WITHDRAWALS

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A student may withdraw from courses between the second and tenth week of the semester; these weeks are different for courses in Summer session and alternative calendars. See the Office of the Registrar’s webpages for more information (http://www.usf.edu/registrar/calendars/index.aspx). Tuition and fees will not be refunded for any course withdrawals, and the student’s academic record will reflect a “W” grade for each course withdrawal. Under specific conditions, consideration for refund of tuition and fees for course withdrawals may be requested using a Fee Adjustment Request form (http://www.usf.edu/registrar/documents/forms/fee-adjust-form.pdf) accompanied by supporting documentation. Submit a Fee Adjustment Request form to the Office of the Registrar (http://www.usf.edu/registrar/index.aspx) within six months from the end of the applicable term.

Students who withdraw may not continue to attend classes.

All undergraduate students will be limited to a total of five course withdrawals while enrolled as a degree-seeking or a non-degree seeking undergraduate student. The five course withdrawals will be limited to three course withdrawals for students with less than 60 semester credit hours, and two course withdrawals for students with more than or equal to 60 semester credit hours. Only in extenuating circumstances will approval be granted for more than five course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Academic Regulations Committee in the college of the student’s academic major.

The withdrawal attempts is based on attempted hours and not earned hours.

All undergraduate students enrolled in graduate-level courses will be limited to a total of two course withdrawals while enrolled as a degree-seeking or non-degree seeking student taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. To withdraw from a graduate course after the drop period, submit an ARC Late Withdraw Petition (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/) to the college of your major.

Individual Class Withdrawal

A student who withdraws may receive a grade of “W” up until the posted deadline to withdraw without academic penalty each semester. Summer semester is comprised of three sessions; each session during Summer semester has a deadline to withdraw without academic penalty. Withdrawals from individual courses are ineligible for refund of tuition and fees.

Student withdrawals from individual courses are self-service via OASIS after the end of Drop/Add; beginning the sixth day of classes each semester. A student may withdraw from all classes (total withdrawal) self-service via OASIS. For questions regarding total withdrawal, please contact the University Registrar’s Office at asktheregistrar@usf.edu. To be eligible for a 25% refund of registration fees and tuition paid, less building and capital improvement fees. Total withdrawals must be processed before the end of the fourth week of Spring or Fall semester (end of the third week in Summer semester).

A student who receives financial aid and withdraws or drops courses which result in a refund will have all financial aid grants, scholarships and student loans reimbursed by any refund until those programs are paid in full. This does not include private loans. For more information, go to http://www.usf.edu/finaid.

Courses from which a student successfully withdraws remain on their USF academic transcript indicating a grade of “W” awarded.

Withdrawals for Active Duty Military

Any student enrolled in a college credit course shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Except in cases where the student and faculty member agree that completion is imminent and possible, the USF System encourages withdrawal and possible eligible refund without academic penalty when a student is performing military service. If the course is no longer offered when the student seeks to resume study, an equivalent course may be selected. If the student chooses to withdraw, the student’s record shall reflect that the withdrawal is due to active military service.

The provisions of this section shall apply to:

1. Students who are currently on active duty with any unit of the United States Armed Forces who receive orders that require reassignment to a different duty station or absence from class for an extended period of time during the semester in which they are enrolled; and
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2. Students who are members of a National Guard, Air National Guard, or other military reserve unit who receive orders calling them to active duty for operational or training purposes during the semester in which they are enrolled, excluding any regularly scheduled weekend and annual training duty; and

3. Students who are veterans of the United States Armed Forces and who are recalled to active duty during the semester in which they are enrolled; and

4. Students who enlist in any branch of the United States Armed Forces and whose induction date falls within the semester in which they are enrolled.

Contact the Office of Veteran Success (http://www.usf.edu/student-affairs/veterans/) for assistance at ALN 130 or (813) 974-2291.

Medical Withdrawals

The Academic Regulations Committee (ARC) Petition process occurs at the college level. Students engaging in this process should contact and submit the relevant documentation to the ARC representative in the college of their declared major. It is the student's responsibility to obtain, complete and submit all required documentation required; incomplete petitions will not be considered.

Students should be mindful of the Excess Hour Surcharge Policy when requesting late adds or late withdrawals. (see http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf).

Petitions may be approved if the ARC determines that you experienced extenuating circumstances beyond your control of such severity that the physical or mental ability to drop by the drop deadline was impaired. Such circumstances need to be supported by independent, objective and verifiable documentation. Petitions should be submitted as soon as possible in accordance with action requested and within six months of the end of the semester during which the petitionable event occurred. If a petition is submitted outside of that timeframe, it is critical to explain the reason and provide documentation for the delayed request.

All submitted documentation is subject to verification. Submission of false, forged or fraudulent information will result in a referral to the Office of Student Rights and Responsibilities.

When possible, the student is responsible for ensuring that all applicable courses are dropped or withdrawn from before beginning this process.

Instructions:

1. Complete Part 1 of the ARC Petition with (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx)

2. Complete Part 2; be sure to indicate the year and term for which you are petitioning. Petitions are limited to one term per petition. Requests for multiple terms (Fall and Spring semester and Summer session) require multiple petitions. Check the appropriate box to indicate whether you are petitioning for a "Late Withdrawal," "Total Withdrawal," or "Withdrawal Limit Exception." Ensure that you complete information in Part 2 for each course included in your petition.

3. Students requesting for withdrawals for medical reasons do not typically need to include instructor documentation forms with their petition, but you should be prepared to obtain these forms if requested by your college's ARC. If requested, for all courses included in your petition, complete Parts 1 and 2 of the Instructor's Documentation form with your information, and have the course instructor fill out Part 3, sign the form and return it to you. If the instructor has left the University, the student make seek assistance from the applicable Department Chairperson.

4. If you are petitioning for a Late Withdrawal, Total Withdrawal or Withdrawal Limit Exception for medical reasons, complete Part 1 of the Medical Documentation Form (PDF), and have Part 2 completed by your physician. The Medical Documentation Form should be returned in a sealed envelope from the physician's office (see instructions on form).

5. All petition requests should be accompanied by a personal statement detailing the nature of your request, and a clear statement of why you feel that you should be granted the requested exception. This statement should include what happened and when it happened, with relevant dates included. You should also include any supporting documentation that can substantiate the claims made in your personal statement.

   a. If you are petitioning to withdraw from select courses in a semester, yet keep other courses, you will need to explicitly address why your situation impacted only those courses to be dropped and not the others.
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b. If you stop attending class and have no documentation addressing what prevented a timely withdrawal from the class, your petition will be denied.

6. Ensure that ALL forms are filled out completely with all the relevant information for your petition type, and that all the proper signatures are obtained. Submit original copies of all the completed forms, your personal statement, and any supporting documentation to the ARC representative in the college of your major (see listing of ARC representatives on the ARC Petition form). Retain copies for your own records.

7. Decisions regarding ARC petitions can be expected within two weeks of submission, if the ARC package is complete.

8. Approved petitions for medical withdrawals will result in a "WC" grade for all applicable courses; "WC" grades denote withdrawals for extenuating circumstances. ARC decisions do not affect fee liability. Students must complete a Fee Adjustment Request through the Office of the Registrar to address fee liability.

9. ARC petition decisions by the College ARC may be appealed to the next level in the college. Final appeals to the college decision can be made to the Office of Undergraduate Studies (http://www.usf.edu/undergrad/) in SVC 2002, (813) 974-4051.

Withdrawal Appeal Policy

The Academic Regulations Committee (ARC) Petition process occurs at the college level. Students engaging in this process should contact and submit the relevant documentation to the ARC representative in the college of their declared major. It is the student's responsibility to obtain, complete and submit all required documentation required; incomplete petitions will not be considered.

Students should be mindful of the Excess Hour Surcharge Policy when requesting late withdrawals (see http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf).

Petitions may be approved if a documented University error has occurred or if the committee determines that you experienced extenuating circumstances beyond your control of such severity that the physical or mental ability to drop by the drop deadline was impaired. Such circumstances need to be supported by independent, objective and verifiable documentation. Petitions should be submitted as soon as possible in accordance with action requested and within six months of the end of the semester during which the petitionable event occurred. If a petition is submitted outside of that timeframe, it is critical to explain the reason and provide documentation for the delayed request.

All submitted documentation is subject to verification. Submission of false, forged or fraudulent information will result in a referral to the Office of Student Rights and Responsibilities. The student is responsible for ensuring that all applicable courses are dropped or withdrawn from before beginning this process.

STEPS:

1. Complete Part 1 of the ARC Petition with (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx)

2. Complete Part 2; be sure to indicate the year and term for which you are petitioning. Petitions are limited to one term per petition. Requests for multiple terms (Fall and Spring semester and Summer session) require multiple petitions. Check the appropriate box to indicate whether you are petitioning for a "Late Withdrawal," "Total Withdrawal," "Withdrawal Limit Exception," or "Other." Ensure that you complete information in Part 2 for each course included in your petition.

3. For all courses included in your petition, also complete Parts 1 and 2 of the Instructor's Documentation form with your information, and have the course instructor fill out Part 3, sign the form and return it to you. Each course listed on the ARC Petition needs its own Instructor's Documentation Form. If the instructor has left the University, the student make seek assistance from the applicable Department Chairperson.

4. If you are petitioning for a Late Withdrawal (resulting in a W or WC grade on official transcript), Total Withdrawal or Withdrawal Limit Exception for medical reasons, complete Part 1 of the Medical Documentation form, and have Part 2 completed by your physician. The Medical Documentation Form should be returned in a sealed envelope from the physician's office. Students petitioning for withdrawals for medical reasons do not typically need to include instructor documentation forms with their petition, but should be prepared to obtain these forms if requested by the committee.

5. All petition requests should be accompanied by a personal statement detailing the nature of your request, and a clear statement of why you feel that you should be granted the requested exception. This statement should include what happened and when it happened, with relevant dates included. You should also include any supporting documentation that can substantiate the claims made in your personal statement.
6. If you are petitioning to withdraw from select courses in a semester, yet keep other courses, you will need to explicitly address why your situation impacted only those courses to be dropped and not the others.

7. If you stop attending class and have no documentation addressing what prevented a timely withdrawal from the class, your petition will be denied.

8. Ensure that ALL forms are filled out completely with all the relevant information for your petition type, and that all the proper signatures are obtained. Submit original copies of all the completed forms, your personal statement, and any supporting documentation to the ARC representative in the college of your major (see listing of ARC representatives on the Academic Regulations Petition). Retain copies for your own records.

9. Decisions regarding ARC petitions can be expected within two weeks of submission, if the ARC package is complete.

10. ARC decisions do not affect fee liability. Students must complete a Fee Adjustment Request through the Office of the Registrar to address fee liability.

11. ARC Petition decisions may be appealed to the next level in the college. Final appeals to the college decision can be made to the Office of Undergraduate Studies (http://www.usf.edu/undergrad/) in SVC 2002, 813-974-4051.