

# SLATE PER/FER PROCESSING

## HOW TO GUIDES

### Graduate Student PER Requests

PER Workflow Overview

The PER Tab Overview

How to access a PER

How to edit and review a PER

How to add supporting materials to a PER

How to reject a PER

How to approve a PER and submit to the Graduate College

How to view a Graduate College PER decision and committee documents

### Graduate Student FER Requests

FER Workflow Overview

The FER Tab Overview

How to access a FER

How to edit and review a FER

How to add supporting materials to a FER

How to reject a FER

How to approve a FER and submit to the Graduate College

How to view a Graduate College FER decision and committee documents

## PER WORKFLOW OVERVIEW

### Step 1: Student Submits PER

- An email notification is sent to the program that the PER needs to be reviewed.

### Step 2: Program Review

- Graduate Program Contact reviews PER to make sure all information is correct.
- If there are any external members, Contact provides justification and CV for external member.
- Contact enters in graduate program decision and routes to the Graduate College.

### Step 3: Graduate College Review

- Most PERs are automatically approved if they meet all the standard requirements.
- Some PERs need manual review (example: if the student has an external member).
- GC assigns approval and committee start and end dates.

### Step 4: Approval Notification

- When a PER is approved, an email notification is sent to the student (with a copy to the program). This includes a link to their PER status page where they can download their exam documents.
- An email is also sent to the program with instructions on how they can download the exam documents.
- A final email is sent to all committee members from the Graduate College Dean formally asking them to serve on the committee.

## THE PER TAB OVERVIEW

- You'll see some brief information about the preliminary examination request form (PER).
- You will use the Dept PER Review form on the right to review and submit the PER to the Graduate College.
- You can use the Materials section to upload an external committee member's CV to the request.

slate Penny Ames Search...

TestStudent#41, TestStudent#41 Rule execution successfully queued 1m ago. [Preview pending actions](#) Enrolled Student 435299578

Dashboard Timeline 02/02/2022 FER Under Program Review 02/02/2022 PER Under Program Review 10/25/21 Petiti... Details Student

02/02/2022 PER  
Under Program Review  
Submitted January 5, 2022  
Last updated January 10, 2022

No decision on file.

**Student Information:**  
Current Degree Program: Information Sciences-PhD  
EGD: 08/05/2026 Status: Active Catalog Term: Fall 2019

**PER Information:**  
Exam Date & Time: 02/02/2022, 2:00 pm  
Exam Location: 123 ISchool Bldg

Checklist  
[Insert Requirement](#)

Materials **Materials can be uploaded here!**

Date ▲	Description	Record	User
<a href="#">New Material</a>			

Decisions

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## HOW TO ACCESS A PER

- When a student submits a new PER, an email notification will be sent to the graduate program.
- Click the link in this email.
- Log into Slate.
- This will take you to the PER tab.

## HOW TO EDIT AND REVIEW A PER

- Access the PER.
- Click on the Dept PER Review Form on the right.
- To get started, click the edit button.

slate

Spark, Elizabeth Enrolled Student 1353

Dashboard Timeline 08/01/2022 PER Decided 03/01/2022 PER Decided 01/07/22 Petiti... Fall 2020 Civil ... Student

03/01/2022 PER  
Decided  
Submitted January 10, 2022  
Last updated January 18, 2022

Graduate College PER  
Reason: Approved  
Status: Released

**Student Information:**  
Current Degree Program: Education Policy, Organization and Leadership-PHD  
EGD: 08/15/2025 Status: Active Catalog Term: Fall 2020

**PER Information:**  
Exam Date & Time: 03/01/2022, 3:00 pm  
Exam Location: 123 ABC Bldg

Department Review

Please review the student's PER form below and make any applicable changes. When complete, select a program decision below.

Graduate Program Decision: Forward to GC to Request Committee Appointment  
Decision Date:

**Note: Student has an external voting member!**  
• Departmental justification is required - provide at bottom of this page.  
• External member's CV required - provide URL at bottom of this page or upload into the [materials section of this tab](#).

Student Information  
Current Program: Education Policy, Organization and Leadership

Overview  
Financial Aid  
Workflows  
Portfolio  
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Read Application  
Download PDF  
Edit Application Details  
Dept PER Review

- Review all fields within the form and make any appropriate edits.
- If there are any external members, provide justification at the bottom of the form and a URL for their CV.
  - You can also upload the CV by using the link provided for the materials section.
  - This link will open a new window showing the overview of the PER tab.
  - In the Materials section, click on "New Material."
  - Material – FER/PER External Member CV.
  - Memo – Brief description of the document (optional).
  - Choose your file.
  - Click "Upload."
  - Return to your open browser tab with the Dept PER Review Form open.
- At the top of the form, enter in the graduate program decision.
  - Select "Forward to GC to Request Committee Appointment" to submit to the Graduate College.
  - Select "Reject" to reject the request and enter the reason. This will be sent by email to the student.
- When you are done, make sure to click the Save button to submit!

### Department Review

Please review the student's PER form below and make any applicable changes. When complete, select a program decision below.

Graduate Program Decision:  Forward to GC to Request Committee Appointment  
 Reject

Decision Date:

## HOW TO VIEW THE GRADUATE COLLEGE PER DECISION AND EXAM DOCUMENTS

- When the GC has approved the PER, an email notification will be sent to the student with a copy to the program.
- An email will be sent to all committee members from the Graduate College Dean formally asking them to serve on the committee (and a copy will go to the program).
- An email will be sent to the program with instructions for downloading the exam documents.
- To download the documents, click on the link provided in the email.
- This will take you to the PER tab.
- Click on Download PDF on the right.

TestStudent#41, TestStudent#41 Rule execution successfully queued 1m ago. Preview pending actions Enrolled Student 435299578

Dashboard Timeline 02/02/2022 FER Under Program Review 02/02/2022 PER Under Program Review 10/25/21 Petition... Details Student

02/02/2022 PER  
Under Program Review  
Submitted January 5, 2022  
Last updated January 10, 2022  
No decision on file.

**Student Information:**  
Current Degree Program: Information Sciences-PhD  
EGD: 08/05/2026 Status: Active Catalog Term: Fall 2019

**PER Information:**  
Exam Date & Time: 02/02/2022, 2:00 pm  
Exam Location: 123 ISchool Bldg

Checklist  
[Insert Requirement](#)

Materials

Date	Description	Record	User
<a href="#">New Material</a>			

Decisions

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[Download PDF](#)  
[Edit Application Details](#)  
[Reset PER Review](#)

- Format – Select “Omit headers and footers.”
- Insert Part – Select “PER PDF” if not already listed under Parts.
- Parts – use the “X” to remove any other parts listed.
- Click “Download.”

Download PDF

Format: Omit headers and footers

Insert Part: Insert Part...

Parts:

- Graduate College Application PDF [X]
- PER PDF [X]

Download Cancel Clear

- The first page will include an official committee approval letter for the student.
- The second page will be the exam result form.
- Once the exam is complete, the Graduate Program Contact will need to submit the form to the Graduate College using the Secure Forms Drop Off system.

## FER WORKFLOW OVERVIEW

### Step 1: Student Submits FER

- An email notification is sent to the program that the FER needs to be reviewed.

### Step 2: Program Review

- Graduate Program Contact reviews FER to make sure all information is correct.
- If there are any external members, Contact provides justification and CV for external member.
- Contact enters in graduate program decision and routes to the Graduate College.

### Step 3: Graduate College Review

- Most FERs are automatically approved if they meet all the standard requirements.
- Some FERs need manual review (example: if the student has an external member).
- GC assigns approval and committee start and end dates.

### Step 4: Approval Notification

- When a FER is approved, an email notification is sent to the student (with a copy to the program). This includes a link to their FER status page where they can download their exam documents.
- An email is also sent to the program with instructions on how they can download the exam documents.
- A final email is sent to all committee members from the Graduate College Dean formally asking them to serve on the committee.

## THE FER TAB OVERVIEW

- You'll see some brief information about the final examination request form (FER).
- You will use the Dept FER Review form on the right to review and submit the FER to the Graduate College.
- You can use the Materials section to upload an external committee member's CV to the request.

The screenshot shows the Slate interface for a FER request. At the top, the user is identified as Elizabeth Spark, an Enrolled Student with ID 135313935. The navigation bar includes tabs for Dashboard, Timeline, and FER Decided (08/01/2022). The main content area displays FER details for 08/01/2022, including the student's current degree program (Education Policy, Organization and Leadership-PHD) and exam information (Date & Time: 08/01/2022, 3:00 pm; Location: ABC Bldg). A checklist shows transcript requirements, with some marked as 'Awaiting'. A prominent red callout box highlights the 'Dept FER Review' link in the right-hand navigation menu. Below the checklist, a 'Materials' section is titled 'Materials can be uploaded here!' and includes a table for tracking uploads.

**Student Information:**  
Current Degree Program: Education Policy, Organization and Leadership-PHD  
EGD: 08/15/2025 Status: Active Catalog Term: Fall 2020

**FER Information:**  
Exam Date & Time: 08/01/2022, 3:00 pm  
Exam Location: ABC Bldg

**Checklist**

Date	Description	Status	Action
09/29/2017	Transcript (American Univ of Paris)	Received	▼
08/29/2017	Transcript (Parkland Coll)	Received Copy	▼
	Transcript (Purdue U All Campuses)	Awaiting	▼
	Transcript (University of Illinois Urbana Champaign)	Awaiting	▼

**Materials** *Materials can be uploaded here!*

Date ▲	Description	Record	User
<a href="#">New Material</a>			

## HOW TO ACCESS A FER

- When a student submits a new FER, an email notification will be sent to the graduate program.
- Click the link in this email.
- Log into Slate.
- This will take you to the FER tab.

## HOW TO EDIT AND REVIEW A FER

- Access the FER.
- Click on the Dept FER Review Form on the right.
- To get started, click the edit button.

The screenshot shows the Slate interface for a FER review. At the top, the user is identified as Spark, Elizabeth, an Enrolled Student with ID 135313935. The page is divided into several sections: Student Information, FER Information, and Department Review. In the Student Information section, the current degree program is Education Policy, Organization and Leadership-PHD, and the status is Active. In the FER Information section, the exam date and time are 08/01/2022, 3:00 pm, and the location is ABC Bldg. The Department Review section contains a form for reviewing the student's FER form. Two red circles highlight the 'Dept FER Review' link in the right sidebar and the edit button in the department review section.

- Review all fields within the form and make any appropriate edits.
- If there are any external members, provide justification at the bottom of the form and a URL for their CV.
  - You can also upload the CV by using the link provided for the materials section.
  - This link will open a new window showing the overview of the FER tab.
  - In the Materials section, click on “New Material.”
  - Material – FER/PER External Member CV.
  - Memo – Brief description of the document (optional).
  - Choose your file.
  - Click “Upload.”
  - Return to your open browser tab with the Dept FER Review Form open.
- At the top of the form, enter in the graduate program decision.
  - Select “Forward to GC to Request Committee Appointment” to submit to the Graduate College.
  - Select “Reject” to reject the request and enter the reason. This will be sent by email to the student.
- When you are done, make sure to click the Save button to submit!

The screenshot shows the Department Review form. The title bar is labeled 'Department Review' and contains an edit button (a document icon with a pencil) and a close button (an 'X' icon), both highlighted with a red circle. Below the title bar, the instructions read: 'Please review the student's FER form below and make any applicable changes. When complete, select a program decision below.' The decision section includes a radio button for 'Forward to GC to Request Committee Appointment' (which is selected) and a radio button for 'Reject'. The decision date is set to 1/11/2022.

## HOW TO VIEW THE GC FER DECISION AND EXAM DOCUMENTS

- When the GC has approved the FER, an email notification will be sent to the student with a copy to the program.
- An email will be sent to all committee members from the Graduate College Dean formally asking them to serve on the committee (and a copy will go to the program).
- An email will be sent to the program with instructions for downloading the exam documents.
- To download the documents, click on the link provided in the email.
- This will take you to the FER tab.
- Click on Download PDF on the right.

The screenshot shows the Slate system interface for a student named Elizabeth Spark. The top navigation bar includes the Slate logo, a search bar, and a user profile for Linda Skirman. Below the navigation bar, the student's name and enrollment status (Enrolled Student 135313935) are displayed. The main content area is divided into several sections: a timeline of events, a student information section, a FER information section, and a checklist of requirements. The FER information section shows the exam date and time (08/01/2022, 3:00 pm) and the exam location (ABC Bldg). The checklist section shows a list of requirements with their status (Received or Awaiting). The right sidebar contains a navigation menu with links to various sections, including 'Download PDF', which is circled in red.

- Format – Select “Omit headers and footers.”
- Insert Part – Select “FER PDF” if not already listed under Parts.
- Parts – use the “X” to remove any other parts listed.
- Click “Download.”

The screenshot shows the 'Download PDF' dialog box. It has a title bar with a close button (X). The dialog contains three main sections: 'Format' with a dropdown menu set to 'Omit headers and footers'; 'Insert Part' with a dropdown menu set to 'Insert Part...'; and 'Parts' with a list of parts: 'Graduate College Application PDF' and 'FER PDF'. The 'FER PDF' part has a red circle around its 'X' button, indicating it should be selected for download. At the bottom of the dialog are three buttons: 'Download', 'Cancel', and 'Clear'.

- The first page will include an official committee approval letter for the student.
- The second page will be the exam result form.
- The third page will be the dissertation approval form.
- Once the exam is complete, the Graduate Program Contact will need to submit the forms to the Graduate College using the Secure Forms Drop Off system.