GRADUATE STUDIES PETITION
UNIVERSITY OF SOUTH FLORIDA
OFFICE OF GRADUATE STUDIES
Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

INSTRUCTIONS FOR COMPLETION & SUBMISSION

The form should be filled in electronically. Please read all instructions prior to form submission. Complete all parts. Incomplete forms will be returned to the student unprocessed and will delay action on your request. Students will not receive notification of petition status updates from the Office of Graduate Studies and should check their registration in OASIS regularly once submitted. All questions regarding the status of a student's petition should be referred to the student's major.

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 INFORMATION OR REQUIREMENTS

- **Petitions will not be processed** if an administrative 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/department should verify the student's hold status before forwarding the petition for approvals. If a hold is found on the student's record, do not forward the petition for processing. Notify the student of the hold and return the petition to them unprocessed.
- **Student written letter or note** is required from the student indicating the reason for the petition request.
- **University Error** requires an official letter from university personnel.
- **Petition requests** must be submitted as soon as the student recognizes the need for a change in their registration. A delay in submission may result in the inability to process your petition as requested.
- **Petition requests** may take several weeks to process. Timing is affected by the availability of all the signers, processing time in each department and routing time from department to department.
- **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 due to extenuating circumstances beyond the student's control, the student 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. **Written documentation or explanation** from an employer, doctor, etc. on letterhead verifying the circumstances associated with the fee adjustment is required.
- **Late Registration Fee Waiver form:** may be completed and submitted to the Office of the Registrar if the student has registered and is paying their tuition late due to circumstances beyond their control.
- Both the Fee Adjustment and the Late Registration Fee Waiver forms must be submitted directly to the Office of the Registrar.
- **Petitions submitted after the published university withdrawal deadline** must address extenuating circumstances beyond the student's control and cannot be used to avoid academic or fee liability. **Written documentation or explanation** from an employer, doctor, etc. on letterhead verifying the circumstances associated with the withdrawal is required. Refer to the published Academic Calendar for published deadlines: https://www.usf.edu/registrar/calendars/.
- **A Graduate Medical Form** may be requested for a withdrawal request citing medical reasons. This form should be submitted directly to the Office of the Registrar or the Office of Graduate Studies.

DIRECTIONS FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS: Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at https://www.usf.edu/world/international-services/about-us/contact-us.aspx.

OIS ADVISOR: A written approval letter on letterhead from OIS 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).
- **Email Address:** Input your USF email address. Please make sure this email address 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 & Department:** Abbreviate your college, (i.e., AC, BC, BU, CS, EN, EU, FA, GS, MD, MS, NR, PH, RX) and add your department, (i.e. Integrative Biology, Public Health, Teaching and Learning, Mechanical Engineering, etc.).
- **Student Classification:** Check the appropriate box for your correct student classification.

PART II: COURSE INFORMATION

- **Semester & Year in which 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).
    - Readmit after P3, (i.e., Student is currently in probationary three status and has a probationary hold that does not allow registration without submission of the Graduate Petition for readmission after P3).
    - University error (i.e., Errors that occurred by a University personnel with supporting documentation)
- **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 Studies Petition to Readmit after P3 should not be submitted.
- **University Error** option can be used only when there is University Administrative Error. This request is used to drop a course from the student record without academic or financial penalty. Written explanation from the appropriate University personnel on letterhead indicating the university error is required. (An email communication between the student and the appropriate university personnel verifying and acknowledging the university error may be attached to the petition request in lieu of the letter on university letterhead.) Not complying with the First day Attendance is not considered university error.

PART III: COMMENTS AND RECOMMENDATIONS

For assistance, please go to the Graduate Major Contact Information site at http://www.grad.usf.edu/programs/search_all.php.

- **Instructor:** Check the appropriate box, sign and date the form. Please add your USF email address or contact phone number for immediate contact if necessary. Be advised, the student may request an Instructor's approval via email, noting the reason for the request, the reference number, prefix, number, section and hours.
- **Graduate Director and College Dean/Designee:** Check the appropriate box, sign and date the form. Please add your USF email address or contact phone number. Original signatures are required in these areas. USF email responses are 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.).

PART IV: DECISION OF THE OFFICE OF GRADUATE STUDIES ASSOCIATE DEAN

- **Graduate Dean/Associate Dean:** Check the appropriate box, sign, and date the form. Please add your email address or contact phone number. Original or electronic signatures are required in these areas. Email responses are not acceptable.
- **Comment**: Signer may use the comment line to add a brief statement.
- **Routing/Approvals:** If approved by the Office of Graduate Studies, the form will be forwarded to the Office of the Registrar for processing.

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International Student?
☐ Yes ☐ No
OIS Approval Signature:
_____

If a drop is approved, a "W" will be noted the transcript. The student remains financially liable for a dropped course.

PART I: STUDENT INFORMATION (STUDENT)

Last Name	First Name	USF ID#

Email	Phone Number

Student Classification	☐ Master's	☐ Doctoral	☐ Certificate Program	☐ Non-Degree Seeking

College	Department

PART II: COURSE INFORMATION (STUDENT)

Semester & Year in which action is requested?	☐ Spring	☐ Summer	☐ Fall	Year:
Is Action Requested…?	☐ **Late (Current Semester)**	☐ **Readmit after P3**	☐ **University Error**	

Check here if you are dropping courses in exchange for adding courses in the same semester?	☐ Yes

Courses to be added or dropped:

	Reference # (CRN)	Prefix	Number	Section #	Credit Hours
☐ Add ☐ Drop					
☐ Add ☐ Drop					
☐ Add ☐ Drop					

Change Hours? *Use this section to change (increase/decrease) the hours only for a currently registered course. Enter course info.*

Reference # (CRN)	Prefix	Number	Section #	Hours Change (from)	Hours Change (to)

NOTE: Approving this petition to late register, add, or drop **may affect late charges or student fee liability**. **If reimbursement applies**, the student must submit the "Late Registration Fee Waiver Request Form" and/or the "Fee Adjustment Request Form" located on the Office of the Registrar's website.

Student Signature	Date

PART III: COMMENTS AND RECOMMENDATIONS (INSTRUCTOR(S)/DEPT/COLLEGE)

	Name	Signature	Date	Email or Phone (required)
☐ Approve ☐ Deny	Instructors Name	Signature	Date	Email or Phone (required)
☐ Approve ☐ Deny	Instructors Name	Signature	Date	Email or Phone (required)
☐ Approve ☐ Deny	Instructors Name	Signature	Date	Email or Phone (required)
☐ Approve ☐ Deny	Grad Director/Designee Name	Signature	Date	Email or Phone (required)
☐ Approve ☐ Deny	College Dean/Designee Name	Signature	Date	Email or Phone (required)

PART IV: DECISION OF THE ASSOCIATE DEAN OF THE OFFICE OF GRADUATE STUDIES

☐ **Approve** ☐ **Deny** ☐ **Comments Attached**	Graduate Studies Associate Dean/Designee Name	Signature	Date