Petition Submitter Orientation

System for Undergraduate Petition Review (SUPR)

Welcome

BY ANNA BUTLER AND KATHE CRAIG
FACULTY SENATE OFFICE STAFF
## Pilot Participants

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>Bellisario College of Communications</td>
<td>Division of Undergraduate Studies</td>
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<tr>
<td>College of Agricultural Sciences</td>
<td>Eberly College of Science</td>
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<tr>
<td>College of Arts &amp; Architecture</td>
<td>Office of VP for Commonwealth Campuses (University College)</td>
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<tr>
<td>College of Earth &amp; Mineral Sciences</td>
<td>Penn State Abington</td>
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<td>College of Education</td>
<td>Penn State Altoona</td>
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<td>College of Engineering</td>
<td>Penn State Berks</td>
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<tr>
<td>College of Health &amp; Human Development</td>
<td>Penn State Erie</td>
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<td>College of Information Sciences &amp; Technology</td>
<td>Penn State Harrisburg</td>
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<tr>
<td>College of the Liberal Arts</td>
<td>World Campus</td>
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<td>College of Nursing</td>
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## Important Information

- Launched SUPR Wednesday, July 14 With 6 Academic Units
- Added 3 more units in September; 9 more in October
- All Academic Units incorporated by end of December 2021
- 50 Petitions Completed with SUPR So Far
- Important to have Group Email to eliminate single points of failure
- Must Keep Senate Staff Apprised of Submitter Additions/Deletions
- Alternative Grading Petitions Not Yet being Submitted in SUPR
Important Information

- Students required to use new **Structured Student Letter**
  - Will Create PDF document and Provide for Submitter
- Currently, Submitters will complete SUPR eForm and upload all documents into SUPR as an Authorized Petition Submitter
- Students not included initially in the pilot phase; need to be sure processes and tasks have been verified, monitored, and updated as needed.
  - Beginning January 2022
    - Submitters will work with students as usual and use checklists to ensure all required documentation is included with petition
    - Then, students will be provided the link to the [SUPR landing page](#) and information to submit petitions TO authorized submitters
    - Authorized Submitters will receive email notifications from student submissions and work tasks in queue

Overview of SUPR Submission

- Continue to Use Petition Checklists to Ensure All Required Documentation is Included before Submitting
- Prior to Submitting a Petition in SUPR, Read User Guide (in Teams) and Keep Available to Follow Along as You Complete Submission
- Must be Connected to GlobalProtect VPN Prior to Using System
  - [View instructions on installing and connecting to the VPN](#).
    For help with installing or connecting to the VPN, please visit the IT Help Portal.
- Submit Separate Petitions for Each Term or for Each Petition Type in the Same Term
  - Documentation Must be Uploaded for Each Petition
- eForm and DocFinity Tasks are Structured Much Like Petition Cover Sheet
Input From Other Offices

► Office of Student Aid will Continue their Process Outside of SUPR
► Student Aid Form Still Required; Submitters will Upload Form into SUPR
► SUPR will Facilitate Input from Appropriate Offices after Submission
► Education Abroad (If Study Abroad Question Answer is YES)
► LionPATH (If LionPATH Question Answer is YES – Summary Provided)
  ► Check Box for LionPATH Problems OR LionPATH Interactions Mentioned by Student
► Global Programs (For International Students – Implications for Immigration and Sponsorship)
► Student Conduct (For Petitions that Involve Removing or Changing a Grade – Academic Integrity Violations)
► World Campus (For Petitions for World Campus Students ONLY)
► Bursar (For Late Add; Late Reg; Course Cancel; Registration Cancel)
► Registrar (For Approved Petitions Only – Transcript Revisions)
To Check Status of a Student Petition

- Log into Global Connect VPN
- Form Link HERE
- Enter Student Number (Like 900000000)
  - Hit TAB (NOT Enter)
- Enter Student’s Last Name
  - Hit TAB (NOT Enter)
- Form will show petition(s) for student entered along with their status(es) – since SUPR has started
Problems and Improvements

- Report Problems or Suggest Improvements using **SUPR Reporting Form**
  - Form produces a PDF Document
  - Send finished document to **SUPR Staff**
  - For Emergencies, please contact **SUPR Staff**

Overview of Teams

- Overview of Channels
- Files in Your Role’s Channel
  - Expectations for Specific Roles
  - User Guide for Your Role
- Review of Some Common Expectations
- Using SUPR Calendar in Teams
- Touchpoint Meetings
What Submitters Can Expect Next

- Submitters added to SUPR TEAMS
- Able to attend SUPR Touch Point Meetings
- Observation by Senate Staff for First three (3) Submissions
- Beginning January 2022 – Students Added
  - Submitters will work with students as usual and use checklists to ensure all required documentation is included with petition
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  - Authorized Submitters will receive email notifications from student submissions and work tasks in queue

Questions