

### **When should a Late Withdrawal petition be submitted?**

The sooner the better; however, petitions received within two calendar years of the semester during which the course(s) was/were completed are more likely to be considered with appropriate documentation. After two calendar years, documentation may be difficult to obtain and hinder the likelihood of your petition being approved.

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

The Late Withdraw process allows students to petition when *documentable unforeseen/extenuating* circumstances occur that impacted the student's ability to be successful in a given semester. Utilizing a 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 to request a withdrawal at a later time. Here are some examples of reasons to petition for a Late Withdrawal:

- Military deployment during the semester
- Documented medical reason which 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

### **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, then you must provide explanation and documentation about why/how your circumstances are specifically affecting the course(s) listed on your petition. A total withdrawal from a semester is an option if your documentation is supportive.

### **If I am requesting a late withdrawal from a course, will I have to pay back a portion of the financial aid money I received earlier in the semester?**

Prior to submitting your petition, please contact the [Financial Aid Office](#) to discuss how a late withdrawal may affect you. Changes to a student's registration after Drop/Add may have an impact on their financial aid status.

### **What should I include in my petition?**

- 1) [ARC Petition Form](#)
- 2) [ARC Instructor Documentation Form](#) (one for each course)
- 3) CAS ARC [Late Withdrawal Personal Statement Worksheet](#)
- 4) Documentation of extenuating circumstances
  - If needed and relevant, submit an [ARC Medical Documentation Form](#)

**Who can I contact for more information about my ARC petition or the ARC process?**

Students who have questions or concerns about the ARC process can email the Committee at [casarc@usf.edu](mailto:casarc@usf.edu). Students may also elect to schedule an appointment to meet with Andrew Bird, the CAS ARC Representative, by using eScheduler and selecting "College of Arts and Sciences ARC petitions – Tampa" as the area.