

STUDENT GUIDE

MEDICAL PETITION PORTAL

NAVIGATING THE UNEXPECTED





BEFORE STARTING:

•If you are looking to drop current class(es) go to one.uf.edu and withdraw from the desired courses.

•On the left-hand side of the home page, click on "Registration" from the drop down menu.

•Click "After Deadline –Add/Drop Classes" if you are looking to withdrawal from one or several course, but NOT your whole semester.

•Click "Withdraw from All Classes" which will bring you to another website. Scroll down to the bottom and click "Withdraw from All Classes."



Go to apps.ufsa.ufl.edu/medwithdraw and log in with your Gator Link username and password.

STEP 2: Click o

Click on "Start Petition."



STEP 3: Verify your information, click save & continue when ready.

STEP 4:

Select Petition Type.



• Are you petitioning all courses in the semester?

> A whole semester petition is called a withdrawal, while just one or several classes but NOT the whole semester is called a drop.

• Did you withdraw from petitioned classes by drop/withdrawal deadline?

> If you did withdrawal by that deadline, it is a current semester petition, even if that semester has passed. If you did NOT withdrawal by that deadline it is a retroactive petition.

	Withdrew from the course(s) by university drop/ withdrawal deadline	Did not withdraw by the university drop/withdrawal deadline
Withdrawing from an entire semester	Medical Withdrawal by Deadline	Retroactive Semester Medical Withdrawal
Withdrawing from one or several courses, not whole semester the	Medical Drop by Deadline	Retroactive Semester Medical Drop

• What term are the courses from?

• If you are petitioning for more than one semester, you will have to create multiple petitions.

STEP 5: SAVE AND CONTINUE

• Complete the questionnaire. Click "Save & Continue" when ready. • Answer all questions fully and accurate, so the medical withdrawal petitions committee is able to get a full picture of how your reason affected your academic performance.

> Especially important to explain for DROPS (only one or a few courses, not the whole semester) how your reason impacted those classes, but not your other courses.

STEP 6: TERMS AND COURSES

• Select the courses that you wish to withdraw from. • If you are petitioning for a

full term, then you will not be able to select courses because the system understands that you want to petition for each course.

2020 Course	es			
Select	Term	Course code	Section	Course name
•	Spring 2020	CHM3610	1361	Inorganic Chemistry
	Spring 2020	SMT3664	14F6	Project-Based Instruc
	Spring 2020	CLA2100	3244	Glory That Was Greece
	Spring 2020	BMS4905	1903	Med Sci Senior Res
8	Spring 2020	CHM4940	0042	Supervised Teaching
	Spring 2020	WIS2552	2328	Biodivers Cons Global

• If you do not see the class you want to petition for, please check your transcript and verify that you answered the three starter questions (*step 4*) correctly.

g 2020 Courses	2020 Courses						
Term	Course code	Section	Course name				
Spring 2020	CHM3610	1361	Inorganic Chemistry				
Spring 2020	SMT3664	14F6	Project-Based Instruc				
Spring 2020	CLA2100	3244	Glory That Was Greece				
Spring 2020	BMS4905	1903	Med Sci Senior Res				
Spring 2020	CHM4940	0042	Supervised Teaching				
Spring 2020	WIS2552	2328	Biodivers Cons Global				



STEP 7: INSTRUCTOR FORMS

THIS STEP IS ONLY NECESSARY FOR THOSE COMPLETING A DROP (NOT THE ENTIRE SEMESTER)

• Do you waive your right to review the Instructor Feedback form? Yes or no

	I waive my right to have access to the informa provided by the instructor or department conce this petition.	ation eming	Authoriza Third Parties	
	Confirm Cancel			
Nease assign an instructor for each class. ** Saving th	is page will automatically send the instructor feedback forms on you	r behalf. **		Petition status: New Page Status: Incomplete
Please assign an instructor for each class. ** Saving th	is page will automatically send the instructor feedback forms on you Do you waive your right to review the Instructor	r behalf. ** Feedback Form?		Petition status: New Page Status: Incomplete

• Select your professor's name and click "Save & Continue." • This form will be sent

directly to your professor and will ask your professor about your grades and attendance in the course.

STEP 8: CONTACT MEDICAL PROVIDER

• On this page you may add your medical practitioner's email, so they are able to send your documentation directly to the medical withdraw portal.

0	2	0	0	•	•	•
Verify Details	Petition Type	Terms and Courses	Contact Medical Provider	Additional Documentation	Authorize Third Parties	Review
Documentation is required	d to complete your petition. In m	nost cases, this means me	dical documentation. You may	use this page to contact		Petition status: New
our provider and request on the Additional Docume	ents page.	n directly through the por	tai. Ii you aiready have docum	entation, you can uproad it		Page Status: Incomplet
Add Medical Prac	titioner	Medical F	Practitioners	entation, you can opicau it		Page Status: Incomplet
Add Medical Prac	titioner affiliated with UF Health then the spleted and associated with the	Medical F	Practitioners Practitioners have been added.	entation, you can uprodu it		Page Status: Incomplet
Add Medical Provider and request in the Additional Docume Add Medical Provider Is a ollowing form must be com vractitioner** Release Form U UF HEALTH	titioner affiliated with UF Health then the pleted and associated with the	Medical F	Practitioners Practitioners have been added.			Page Status: Incomplet

NAVIGATING THE UNEXPECTED

STEP 8: (CONTINUED)

• You do not have to contact your medical provider through the portal, you may contact them on your own if you would prefer. If you already have documentation, you may upload it onto the next page "Additional Documentation"

STEP 9: A D D I T I O N A L D O C U M E N T S

• If you have any documents, upload them here.

STEP 10: AUTHORIZE THIRD PARTIES

- If you would like to grant access to this petition to a third party (i.e. parent/guardian, doctor), you can do so here. This would allow them to also access your petition.
- You will be able to go back and edit this page after your petition has been submitted, if you would like to grant someone access after the fact.

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grant access	to. **Granting acce	ess will automatically send a	n email with an access token.**	Addivine mild failues	Petition status: New Page Status: Incomplete
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¢	No third par	rties have been authorized.			
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	terr grant access t ¢ ¢	Terms and Courses	Terms and Courses Contact Medical Provider arrant access to. **Granting access will automatically send ar Authorized Third Parties No third parties have been authorized. Add	Terms and Courses Contact Medical Provider Additional Documentation grant access to. **Granting access will automatically send an email with an access token.** Authorized Third Parties No third parties have been authorized. Addd 	Image: Terms and Courses Contact Medical Provider Additional Documentation Authorize Third Parties grant access to. **Granting access will automatically send an email with an access token.** Authorized Third Parties Image: Third Parties Image: Imag



STEP 11: REVIEW

• Thoroughly review your petition. When you are ready, click "*Submit*" at the bottom of the page. Once your petition is submitted, the only thing you will be able to edit is your third party authorization.



AFTER SUBMITTING:

- To check the status of your petition, as well as manage your third party authorization, go back to **apps.ufsa.ufl.edu/medwithdraw**
- You can also review your petition, by clicking on the "View" button

Q~	Go Actions	~				
Petition ID #	Туре	Status	Reason	Start date	Decision	Action
296	Medical Withdrawal By Deadline	New	Physical	05/01/20 01:31 PM		🗈 View 🛠 Manage Access

• It takes about 6-8 weeks to receive a decision about your petition.

QUESTIONS? CONTACT US:

CARE.DSO.UFL.EDU 352-294-CARE(2273)

MEDICALPETITION @ UFSA.UFL.EDU

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