

# Graduate Workshop- Petition Processes

Office of the University Registrar

February 9, 2016

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

The screenshot shows a web browser window displaying the myUFL website. The page title is "Student Summary" for the term "Fall 2015". The page lists various fees and payments for a student at the University of Florida. A red arrow points to the "Late Registration Fee" which is 0.00.

University of Florida	
Tuition and Fees (excludes fees below):	6,477.22
Test Fees:	0.00
Material and Supply Fees:	0.00
Equipment Fees:	0.00
Late Payment Fee:	0.00
Late Registration Fee:	0.00
<b>Total Tuition and Fees:</b>	<b>6,477.22</b>
Payments:	-6,477.22
Waivers:	0.00
Billed to Donors:	0.00
Paid by Donors:	0.00
<b>Total Credits:</b>	<b>-6,477.22</b>
<b>Term Balance:</b>	<b>0.00</b>

Return to Search

# 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 (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 within 6-9 months of the order 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 students transcript record
- ▶ Official, original grade change forms must either go with the original petition to the Graduate School or be delivered to the Registrar's Office and marked petition pending

# Graduate School Petition Processes

Gann Enholm, Assistant Director, Graduate Records, Graduate School

Rhonda Moraca, Ph.D., Assistant Dean for Administration, Graduate School



"WOULD YOU CARE TO SIGN THIS PETITION  
REQUESTING THAT I STOP ASKING PEOPLE  
TO SIGN A PETITION?"

# Welcome and Introductions



# 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 semester-by-semester basis
- ▶ On an individual student basis

# The Graduate School View of Petitions

- ▶ Only for rare situations
- ▶ 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,
- ▶ Endorsed by the college
- ▶ Petitions are not accepted directly from students
- ▶ Petition must be submitted in the appropriate semester timeframe



# A Petition Can Involve...

- ▶ Deadlines
- ▶ Conditional Admission/Holds
- ▶ International Credential Holds
- ▶ Employment/Fellowships/Tuition
- ▶ Degree Certification



# Deadlines

- ▶ The University of Florida has 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=8&navoid=1540>
- ▶ It is important to meet the deadlines to avoid additional petitions

Graduate School Academic Calendar 2015- 2016 ?

Add to Portfolio

Print-Friendly Page

Fall 2015 Calendar

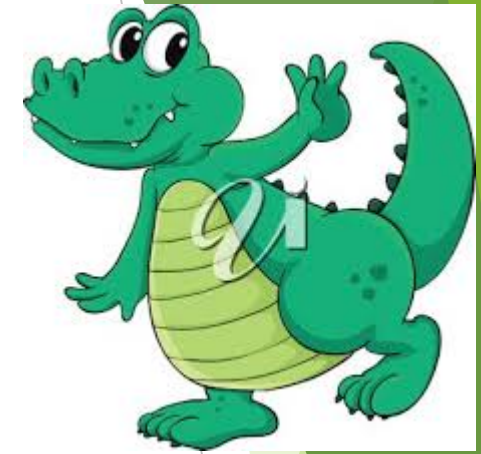


# The Reason to Meet Posted Deadlines

- ▶ The Graduate School expects all graduate students to be aware of and comply with deadlines published in the Graduate Catalog.
- ▶ The Graduate School expects academic units to provide internal mechanisms to ensure your graduate students meet these published deadlines.
- ▶ We also expect academic units to meet university deadlines.
- ▶ Individual **courtesy** reminders are sent from the Graduate School to current term degree candidates.
- ▶ **Academic Units need to communicate – communicate – communicate with their faculty and students**

# Conditional Admission/Holds

- ▶ GPA below 3.00
- ▶ Missing test scores
- ▶ Missing bachelor degree
  - ▶ Student has a first professional degree
  - ▶ Student has a Master's degree with bachelor degree from non-accredited institution
- ▶ English (IELTS/MELAB/TOEFL) Test scores below minimum
- ▶ Petition is ongoing throughout the semester
- ▶ Proactive approach from Graduate School
  - ▶ Gregory check E-Referral and contact the academic unit and request petition
  - ▶ Average turn-around is 1 - 2 business day



# Processing Conditional Admission/Holds

- ▶ What it takes to process petition
  - ▶ Gregory (Graduate School Staff) reviews E-referral multiple times during the day to check on applications referred from Admissions to Graduate School.
  - ▶ Staff contacts the department to let them know details of admission problem
  - ▶ Department submits petition upon request from Graduate School, and explains reason for extra-ordinary admission
  - ▶ Staff reviews and makes decisions and notifies the department by email and explains holds.
- ▶ Holds
  - ▶ Hold placed on student record for second term
    - ▶ Examples of holds, GMAT scores, missing transcripts,

# International Credential Holds

- ▶ International credentials must be validated by the Office of Admissions before the end of the student's first term of enrollment.
- ▶ Students with outstanding international credential issues will have registration holds placed by the Office of Admission on their record.



# International Credential Holds

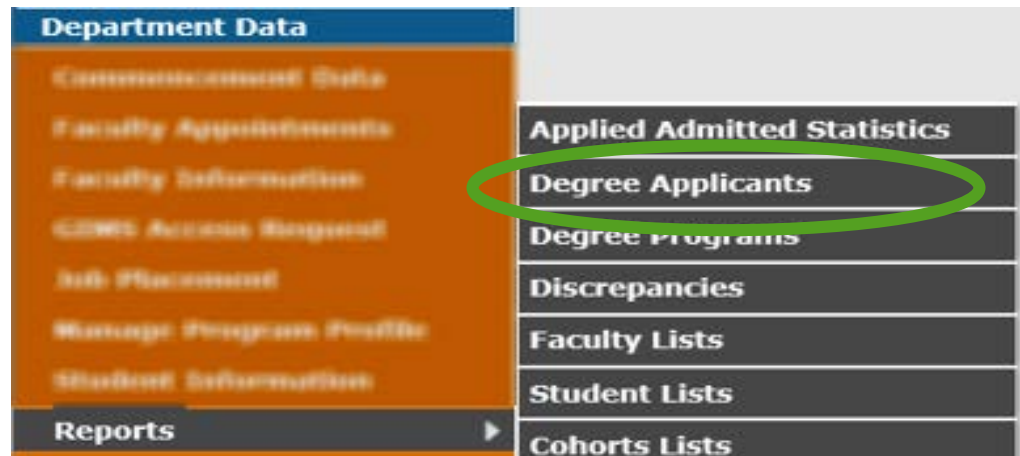
- ▶ First term of enrollment is granted automatically
- ▶ Second term of enrollment requires a petition detailing the circumstances precluding the student from obtaining the appropriate documents.
- ▶ Third term of enrollment requires additional documentation and a review by the Credential Holds Petition Committee, composed of representatives from the International Center, Office of Admission, and the Graduate School.
  - ▶ Attach completed [Final Missing International Credentials Hold Petition](#).
  - ▶ This form requires signatures from the academic unit and college dean's office.
  - ▶ **The official seal of the international institution must be obtained.** 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.
- ▶ <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/missing-credentials.pdf>

# Degree Certification Deadlines and Timelines

- ▶ Transfer of Credit in final semester
- ▶ Changing the nature of the degree
  - ▶ Thesis, Non-thesis, project in lieu of thesis
  - ▶ Adding a Concurrent or Non-traditional, joint, co-major, distance learning experience
- ▶ Extending Submission Deadline
  - ▶ Non-thesis final exam
  - ▶ Extend the deadline for accepting Dissertation/Thesis
  - ▶ Extending the deadline for Final exam (defense)
  - ▶ Project-in-lieu-of-thesis final exam deadline
  - ▶ Supervisory committee
  - ▶ Qualifying exam (extend through sixth year)
  - ▶ Theses/Dissertations -- Final Exam extend beyond two (2) semester rule - Audit report in EDM - Stacy notifies and request petitions
- ▶ Expired Timelines

# Helpful GIMS View of Degree Candidates

## ► Navigation



# Employment/Fellowships

- ▶ Health Insurance
  - ▶ GatorGradCare -- Employees
  - ▶ United -- Non-employees (Fellowships)
- ▶ Late Hires/Awards
  - ▶ Beginning work after the term begins
- ▶ Retain assistantship/fellowship with less than 3.0 GPA
- ▶ Reduction in Required Registration
  - ▶ Accommodations/Medical
  - ▶ Fellowships + Graduate Assistantships
  - ▶ Funding Source Requirements
  - ▶ Academic Reason
- ▶ Graduate Student Fellowships Deferments





# Rare/Extenuating Circumstances

- ▶ Petition should not be common place
- ▶ Should not rely on petition to resolve internal academic unit issues.
- ▶ Petitions should not be routine



# Degree Certification Petitions

- ▶ Has the student applied for 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 in GIMS

# Enrollment Adjustment

- ▶ Current term enrollment adjustments do not involve the Graduate School
  - ▶ Academic Units may drop/add courses for graduate student up until the Friday before Commencement for non-graduating students as long as the student was initially registered for that term.
  - ▶ Do not drop all courses before adding courses. This will cause a problem for the student.
  - ▶ Academic units should consult with the Registrar's Office (Beckie Preston)
  - ▶ We recommend making administrative corrections as soon as possible in the term.
- ▶ Retroactive adds/drops
  - ▶ Graduate academic unit initiates
  - ▶ Graduate School must approve
  - ▶ Graduate School will forward to Registrar's Office for final processing and fee assessment determination
- ▶ Medical drops or withdrawals – during term or retroactive
  - ▶ Handled through Dean of Students Office

# Petitions Outside of the Graduate School

- ▶ University Registrar -- Senate Petition for Fee Refund
- ▶ Ombuds
  - ▶ Only after all other levels have discussed and documented the issue
  - ▶ Mr. Ron Anderson [--randerson@ufl.edu](mailto:--randerson@ufl.edu)
- ▶ Medical Withdrawals

# Medical Withdrawal Petitions

- ▶ Dean of Students Office handles the review
- ▶ Current term medical withdrawal petitions
  - ▶ Notify Graduate School
  - ▶ (GatorGradCare or tuition payments)
- ▶ Retroactive term medical withdrawal petitions
  - ▶ Notify Graduate School for implementation
- ▶ Graduate School **generally** does not support partial medical withdrawal

<https://www.dso.ufl.edu/care/medical-withdrawal-process/>

# Summary of Current Petition Process

- ▶ Submitted to [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu)
- ▶ Detailed explanation of the situation, the specific request, and supporting documentation
- ▶ The subject line in the e-mail should state the student's name in the following format: "Last Name, First Name".
- ▶ Petitions must be sent as email with an attachment on letterhead in memorandum or letter form, initiated by the graduate coordinator, graduate program director, department chair, or supervisory committee chair.
- ▶ Petitions cannot be processed early - they must be sent at appropriate time in the semester

# Summary of Current Petition Process

- ▶ All such requests must contain an approval signature from the College Dean's office and include the following critical elements:
  - ▶ Student's name
  - Student's UFID number
  - Graduate Council policy you are seeking to waive
  - Detailed explanation as to why the policy should be waived for this student
  - Supporting documentation when appropriate
- ▶ A decision is communicated to the originator and college. The academic unit is responsible to notify the student, and/or UFIC (if appropriate)
- ▶ To check on a petition please send email to [graduateschoolpetitions@aa.ufl.edu](mailto:graduateschoolpetitions@aa.ufl.edu) and not individual staff member

# Why we need to change the process

- ▶ Better manage incoming petitions with one central point of collection
- ▶ Understand what is being asked
- ▶ Collect data
- ▶ Route to the appropriate staff in the Graduate School for review and response
- ▶ Improve response time
- ▶ Take care to review and educate about graduate council policy





# Future Changes in the Petition Process

- ▶ Phase 1 -- Designed a form for Petitions -- This has been completed
- ▶ Phase 2 -- Pilot the form and collect feedback --
  - ▶ This is in progress and several units are working with the Graduate School on the process.
- ▶ Phase 3 - Implement use of new form (target date - Fall 2016)
- ▶ Phase 4 -- Move to an electronic process in GIMS





## PETITION TO THE GRADUATE SCHOOL

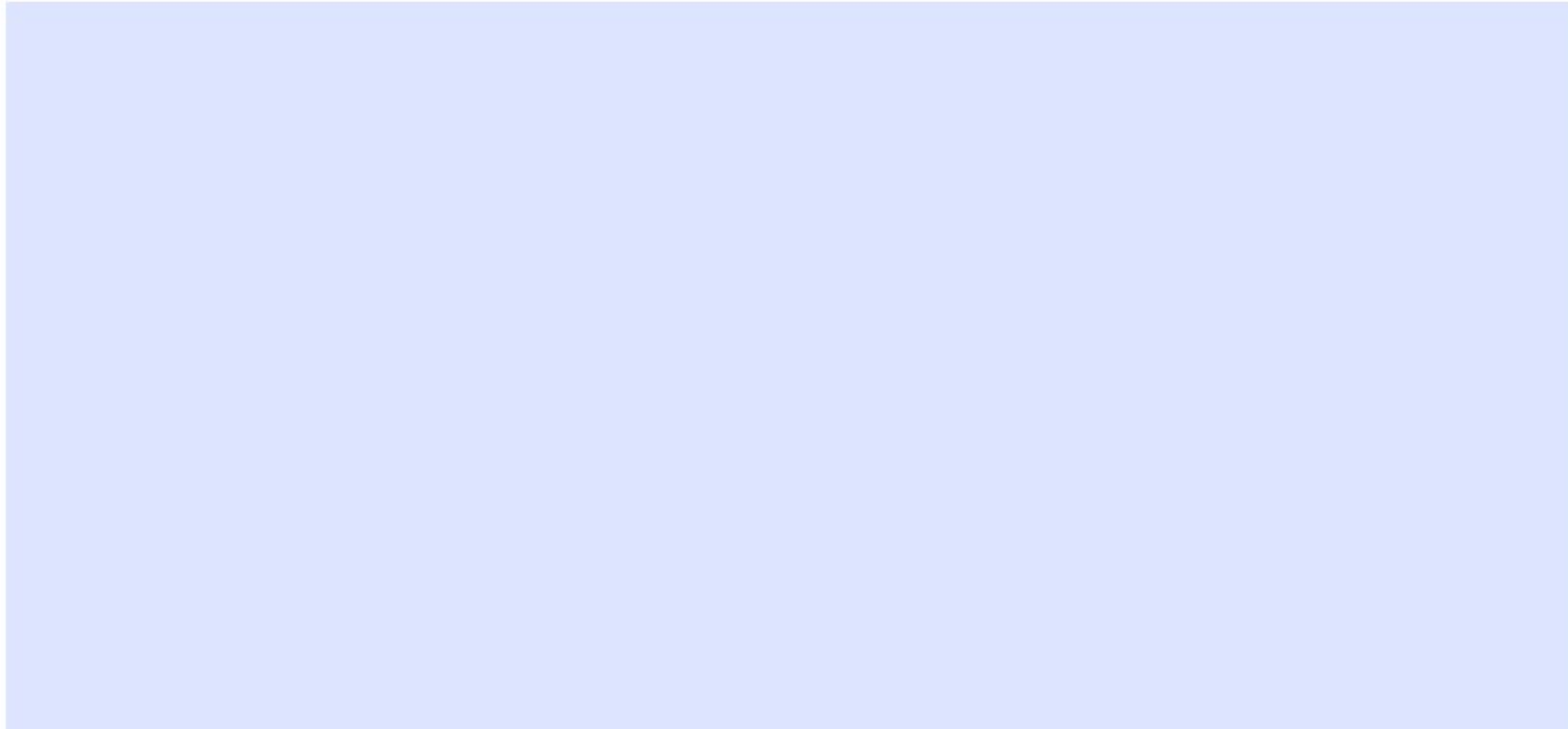
Click here for [online instructions](#). Questions? E-mail [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu)

Date		Petition Effective Term/Year	
Student Name			
Student UFID Number		Student graduating this term?	Choose one: ▾
Petitioner Name			
Petitioner Role	Choose one: ▾	Petitioner E-Mail	
Petitioner College	Other (Enter): ▾		
Petitioner Department/School			
Reason for Petition	Choose one: ▾		

Choose one:  
Associate Dean  
Dean  
Department Chair  
Graduate Coordinator  
Other (Enter):  
School Director  
Supervisory Committee Chair

# Petition Form - Rationale - Middle

**Rationale for Petition**

A large, empty light blue rectangular box intended for the rationale for the petition. The box is positioned within a white rectangular frame that has a thin black border. The text 'Rationale for Petition' is located in the top-left corner of this frame, just above the blue box.

# Petition Form – Bottom

Department Chair Signature	Name	
	Date	
College Dean Signature	Name	
	Date	

Please e-mail filled-out and signed petition as PDF file to [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu)

Graduate School Decision	Choose one: <input type="text"/>	
Graduate School Comments		
<div></div>		
Graduate School Signature	Name	
	Date	

Thank you for your participation!

