UNIVERSITY OF SOUTH FLORIDA

UNDERGRADUATE ACADEMIC REGULATIONS COMMITTEE (ARC)

Instructor's Documentation Form

For Office Use Only

☐ PTA ☐ ARC
☐ DA ☐ AC

PART 1. STUDENT INFORMATION

_____
LAST NAME FIRST NAME M.I

U_____ (_____)_____ _____
USF ID NUMBER LOCAL TELEPHONE NUMBER E-MAIL ADDRESS*

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

For additional tips with this form, or other questions on the ARC Petition process, go to http://www.registrar.usf.edu, click on "Our Students" and then click on "More".

Step 1. Which Semester? Course Term: Year_____ Semester (please circle) Fall Spring Summer A Summer B Summer C
Step 2. Which Class?

C.R.N.	PREFIX	NUMBER	SEC-TION	CREDIT HOURS	TITLE	ONLINE ONLY?	DAY(S) OF WEEK	MEETING TIME *(START TO END)*
						Y / N	M Tu W Th F	/

Step 3. Have your instructor complete **Part 3** below.
Step 4. Complete the **ARC Late Drop / Add Petition** by following all instructions, and attach a **Personal Statement** and **one Instructor's Documentation Form per class**.

PART 3. TO BE COMPLETED BY THE INSTRUCTOR

The student identified above has submitted an Academic Regulations Committee (ARC) petition requesting permission to enroll in or withdraw from your class after the established registration deadline. Your cooperation in providing the following information will assist the committee in making its decision. Please answer the following questions to the best of your knowledge and return this form to the student. **If you have questions or concerns** regarding this petition, please contact the ARC representative of the college of the student's major, as listed below. Thank you for your assistance in this matter.

PLEASE CHECK A BOX BELOW

and answer all of the corresponding questions

☐ **Late Drop**

1. When did the student stop attending class, or for online courses, when was the last day of participation? (mm/dd/year or Never Attended) _____
2. On which date was the last recorded grade made available to the student? (mm/dd/year) _____
3. Was the student provided any grades prior to the 10th week of classes for Spring and Fall, 4th week for Summer A & B, or the 6th week for Summer C? (please circle) Yes / No
4. What was the student's grade at the 10th week of classes for Spring and Fall, 4th week for Summer A & B, or the 6th week for Summer C? (please circle): A B C D F S U

☐ **Late Add**

1. Has this student attended your class this term? (please circle) Yes / No
2. Does the student have your permission to add the course? (please circle) Yes / No

PLEASE RETURN THIS FORM TO THE STUDENT

It is the student's responsibility to submit the Instructor's Documentation Form with the ARC petition, a personal statement, and other pertinent information to the ARC representative of the student's major, as listed below.

OFFICES OF UNDERGRADUATE ARC REPRESENTATIVES

Arts & Sciences, BEH 201, 813-974-6957	The Arts, FAH 120, 813-974-3660	Counseling Center, SVC2124, 813-974-9403
Business, BSN2102, 813-974-4290	Behavioral & Community Sciences, MHC 1143, 813-974-2365	Sarasota Campus, SMC C-107, 941-359-4330
Education, EDU106, 813-974-1804	Engineering, ENC1302, 813-974-2684	St. Petersburg Campus, DAV134, 727-873-1511
Medicine, MDC106, 813-974-2833	Nursing, MDC 22, 813-974-2191	Polytechnic Campus, LLC2101, 813-677-7000

Undeclared, IT, Hospitality Mgmt, BSAS & Undergraduate Non-Degree, SVC 2043 813-974-2645

Instructor's Name (Printed): _____ **Instructor's Email:** _____

Instructor's Signature: _____ **Date:** _____/_____/_____