USF Sarasota-Manatee
Academic Regulations Committee
Membership
August 18, 2015

Voting Members
Academic Affairs representative
Academic Programs Committee Faculty representative
Academic Advising representative (1)
Academic Advising representative (2)

Advisory Members
Student Disability Services designee
Counseling Center designee
Faculty from colleges as needed

Chairperson (votes in the event of a tie)
Assistant Director of Records and Registration designee

University of South Florida Sarasota-Manatee
ACADEMIC REGULATIONS COMMITTEE
Internal Policies and Procedures

I. CHARGE:
The Sarasota-Manatee Academic Regulations Committee (SMARC) is responsible for serving as a board of appeal for undergraduate students who are designated as USF Sarasota-Manatee students and wish to secure waiver or modification of University-wide academic regulations. The SMARC is also responsible for advising the Regional Vice Chancellor for Academic and Student Affairs and the Assistant Vice President for Student Success and Engagement on matters pertaining to the establishment and maintenance of University-wide academic regulations.

Requests for exceptions to college-level and/or graduate academic regulations are subject to the review and recommendation of the individual college.

II. MEMBERSHIP:
There is no time limit on length of service. Continuity and experience are vital to the efficient and effective functioning of this group.

1. Voting Members
   a. Director of Academic Advising
   b. Academic Affairs Representative
   c. Academic Programs Committee Faculty Representative
   d. Academic Advisor appointed by the Director of Academic Advising

2. Ex-officio/Advisory Members
   a. Student Disability Services designee
b. Counseling Center designee  
c. Faculty members from colleges as needed

3. The Assistant Director of Records and Registration or designee serves as the permanent chairperson and as non-voting member, except as a tiebreaker.

III. OPERATING PROCEDURES:  
The Academic Advising Assistant provides secretarial and other clerical assistance to the Committee.

Subject to the approval of the Assistant Vice President for Student Success and Engagement and the Regional Vice Chancellor for Academic and Student Affairs, the Committee shall develop its own procedures for the following:

1. Scheduling of meetings.  
2. Organizing the hearing of the SMARC petition process.  
3. Communicating decisions on petitions (appeals) to the appropriate University personnel and the students involved.  
4. Secure maintenance of all documents in Sarasota-Manatee and transferring appropriate documentation via scanning in the Banner system to the USF Registrar for processing and inclusion in the student’s permanent record.  
5. Recording the minutes.  
6. Other processes, procedures, and activities as needed.

IV. LIMITATIONS:  
1. Requests for exception to University-level graduation requirements, are not reviewed by SMARC. Authority to deal with these rests with the Regional Vice Chancellor for Academic and Student Affairs.  
2. Petitions to waive State of Florida academic rules and regulations are not considered by the Committee.  
3. Requests for exceptions to college-level and/or graduate academic regulations are not considered by the Committee. These petitions are referred to the appropriate college.  
4. Petitions acted upon by the Committee in Sarasota-Manatee will not be reviewed by other campus Academic Regulations Committees and vice versa.  
5. Petitions previously denied by other campus Academic Regulations Committees will not be reviewed by SMARC.  
6. Students are advised to submit their ARC petitions within six academic semesters of the term in question.  
7. For the process of types of petitions to be reviewed, please refer to Appendix A.

V. COMMITTEE GUIDELINES AND DELEGATION OF POWER TO ACT:  
1. All petitions must come before the Committee unless the “Power to Act” (PTA) has specifically been delegated by the Committee. Power to Act authorizes the Director of Academic Advising to rule on the petition without coming before the Committee. When evaluating petitions, the following should be considered:
   1. Student errors, incomplete forms, and carelessness in completion of forms—except that no petition shall be denied solely on the basis of an incomplete form or non-substantive issue.
2. Labs and courses should be listed individually on forms (i.e. CHM 2045 & CHM 2045L).
3. Clerical errors, verified by appropriate University office.
4. Illness – verified by doctor’s statement indicating inclusive dates, severity of illness, and explanation of the impact on the student’s ability to continue or complete the term as indicated on the required ARC Medical Form.
5. Work and job reassignments – verified as beyond the student’s control by the employer on company letterhead.
6. Never attended – verified by the instructor, either on an Instructor’s Documentation Form or the Banner system.
7. Advising error/confusion – documented, in writing, by the appropriate advisor.
8. Severe family illness or death in the family – verified by a doctor’s statement and/or published (obituary or funeral program) notice of death.

2. Reinstatement after Academic Dismissal or Leaving onProbation

The committee will make decisions regarding student petitions for return to the university after dismissal or former students returning with a USF GPA below 2.00 (probation). Students will be required to meet with the academic advisor of the college they are petitioning to enter. If return to the university is approved, the student will usually be required to earn a minimum term GPA of 2.00 or better.

Students seeking reinstatement after dismissal must meet with the college academic advisor and submit (1) the completed ARC petition forms, (2) a typed, signed, and dated personal statement explaining the circumstances that led to dismissal and addressing the student’s strategy for improving the USF GPA, (3) documentation, if applicable, which supports the petition. Completed petitions are to be submitted to SMC-C107, Office of Student Services, no later than two weeks prior to the start of the requested semester.

Students who have been approved for readmission and wish to enter the university in a term other than the one designated on their petition should (1) meet with their academic advisor, (2) submit a new personal statement to their petition, and (3) file an update term of entry form (or a new undergraduate application for admission, if applicable) with the Office of Admissions and Financial Aid. After student is admitted for the new term, the Office of Admissions and Financial Aid will notify the Office of Records and Registration.

Students who have not been enrolled for three (3) or more consecutive terms (Former Students Returning – FSR’s) or were dismissed from the University must file an application for admission in addition to the petition. They should apply for readmission prior to the published deadline and not wait for outcome of their petition.

ACADEMIC RENEWAL

The University’s Academic Renewal policy allows students previously dismissed from the university and former students returning with a USF GPA below 2.00 (probation), to renew their pursuit of baccalaureate degrees without the responsibility of having to overcome the entire burden of low grades and low grade point averages. To facilitate this opportunity, students who qualify for Academic Renewal may, with the approval of the Academic Regulations Committee (ARC), have portions of their academic record excluded from
calculation of their grade point averages (GPAs). The entire academic record, however, will continue to be reflected on their transcripts even though a selected portion will not be counted in their GPAs. Academic Renewal students are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic Renewal will only be applied to a student’s academic record one time at USFSM.

**Academic Renewal I (ARI)**

Students who have been academically dismissed or former students returning with a USF GPA below 2.00 (probation) may petition the Academic Regulations Committee to return to the University under ARI. A student may be re-admitted to the University under Academic Renewal I, after completing all requirements for the Associate of Arts degree or equivalent (including general education and Gordon Rule) at a two-year or four-year college or university. Academic Renewal I students will enter USFSM as juniors and their USFSM grade point average will be calculated from that point forward. While ARI is best utilized by students who have earned less than 60 credit hours it is not restricted to those students. Student with more than 60 credit hours returning to the University under ARI will likely incur excess hours and associated monetary penalty. In order to graduate following re-admission under ARI, all degree requirements must be met and a minimum of 30 credit hours must be taken in residence at USFSM. Students who are admitted under ARI may be excluded from admission to limited-access programs and will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

**Academic Renewal II (ARII)**

ARII is available to students who were academically dismissed or former students returning with a USF GPA below 2.00 (probation) and have 60 or more earned credits from the USF System or other institutions of higher education. These students may be readmitted to the University under Academic Renewal II, if they are able to provide convincing evidence indicating they are likely to be successful. Generally, such students will have been engaged in successful non-academic activities such as work or military service for at least one year post the last term of attendance at USF, or will have demonstrated recent academic success defined minimally as the completion of at least 12 semester hours with a cumulative GPA greater than or equal to 2.00, no grades below “C”, and no course withdrawals. All post enrollment activity will be considered for ARII. Following readmission under ARII, students will have their prior USF GPA adjusted to at least 2.00. In order to graduate, students must have a cumulative GPA of 2.00 and at least 30 USFSM credit hours including a minimum of 15 USF credits earned following readmission under ARII. Students readmitted under ARII may be excluded from admission to limited access programs. Further, students who exercise the ARII policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

3. **Late or Retroactive Course Drop(s)**

A late drop is withdrawal from a class in a current semester that occurs after the drop deadline. A retroactive drop is a withdrawal from a class in a previous semester. Students can drop classes each semester on OASIS and receive a grade of “W” until the drop deadline noted in the academic calendar. Once the drop deadline has passed, students requesting to drop a course must file an ARC petition. No late or retroactive drops are permitted after the drop deadline except in extraordinary circumstances beyond the control of the student (i.e.
legal, medical, or funerary) that occurred after the drop deadline. Unsatisfactory academic performance or change of major is not an acceptable reason to request a late or retroactive drop. Withdrawals are not permitted once the student has graduated.

Students seeking a late or retroactive drop must (1) submit the Late Drop/Add Course ARC petition form, (2) a typed, signed, and dated personal statement explaining their situation, (3) an Instructor’s Documentation Form signed by the instructor for each course drop requested, and (4) any other documentation to support the request (i.e. the official ARC Medical Form, letters from employers on official letterhead, accident reports, etc.). Petitions should be submitted to the Office of Student Services, SMC-C107. Students are required to meet with their academic advisor prior to submitting ARC petition paperwork.

- Withdrawal Due to Military Service
  - Per Florida Statute 1004.07, any student enrolled in a postsecondary course or courses at a state university shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such a student shall be permitted the option of completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid.
  - Per Florida Statute 250.482, if a member of the Florida National Guard is ordered into active service, no private or public employer, and no employing or appointing authority of this state, its counties municipalities, political subdivisions, community colleges or universities, shall discharge, reprimand, or in any other way penalize such a member because of his or her absence by reason of state active duty.

4. Late or Retroactive Total Withdrawal from the Entire Term
   - All late (within current term) or retroactive (any prior terms) total withdrawal petitions must come before the Committee. In addition to the personal statement and supporting documentation, Instructor Documentation forms for each course should also be included with the petition.
   - To request a total withdrawal from an entire term with clear medical documentation, the ARC Medical Form is required. If the physician or counselor unequivocally states the student must leave school, the Instructor’s Documentation form is not required.

5. Late Registration/Late Add
   - Late Registration refers to an initial registration of courses for a semester after the first week of classes (the drop/add deadline) when no previous course registration exists for that semester. Late adds are courses added to a student’s registration after the first week of classes when the student is currently registered.

Students seeking Late Registration or Late Add must (1) submit the completed ARC Late Drop/Add Course Petition Form and (2) submit Instructor’s Documentation Form signed by the instructor for each course. The instructor’s signature should only be given when there are available seats in the proposed course to be added to the student’s schedule. Students are required to meet with their academic advisor prior to submitting ARC petition.
Late Registrations/Late Adds can be “PTAd” by the Director of Academic Advising up until the close of E-grades for the specified term.

6. Deletion
A deletion is removal of a course from the student’s academic record and may result in a reimbursement of fees. Reimbursement of fees for deleted courses may be requested up to six months following the end of the semester. After that time a course may be approved for deletion from a student’s academic record, but the student remains liable for tuition and fees for the course. A deletion will only be approved with proof of nonattendance beyond the first week of classes (first five business days), nonparticipation in online courses, or when a documented administrative error has occurred as evidenced in writing by an appropriate university official on letterhead.

Students requesting a deletion must (1) submit the completed ARC Late Drop/Add Course Petition Form, (2) submit a typed, signed, and dated personal statement explaining their situation, and (3) submit Instructor’s Documentation Form(s) signed by the instructor for each course. Petitions should be submitted to the Office of Student Services, SMC-C107. Students are required to meet with their academic advisor prior to submitting ARC petition paperwork.

Deletions can be “PTAd” by the Director of Academic Advising up until the close of E-grades for the specified term.

7. Petition Decisions
Petition decisions made by the Committee are based on the student’s academic goals and the academic standards of the University. Specific conditions or circumstances beyond the student’s control that contributed to issues within the petition will be weighed and considered. All relevant information will be presented and supported with documentation. Students will be notified by email of petition decisions by the Office of Records and Registration, unless the hard copy letter option is chosen on the ARC Petition Form.

8. Withdrawal Limit Exemptions
All undergraduate students will be limited to a total of five course withdrawals while enrolled as a degree-seeking or non-degree seeking undergraduate student at USF. The five course withdrawals will be restricted to three course withdrawals for students with less than or equal to 59 earned semester credit hours, and two course withdrawals for students with 60 or more earned 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.

9. Withdraw with Cause (WC)
The ARC may grant a withdrawal with cause (WC) for students with appropriate documentation. This WC is not tied to fees and students will still need to file a fee adjustment request through the Registrar’s office in Tampa to obtain a reimbursement of funds if eligible. The purpose of the committee awarded WC is to enable the ARC
committee to indicate courses that should not be counted against a student’s number of allowable withdrawals and to award a WC after the 6 month deadline for fee adjustment has passed. Students must provide documentation of exceptional circumstances beyond their control that prevent them from progressing academically in the requested courses. Acceptable documentation such as ARC medical forms addressing physical and mental health issues, active military documentation, death certificates and funerary notices, legal documentation and employment documentation on official letterhead can be considered. Students who have committee granted WC grades will still be subject to repeat course surcharges if they re-register for a WC course for the third time. ARC will indicate that a WC is to be awarded in the “Notes” area of the decision section on the petition form. Note: WC grades for the current semester will not appear on the academic record until grades roll at the end of the term.

10. Appeals
An ARC decision may be appealed when the student provides new and substantive information directly related to the petition that was not available at the time of the original ARC decision or proves that an error was made. The student will first present this appeal to the Assistant Director for Records and Registration. If the Assistant Director for Records and Registration determines there is new and substantive relevant information, the petition will be brought to the Committee for re-review. If the appeal cannot be resolved at that time, the student may take the appeal to the College Dean. If the student and College Dean or designee determines a review of the decision is merited, the College Dean or designee will facilitate discussion and review with the Regional Vice Chancellor of Academic and Student Affairs. If the Regional Vice Chancellor of Academic and Student Affairs determines a change of decision is merited, the Regional Vice Chancellor of Academic & Student Affairs will facilitate the change. In all SMARC petition appeals, decision of the Regional Vice Chancellor of Academic and Student Affairs is final and not subject to further appeal.

11. Even Exchange
An even exchange is essentially a late add and a deletion of courses with equal hours and no additional fee liability. If the one course does not qualify as a deletion, then it is not an even exchange. Both instructors and the academic advisor must approve the petitions before the Committee will consider them.

Even Exchange can be “PTAd” by the Director of Academic Advising up until the close of E-grades for the specified term.
SMARC PETITIONS – INSTRUCTIONS

The SMARC meets on a regular basis.

Petitions are added to the calendar for all committee members to review at least one day in advance. The original student petition is brought to the meeting. Members of SMARC may participate in person or via telephone or internet.

When petitions are received:

1. Check for the academic advisor’s **signature** on the petition. If petition is **not signed** by an academic advisor, it must be forwarded to the academic advisor in the college for which the student is seeking a degree. College information is located on the General Student form (SGASTDN) in Banner. Once the petition is **complete and signed**, proceed as follows:

2. Look for other forms which may be attached, such as Fee Adjustment Request or Admissions Application.
   a. Fee Adjustment Request and Late Registration Waivers should be given to the Office of Records & Registration with a copy of relative documentation. Fee Adjustments and Late Registration Waivers are scanned and routed to Tampa for decisions and processing.
   b. Notate petition if application is active.

3. PTA’s should be checked for:
   a. Current term – These petitions can be drops, adds, deletions, etc. and are given to the Director of Academic Advising.
   b. Keep a weekly count of all current term PTA petitions. This number will be entered into the weekly minutes.

4. Preparing SMARC petitions:
   a. Print out the appropriate copies of unofficial transcripts for each petition – SWAURQT.
   b. The SMARC will review student records and ARC histories utilizing Banner during the meeting.

5. Members may print out packets, if desired, and bring them to the meeting for their own use. Packets will be shredded after the meeting in adherence of FERPA policies.
## Appendix A

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<tr>
<th>Status of Student</th>
<th>Type of Course</th>
<th>Type of Petition</th>
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<td>Graduate Petition</td>
<td>Graduate Advisor</td>
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