

## Archivum ARC Reinstatement Instructions

**Before You Get Started:** You must submit your online application to the [Office of Admissions](#) before submitting an ARC petition; this is required because you must be an applicant to access the system.

Reinstatement petitions require a completed **Academic Advising Record form** as documentation.

Schedule an appointment with [2 \(a\)-1Td \(SeTv\)2 \(i\)-1 \(s\)1 \(o\)2 \(r\)-1 \( to\)-3 \( c\)-2 \(o\)-2. \(m\)-1 \(pl\)- \(e\)-2 \(te\)-2.1 \(](#)

ARC Petition”.

Choose Reinstatement as the petition type and pick the term when you would like to start classes. Select “Fill ARC Petition” to proceed. \*Important\* - once you pass this step, you cannot go back and change the term!

**Step 5 Answer all the narrative questions. You will be unable to submit a petition until all questions are answered.**  
Your responses are used by the committee to decide whether to approve or deny your petition.

What obstacle(s) and/or challenges impacted your ability to be successful when you were first at USF (i.e., prior to being academically dismissed)? Please be explicit and detailed in your answer.

Please describe any experience (academic, professional or personal) that you had after leaving USF that demonstrates your readiness to return and be successful at USF. If you earned any new degree(s) or certification(s), please include information about those credentials.

What is your future career goal, and how will earning this degree help you achieve this? Why have you chosen to pursue the major identified in your petition? Be sure to include how you envision your major to help you achieve your career goals.

Knowing that a second dismissal from USF is final and that you would be unable to return again, what specific plans have you made to ensure that you can be successful? Include in your statement how you plan to address