Graduate School Workshop Series
Petition Processes

- Office of the University Registrar
- Dean of Students Office, Care Area
- The Graduate School
Graduate Workshop-Petition Processes

Office of the University Registrar
Beckie Preston, Associate University Registrar
Late Registration Fee Waiver Requests

In order to be approved:

- The student must have cleared all holds that were on the record prior to the end of Regular Registration (prior to 5pm on date specified on academic calendar)

- Department must clearly state that either the student’s admission was delayed and why, or that they failed to register or give the student permission to register prior to the 5pm deadline
Late Registration Fee Waivers
(continued)

- Late Registration Fees
  - Are assessed if the student has no registration as of 5pm on the final regular registration day (don’t cancel all their courses before 5pm - these can be cancelled during drop add as the schedule is adjusted)
    - You are warned that a late registration fee will be assessed
  - ARE NOT assessed if making changes to the student’s course schedule during drop/add
    - If you have access to Campus Solutions and can see the Tuition and fees statement, you will know if a late fee has been assessed. Verify whether it’s registration or payment so you can send your request to the right office.
Example of Tuition and Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees (excludes fees below)</td>
<td>$6,477.32</td>
</tr>
<tr>
<td>Text Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Material and Supply Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Late Payment Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Late Registration Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Tuition and Fees</td>
<td>$6,477.32</td>
</tr>
<tr>
<td>Payments</td>
<td>-6,477.32</td>
</tr>
<tr>
<td>Scholarships</td>
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</tr>
<tr>
<td>Billet to Donors</td>
<td>$0.00</td>
</tr>
<tr>
<td>Paid by Donors</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Credits</td>
<td>-6,477.32</td>
</tr>
<tr>
<td>Term Balance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
During Term Petitions

- What is petitioned through the Registrar’s Office?
  - Course adjustments-requesting section(s) to be canceled and replaced by another section(s)
  - Requesting section be canceled without fee liability
  - Late Registration Fees assessed beyond student’s control
During Term Petition Requirements

- Reason for Request must be explained thoroughly (examples can be):
  - Department registration error
  - University error
  - Change in student’s program
  - Too many hours for student’s assistantship/fellowship

- Drop course(s) before sending us the petition to cancel
- Add course(s) to replace dropped course before sending us the petition
  - If you are unable to add due to special calendars, add student to the department/control permissions page
- If section to be added has already graded, send completed grade change form with petition (no copies)
Grade Change Forms

► Color-coded order date stamp - audit control
  ► Must be used by the valid until date
  ► Only order what you may use within a 3 month period
► Indicate if student has graduated or is pending graduation
► Be sure to properly complete grade assignment (from-to)
► E and U grades require answers to the Failing Grades Questions
► MUST indicate why the change is being requested
► Legibly print the contact information and have the proper dean’s signature affixed
► DO NOT mail completed forms-deliver in person
Medical Drops and Withdrawals

- All Medical drops and withdrawals - both current term and retroactive are processed through the Dean of Students Office.

- Student should begin the process with the Dean of Students office for the proper paperwork and procedures.
Retroactive Petitions

- All retroactive petition requests must be initiated by the student’s graduate department following appropriate Graduate School procedures.

- Graduate school will forward all approved petitions to our office to update the student's transcript record.

- Official, original grade change forms must be delivered to the Registrar’s Office and marked petition pending.

- You may include a copy of the grade change with your petition to the Graduate School.
Medical Withdrawal Process

Dean of Students Office
Care Team
Katie Tanner, M.S.W.
Associate Director of Student Success
Being a Gator means caring about the Gator Nation! If you or a fellow Gator is in distress, contact U Matter, We Care.

In case of emergency, contact the University of Florida Police Department at 352-392-1111.

352-294-CARE(2273)  UMATTER@UFL.EDU  @UMATTERWECARE
Why petition?

• Unexpected situations can arise that interfere with a student’s ability to be academically successful

• Situations include (not limited to):
  • Physical health issues
  • Mental health issues
  • Learning disabilities
  • Family/personal crisis
  • Death in the family
  • Victimization

• Petition to withdraw from:
  • All courses
  • Some courses
  • Current semester
  • Past semester (already received grades)
Submission Procedure

- **Documentation Submission Procedure**
  - Students and faculty should submit paperwork for all petitions via email to MedicalWithdraw@dso.ufl.edu
  - The DSOCares@dso.ufl.edu email address is no longer used for submission of paperwork
    - It will still be monitored in case documentation comes through
    - Documentation for Instructor Notifications and questions about the medical withdrawal process can be addressed through the DSO Cares inbox
  - Encourage students and faculty to submit only by email as we continue to move to a paperless system
    - We will still accept hard copies and faxes, however, they will be processed through the paperless system
Petition Benefits

- Withdrawals or drops that have been deemed as medical allow the student to attempt courses for a 3rd time.
- The petition protects students’ academic future while also focusing on their wellbeing.
- Approved petitions receive an Approval Letter which provides students with legitimacy regarding withdrawals:
  - This can be helpful for future graduate program applications.
  - Verifies that the university has reviewed the withdrawal as a medical necessity.
- Eligibility for a tuition reimbursement:
  - In order to be eligible for tuition reimbursement, students must submit at least one piece of required documentation for their petition within six months of the last day of classes for the semester in question.
Types of Petitions

1. Current Semester Full-Term Medical Withdrawal
2. Current Semester Medical Drop
3. Retroactive Semester Full-Term Medical Withdrawal
4. Retroactive Semester Medical Drop
Current Semester Full-Term Medical Withdrawal

Withdraw from all courses by the university withdrawal deadline
  • Withdraw on ONE.UF

Complete the Medical Withdrawal Petition Questionnaire
  • Provide current medical documentation

Submit documentation to the DSO
  • Email: MedicalWithdraw@dso.ufl.edu

Petition reviewed by the Medical Petition Committee
  • Meets the 2nd and 4th Tuesdays of each month

Track the status on ONE.UF
Retroactive Semester Medical Withdrawal

- Complete the Medical Withdrawal Petition Questionnaire
  - Provide relevant medical documentation

- Submit Instructor Recommendation Forms
  - Required for each course you’ve received a grade in for that semester (does not include W grades)

- Submit documentation to DSO
  - Email: MedicalWithdraw@dso.ufl.edu

- Petition reviewed by the Medical Petition Committee
  - Meets the 2nd and 4th Tuesdays of each month

- Track the status on ONE.UF
Current Semester Medical Drop

- Request to drop the course(s) through ONE.UF
  - Before the drop/withdraw deadline
  - The request does not automatically drop the student from the course; student must receive permission through the college
  - Students will receive an email from the college confirming or denying the drop request
- Complete the Medical Withdrawal Petition Questionnaire
  - Provide relevant medical documentation to show how course(s) was specifically impacted
- Submit an Instructor Recommendation Form
  - For each course you are petitioning to medically drop
- Submit documentation to the DSO
  - Email: MedicalWithdraw@dso.ufl.edu
- Petition reviewed by the Medical Petition Committee
  - Meets the 2nd and 4th Tuesdays of each month
- Track the status on ONE.UF
Retroactive Semester Medical Drop

- Complete the Medical Withdrawal Petition Questionnaire
  - Provide relevant medical documentation to show how course(s) was specifically impacted
- Submit an Instructor Recommendation Form
  - Required for each course you’re requesting to withdraw from in that semester (includes W grades)
- Submit documentation to the DSO
  - Email: MedicalWithdraw@dso.ufl.edu
- Petition reviewed by the Medical Petition Committee
  - Meets the 2nd and 4th Tuesdays of each month
- Track the status on ONE.UF
Petition Decisions

There are three options that the Medical Petition Committee will provide:

- Decision 1: Approved
  - Student provided sufficient medical documentation to support the withdrawal
- Decision 2: Deferred
  - The committee requires more information/documentation to support the petition. The committee will give specific information on what is required for further review
- Decision 3: Denied
  - The committee was not able to support the student’s petition based on the documentation submitted.
  - The student is eligible to submit more documentation for review
How is the petition processed?

1. When the petition is complete, it will then be added to the next available agenda. Documentation is processed in the order that it is received, there is no guarantee that a petition will be reviewed at the next committee meeting.

2. Once a petition is reviewed by the committee and has a decision, the student’s petition status will be updated on ONE.UF. It will then move to the Office of the University Registrar for updates on the transcript and to the Bursar’s Office for a tuition reimbursement, if eligible. This processing time can take 4-6 weeks.

3. Students will receive a decision letter to their UFL email account.
Helpful Resources

1. Medical Withdrawal Website: https://care.dso.ufl.edu/medical-withdrawal-process/
Graduate School Petition Processes

Gregory Orloff, Office Manager
Judy Traveis, Ph.D., Assistant Dean for Administration
Patty Van Wert, Assistant Director, Graduate Degree Certification
What is a Petition to the Graduate School?

- A petition is a request for an exception to a current graduate education policy due to an unusual situation beyond the control of student, staff or faculty.

- On a term-by-term basis

- Individual student basis

- Supported by academic rationale (not financial)

- Electronically Submitted
The Graduate School View of Petitions

- Only for rare and exceptional circumstances
- Best interest of the student (excluding financial)
- Each petition is reviewed individually by Graduate School staff
- Submitted by the academic unit on behalf of the student
- Petitions must be signed by the college representative
- Petitions are not accepted directly from students
- Petitions must be submitted in the appropriate semester
A Petition can involve...

- Deadlines
- Conditional Admission/Holds
- International Credential Holds
- Graduate Assistantships/Fellowships
- Deferral for the Graduate School Preeminence Award and the Graduate School Funding award
- Degree Certification
- Other Petitions at UF
Deadlines

- The University of Florida Deadlines
  - Enrollment
  - Employment (GAU, HR, etc..)
- The Graduate School Deadlines
  - Additional deadlines
  - Different deadlines for graduate students vs. undergraduate students
    - [http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2421](http://gradcatalog.ufl.edu/content.php?catoid=11&navoid=2421)
    - It is important to meet the deadlines to avoid additional petitions
- Academic units should provide mechanisms to ensure student are aware of and meet all published deadlines.
- Academic units need to communicate with faculty and students continually.
Fellowships

- Health Insurance
  - United -- Non-employees
- Late MOUs/Awards
  - Contract begins after the term begins
- Retain fellowship with less than 3.0 GPA
- Reduction in Required Registration
  - Accommodations/Medical
  - Fellowships + Graduate Assistantships
  - Academic Reason
Graduate Assistant Employment

- Health Insurance
  - GatorGradCare -- Employees
- Late Hires
  - Begin work after the term begins
- Retain assistantship with less than 3.0 GPA
- Reduction in Required Registration
  - Accommodations/Medical
  - Academic Reason
Graduate Student Fellowships Deferments

- Deferments may be granted for internships, other awards or medical withdrawals.

- The GSPA/GSFA will be extended by one term for each term deferred; in the case of external awards, the combination of the external award and the GSPA/GSFA cannot exceed 5 years for students with 4-year awards and 6 years for students with five-year awards. Summer is considered one term.

- Students admitted as GSPA/GSFA fellows may defer their enrollment for the academic year and receive the full allocation provided they remain in compliance with the rules and policies of the Graduate School.

- Please submit petition form to the Graduate School at GraduateSchoolPetitions@aa.ufl.edu requesting a deferment signed by the department chair and dean.

- Input the request in the GSTP.
Conditional Admission Hold

- Proactive approach from Graduate School
  - E-Referral is monitored and Graduate School staff contact the academic unit when a hold is placed on the student record and request petition

- Reason for Petition
  - GPA below 3.00
  - Missing test scores
  - Missing bachelor degree
  - English (IELTS/MELAB/TOEFL) Test scores below minimum
International Credential Holds

- **First term** - Students with outstanding international credentials (transcripts) will have a registration hold added by the Office of Admission to their record right before advance registration for following term.

- **Second term** of enrollment requires a petition detailing the circumstances precluding the student from obtaining the appropriate documents before the student can register for the second term.
Third term of enrollment requires:

- New petition
- Attach completed Final Missing International Credentials Hold Petition.
  - Form requires signatures from the academic unit and college dean’s office.
  - The academic unit or student must obtain official seal of the international institution. The institution must provide the first date the documents will be available.
  - The student must provide the Office of Admission with these documents shortly after the date indicated by the international institution.

These documents will be reviewed by the Credential Holds Petition Committee, composed of representatives from the International Center, Office of Admission, and the Graduate School.

http://graduateschool.ufl.edu/media/graduate-school/pdf-files/missing-credentials.pdf
Degree Certification-Reasons for Petitions

- Extend Current or Expired Milestones
  - Non-thesis or Project-in-lieu-of-thesis final exam deadline
  - Extend the submission deadline for Dissertation/Thesis
  - Extending the deadline for Final exam (defense)
  - Qualifying exam (extend through sixth year)
  - Final Exam extend beyond two (2) semester rule - (Editorial office notifies academic unit for thesis and dissertation degrees)

- Petitions needed after the published mid-point of graduating term for:
  - Transfer of Credit in final semester
  - Changing the nature of the degree
    - Adding a Concurrent or Non-traditional, joint, co-major, or distance learning experience
  - Supervisory committee
Holistic Review of Degree Certification Petitions

- Confirm the student has completed a current term degree application.
- Current term degree applicants get the priority in the queue.
- Review petition materials and understand the policy exception sought.
- Review graduate student academic file
  - Transcript
  - GIMS digital archive
- Decision and Response
  - May involve consultation with other administrative units, and/or the Graduate School Deans.
  - All related petition documents, including emails, are imaged into GIMS.
Other Petitions at UF

- Retroactive adds/drops
  - Initiated by the graduate academic unit
  - Must be approved by the Graduate School
  - Graduate School will forward to Registrar’s Office for final processing and fee assessment determination

- Current term enrollment adjustments are processed through the Registrar’s Office.
- Medical drops or withdrawals are processed in the Dean of Students Office
- Ombudsman - Mr. Ron Anderson --randerson@ufl.edu
Graduate School Petition Process

- Submitted to GraduateSchoolPetitions@aa.ufl.edu

- Utilize Form: Detailed explanation of the situation, the specific request, and supporting documentation.

- The subject line in the e-mail should state the student’s last name and reason for the petition. (Be sure this matches the body of the petition!)

- Petitions cannot be processed early - must be submitted at the appropriate time in the semester.

- All such requests via the form must contain an approval signature from the College Dean’s office.

- A decision is communicated to the originator and college. The academic unit is responsible for notifying the student, and/or UFIC (if appropriate).
Reminders

- Be certain to use the newest petition form found on the Graduate School website. Do not use old paper versions as we continually update the form.

- Please submit 1 petition per email per issue. If a student has more than one issue being presented, there must be separate petitions and emails for each.

- S/U grade option forms MUST be signed by the Graduate School in order to be valid. Do not submit them with another signature on that line.

- Be certain to add the appropriate degree segments in GIMS when you are submitting concurrent or non-traditional paperwork. Do not wait for approval.

- If you are aware of a student that has applied to graduate but will NOT be eligible to graduate (not including final term grades), the academic unit or college must remove the student from the degree list prior to final certification.

- Degree certification is Dec. 19, 2017 and must be completed by the academic units by 10am. Please be certain that the appropriate personnel are available on that date and be mindful of vacations during the end of the term time frame.
thank you!