a status update on my petition?**

Contact that office directly (CAS ARC is unable to view any petition under confidential review by SOCAT):

[Adjustment Request Form to the Office of the Registrar](#) within six (6) months of the applicable published semester end date. Archivum will not notify or confirm if you are eligible for a fee adjustment. Questions about fee adjustment should be directed to [aa-](#)