<u>**Graduate Academic Petition - For Approvers**</u>
Last Revised: 01/07/2021

<u>**Overall Approval Process and Routing**</u>

- 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

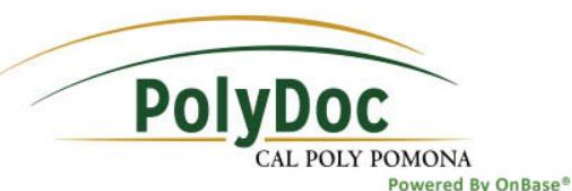Reply Reply All Forward ...

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.

PolyDoc
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AD

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Login

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

- 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.

- 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.

- 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.

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