

**Office of Admissions & Records—140 Seventh Avenue South BAY 102, St. Petersburg, FL 33701**  
**UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE PETITION**

**Deadline:** The St. Petersburg Academic Regulations Committee convenes on Wednesday. Petitions that have been processed by a St. Petersburg ARC Representative and delivered to the Office of Admissions & Records by the close of business on Wednesday will normally be reviewed at the next Wednesday meeting. Petitions for LATE REGISTRATION or LATE ADD must be delivered to the St. Petersburg ARC representative within 2 days after the college or department recommends approval.

**INSTRUCTIONS:**

1. Petitions must be delivered to the St. Petersburg ARC Representative from the College of your major (see committee membership section at the bottom of this page). **We strongly encourage you to make an appointment with your committee representative to discuss your petition prior to its submission.** Please note that the colleges are not responsible for petitions that are not submitted directly to (and discussed with) the proper college representative.
  - \*Non-degree seeking (special) students taking courses at the 6000 level or above must petition through Graduate Studies (727- 873-4567)
2. a. Petitions for readmission must be submitted prior to the start of the semester but no later than the end of the first week of class.  
 b. If you are petitioning for **READMISSION** and have not been in attendance for the previous three terms, you must complete an **APPLICATION FOR ADMISSION** online prior to submission of this petition. Admission applications and deadlines are available online at [http://www.stpt.usf.edu/admissions/requirements/transfer\\_students.htm](http://www.stpt.usf.edu/admissions/requirements/transfer_students.htm). We also encourage you to meet with an academic advisor.
3. You **must** include a personal statement with your SIGNED and DATED petition.
4. Supporting documentation is **mandatory**:
  - a. If your academic difficulty is related to a health problem, you must submit a written statement from the attending physician with your petition. The statement must be on the ARC Medical form or letterhead stationery, and it must include the dates and nature of your illness and why it was of such severity as to affect your college work.
  - b. If you are citing work schedule conflicts or other circumstances beyond your control as the reason for your difficulty, you must submit signed and dated documentation from your employer on letterhead stationery.
  - c. If you are requesting a drop or withdrawal past the published deadline, an instructor’s “late drop” statement must accompany this petition. These forms may be obtained through your St. Petersburg ARC representative.
  - d. If you are requesting a late add or late registration after the first week of classes, you must submit an instructor’s “late add” statement with your petition. These forms may be obtained through your St. Petersburg ARC representative.
  - e. If you are an international student, you should include supporting statements from your International Student and Scholar Services advisor.
5. You will be notified of the Committee’s decision in writing at the address that you list on the petition.
6. OASIS will reflect approval of late adds or registration at which time you will have **five (5)** business days to pay any related fees.

**St. Petersburg Academic Regulations Committee Representatives:**

College	Representative	Building & Room	Telephone Number
Arts & Sciences	Joan G. Eldridge	DAV 134	(727) 873-4511
Business	Robert B. Thompson	DAV 134	(727) 873-4511
Education	Deanna Bullard	DAV 134	(727) 873-4511
Lower Level	Sheila M. Goethe	DAV 134	(727) 873-4511
Department	Committee Member (Advisory)	Building & Room	Telephone Number
Academic Advising	Cyndie Collins	DAV 134	(727) 873-4511
Disability Services	Barry McDowell	TER 200	(727) 873-4990



PTA ARC

Undergraduate Academic Regulations Committee Petition

140 Seventh Avenue South, Bay 102 St. Petersburg, FL 33701

I. Student Information

Last Name First Name Street Address City State Zip Code USF E-mail Address

U USF ID Number Local Telephone Number Current Major Intended Major

II. Nature of the Petition

Course Term: Year Semester (please circle one) Fall Spring Summer A Summer B Summer C Requested Action (please check the appropriate box for the reason you are submitting a petition)

- 1. Readmission
2. Late or Retroactive Drop (Indicate last date of attendance)
3. Total Withdrawal From ENTIRE Term
4. Late Registration (\$100.00 late fee assessed)
5. Late Add
6. Other (Specify)

III. Documentation

Please attach a detailed personal statement. Your statement should include a description of the reasons that the academic regulations should be set aside in your case. You should also include any documentation supporting the nature of your request. Please Note: The academic regulations that apply to all students are published in the USF Undergraduate Catalog, the Schedule of Classes, and on the USF St. Petersburg web site at http://www.stpt.usf.edu.

IV. Course Information (Instructors' statements are required for late adds, late or retroactive drops, and total withdrawals. Department stamps are also required for late adds and late registrations)

Table with 8 columns: Circle Action, Reference Number, Prefix, Number, Section, Credit Hours, Title, Dept. Stamp. Contains 4 rows for course entries.

Student's Signature Date

DO NOT WRITE BELOW THE DOUBLE LINE

ARC REPRESENTATIVE'S COMMENTS Recommend Approval Defer to Committee

ARC Representative Signature Date

Committee decision: