

Graduate Studies Appeals, Petitions, and Concerns Form- User Guide

Overview:

- Once the form is submitted, the review process will start, which includes review and recommendations by the following people
 - Advisor selected in the form (only for general petitions)
 - Academic program director (only for general petitions)
 - School of Graduate Studies Records Specialist (allow 10 business days for the form to be processed)
- Once all these recommendations are complete, it will go to the School of Graduate Studies for final approval.
- At any point in this process, if a reviewer indicates that the request requires further discussion, the form is sent back to the student to make necessary changes and resubmit. The student will be notified by email in these cases.
- After resubmission, the review process will again start in the same order as above.
- Once the final decision by the School of Graduate Studies is made, an email regarding the decision is sent to the student's SCSU email, and the completed form is archived in the student's account for future reference.
- If it is determined (by you or a reviewer) that your request should be canceled, you can cancel the request. Just open the form link if you received an email indicating the form needs further discussion, and the instructions were to cancel the request. Scroll to the bottom of the form, click 'Cancel Request,' and then confirm your cancellation.

Student Information

- Data within this section is populated for a student who is logged in from the student record system:
 - First, Middle & Last name
 - Star ID
 - Tech ID
 - SCSU & Personal Email
 - Phone
 - SCSU Graduate credits completed
 - Cumulative GPA
 - Active holds
- Any changes to address or phone numbers need to be made through e-Services.

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Star ID:	Tech ID:	
<input type="text"/>	<input type="text"/>	
Email Address (SCSU):	Email Address (personal):	
<input type="text" value="...@go.stcloudstate.edu"/>	<input type="text"/>	
Phone Number (cell):	Phone Number (home):	
<input type="text"/>	<input type="text" value="... 1"/>	
SCSU Graduate Credits Completed:	Cumulative GPA:	Active Holds:
<input type="text" value="6"/>	<input type="text" value="3.83"/>	<input type="text"/>

**Changes to address or phone numbers above need to be made through [e-Services](#).*

Before completing this form:
 Check your degree audit report (DARS) online by going to [e-Services](#) then click on Academic Records, then Degree Audit. Consult with your program advisor/director as needed, to ensure you have all information necessary to accurately complete your request online. Refer to the [School of Graduate Studies Academic Policies](#) for additional information.

Figure 1: Data within this section is populated for a student who is logged in from the student record system

Program and Advisor Selection

- Select the academic program and advisor for this request
 - Graduate Program
 - Graduate Advisor
- Once the form is completed and submitted, this advisor selected here will review the request before moving on to the Program Director (only for general petition requests; all other requests go directly to the School of Graduate Studies).

Program and Advisor Selection

Please select the academic program specific to this request (i.e. M.S. Information Assurance) and the corresponding graduate advisor.

Graduate Program:

Graduate Advisor:

Figure 2: This screenshot shows the options to select your Graduate Program and Graduate Advisor.

Form Request Types within the Appeals, Petitions, Concerns Form:

I want to:

- All fields within the section are required, with only a couple of exceptions. All required fields are denoted with a red left border on the field.
- a) **Submit an appeal, petition, or concern:**
 - Select the type of request
 - Appeal of Graduate School decision
 - Share a concern or complaint
 - Submitting a general petition goes through the normal process, which includes Advisor, Program Director, SGS Record Specialist, and Graduate Dean's review
 - Appeal of Graduate School decision and share a concern or complaint skips Advisor and Program Director review, and goes directly to SGS Record Specialist, followed by Graduate Dean's review

Submit an appeal, petition or concern ^

Please tell us what you want to address, if it has not been listed as an option in another form. Clearly identify your request/issue within the fields provided.

Select the type of request

Petition for policy exception OR appeal of Graduate School decision

Petition for policy exception OR appeal of Graduate School decision

Concern (confidential)

professional/agency supplying the document.

- Text area for stating what the student is requesting, appealing, or petitioning to do
- Reason(s) for making this request text area
- Checkbox to confirm that the appeal, petition, or concern request is complete.

Submit an appeal, petition or concern ^

Please tell us what you want to address, if it has not been listed as an option in another form. Clearly identify your request/issue within the fields provided.

Select the type of request

Petition for policy exception OR appeal of Graduate School decision

ATTENTION: All petitions/appeals require you to upload verifiable documentation from a professional under Additional Documentation below. Uploaded documents should be from employers, medical/mental health professionals, landlords, governmental agencies, faculty, and more. Documents can be in the form of emails, letters, official memos, medical summaries, etc., and should be on letterhead and/or list the full contact information for the professional/agency supplying the document.

If this is an academic warning with registration hold issue, you must upload a substantive academic success plan made in consultation with your academic advisor. This request will route to advisor and program director, before going to Graduate Studies.

What are you requesting, appealing, petitioning to do, etc.?

Reason(s) for making this request

Please provide detailed reasoning/rationale to support your appeal, petition or concern.

I confirm that this appeal, petition or concern request is complete.

Comments or Additional Information

- Comments or additional information text area
 - Provide any additional information that would be helpful in reviewing and processing your request.
- Attach additional documentation if necessary
 - Once a document has been added, students can view or remove it if necessary.

<p>Comments or Additional Information</p> <p>If needed/desired, please provide any additional information pertaining to this request.</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	<p>Additional Documentation</p> <p>Provide any additional documentation pertaining to this request.</p> <div style="background-color: #c00; color: white; text-align: center; padding: 2px; margin-bottom: 5px;">Upload Additional Documents</div> <div style="border-top: 1px dashed #ccc; padding-top: 5px;"> user-documentation.docx View Remove 3/23/2022 1:19 PM </div>
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Student Acknowledgment

- Student acknowledgment checkbox to confirm that all the information provided in this request is complete and true.
- Submit the form once all the required fields are completed to start the recommendation process.

Student Acknowledgment

I certify that the information provided in this request is complete and true, to the best of my knowledge.

Once this form is complete and submitted, please allow time for your advisor and academic department to review your request. Once the form reaches the School of Graduate Studies, allow 10 business days for the form to be processed. An email notifying you of the decision will be sent to your SCSU email and this form will be archived in your student record, or you can log back in to this system as needed to check your form(s) status at forms.stcloudstate.edu to review the My Outstanding Requests block in the upper left corner.

Please contact the School of Graduate Studies for additional assistance at: graduatestudies@stcloudstate.edu.

Concern:

Submit an appeal, petition or concern

Please tell us what you want to address, if it has not been listed as an option in another form. Clearly identify your request/issue within the fields provided.

Select the type of request

Your advisor and program director should be consulted to consult with your advisor. If your request is related to your academic program, we may, however, need to respond.

What concern would you like to address?

Reason(s) for making this request

Please provide detailed reasoning/rationale to support your appeal, petition or concern.

I confirm that this appeal, petition or concern request is complete.

Comments or Additional Information

- Comments or additional information text area
 - Provide any additional information that would be helpful in reviewing and processing your request.
- Attach additional documentation if necessary
 - Once a document has been added, students can view or remove it if necessary.

Comments or Additional Information If needed/desired, please provide any additional information pertaining to this request. <input type="text"/>	Additional Documentation Provide any additional documentation pertaining to this request. <input type="button" value="Upload Additional Documents"/>
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Student Acknowledgment

- Student acknowledgment checkbox to confirm that all the information provided in this request is complete and true.
- Submit the form once all the required fields are completed to start the recommendation process.

Student Acknowledgment <input checked="" type="checkbox"/> I certify that the information provided in this request is complete and true, to the best of my knowledge. Once this form is complete and submitted, please allow time for your advisor and academic department to review your request. Once the form reaches the School of Graduate Studies, allow 15 business days for the form to be processed. An email notifying you of the decision will be sent to your SCSU email and this form will be archived in your student record, or you can log back in to this system as needed to check your form(s) status at forms.stcloudstate.edu to review the My Outstanding Requests block in the upper left corner. Please contact the School of Graduate Studies for additional assistance at: graduatestudies@stcloudstate.edu . <input type="button" value="Submit"/> <input type="button" value="Cancel Changes"/>

Email Appendix

All emails start with a greeting:

Student emails: Dear {student first name}

Below are examples of the various emails a student can receive after submitting a request:

Submission received, pending Review Process (to student)

- After submitting the form, the student receives an email notification that the request has been submitted and the recommendation process has started.

Thank you for submitting a School of Graduate Studies Appeals, Petition, Concern form, including the following requests:

- Submit a general petition

Your submission is now in the review process which includes review and recommendation by the following people:

1. Your advisor that you selected in the form
2. The academic program director
3. School of Graduate Studies Records Specialist
4. Dean of Graduate Studies

Please know that your request is important to us, and we take it seriously. We will do our best to maintain your anonymity and/or confidentiality but may need to consult with other campus experts or refer you to another office, person, or process to best address your request.

We are also considered mandated reporters and there are some cases where we are bound to report some issues immediately to protect student safety, etc. Incidents that fall under Title IX (i.e., sexual assault, intimate partner violence, stalking, etc.) must be reported to the University Title IX office. Any graduate student form submission which includes information related to Title IX will be reported to the Title IX Coordinator/Office of Institutional Equity and Access.

If we have a question for you, we will return the form and indicate that your request requires further discussion, more information, etc. The form will be sent back to you via email and will include comments about the information needed.

You can click on the link within the email you receive to open your request form and provide the information/responses necessary based on the reviewer comments.

If you determine that your request is no longer needed at the point that it is sent back to you, you can cancel your request. Click the link to the form from within the email and scroll to the bottom of the form, click on Cancel Request, and then confirm your cancellation.

You can also log in to the forms portal anytime via: <https://forms.stcloudstate.edu> to see at what point your request is in the process. This dashboard contains the following four blocks:

- **My Tasks**– forms that are assigned or sent back to you for further action and resubmission. You can click on the form to edit only at this point, based on the comments provided by the reviewer.
- **My Outstanding Requests** – forms you have submitted and which reviewer stage it is currently at. You can only view the form at this point, but cannot edit anything within it.
- **My Submitted Forms** – all forms that you have previously submitted, including active and fully completed forms.
- **Forms I can Submit** – all forms that you have access to submit, based on your role within the University. All graduate forms will soon be available here.

Timing from student submission to final approval from the School of Graduate Studies can vary pending recommendation and potential edits which may be required at any stage. Within 10 business days of reaching the School of Graduate Studies, you can expect to be notified if your request was approved or denied, processed, and if needed, updated on your Degree Audit Report (DARS).

Thank you,
School of Graduate Studies

Re-submission request (to student)

- If any one of the reviewers determines that the request needs further discussion, the form is sent back to the student for resubmission.
- The student will be notified by email, including the information that needs to be reviewed and modified, and will need to make the necessary changes and resubmit the form.

Thank you for your Appeal, petition or concern request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:

Let's discuss further

Please [review your request](#), make necessary changes, and resubmit it in order for your request to be processed.

Thank you,
School of Graduate Studies

Re-submission reminder request (to student)

- A re-submission reminder email is sent to the student once every 2 days until the student completes the resubmission.

This is a reminder that you have a request waiting for further information to be submitted.

Thank you for your Appeal, petition or concern request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:

Let's discuss further

Please [review your request](#), make necessary changes, and resubmit it in order for your request to be processed.

Thank you,
School of Graduate Studies

Appeals, Petitions, Concerns Form – Approved (to student)

- If the appeals, petitions, and concerns form is approved, the following email will be sent to the student:

Your general petition request has been approved. Any additional comments from the Dean of the School of Graduate Studies are below.

Request is approved!

[View completed form](#)

If this request involved any edits to your Degree Audit Report (DARS), please verify that your DARS reflects these changes.

If you have any questions feel free to reach out us at graduatestudies@stcloudstate.edu or (320)-308-2114.

Your Advisor and Program Director have been CC'd on this notification.

Thank you,
School of Graduate Studies

Appeals, Petitions, Concerns Form – Denied (to student)

- If the appeals, petitions, or concerns form is denied, the following email will be sent to the student, including reasons provided by the School of Graduate Studies as to why it was denied:

Unfortunately, we do not recommend your request because of the following concerns. You can file for an appeal if you are not satisfied with our decision.

Requirements not met

[View completed form](#)

If you have any questions feel free to reach out us at graduatestudies@stcloudstate.edu or (320)-308-2114.

Your Advisor and Program Director have been CC'd on this notification.

Thank you,
School of Graduate Studies