



## GRADUATE PETITION (Add / Drop / Change Hours)

### GRADUATE SCHOOL

4202 East Fowler Ave, BEH304

Tampa, FL 33620

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

### INSTRUCTIONS FOR COMPLETION & SUBMISSION

*This form should be filled in electronically and printed. The printed hardcopy should be submitted for signatures.*

*Please read all instructions prior to form submission. Complete all sections.*

*Incomplete forms will be returned to the student unprocessed and will delay action on your request.*

### PURPOSE

*To Add, Drop or Change hours for course registration*

*After the end of the first week, Add / Drop / Fee deadline, in each semester.*

### ADDITIONAL HELPFUL INFORMATION OR REQUIREMENTS

- **Petitions will not be processed** if an administration hold exists on the student's record. The student should log into OASIS to check the hold status. Resolve any holds before submitting this petition. The program/dept should verify the student's hold status before forwarding the petition for approvals. If a hold is found in the student's record, do not forward the petition for processing. Notify the student of the hold and return the petition to him/her unprocessed.
- **A written letter or note** is required from the student indicating the reason for the petition request.
- **Written documentation or explanation** from an employer, doctor, etc. on letterhead verifying the circumstances associated with the petition request is required. A printed OASIS page indicating an error message can be submitted as proof of technical difficulties when you attempted to register or drop a class before the end of the first week of classes.
- **Petition requests** may take several weeks to process. Timing is determined by the availability of all the signers, processing time in each department and routing time from department to department via campus mail. The Office of the Registrar will send a copy of the petition to the student once processing has been completed.
- **Tuition/Fee Liability** An action taken on a petition may result in a late registration fee, late payment fee and additional tuition costs for the addition of credit hours. A petition to drop a course **does not** remove the student's financial liability.
- **Fee Adjustment form:** If the student completes a petition to drop a course because of extenuating circumstances that was beyond their control, they may submit a Fee Adjustment Form directly to the Office of the Registrar for consideration **after** the petition request has been approved by all signers and processed by the Registrar. The Office of the Registrar will make a final determination concerning the fee adjustment request.
- **Late Registration Payment Waiver form:** may be completed and submitted to the Office of the Registrar if the student has registered and is paying their tuition late because of circumstances beyond their control.
- Both the Fee Adjustment form and the Late Registration Fee Waiver form can be found at: [http://www.registrar.usf.edu/data\\_display.php?link\\_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms)

### DIRECTIONS FOR INTERNATIONAL STUDENTS

**INTERNATIONAL STUDENTS:** Please check **YES** or **NO** in the International Student box on the front of the petition to verify your International student status. Students with an F-1 Visa must meet with an ISSS advisor prior to submitting this form for signatures. If the advisor does not approve the action requested, **DO NOT PROCEED WITH THE PETITION REQUEST.** Petition requests for International students will not be processed without prior ISSS approval. Make an appointment with an ISSS Advisor by calling (813) 974-5102. ISSS is located in CPR 469. Information about immigration status requirements is available at: [http://web.usf.edu/iac/iss/student\\_F-1.html](http://web.usf.edu/iac/iss/student_F-1.html)

**ISSS ADVISOR:** The ISSS Advisor should check the **YES box and provide initials** indicating approval of the request within the International student box. A written approval letter on letterhead from ISSS may be attached to the petition if special circumstances are to be considered.

## PART I. STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (*if applicable*).
  - **USF ID#:** Input your USF ID#, (*DO NOT put in your Social Security Number*).
  - **Address:** Input your current mailing address. If this is different from what is on file in the Office of the Registrar, please contact the Registrar to update your file.
  - **E-mail Address:** Input your e-mail address. Please make sure this is one that you check regularly so that you are aware of any information electronically sent to you in a timely manner.
  - **Telephone Number:** Input your telephone number including area code. Make sure the number is one that can be reached easily in case there are any problems or questions about your form.
  - **College & Dept:** Abbreviate your college, (*i.e. ARCH, AS, BSN, EDU, ENG, GS, MD, MS, NR, PH, VPA*) and add your Program/Department, (*i.e. Biology, Public Health, Elementary Education, Sociology, etc.*)
  - **Student Classification:** Check the appropriate box for your correct student classification.
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## PART II. COURSE INFORMATION

- **Semester & Year Action is Requested:** If you want to drop, add or change hours for a class registration, check the appropriate box for the semester in which you want to take the action. Write in the year.
  - **Is Action Requested:** Check correct box (*see below*)
    - Late,** (*i.e. requested action is for the current semester, after the first week of class*).
    - Retroactive,** (*i.e. requested action is for a past semester*).
    - Readmit after P3,** (*i.e. Student is currently in probationary 3 status and has a probationary hold that does not allow registration without submission of the Graduate Petition for readmission after P3*).
  - **Readmit after P3** petitions must have an action plan from the student's advisor attached. The action plan must include steps the student will need to take for removal from probationary status. The action plan must be signed by the advisor and the student indicating approval and understanding of the action plan. Any courses the student and advisor agree the student should register for must be submitted on the face of the petition. The Readmit after P3 petition request may be requested only one time for one semester, with the condition that the student return to good academic standing (*GPA at or above 3.00*) once grades are submitted and the Registrar updates the student record for the semester. If there is no possibility that the student will achieve good academic standing within one semester, the Graduate petition to Readmit after P3 should not be submitted.
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## PART III. COMMENTS AND RECOMMENDATIONS

- **Instructor:**  
Check the appropriate box, sign and date the form. Please add your e-mail address or contact phone number for immediate contact if necessary. Be advised, the student may request an Instructor's approval via e-mail, noting the reason for the request, the reference number, prefix, number, section and hours. The Instructor may give approval via e-mail and the student may attach the Instructor's e-mailed approval to the petition in lieu of the Instructor's signature.
  - **Dept/Program Chairperson / Director and College Dean / Coordinator:**  
Check the appropriate box, sign and date the form. Please add your e-mail address or contact phone number. Original signatures are required in these areas. E-mail responses are not acceptable.
  - **Comments:**  
All signers may use the comment lines to add a brief statement or verification of facts, (*i.e. student has completed all assignments to date, etc.*)
  - **PTA: (Power to Act)**  
Colleges have been given the "power to act" on **current term** petition requests through the ninth week of classes in the Spring and Fall semesters. The PTA option should be exercised on Summer petition requests through the date established and indicated on the Registrar's calendar as the "last date to withdraw without academic penalty" for Summer A, B and C sessions. The College Dean or Coordinator must check the PTA box and send the **original** petition with all attachments directly to the Office of the Registrar for more expedient processing. Colleges must also send a **copy** of all petitions that have been given PTA approval to the Graduate School (BEH304).
- EXCEPTIONS TO PTA APPROVAL:** Requests relating to dissertation credit, past term and delete requests must be approved by the Graduate School. Delete requests should be submitted on a Delete Course form.
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## PART IV. THE DECISION OF THE GRADUATE DEAN / ASSOCIATE DEAN

- **Graduate Dean / Associate Dean:**  
Check the appropriate box, sign and date the form. Please add your e-mail address or contact phone number. Original signatures are required in these areas. E-mail responses are not acceptable.
- **Comment:**  
Signer may use the comment line to add a brief statement.
- **Routing/Approvals:** If approval is needed by the Graduate School, the original form will be forwarded to the Office of the Registrar with two copies attached. Once processed by the Office of the Registrar, the Registrar will forward one copy to the college and one copy to the student.

