

Archivum ARC Withdrawal Limit Exception / Total Withdrawal Petition Instructions

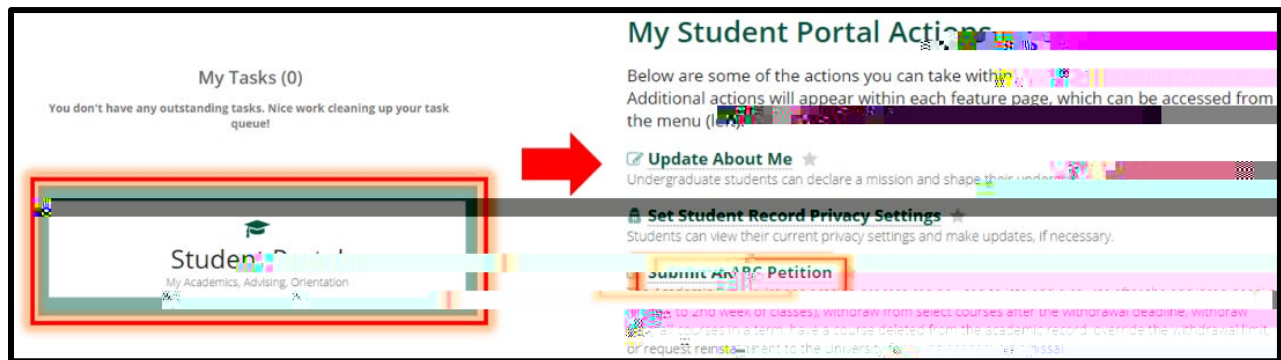
IMPORTANT DEADLINE: Withdrawal petitions must be submitted within 6 calendar months of the end of the semester during which the petitionable event occurred. The end of semester date is determined from the official USF academic calendar published by the Office of the Registrar.

Before You Get Started: You are required to provide documentation in support of your request; choose the documentation that is relevant to your personal situation. Examples of evidence include:

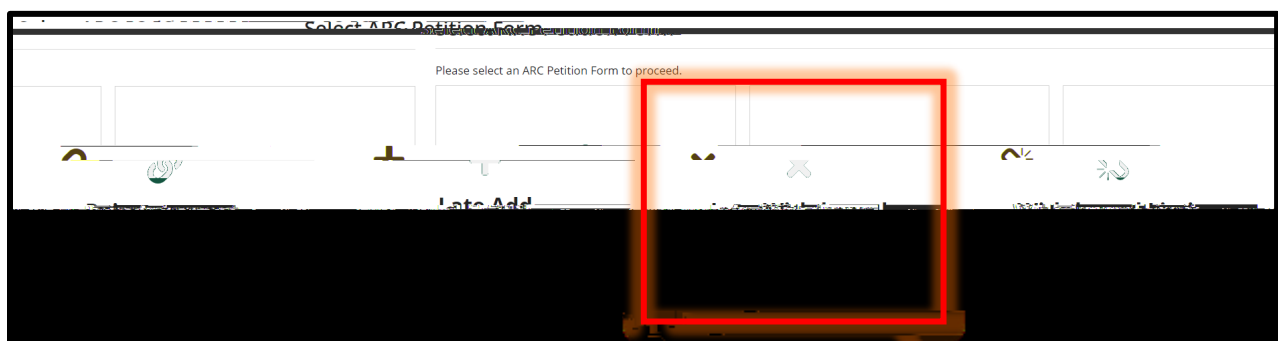
- x ARC instructor documentation for (exclude if submitting medical documentation),
- x ARC medical documentation (from a health professional to certify physical/mental injury or illness related to withdrawal),
- x transportation difficulties or homelessness,
- x experiencing family/personal crisis or loss.

If you indicate your petition contains sensitive personal information, it will be processed using a confidential method to respect privacy.

Step 1 – Log in to Moodle, access Archivum and enter the Student Portal. Under “My Student Portal Actions”, select “Submit ARC Petition”.



Step 2 – Choose Withdrawal Limit Exception for the term you want to withdraw from.



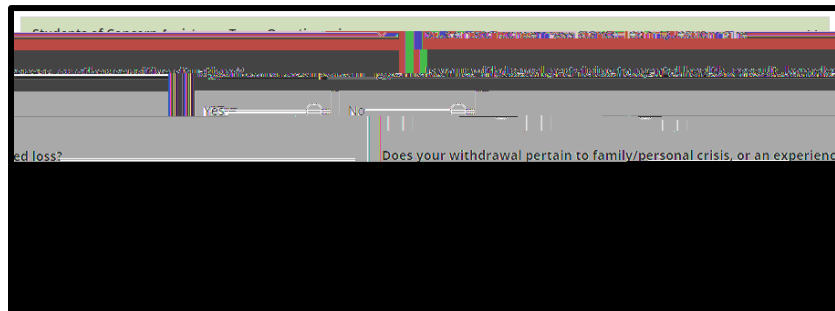


Step 5 – Answer all the narrative questions. You will be unable to submit a petition until all questions are answered. Your responses are used by the committee to decide whether to approve or deny your petition.

- What obstacle is impacting your ability to complete the class or classes you are petitioning?
- What did you and the faculty member(s) discuss as a plan of action to balance this obstacle with your ability to continue successfully in the class?
- What other attempts have you made to keep up in the class(es)?
- Knowing the committee will not approve a second similar request from you, how do you plan to overcome this obstacle so it will not prevent you from success in the future?

Step 6 – Upload supporting documentation; if you wish to have a medical withdrawal you must submit the ARC Medical Documentation form. You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be send back or denied.

Step 7 – Answer the three confidentiality screening questions truthfully. This step is to ensure that petitions containing sensitive medical and/or personal details are handled with maximum levels of confidentiality, support and care.



Step 8 – Select “Ready To Submit”, then read and confirm all the petition acknowledgement statements. Select Submit again to complete the process. You’re finished!

Your petition decision will be communicated to your USF email after a decision has been made (and if approved, processed). You can check on the status of your petition decision anytime in Archivum in your Student Record.

