



**University Graduate School**

Electronic Petition for Exception to Graduate  
Requirements User Manual for  
FIU Departments/Colleges



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# 1. Using ImageNow's E-Petition to submit Exemption Requests to the University Graduate School

## A. How to Submit an Electronic Petition for Exception to Graduate Requirements

Only department/college faculty and staff will use their FIU credentials to access e-Petition link. The e-petition link can only be provided by UGS to academic faculty/staff.

Prior to the submission of any e-petition, the graduate program directors/faculty requesting the exemption, may want to discuss the exemption being requested with the college's associate dean, as applicable.

Step 1. Enter e-petition link to browser.

Step 2. Sign-in with your AD FIU username and Password.

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY

Enter your FIU MyAccounts UserName or PantherID and Password (e.g.: jdoe001, 1234567)

MyAccounts UserName

Password

LOGIN

CLEAR

Please sign in with your FIU MyAccounts username and password to access FIU information systems, such as eTraining, eCampus, Qualtrics and FIU Phonebook.

**Need Help Logging In?**

If you forgot your username/password, [click here](#) to visit the MyAccounts web site.

If you still have trouble logging in, contact the UTS Support Center online at [uts.fiu.edu](https://uts.fiu.edu) or by calling 305-348-2284.



The Unit is requesting an Exception to the Policy Regarding: (Choose one) ▼

Enter Student's Panther ID: <input type="text"/>	Program Plan: <input type="text"/>
Student's Name: <input type="text"/>	Visa Status: <input type="text"/>
Preferred Phone: <input type="text"/>	E-mail Address: <input type="text"/>
Current Enrollment (credits): <input type="text"/>	Total Credits: <input type="text"/>
Graduate Cumulative GPA: <input type="text"/>	

Approved and Received Dissertation or Thesis Form(s):

**Required Unit Approvals**

Graduate Program Director or Designee		
PID	Name	Email

College Dean/Associate Dean or Designee		
PID	Name	Email

**Required Supporting Documents:**  
Please click the "Upload Docs" button below to submit the required documents, must include a compelling justification statement from the GPD as to why this petition is being supported. For petitions involving courses, include the course name(s) and prefix(s). For petitions regarding courses that will exceed the time limit to degree, the unit must certify that the material in each of the courses is still current and must include a timetable for the student's degree completion. Supporting documents must be submitted on departmental letterheads.

**Confirm Documents Upload**  
 Please click on the Checkbox to confirm that you have uploaded the required supporting documents. This form cannot be submitted until the box is checked.

**Submit Petition**  
Please click on "Submit" button below to complete petition submission. By clicking submit, 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.

Petition Prepared by: Miss Karla Ortega Date Submitted:

Step 3.

A. Choose Exemption Category from the Drop-Down Menu.

(Choose one) ▼

- (Choose one)
- Admission Standards (student approval not required)
- Graduate Assistantships (student approval not required)
- Leave of Absence or Continuous Enrollment Requirements
- Dissertation and Thesis forms/Deadlines
- Dismissal
- Time Limit to Degree
- Committee participation via tele/videoconference during dissertation/thesis defense
- Graduation in same term as readmission/admission
- Other

Step 4:

- A. Enter Student's Panther ID (PID).
- B. Select Program Plan. Make sure that the student's program plan you are asking an exemption for is selected, as the student may have multiple program plans.
- C. Once the PID is entered and the student's program plan you are asking an exemption for is selected, the fields below will auto-populate.

Enter Student's Panther ID:	<input type="text"/>	Program Plan:	<input type="text" value="▼"/>
Student's Name:	<input type="text"/>	Visa Status:	<input type="text"/>
Preferred Phone:	<input type="text"/>	E-mail Address:	<input type="text"/>
Current Enrollment (credits):	<input type="text"/>	Total Credits:	<input type="text"/>
Graduate Cumulative GPA:	<input type="text"/>		

Step 5.

- A. Under the Required Unit Approvals. Prior to entering the PIDs of GPD and College Dean/Associate Dean or Designee Panther PID, make sure to obtain their Panther IDs. Only those who are authorized at the department and college dean's level, can support (or not) petitions.
  - a. Enter the Graduate Program Director's Panther ID. Once this is entered, their information will auto-populate in the fields of Name and Email to the right.
  - b. Enter the College Dean/Associate Dean or Designee Panther ID. Once the PID is entered, their information will auto-populate in the fields of Name and Email to the right.

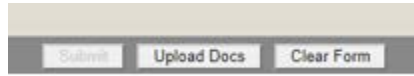
Required Unit Approvals		
Graduate Program Director or Designee		
PID	Name	Email
College Dean/Associate Dean or Designee		
PID	Name	Email

Step 6. Required Supporting Documents.

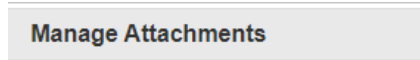
- A. All exemption requests require a departmental memo on department letterhead. The departmental memo must 1) Clearly indicate the exemption request and 2) Include a thorough justification as why the exemption shall be granted. Furthermore, do make sure to include any supporting documents that applies or helps support your justification as to why an exemption may be granted.

Important: Be advised that exemptions for Admission Standards and Graduate Assistantships do not require student approvals nor their student memos.

- a. To upload the departmental memo and supporting documents, at the bottom of the e-petition, click on the button labeled Upload Docs.



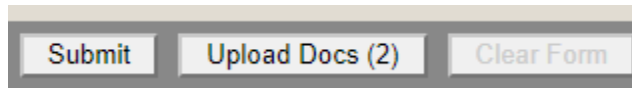
And the prompt Manage Attachments will pop up on your screen:



Click on Add, to retrieve the documents to upload. Once retrieved, click on OK.

After clicking on OK, the number of files uploaded will be reflected.

Click on Submit, to submit the e-petition.



- b. After the upload of the departmental memo and supporting documents, click on the “Confirm Documents Upload” section.

**Confirm Documents Upload**

Please click on the Checkbox to confirm that you have uploaded the required supporting documents. This form cannot be submitted until the box is checked.

- c. Click the Submit button, at the bottom of the e-petition, to route the e-petition to the next approver. After this step, you will see this notation:

The form was successfully submitted to the next level approver. To logout, please click [here](#). Or, stay logged in without any further action.

Important: Be advised that exemptions for Admission Standards and Graduate Assistantships do not require student approvals. For these exemptions, the next approver is the graduate program director or designee.

For all other exemptions, the next approver will be the student for which the exemption is being requested for.

## 2. E-Petition Sign-Off Student

The petitions for Admission Standards and Graduate Assistantship categories will not require student sign-offs.

- Upon submission by the e-petition submitter, the notification with a e-petition link will be routed to the student's FIU email address automatically.
- See sample below of the e-petition notification emailed to the student's FIU email address, which requires their student memo and any other pertinent document requirements they may want to include, as part of their exemption request. Be advised that e-petition submitter may also include the student's memo when the e-petition is submitted (the student will just need to sign-off, if the student has provided to the e-petition submitter their memo).
- Student must follow steps to ensure that their e-petition is routed to the next level of reviewers to make their decisions.

### Sample

**From:** [gradreqpetition.noreply@fiu.edu](mailto:gradreqpetition.noreply@fiu.edu)

**Sent:** *Date*

**To:** *Name of student, FIU email student address*

**Subject:** Your Action Required on E-Petition

*First Name of student,*

An electronic petition has been submitted by your academic department on your behalf. Please upload your student memo and any supporting document(s). Once you have uploaded your document(s), click on Submit to route your exemption request to your Graduate Program Director.

- Student memo must include a clear statement specifying exactly what the exemption request is
- Student memo must include a compelling justification for the exemption request
- Include other supporting documentation which may be relevant to your exemption request, i.e., student transcript, medical documentation, etc.

To access the electronic petition, click on the link below. Upload your document(s) by clicking on Upload Docs. Once you have uploaded your document(s), click on the Submit button, the e-petition will be routed to your Graduate Program Director and College Dean for review. After they make their decision and submit your e-petition, it will be routed to the UGS for review and decision. Please allow time for processing.

[Petition for Exception to Graduate Requirements](#)

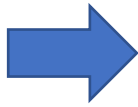
For questions regarding your e-petition status, please communicate with your academic department.

Thank you.

University Graduate School

Florida International University

Tel.: 305-348-2455, [ugs@fiu.edu](mailto:ugs@fiu.edu)



After the student signs-off and uploads their memo, the e-petition submitter will receive a notification confirming that student did so.

Sample:

**From:** gradreqpetition.noreply@fiu.edu

**Sent:** Date

**To:** Name of FIU e-petition submitter, at FIU email address, name@fiu.edu

**Subject:** Petition for student Last name, Student First Name, Student PID, Student Academic Program

*E-Petition submitter First Name and Last Name*

The petition for student Last name, Student First Name, Student PID, has been submitted to the Graduate Program Director or Designee for review.

Thank You!



What if the student does not sign-off?

Five days after the submission of the e-petition and the student not signing-off, an automated notification will be launched to the e-petition submitter's FIU email address with the reminder and e-petition link.

Advice: Academic departments must follow-up with the student and forward to them the notification.

Sample

**From:** gradreqpetition.noreply@fiu.edu

**Sent:** Date

**To:** Name of FIU e-petition submitter, at FIU email address, name@fiu.edu

**Subject:** Student Action Required for student Last name, Student First Name, Student PID, Student Academic Program

*E-Petition submitter First Name and Last Name,*

This petition is pending the students supporting documents. Please forward this email with the below link to the student for his/her supporting documentation.

**Petition for Exception to Graduate Requirements**

If you have any questions, please contact the UGS. Tel. (305) 348-2455/ Email: [UGS@fiu.edu](mailto:UGS@fiu.edu)

Thank You

### 3. E-Petition Sign-Off Graduate Program Director

The petitions for Admission Standards and Graduate Assistantship categories will not require student sign-off.

- Upon submission by the e-petition submitter, the notifications for these petitions will be routed to you.
- For petitions requiring the student's sign-off and their memo, their notifications will be routed to you once the student Sign-Off.

Petition notifications and the e-petition links are routed directly to the graduate program directors FIU email address account automatically. As noted, an e-petition link is generated within ImageNow and ImageNow launches an automated link to the GPDs FIU email address.

#### Sample

**From:** gradreqpetition.noreply@fiu.edu

**Sent:** Date

**To:** *Name of graduate program director, at FIU email address, name@fiu.edu*

**WORD / PDF format files attachments are included**

**(NO attachments will be included if no files were uploaded)**

*Dr. Name of graduate program director,*

An electronic Petition for Exception to Graduate Requirements form has been submitted along with the attached supporting documentation for your review and recommendation. Click on the link below to view the electronic petition and input your recommendation. Once you make your recommendation and click the submit button, the petition will be routed to your college dean or designee for review.

**[Petition for Exception to Graduate Requirements](#)**

Please feel free to contact UGS if you have any questions. Tel. (305) 348-2455/ Email: [UGS@fiu.edu](mailto:UGS@fiu.edu)

To review and make a decision, click on the [Petition for Exception to Graduate Requirements](#). For those petitions being supported by the academic department, make sure to upload a departmental memo on your [departmental letterhead](#). Note that the documents may have been already uploaded by the e-petition submitter when the e-petition was initiated.

You will be asked to enter your AD credentials to access the e-petition form. Make a recommendation and enter your comments. Please keep in mind that a departmental memo is required, if it has not been already uploaded).

## FIU Perceptive Eforms

Username

[Forgot username?](#)

Password 👁

[Forgot password?](#)

**Log In**

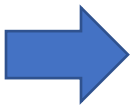
This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

α

Sample:

<b>FIU</b>	<b>University Graduate School</b> FLORIDA INTERNATIONAL UNIVERSITY	<b>Electronic Petition for          Exception to Graduate Requirements</b>
<b>The Unit is requesting an Exception to the Policy Regarding:</b> <input type="text"/>		
Enter Student's Panther ID:	<input type="text"/>	Program Plan: <input type="text"/>
Student's Name:	<input type="text"/>	Visa Status: <input type="text"/>
Preferred Phone:	<input type="text"/>	E-mail Address: <input type="text"/>
Current Enrollment (credits):	<input type="text"/>	Total Credits: <input type="text"/>
Graduate Cumulative GPA:	<input type="text"/>	
<b>Approved and Received Dissertation or Thesis Form(s):</b> <input type="text"/>		
<b>Petition Prepared by:</b> <input type="text"/>		<b>Date Submitted:</b> <input type="text"/>
		<b>Student Sign-off Date:</b> <input type="text"/>
<b>Graduate Program Director's Recommendation:</b> Please enter your recommendation below and click on the "Submit" button.		
<b>Petition Reviewed by</b>	<b>Recommendation</b>	<b>Date Stamp</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Comments:</b>		
<input type="text"/>		

Recommendation
▼
Support
Support with reservation
Do Not Support
Cancel



What if GPD does not sign-off?

Five days after the e-petition's notification was emailed to the GPD, an automated notification will be launched to the e-petition submitter's FIU email address with the reminder and the e-petition link.

Advice: E-petition submitter must follow-up with the GPD and forward to them the notification. Please be advised that many times the e-petition submitter happens to be the GPD, hence, the automated notifications serves as reminder as well.

#### Sample

GPD Action Required for *student Last name, Student First Name, Student PID, Student Academic Program*

gradreqpetition.noreply@fiu.edu

**Sent:** *Date*

**To:** *Name of FIU e-petition submitter, at FIU email address, name@fiu.edu*

**Subject:** *Student Action Required for student Last name, Student First Name, Student PID, Student Academic Program*

**WORD / PDF format files attachments are included**

*(NO attachments will be included if no files were uploaded)*

*E-Petition submitter First Name and Last Name,*

This petition is pending your GPD's recommendation. Please forward this email with the below link to your GPD for his/her sign-off.

**[Petition for Exception to Graduate Requirements](#)**

If you have any questions, please contact the UGS. Tel. (305) 348-2455/ Email: [UGS@fiu.edu](mailto:UGS@fiu.edu)

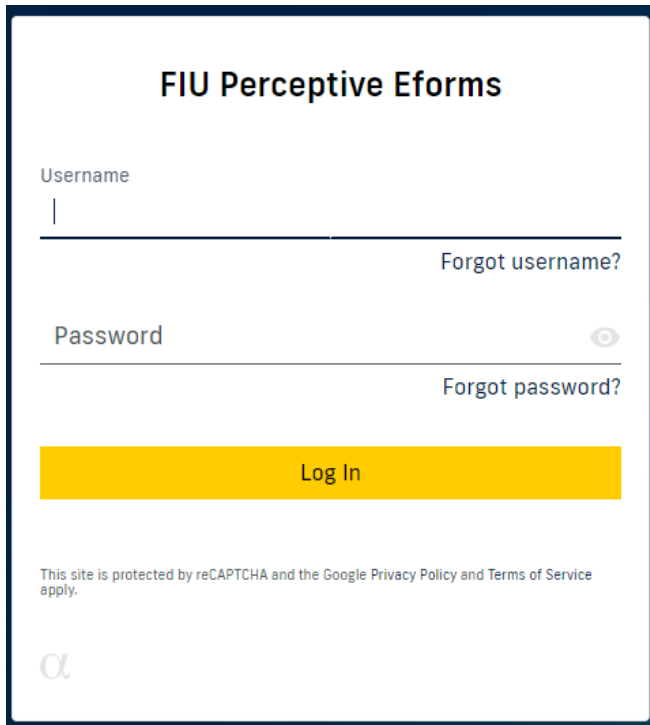
Thank You

## 4. E-Petition Sign-Off College Academic Dean

Be advised that e-Petition notifications and the e-petition links are routed directly to the college academic dean's FIU email address account automatically. The e-petition notifications will also include a link to the e-petition dashboard. The e-petition dashboard is intended for the college academic deans.

The e-petition can be accessed via 1) the e-link included on the e-petition notification, 2) the e-petition dashboard as noted on the e-petition notification, 3) the college's queue accessible via the online ImageNow.

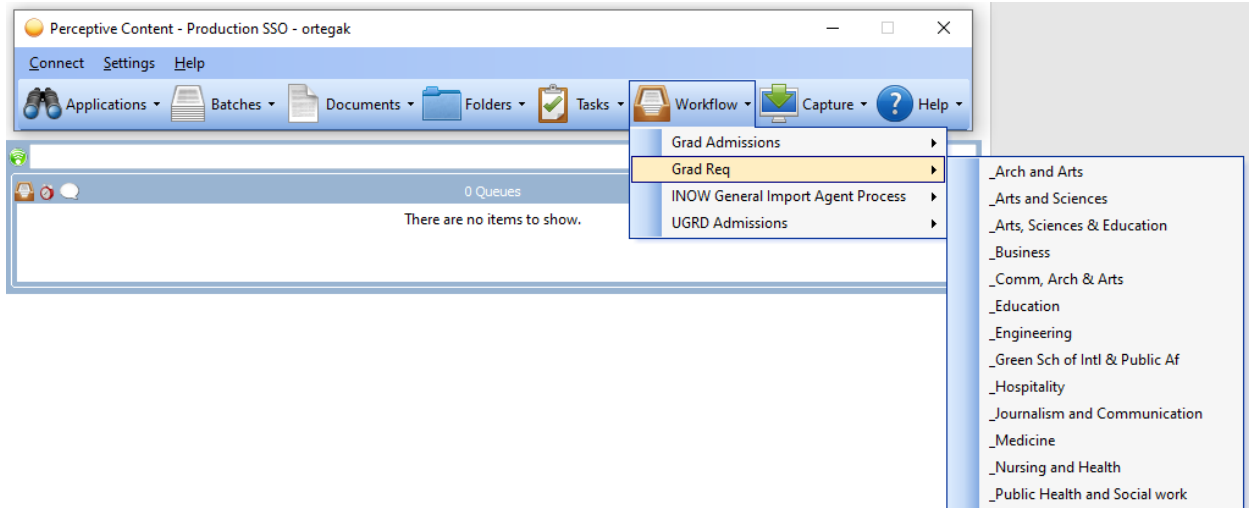
1. E-petition link as listed in the e-petition notification emailed (this is what you will see when login in from said e-petition notification):



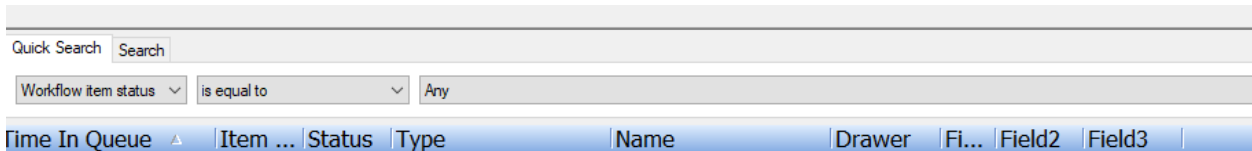
The image shows a login form titled "FIU Perceptive Eforms". It features two input fields: "Username" and "Password". The "Username" field has a vertical cursor and a "Forgot username?" link to its right. The "Password" field has a toggle icon (an eye) and a "Forgot password?" link to its right. Below the fields is a prominent yellow "Log In" button. At the bottom left, there is a small text notice: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." and a small alpha symbol logo.

2. Dashboard

- 3. Online ImageNow College e-petition queue
- 4. Choose College



- Any e-petition awaiting College Academic Dean review and decision will be reflected under the College's e-petition



If you have already made the decision for the e-petition, you will see this notation:

**This form was previously submitted.  
No further action is required.**



## 5. How to check the Status for E-Petitions

FIU staff/faculty may see the status of any petitions by login directly to ImageNow. To check on their e-petition status, current students and applicants must contact their academic department/college.

To check STATUS for e-Petitions at ImageNow

1. Login: <https://imagenowweb.fiu.edu/contentapps/#login>
2. Enter your FIU login credentials

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### Perceptive Content

Username

[Forgot username?](#)

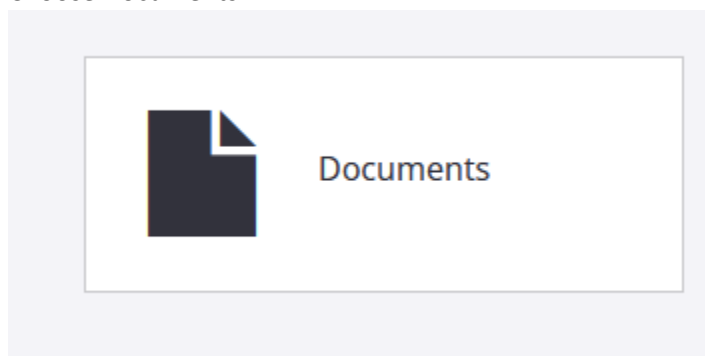
Password



[Forgot password?](#)

Log In

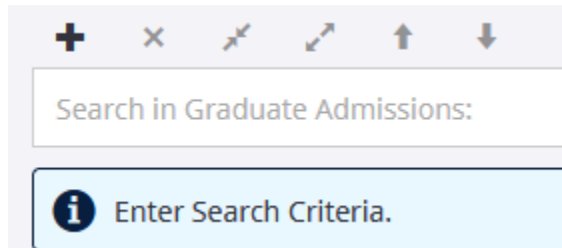
3. Choose Documents



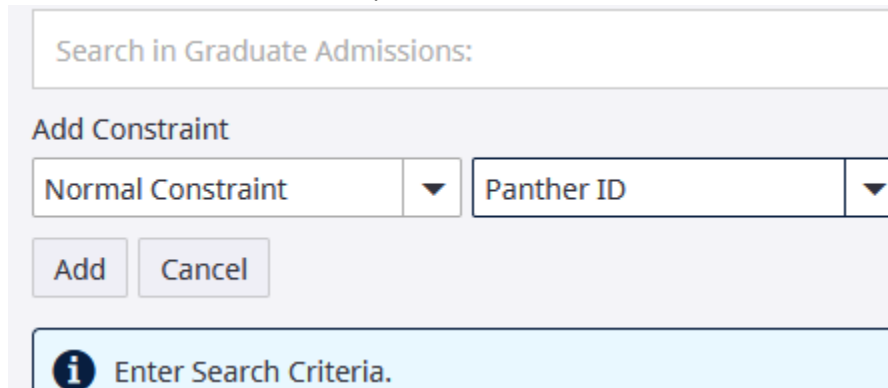
4. Choose Graduate Admissions



5. Click inside the Search in Graduate Admissions



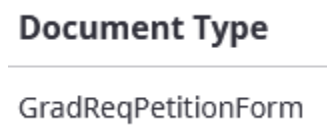
6. Once clicked, it will open the Normal Constraint, and in the field next to Normal Constraint, select from the dropdown Panther ID.



7. Enter Panther ID and click on Search, top right-hand side.



8. You will see any submitted e-petition(s) under the Document Type GradReqPetitionForm:



9. The Created field shows the date in which the e-petition was submitted.

## 6. E-Petition Status

The status of the e-petition is listed at the top of the e-petition form. See below.

**Pending Student** – The e-petition is pending the student’s sign-off and their memo.

**Pending GPD Recommendation** – The e-petition is pending the department graduate program director decision. Their options are: 1) Cancel, 2) Support, 3) Support with Reservation, 4) Does Not Support.

**Pending College Dean’s Recommendation** – The e-petition is pending the college dean’s decision. College Dean or designee’ options are: 1) Cancel, 2) Support, 3) Support with Reservation, 4) Does Not Support.

**Pending UGS Review** – The e-petition is pending documents review. The options are: 1) Ready for UGS’s Dean 2) Return to Department, not UGS decision, 3) Return to Department, insufficient documentation,

**Pending UGS Decision** – The e-petition is at UGS deans’ end, pending their input and decision-making. Their decision-making might be 1) Approval, 2) Denial, or 3) Returned to Department. This status requires time for review and decision making.

Sample

<b>FIU</b>	<b>University Graduate School</b> FLORIDA INTERNATIONAL UNIVERSITY	<b>Electronic Petition for</b> <b>Exception to Graduate Requirements</b>
<b>STATUS: Pending GPD Recommendation</b>		
The Unit is requesting an Exception to the Policy Regarding: <input style="width: 100%;" type="text"/>		
Enter Student's Panther ID: <input style="width: 150px;" type="text"/>	Program Plan: <input style="width: 150px;" type="text"/>	
Student's Name: <input style="width: 250px;" type="text"/>	Visa Status: <input style="width: 150px;" type="text"/>	
Preferred Phone: <input style="width: 150px;" type="text"/>	E-mail Address: <input style="width: 150px;" type="text"/>	
Current Enrollment (credits): <input style="width: 150px;" type="text"/>	Total Credits: <input style="width: 150px;" type="text"/>	
Graduate Cumulative GPA: <input style="width: 150px;" type="text"/>		
Approved and Received Dissertation or Thesis Form(s): <input style="width: 100%; height: 20px;" type="text"/>		
<b>Required Unit Approvals</b>		
<b>Graduate Program Director or Designee</b>		
PID	Name	Email
<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>College Dean/Associate Dean or Designee</b>		
PID	Name	Email
<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Petition Prepared by: <input style="width: 150px;" type="text"/>	Date Submitted: <input style="width: 150px;" type="text"/>	
Student Sign-off Date: <input style="width: 150px;" type="text"/>		
<b>Student Statement:</b> A petition has been submitted on your behalf. Please upload the following supporting documents and then click on submit for further processing. a) a clear statement specifying exactly what is being requested b) a compelling justification for this petition c) other supporting documentation which is relevant, e.g., student transcripts, medical documentation, etc.		

## 7. E-Petition Notifications

- E-petition notifications are sent to FIU email addresses automatically.
- E-petitions notifications related to Admission Standards and Graduate Assistantships categories are sent out to the Department submitter, GPD, College Dean, and any other staff as necessary.
- E-petitions notifications related to the rest of the categories are sent out to the student, E-petition submitter, GPD, College Dean, any other staff as necessary.

## 8. E-Petition returned by academic college

Be advised that petitions may also be returned by the academic college. The notification will be sent to the petition submitter.

Hence, it is important to check directly on ImageNow, for any other additional comments.

## 9. E-Petition returned by UGS

Petitions returned by UGS will have specific instructions. The notification will be sent to the petition submitter with specific comments.

Note that if a petition is to be resubmitted as instructed, a new e-petition with the pertinent document(s), is required using the same e-petition process.

## Contact Information

For questions regarding the e-petition process and to notify of any changes related to associate deans and any other department/college staff that must be included in the notification reminders, please contact:

Karla Ortega  
Senior Director, Academic Support Services  
[ortegak@fiu.edu](mailto:ortegak@fiu.edu)  
University Graduate School