

Statute of Limitations Requests

Part I: Requestor

1. Department Requestor goes to Academic Records, Grad Records, Request SOL Extension.
2. Enter Student ID# or First and Last Name:

The screenshot shows a web application interface for requesting a Statute of Limitations (SOL) extension. At the top, there is a breadcrumb trail: Favorites | Main Menu > Academic Records > Grad Records > Request SOL Extension. Below this is the title 'Request SOL Extension' and a button labeled 'Find an Existing Value'. A 'Search Criteria' section contains five search fields, each with a 'begins with' dropdown menu and an input box. The fields are: Empl ID, Academic Program, Expected Graduation Term (with a magnifying glass icon), Last Name, and First Name.

3. Choose length of extension by clicking on the one year or two years button.
4. Enter explanation/justification for the extension.
5. Press Submit Request Button.

The screenshot shows the 'Request/Review Statute of Limitation Extension' form. It features a breadcrumb trail: Favorites | Main Menu > Academic Records > Grad Records > Request SOL Extension. The form title is 'Request/Review Statute of Limitation Extension'. It includes fields for Program, Plan, Subplan, Graduate Program Director, and Admit Term (Fall 2007). A note states 'This section blurred purposefully.' The 'Current Statute of Limitations' is Summer 2013. Under '* Choose length of extension', there are two radio buttons: 'One year' (selected) and 'Two years'. A red arrow points to the 'One year' option. The 'Requested new SOL' is Summer 2014. A text area for '*Explanation/justification for request:' is shown with a red arrow pointing to it. At the bottom, there are three buttons: 'Submit Request' (highlighted in yellow), 'Update Request', and 'Cancel Request'. Below the buttons, the form shows 'Requested by: on', 'Request Status:', and 'Approved by GPD: on'.

Part II: GPD

1. GPD goes to Worklist, Worklist.
2. Click on Link of the request to be viewed:



Worklist for

Detail View Work List Filters: [dropdown] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
admission@um...	03/26/2013	Approval Routing	Approval Workflow	3-Low	UM SOL REQUEST 321 SOL Extension Request	Mark Worked	Reassign
admission@um...	03/26/2013	Approval Routing	Approval Workflow	3-Low	UM SOL REQUEST 322 SOL Extension Request	Mark Worked	Reassign

3. Keep or change length of extension.
4. Keep or edit explanation/justification for request.
If changing the request, press update request button to save it.
5. Either approve or deny request by pressing the corresponding button. An email will be sent to the requestor informing of either an approval or denial.



Approve Statute of Limitations Extension

Program: [text] Plan: [text]

Subplan: [text]

Graduate Program Director: [text] This section blurred purposefully.

Admit Term: Fall 2005

Current Statute of Limitations: Summer 2013

* Choose length of extension

One year

Two years

Requested new SOL: Summer 2014

*Explanation/justification for request:

test test

Approve Request Update Request Deny Request

- Press "Update Request" to change the Requested SOL extension or text prior to approving.
- Press "Approve Request" to forward it to the Grad School for processing. You will not be able to update the request after it is approved.
- Press "Deny Request" to stop this request from being forwarded to the Grad School. An email will be sent to the requestor.

Request data updated!

Requested by: [text] on 03/26/2013 1:29PM

Request Status: Open/Awaiting GPD Approval

Approved by GPD: on

If the Graduate School approves a request, an email is sent to the requestor and the student.
If the Graduate School denies a request, an email is sent to the requestor.