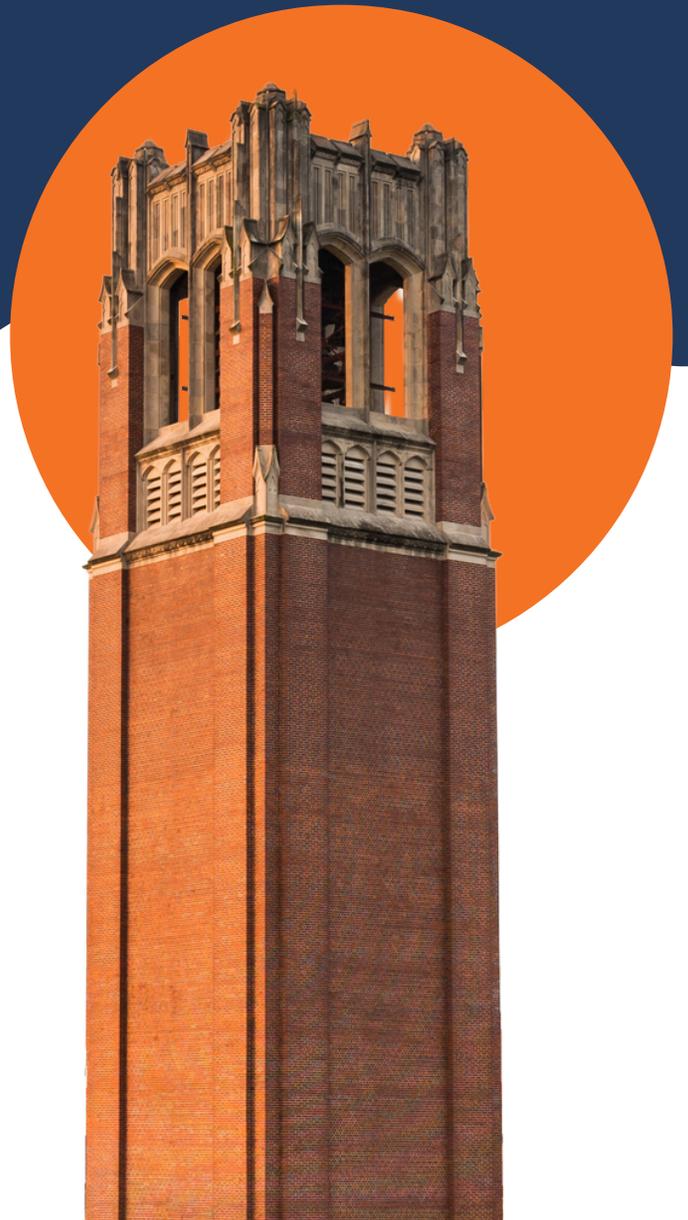


UF

STUDENT GUIDE

MEDICAL PETITION PORTAL

NAVIGATING THE UNEXPECTED



BEFORE STARTING:

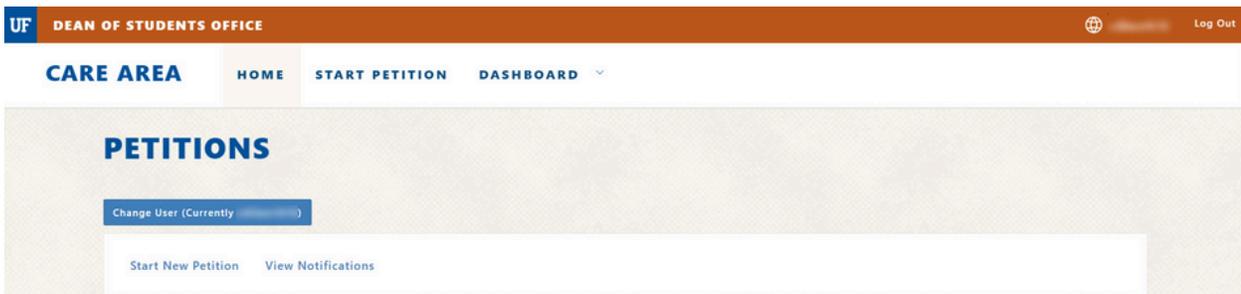
- If you are looking to drop current class(es) go to one.uf.edu and withdraw from the desired courses.
- On the left-hand side of the home page, click on “Registration” from the drop down menu.
- Click “After Deadline –Add/Drop Classes” if you are looking to withdrawal from one or several course, but 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.”

STEP 1:

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

STEP 2:

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.

Spring 2020 Courses

Select	Term	Course code	Section	Course name
<input type="checkbox"/>	Spring 2020	CHM3610	1361	Inorganic Chemistry
<input type="checkbox"/>	Spring 2020	SMT3664	14F6	Project-Based Instruc
<input type="checkbox"/>	Spring 2020	CLA2100	3244	Glory That Was Greece
<input type="checkbox"/>	Spring 2020	BMS4905	1903	Med Sci Senior Res
<input type="checkbox"/>	Spring 2020	CHM4940	0042	Supervised Teaching
<input type="checkbox"/>	Spring 2020	WIS2552	232B	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.

Spring 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	232B	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

- 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.

STEP 8: (CONTINUED)

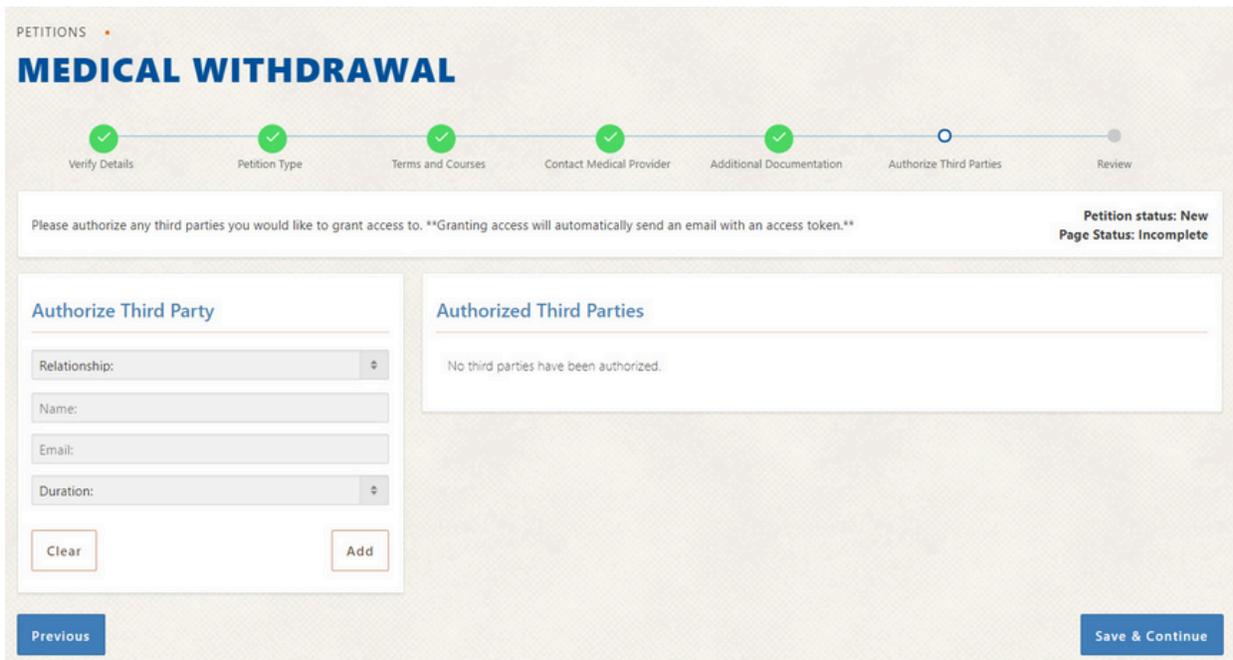
- You do not have to contact your medical provider through the portal, you may contact them on your own if you would prefer. If you already have documentation, you may upload it onto the next page “Additional Documentation”

STEP 9: ADDITIONAL DOCUMENTS

- 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.



PETITIONS •

MEDICAL WITHDRAWAL

Progress bar: Verify Details (✓), Petition Type (✓), Terms and Courses (✓), Contact Medical Provider (✓), Additional Documentation (✓), **Authorize Third Parties** (○), Review (●)

Please authorize any third parties you would like to grant access to. **Granting access will automatically send an email with an access token.**

Petition status: New
Page Status: Incomplete

Authorize Third Party

Relationship:

Name:

Email:

Duration:

Authorized Third Parties

No third parties have been authorized.

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

Petition ID #	Type	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