Petition Policy

The petition process has historically been used as a mechanism for documenting graduate students’ requests for exceptions to University policy. The previous approval chain consisted of the student’s graduate advisor, the graduate studies committee in the student’s program, and the Graduate Dean. As of February 17, the final authority for petition decisions will no longer include the Graduate Studies Office. Instead, the Academic Deans will have final authority over the petition process and petition decisions.

Petitions workflow in WebNow

Step 1. Student submits a petition online at https://grad.uta.edu/students/petition/. The petition is imported into WebNow and is routed to the appropriate department’s WebNow queue for review.

Step 2. The department representatives (usually the graduate advisor and Graduate Studies Committee Chair) review the request and indicate their decisions and any other notes about the decision directly on the petition document using the tools within WebNow. Once the departmental decisions are recorded, the petition is routed to the appropriate College/School Dean’s queue for the final decision and processing.

Step 3. The Dean or his/her representative reviews the petition and indicates the final decision along with any notes or comments on the petition document using the tools within WebNow. The Dean or his/her delegate removes the related holds from the student’s record if necessary (see Petition Processing below for instructions), and notifies students and relevant staff of the decision regarding the petition. Once all other procedures are complete the petition can be archived or routed to Exit Workflow unless the petition requires action by Admissions, Records, and Registration Office (e.g. petitions related to graduation) in which case, proceed to Step 4.

Step 4. (ONLY for petitions that require processing by AAR staff such as petitions regarding graduation). Once the Dean’s representative has made a recommendation on the petition and signed off on the petition, the petition is routed to the GS WebNow Petition Returned queue. Once in the GS WebNow Petitions Returned, AAR staff will take the necessary steps to finalize processing of the petition. Once all other procedures are complete the petition can be archived or routed to Exit Workflow.

Notes:
All Deans of College/Schools have access to their academic departments’ queues.

All Academic Department Chairperson have access to their academic department’s queues.

Email notification will be sent to the department representative when a petition is in WebNow department workflow queue.

Email notification will be sent to Dean’s representative when a petition is in WebNow Dean’s queue.
**Most common petition types**

Although the petition process is available to graduate students who are requesting an exception to any policy, there are few types of requests that are most commonly received.

a. **Requests to continue on probationary academic status:** Students automatically get one semester on academic probation without getting an enrollment hold. Students who fail to bring their GPA up to a 3.0 during that grace period are not allowed to continue in the program per University policy. Students who submit this type of petition are typically requesting that the enrollment hold be lifted so they can continue in the graduate program. If the enrollment hold is lifted but the student is unable to achieve a cumulative GPA of 3.0 in the subsequent semester, the enrollment hold will be automatically placed again. The enrollment hold related to this type of petition is the GRD hold. See the Petition Processing section below for more details.

b. **Requests for a time extension to meet the terms of a provisional admission status:** Students admitted provisionally are allowed one semester to submit the required admission documents, typically a GRE or a final transcript. Per the university policy, students who are unable to submit their admission documents on time are not allowed to enroll and a hold is placed on their record. Students who submit this type of petition are typically requesting more time to submit their required admission documents. If the petition is approved and the hold is lifted but the student does not submit the required documents and remains on provisional admission status during the subsequent term, the enrollment hold will be automatically placed again. The enrollment hold related to this type of petition is the PRV hold. See the Petition Processing section below for more details.

c. **Requests for a deadline extension for meeting graduation requirements:** Students must submit an application for graduation and other required documents by the deadlines posted in the academic calendar. Students who fail to meet the deadline may be allowed to submit the required paperwork or complete their requirements after the deadline. This type of petition is also subject to the approval of the processing units in Admissions, Records, and Registration as well as the thesis/dissertation office in the Library if applicable.

d. **Other petition types:** Many other types of requests are submitted by graduating students that do not fall into the 3 major types mentioned above. Some examples include petitions to accept more than the allowed number of transfer units, petitions to graduate with less than the minimum GPA required by the program and/or the university, petition to use coursework that has exceeded the 6 year time limit for master’s coursework, petitions to graduate more than 4 years post comps, etc.

**Petition processing best practices**

- Be as consistent as possible in granting exceptions.
- Be aware of critical dates and plan accordingly. The volume of certain types of petitions will increase prior to the first day of class, the end of late registration, census day, and the end of the term.
- It is highly recommended that you state expectations applying to the petitioner and consequences for not meeting them explicitly on the petition. These detailed notes document petition decisions and the reasoning behind them. They also clarify your expectations for the student. WebNow allows users to annotate petition documents directly. Important expectations include
  - What courses must be taken and/or what grades or term must be earned
ii. By what term must the petitioned problem be resolved

iii. What will happen to the student if the stated expectations are not met
d. If you feel the student should be allowed to continue on academic probation (see Common Petition Types “a” above), you may require or create an explicit plan of action that details how the student shall correct the problem. This is particularly important if students will need multiple semesters to improve their records. Such plans can include specification of grades that must be earned each term, specific courses to be taken, required tutoring, required conferencing with you and/or professors or other things that you believe would improve the student’s likelihood of success. It is helpful to clearly state what consequences will follow if the student does not meet these expectations.

i. A student whose petition is granted and who is allowed to continue in academic probation status will be dismissed at the end of the term if his or her GPA does not reach 3.0. Students will have to submit another petition for permission to continue. You can retrieve the student’s prior petition and examine the terms and expectations you set from WebNow.

ii. A student cannot improve his/her GPA in Pass/Fail graded courses. Therefore, you may wish to advise students on academic probation to avoid such courses.

e. When petitions for allowing “old” course work to satisfy degree requirements, require or set an expected graduation date and specify what will occur if the student fails to graduate by that date

**Petition Processing in WebNow and MyMav**

**Logging into WebNow**

1. Open your web browser (Internet Explorer or FireFox) and go to [https://imagenow.uta.edu/webnow](https://imagenow.uta.edu/webnow)
2. If you get a message box that pops up asking whether you want to view non-secure or secure items, click the no.
3. WebNow requires Java, thus you may be prompted to download it if your PC does not already have the latest version installed.
4. Log into WebNow using your net id and password
5. To put an icon on your desktop:
   In Internet Explorer, click **File > Send > Shortcut to desktop**
   In FireFox, click **File > Save As >** (navigate to your Desktop) > **Save**

**Viewing petitions in WebNow**

1. Once logged in, click the Workflow button in the tool bar.
2. Click on your College/School queue that appears in the left hand navigation.
3. Any petitions in your queue will appear in the display window.

4. Click on the petition you wish to review. The petition will appear in a new window.

5. Scroll through multiple pages of a petition by using the blue arrow buttons at the bottom of the window.
Approving/denying petitions in WebNow

Once the petition is reviewed and you are ready to record your decision, locate the appropriate area on the petition document to indicate your approval. Right click on the stamp tool at the top of the viewing screen to choose an Approved or Denied stamp. Click on the document to apply the stamp. The stamps will automatically include your id and the date. You can also use the Text feature or the Post It note feature to type notes or make comments. To remove an annotation, right click on the annotation and select delete.

Routing petitions in WebNow

Once you have recorded your decision on the petition, removed any holds, and notified the student, you can either route the petition forward for further action (if it is a petition related to graduation) or remove it from workflow altogether by archiving the document. To route a petition, click on the Workflow menu and select Route Forward. You will be prompted to confirm the queue you wish to route to. Select the appropriate queue and click “Route.”

To archive a petition, open the Workflow menu and select Archive. This action will remove the document from the workflow but will save the document in the student’s record and retain the workflow history.
Removing holds

As explained in Common Petition Types above, students commonly request exceptions that require that a hold be released so that the student can enroll. Dean’s or their delegates have access to release the PRV and GRD holds.

PRV: Students admitted provisionally for documents receive this hold. This hold blocks a student from enrolling. Academic Deans who wish to allow a student to enroll for another term in spite of the fact that the student has not met the terms of his provisional admission, can remove this hold. Once a student meets the terms of his/her Provisional admissions and the basis of admission is updated, the student will no longer receive the PRV hold. However, if the student completes another academic term after the hold is removed and still doesn’t meet the terms of his Provisional admission, the hold will reappear.

GRD: Students automatically get one semester on academic probation without getting an enrollment hold. Students who fail to bring their GPA up to a 3.0 during that grace period are not allowed to continue in the program per University policy and will receive this hold. Academic Deans who wish to allow students to continue to enroll while on academic probation, can remove this hold. The hold will be reapplied each semester the student fails to return to good academic standing.

1. To remove a service indicator, log in to MyMav and navigate to: Campus Community>Service Indicators (Student)>Manage Service Indicators.
2. Enter the Student ID number and click search. Select the student to view his/her active service indicators.

   Locate the appropriate service indicator and click on the code to see the details of the indicator and to release the hold.
Click the Release button at the top right of the screen to release the hold.