

(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 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?
- ✓ Have you attempted to withdraw yourself from the course(s) in OASIS?

(2) Print and complete necessary forms:

- ✓ You will need the following forms:
 - ARC Petition Form
 - CAS ARC Exceed Withdrawal Limit Personal Statement Worksheet
- ✓ You can include multiple courses on the same ARC Petition.
- ✓ 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* 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.

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

- ✓ For students majoring in the College of Arts and Sciences, 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 you do not know who your ARC Rep is, 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)!

(4) 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.

(5) Receive your decision via email:

- **If your petition is approved before the withdraw deadline:** You will be granted a permit to ***withdraw yourself*** from the course(s) listed on the front of your petition. 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(s), and you will need to submit a new petition for a late withdrawal that includes new documentation and an explanation for why you failed to withdraw yourself.
- **If your petition is 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 (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.