Electronic Petition for Exception to Graduate Requirements
User Manual

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Overview and Workflow

The electronic petition is generated by the program office using a weblink provided by UGS. Below is a representation of the entire process, followed by the instructions for submitting a petition on behalf of a student. If applicable, please note that the petition is initiated by the department after the student consults with the Graduate Program Director (GPD) regarding the need for a petition.
Creating a petition

Open form login using the Petition Link. (If you do not have the link, please contact UGS at ext. 2455 or and it will be emailed to you.)

Select petition type, enter Student PID and Program Plan

Student Information is auto-populated
Enter Department and College Approvers

**Enter GPD’s and Dean’s PID** (If either the GPD or Dean/Associate Dean is not available, you may also enter a Designee’s PID. Please attach an email or memo from the GPD/Dean or Associate Dean, indicating that the Designee has approval to sign off). After the PID’s are entered, their names and their email addresses will populate automatically.

<table>
<thead>
<tr>
<th>Required Unit Approvals</th>
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<tbody>
<tr>
<td><strong>Graduate Program Director or Designee</strong></td>
<td>Name</td>
<td>Email</td>
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<tr>
<td>PID</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>College Dean/Associate Dean or Designee</strong></td>
<td>Name</td>
<td>Email</td>
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<tr>
<td>PID</td>
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Attach Supporting Documents (PDF or Word format). NOTE: The student will **not** receive or be able to view any attachments.
Confirm Document Upload

Check box to confirm the required documents have been uploaded

Note: You cannot submit the petition until this box is checked.

Confirm Documents Upload

If the checkbox is checked, this petition will be sent to the student for additional documentation and sign off and then the Graduate Program Director for a decision. For Admissions Standards and Graduate Assistantship requests, the Petition skips the student and goes directly to the GPD.

Submit Petition

Review and Submit

This message will appear to confirm the petition was submitted successfully.

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Student Sign-off, if required

Notification Email sent to student (This step is skipped for Admissions Requirements and Graduate Assistantship petitions.)

Student is asked to upload load and attach supporting documents, then click submit. NOTE: The student will not receive or be able to view any previously attached document.
Once student attaches the supporting document(s) and submits the form, a notification email is sent to the Petition Initiator.
GPD Sign-off

GPD receives Notification Email after the student submits the petition

Or

In the case of admissions and graduate assistant petitions, the petition initiator submits the petition

GPD is prompted to login and view email attachments
GPD enters his/her recommendation based on the review of the email attachments.

Once submitted, notification emails are sent to the Petition Initiator and College Dean.
College Dean Sign-off

Notification Email sent to College Dean

The College Dean has three options to view the petition and enter a recommendation. One option is to login to the form directly, in the same manner as the GPD. The other option is to log into the college queue via WebNow, which has access limited to the dean’s office staff. The third option is via your E-petition Dashboard link. The last two options allow the college dean to review all petitions that are pending sign-off. For the instructions of option 3, please reach out to Associate Director Karla Ortega at ortegak@fiu.edu.

Option 1: Log into the petition form and view the documents attached to the email
The College Dean enters his/her recommendation based on the review of the email attachments.
Once submitted by college dean, the petition is routed to UGS for processing and a notification email is sent to the Petition Initiator.

Option 2: Log into WebNow (With your FIU AD Credentials and Password)
Navigate to the College Petition Queue

View all pending petitions and click on the relevant document to open

The petition will open in the viewer window - Press “F9” if the attachment icons are not visible at the bottom
Recommendation and Dean sign-off

Once submitted, the petition is routed to UGS for processing and a notification email is sent to the Petition Initiator.

The petition for Name of student, PID has been submitted to the University Graduate School for final review. Please allow three business days for processing and a final decision.

Thank You!
UGS Decision Notification (Final Step)

Notification Emails are sent to the following offices:

- Dept/ Petition Initiator
- GPD
- College Dean
- Student (step skipped for GA and Admissions petitions)
- Other FIU Offices (if necessary)

Screencap of an email from the UGS decision notification:

```
From: Louis Forrnworth
To: Louis Forrnworth
Cc: 
Subject: Petition for Smith, John, 9999999, BIOL:PHD

The University Graduate School has Approved the petition on behalf of:

Smith, John
9999999
BIOL:PHD

Student must register for nine credits during final semester.

If you have any questions regarding this decision, please contact the UGS Tel. (305) 348-2455/ Email: UGS@fui.edu

Thank You!
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Viewing a Submitted Petition

The petition and its status (Pending, Cancelled, Approved, etc.) can be viewed via WebNow at any stage in the process once it has been initiated/created.

Log into WebNow

Enter Student’s PID and select Petition

View Petition and its status
Contact Information

If you have any questions or concerns regarding the electronic petition, please contact

Karla Ortega
Associate Director, Academic Support Services
University Graduate School
305-348-2455
ortegak@fiu.edu
http://gradschool.fiu.edu/