

# SLATE PETITIONS FACULTY QUICK GUIDE

## How to Access Petitions:

### 1. Daily Petition Review Method:

- You will receive a daily notice of how many petitions are currently in your queue to review.
- This email will include a direct link to your petitions queue within Slate Reader.
- Click on the Link and login with your Net ID and password.
- You will also be prompted to 2FA.

### 2. Access Slate Directly:

- Log in at <https://choose.illinois.edu/reader> with your Net ID and Password.
- If prompted with multiple workflows, click on the Petitions Workflow.
- Click on Queue.

## How to Review Petitions:

1. Click on the first student listed
2. Review the petition request and any supporting materials
3. Click on the “Review Form / Send to Bin” link (bottom right hand corner)
4. Review any previous signatory comments
5. Navigate to the first open Program Signatory section.
6. Enter your name and today’s date.
7. Select your department and your role for this petition.
8. Select a recommendation.
9. Add justification/comments to support your recommendation.
10. Click Send at the bottom of the page.

The screenshot shows the Slate Petition Review Form for Graduate College. The form is titled "435299578 TestStudent#41, TestStudent#41 10/25/21 Petition Domestic". It includes a search bar and a sidebar with "Petition", "Supporting Docs", and "Review Forms". The main content area is divided into several sections: "Petition Information" (Submitted: 10/25/2021, Last Name: TestStudent#41, First Name: TestStudent#41, EGD: 08/05/2026, Degree List, Current Program: Information Sciences-PhD), "Add Drop Concentration or Minor Requests" (Add Concentration, Current Concentration, Current 2nd Concentration, Add Minor, Current Minor, Current 2nd Minor), "Curriculum Change" (New Degree, New Concentration, New 2nd Concentration), and "Policy and Deadline Exceptions" (Policy Exception Category, Deadline Exception Category, Transfer Credit Category, Registration Overload, Overload Hours: 24). At the bottom right, there is a button labeled "Review Form / Send to Bin" which is circled in red.

The screenshot shows the "Program Signatory 1" form. It includes the following fields and sections: "Name:" (text input), "Today's Date:" (text input), "Department:" (dropdown menu), "Signatory Role:" (dropdown menu), "Recommendation" (radio buttons for "Recommend Approval", "Recommend Approval with Conditions", "Recommend Denial"), "Justification" (text input), "Send to Bin" (header), "Current Bin" (text input), "Program 1 Faculty Review" (text input), "Next Bin (required)" (dropdown menu, currently showing "Program 1 Final Review"), "Next Reader (optional)" (text input), and "Send" (button) and "Draft Saved" (button) at the bottom.