

ACADEMIC REGULATIONS COMMITTEE

UNIVERSITY OF SOUTH FLORIDA 2016-2017 UNDERGRADUATE CATALOG

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 within ten business days of the initial decision. Then the Associate Dean of Undergraduate Studies can hear an appeal.

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) to submit a petition to their college.

If a student is requesting consideration for financial reimbursement, the student must submit a [Fee Adjustment Request](#) to the Office of the Registrar within 6 months of the applicable semester end date and following final petition decision.

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. Detailed information and the appropriate forms may be obtained by visiting the [Academic Regulations Committee's website](#). Students will receive notification of the committee's decision by mail/email.