Petition Processes

- The Graduate School
- The Registrar
- Dean of Students
Graduate School
Petition Processes

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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
- GSF Deferral
- 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=10&navoid=2070](http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2070)
- 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.
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.
International Credential Holds (Continued)

- 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
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 GSF will be extended by one term for each term deferred; in the case of external awards, the combination of the external award and the GSF 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 GSF 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.

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.

- 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).
thank you!