Form Workflow Plus Instructions for CCI Student Petitions

Using Form Workflow Plus

Reviewers and approvers receive an email to approve a request via Form Workflow Plus. Using the “Approve Now” button, you will be taken to the Form Workflow Plus dashboard, where you must first log in with your UCSC Gmail credentials. The student petition will appear on the page, and will allow you to approve the petition and provide additional remarks before submitting.

CCI Student Petition Approval Process

Student and College Advising

1. Student will meet with their college adviser to determine whether to submit a CCI petition. The advisers will provide the student with any of the following documentation required for their petition:
   a. UCSC Courses Student Advising Summary
   b. Admissions Transfer Credit Report (if applicable)

2. Student will submit appropriate CCI Student Petition using the CCI Student Petition form.

College Advising

1. Once submitted, student petition is sent to the college advising staff.

2. College advising staff will use the “Approve Now” link provided by Form Workflow Plus to approve the student petition in the Form Workflow Dashboard. Advisers must approve* the petition to move it through the process. Advisers should add comments on whether or not they support the request.

If the student is missing information, the college adviser may place the student petition on hold in Form WorkFlow Plus.

The college adviser is responsible for notifying the student and have them submit missing information to CCI Analyst Kiyana Modes at kmodes@ucsc.edu.
**College Provosts**

1. Once approved by the adviser, Form Workflow Plus will automatically send the petition to the college provost.

2. Provosts will use the “Approve Now” link provided by Form Workflow Plus to review the student petition in the Form Workflow Dashboard (you must first log in with your UCSC Gmail credentials).

3. Once the provost is ready to send the form to CCI for review, they will approve the form by marking “Approved” in Form Workflow Plus, and noting whether they do or do not support the request in the “Additional Remarks” section.

**Committee on Course Instruction (CCI)**

1. CCI will review the petition and responses of the college advising staff and the provost in the responses spreadsheet of the Google form.

2. CCI will note the final decision to approve or deny the student petition in Form Workflow Plus. The decision will be recorded in the responses spreadsheet of the Google form.

**Academic Senate**

1. Senate Analyst will send out final CCI Decisions for each petition to the appropriate College Adviser and College Provost.

2. Senate Analyst will provide Office of the Registrar a report of all CCI Decisions every two weeks following committee meetings.
   - preceptors@ucsc.edu and advsys@ucsc.edu will be CC’d on reports to the Registrar.

*College Advising staff is responsible for notifying the student of the final outcome of their petition.*