

ARC Academic Renewal I/II Process Guide

Throughout this process, consider carefully what you want to accomplish when you return to University of South Florida Sarasota-Manatee (USFSM). Start with the premise that returning to USFSM is your short-term goal, and graduating from USFSM is your intermediate goal. Lay out for yourself how achieving the short-term and intermediate goals (entering USFSM and graduating) will help you accomplish your long-term career goal (which should connect to why you want to return to USFSM). As you take each step towards returning to USFSM, your actions should reflect your progression toward meeting those short-, intermediate-, and long-term goals. After academic dismissal, you are still able to meet with a USFSM Academic Advisor to assist you in planning for your return to USFSM.

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Step 1:

Financial Aid: If your petition is approved, it could impact your eligibility to receive financial aid, either by reducing your course completion rate or resetting your grade point average to 0.00. Please contact the Office of Financial Aid at finaid@sar.usf.edu or (941) 359-4459 for more information.

Pursue and complete activities that demonstrate either academic or non-academic success as required by the **Academic Renewal I or II standards**, and collect the necessary documentation. Students are expected to complete one of the three paths listed below. Please choose one of the following options below:

Academic Renewal I

If you left USF with less than 60 credit hours, then you may only petition using AR I.

Complete Associate of Arts (AA) degree at a Florida Public College

- During your time pursuing an AA degree, you should take courses that prepare you to transfer back to USF with the ability to graduate in 2 years or less.
- If you need help identifying which courses will best prepare you, please contact the Persistence Academic Advisor via petitions@sar.usf.edu

Submit official transcript of FL public AA degree to USFSM Admissions

Academic Renewal II

Academic Success

Because an AA or 60 credit hours were earned prior to academic dismissal, you must earn at least 12 new credit hours of coursework at a college or university with no withdrawals or grades below "C"

- If you need help identifying which courses will best prepare you, please refer to contact the Persistence Academic Advisor at petitions@sar.usf.edu
- Courses must be successful ("C" or better in each course and no withdrawals) in each semester leading up to your return to USFSM, especially those related to the major you intend to pursue at USFSM
- *Submit official transcript showing all newly earned credit hours to USF Admissions*

Non-Academic Success

Take no additional classes and take on non-academic responsibilities (ex. employment or military service) for a minimum of one year starting from the point at which you left USFSM.

- During time pursuing non-academic responsibilities, demonstrate transferable skills to your success in school, such as: punctuality, critical thinking, meeting deadlines, initiating change, leadership, time management, etc.
- Documentation can vary based on the activity, but the recommended documentation is a letter on letterhead from a supervisor verifying your employment. For military service, a copy of your DD214 will serve as documentation.

If a student completes both academic and non-academic success activities in their time since being dismissed, then documentation must be provided reflecting all activities.

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Step 2:

Apply to USFSM Admissions by the deadline for the semester in which you are eligible and wish to reenter.

It takes at least one (1) business day after USFSM Admissions Application is submitted for it to be posted electronically to the system.

- **AR I or II – Academic Success**
 - Must submit your official transcripts to the USFSM Admissions Office documenting that you met the criteria for ARI or ARII (see STEP 1).
 - Be sure to apply online to USFSM Admissions before sending your transcripts to avoid delays that may prevent your petition from being approved in time to start for your selected semester
- **Reply in a timely fashion to any request for additional documentation or materials which an Admissions representative requests**
 - The ARI/II process will only be used to address the admission requirement of 2.0 USF GPA
 - You must meet all USFSM Admissions requirements to be eligible for the ARI/II process. Be sure you have met all other admission requirements
 - See USFSM Admissions for more information <http://usfsm.edu/welcome/transfer/#gethere>
- **Must have an active USFSM Admissions Application on file before submission of ARC petition.**

Step 3:

Complete all of your sections in the ARC Petition paperwork

- ARC Reinstatement Form
- Personal statement
- Supporting documentation (i.e. letter from employer)

Step 4:

Schedule an appointment with the Persistence Academic Advisor, [Briana Byers](#) to obtain advising signature and create a plan to complete your degree

Bring your completed ARC Academic Renewal Petition materials with you to the appointment (including any unofficial copies of transcripts of new coursework taken at another institution)

- If you previously met with the Persistence Advisor to discuss plans to return you may submit your petition to SMC C107 without an appointment **if you followed this plan**. Any changes will require a new appointment
- During the advising appointment, the Persistence Advisor will prepare a graduation check and provide recommendations for your first semester back at USFSM
- If you will need 75 or more hours to graduate (2 years of full-time coursework) in your selected major, then the Persistence Advisor may recommend exploring alternative major options.

Step 5:

Submit completed ARC Reinstatement Petition to SMC-C107 or by emailing to petitions@sar.usf.edu by the deadline for the semester in which you wish to reenter. **Remember, you must have an active USFSM Admissions application on file for the intended semester of return.**

ARI or II Academic Success

- Must submit official transcripts to the USFSM Admissions Office documenting that you meet the criteria for AR I or II
- Apply online to USFSM Admissions before sending your transcripts

OR

AR II Non-Academic Success

- Documentation Letter must be dated at least 1 full calendar year from dismissal date
- If you are only attempting to sit out for one calendar year, then you should have your petition ready to go immediately after you are able to receive your documentation letter

Step 6:

After you have submitted all of the materials described in these instructions by the appropriate deadlines, you should receive your ARC decision by email at least two weeks prior to the start of the semester.

If approved: Congratulations!

- It takes up to 5 business days for Admissions to finalize your Admissions Application after they receive the ARC Approval. After Admissions admits you, it will take approximately another 5 business days for the Registrar's Office to update your academic status and reactivate your account.
- Schedule an advising appointment with the Persistence Advisor to have the Academic Renewal hold removed from your account as soon as you receive the decision email to avoid any delays. (Do not wait for the admissions application to finish processing.)
- Register for at least one class prior to the registration deadline to avoid the late registration fee
- If delaying entry at USFSM to another semester will increase your likelihood for success, you may update your Admissions Application for 1-2 semesters following your admission. Email petitions@sar.usf.edu with your University ID# and request for reconsideration that includes an account of your actions between initial approval and the new semester of intent. Depending on the circumstances, you may be required to submit a new petition when updating to a later semester. If you do not start within that year, then you will need to submit a new USF Application and new ARC petition.
- **Financial Aid:** If your petition is approved, it could impact your eligibility to receive financial aid, either by reducing your course completion rate or resetting your GPA to 0.00. **Please contact the Office of Financial Aid at finaid@sar.usf.edu or (941) 359-4459 for more information.**

If denied: You may reapply for a future semester.

- Update Admissions application for the future term
- Follow any suggestions as closely as possible provided by the Academic Regulations Committee
- Update ARC paperwork
 - ARC Petition for Reinstatement form should have new semester/year
 - Personal statement worksheet
 - Explain what new steps (since your previous petition) you took for success towards your long term goals
 - If unable to follow ARC suggestions, then explain why

FAQ

Where do I submit an ARC petition?

ARC petitions must be submitted to SMC C107 or by scanning/emailing to petitions@sar.usf.edu

How can I follow-up with the ARC regarding the status of my petition?

Send an email with your University ID# and request for a status update to petitions@sar.usf.edu

How do I make an appointment to see the Persistence Advisor?

Go to the [Advising Appointment](#) manager. Select Advising>Advising>Retention Advising>Briana Byers>Select Appointment>Enter all required Contact Information fields or call (941) 359-4330 and request an appointment with Briana Byers for ARC paperwork

How do I have my AF hold removed?

Contact the Persistence Advisor via email at petitions@sar.usf.edu for instructions.

How do I contact Admissions?

usfsm.edu/admissions
admissions@sar.usf.edu
941-359-4331

How do I contact Financial Aid?

usfsm.edu/financial-aid/
finaid@sar.usf.edu
(941) 359-4459



SARASOTA
MANATEE

Undergraduate Academic
Regulations Committee (ARC)

Reinstatement Form

PART 1. STUDENT INFORMATION - TO BE COMPLETED BY STUDENT

LAST NAME	FIRST NAME	M.I	U _____	USF ID NUMBER
(____) _____	EMAIL ADDRESS		INTENDED MAJOR	
STREET ADDRESS _____				
CITY	STATE	ZIP		

**INCOMPLETE PETITIONS
WILL NOT BE PROCESSED**

PART 2. PETITION INFORMATION AND INSTRUCTIONS - TO BE COMPLETED BY STUDENT

- Step 1.** Which term? Year _____ Semester _____
- Step 2.** Submit your **application for admission** at usfsm.edu/apply.
- Step 3.** Type a **personal statement** detailing the circumstances of your academic career and steps for future success.
- Step 4.** Check appropriate box below and attach **supporting documentation** (e.g. verification of employment, recent transcripts, etc.)
- Step 5.** Deliver your complete petition to Student Services, SMC-C107, and obtain signature from your Academic Advisor. All decisions will be emailed to the email address provided above.

- Academic Renewal I:** Students academically dismissed or left on probation with less than 60 hours or more than 60 hours will be considered for reinstatement if they complete an **Associate in Arts degree**. The GPA is calculated from the point of reinstatement forward. Students must complete at least 30 hours at USF following reinstatement in order to graduate.
- Academic Renewal II:** Students academically dismissed or left on probation with more than 60 hours may petition to return if engaged in **successful non-academic activities such as work or military service** for at least one year or demonstrated recent academic success of **12 or more credits** with 2.0 GPA, no grades lower than C, and no withdrawals. All post enrollment activity will be considered for ARII. Returning USF GPA is reset to 2.0 following reinstatement. Students must complete a minimum of 15 credits at USF from point of reinstatement, have a minimum of 30 USF hours of C or higher, and have a 2.0 overall GPA in order to graduate.

All grades earned in the student's academic history will be used in the calculation of GPA for the purpose of graduation with honors from USF. The student may not be eligible to pursue some limited-access majors.

**Students can only be reinstated to the university one time.
Students must maintain a term GPA of 2.0 in order to avoid future dismissals.**

I have read and agree to the instructions above and understand that if my petition is incomplete it will not be processed.

X SIGNATURE: _____ **DATE:** ____/____/____

I have reviewed the petition and student meets criteria for reinstatement into major listed above.

X ADVISOR SIGNATURE: _____ **DATE:** ____/____/____

PART 4. REINSTATEMENT RECOMMENDATION - TO BE COMPLETED BY THE ARC

- Academic Renewal I
- Academic Renewal II
- Reinstatement on Probation
- No Reinstatement

Notes/Conditions:

ARC Representative's Signature: _____ **DATE:** ____/____/____

ARC Academic Renewal Personal Statement Worksheet

			U
LAST NAME	FIRST NAME	M.I	USF ID NUMBER

Please review and initial the following statements below:

1

I understand that the ARC has a right to contact other University offices for purposes of consultation. My information will only be shared for purposes related to the decision-making process for the petition.

I understand that an ARC Representative may request that I meet with other offices on campus that can support and/or add relevant information for my ARC Petition.

I understand that if my petition is approved, it could impact my eligibility to receive financial aid, either by reducing my course completion rate or by resetting my grade point average to 0.00. I have reviewed the Satisfactory Academic Progress Policy.

2

Personal Statement Quality: Please ensure that your personal statement worksheet answers are well written and without typos. Not only is it important that you can effectively communicate your thoughts to the committee, your use of grammar and structure demonstrates your sincere interest and readiness to be successful at USFSM.

3

PLEASE ANSWER THE FOLLOWING QUESTIONS BY SUBMITTING A TYPED PERSONAL STATEMENT ON A SEPARATE SHEET OF PAPER

- (1) What obstacle(s) impacted your ability to be successful when you originally attended USFSM (i.e. prior to being academically dismissed)?
- (2) Explain in detail what steps you have taken to overcome the obstacle(s) cited in question one which makes you confident of your ability to be successful upon return to USF.
- (3) To return to USFSM, you must attach documentation of academic or non-academic success, which began after you were academically dismissed from USFSM. Summarize the route you chose and why you chose that path (i.e. academic vs. non-academic activities).
- (4) Why are you pursuing the major identified in your petition? How will earning this degree help you achieve your career goals?
- (5) Knowing that a second dismissal from USFSM is final, and that you would be unable to return again, what specific plans have you made to ensure that you can be successful above and beyond overcoming your previous obstacle(s) identified in question one (i.e. how do you specifically plan to remain successful upon return to USFSM)?