Certain academic regulations for the University are managed by the Academic Regulations Committee (ARC) within each college. Each college’s Academic Regulations Committee regularly reviews petitions submitted by undergraduate students. Undergraduate students must petition and secure approval from their college’s Academic Regulations Committee to return to the University after having been academically dismissed or to receive special consideration regarding an academic regulation, including late or retroactive drop of a course, late registration or late add of a course, deletion of a course, and withdrawal from a term. The ARC representatives or designees in each College meet with the student, assist with the petition process, and serve on their college’s Academic Regulations Committee. Representatives from the college ARC’s also meet formally to review ARC policies and procedures for the University.

The college Academic Regulations Committee will reexamine petitions when the student provides new and substantive information directly related to the petition or evidence that an error was made. A final ARC decision may be appealed first through the College Dean or designee, and then the Associate Dean of Undergraduate Studies.

The University has implemented a statute of limitations on student petitions for retroactive adds, drops, withdrawals, and registration. A student will be limited to two calendar years (six academic semesters/terms) for such appeals whether the student is in attendance or not.

To petition the committee, completed forms should be submitted to the respective College Advising Office for ARC review. In some cases, a consultation with an ARC representative is required. Students may contact their ARC representative for details regarding their submission. The appropriate forms may be obtained from the following Office of the Registrar at http://www.registrar.usf.edu/data_display.php?link_type=Forms or from their academic advising office. Students will receive notification of the committee’s decision by mail/email.