

## Graduate Academic Petition - For Approvers

Last Revised: 01/07/2021

### Overall Approval Process and Routing

- Students log into PolyDoc using their Bronco credentials and submits their Graduate Academic Petition. Students need to manually enter their Academic Advisor's name and email and select a Graduate Petition Type.
- Students will receive an email receipt after submission.
- All petitions will go to the Academic Advisor first for approval, based on the student's manual entry.
- All petitions will then go to the Graduate Coordinator, Department Chair, and College Dean for approval based on the student's program.
- Each approver will receive an "Approval Required" email for each pending course request, including a link to the approval workflow.

Subject: **"New Graduate Academic Petition for Bronco# – FirstName LastName"**

- All denials are final. All approvals will proceed to the next level.

Levels: **Academic Advisor -> Graduate Coordinator -> Department Chair -> College Dean**

- Graduate Petition Types for **Waive Residency Requirement, Change of Status, and Modification to a Program of Study** will require an additional level of approval from the Graduate Studies Office. **Transfer of Coursework for Degree Credit** do not require this step.
- Students will receive an email after a final Approved or Denied decision is reached.
- All petitions will then go to the Registrar's Office for processing.
- Students will receive a final email after the Registrar's Office have finished processing.
- That's the end of the Graduate Academic Petition process.

## How to Review and Approve Petitions

- Each approver will receive an “Approval Required” email for each pending petition, including a link to the approval workflow.

New Graduate Academic Petition for 000094081 - Bokai Shieh

PolyDoc <polydoc@cpp.edu>  
To: Bokai Jason Shieh

Reply Reply All Forward ...

Thu 1/7/2021 12:39 PM

Hello,

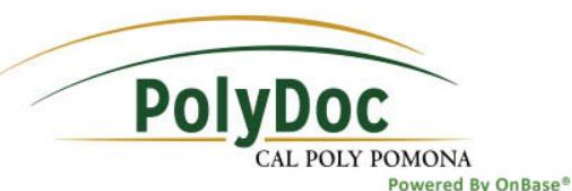
A new Graduate Academic Petition has been received in your queue. Please log in here to review the following document:

Petition Type: CHANGE OF STATUS  
Student: Bokai Shieh - 000094081  
Queue: ADVISOR  
<https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=214&QueueID=841>

Please note that the above link will only work on campus or through the **Global Connect VPN**.  
For best results, please only use the following internet browsers: **Chrome or Firefox**.

- If you're working from off-campus, make sure you're connected to the **Global Connect VPN** first. We also recommend using **Chrome or Firefox** to login.

For your PolyDoc login the first box should default to "AD", there is no need change it. For the second, please enter your username only, do not add @cpp.edu. It may appear capitalized, that's okay. For the third box, please still enter your password case-sensitive.



AD

BJSHIEH

.....

Login

- After login you should see a screen similar to the following.

The screenshot shows the OnBase software interface. At the top left is the OnBase logo. Below it are navigation options: 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main area is an 'Inbox' with a table of items. The table has columns for 'NAME' and 'ENTRY DATE'. One item is listed: 'GSO - CHANGE OF STATUS - 000094081 - BOKAI SHIEH - 1/7/2021 [ADVISOR]' with an entry date of '1/7/2021 5:32:36 PM'. Below the table are controls for 'Items: 0' and 'Template: None', and buttons for 'Approve' and 'Deny'. At the bottom, the header for 'CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA' is visible, along with 'Graduate Academic Petition' and navigation tabs for 'Petition Information' and 'Student Information'.

- Scroll down further to view the petition information and add any comments necessary. Make sure you click the “**Save Form**” button to save any changes necessary. The approver’s name, decision, and date buttons are meant to be read-only. They will be filled in automatically when you press a decision button.

The screenshot shows the 'Approvals' section of the form. It is divided into two main sections: 'Graduate Coordinator' and 'Department Chair'. Each section has three input fields: 'Decision', 'Signature', and 'Date'. Below each section is a 'Comment' field. At the bottom left, a 'Save Form' button is highlighted with a red box.

- For petition type **Change of Status** and **Graduate Coordinators** approvers only, you will also need to enter the Effective Semester and check the box in the appropriate area.

The screenshot shows the 'Change of Status (to be completed by the Graduate Coordinator)' section. It contains an 'Effective Semester' input field and a checkbox with the text: 'The above conditionally classified student has satisfied the conditions stated at the time of admission and is recommended for unconditional standing.'

- When you're ready to enter a decision, Approvers just need to click the **“Approve”** or **Deny”** buttons. This will automatically apply the decision and sign and date the form for the approver and route it to the next step of the process. Denials will require a **“Denial Reason”** which will be sent to the student.

The screenshot shows the OnBase interface. On the left, there's a sidebar with 'OnBase' logo, navigation icons, and 'LIFE CYCLE VIEW' with 'WORK FOLDER' selected. The main area shows 'No items to display' and 'Items: 0'. On the right, an 'Inbox' panel displays a table with one item:

NAME	ENTRY DATE
GSO - CHANGE OF STATUS - 000094081 - BOKAI SHIEH - 1/7/2021 [CHAIR]	1/7/2021 5:3

Below the table, there's a red box containing 'Items: 1' and two buttons: 'Advisor Approve' (with a green checkmark icon) and 'Advisor Deny' (with a red X icon).

At the bottom of the interface, the text reads: **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA** Graduate Academic Petition. Below that is a dark blue bar with the text 'Petition Information'.

- That's the end of the Graduate Academic Petition process for approvers.