

# SLATE ENROLLED STUDENT PROCESSING

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How to edit a petition

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How to assign a petition

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How to assign an add concentration petition to the concentration program for review

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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

## VIDEO TUTORIALS

We have posted video tutorials to take you step by step through the petition and PER/FER review process. In addition, we have posted videos for your graduate students to show how to log into the new Graduate College Student Portal, as well as submit a petition or an examination request. We recommend watching the student videos as well to have a better understanding of what the process will look like for your students.

### Graduate Program Faculty/Staff Videos

<https://grad.illinois.edu/faculty-staff/contacts-resources>

- Slate Enrolled Student Module: Student Record Overview
- Slate Enrolled Student Module: Petition Processing for Administrators
- Slate Enrolled Student Module: Petition Processing for Faculty
- Slate Enrolled Student Module: PER/FER Processing

### Graduate Student Videos

<https://grad.illinois.edu/academic-support>

- Using the New Graduate College Student Portal: Submitting a Petition
- Using the New Graduate College Student Portal: Submitting a Preliminary Exam Request Form
- Using the New Graduate College Student Portal: Submitting a Final Exam Request Form

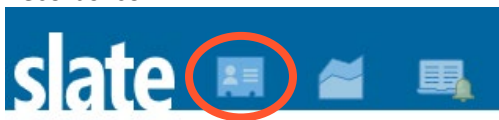
## HOW TO LOG INTO SLATE

- Go to <https://choose.illinois.edu/manage>
- User your Net ID and Password to login.
- You will be prompted to 2FA.

## HOW TO FIND A STUDENT RECORD IN SLATE

- Click on the Records Icon or Use the Search Omni Box to Search for individual students.
- Partial Match – You can search by Name, Date of Birth, REF, UIN, or Email.
- For Name searches –
  - Search by first, last, middle, former last, or preferred first name.
  - No Wildcards, only searches from the beginning of each name.
- Date of Birth searches – search mm/dd/yyyy.
- REF and UIN searches – search for one REF or UIN at one time (Ref is the Slate Person ID).
- Email searches –
  - Search by full or partial email address.
  - No Wildcards, only searches from the beginning of email address.

Records Icon



Search Omni Box



## SLATE RECORD OVERVIEW – THE DASHBOARD TAB

- At the top right, you'll see their 9 digit Slate ID.
- You'll find information about the student's general student record, their program, and their academics.
- On the right, you'll see email, phone, and address information.
- To view the student's complete student record in Slate, click on the orange "Enrolled Student Data" button.

**slate** Elizabeth Spark

Spark, Elizabeth **Slate Person ID or REF** Enrolled Student 135313935

Dashboard | Timeline | 08/01/2022 FER Under Program Review | 03/01/2022 PER Under Program Review | 01/07/22 Petition... | Fall 2020 Civil ... | Profile | Materials | CITL-NDeg | +

Graduate Student Dashboard

**I** UIN: 123456789  
 Illinois Email: bspark@illinois.edu  
 Total Grad Hours: 24  
 Grad Cumulative GPA: 3.14  
 Ac Standing: 13 Good Standing

Current Term Status: Enrolled  
 Previous Term Registration: Yes  
 EGD: 08/15/2025  
 EGD Status: Active

Champaign, IL  
 IL-05 Decatur & Champaign

123 JKC St  
 Champaign, IL 61820

Connect  
 Email [bspark@illinois.edu](mailto:bspark@illinois.edu)  
 Phone +1 217-244-4637  
 Mobile +1 217-333-0035

Program Information  
**Program:** Education Policy, Organization and Leadership-PHD **Catalog Term:** Fall 2020  
**Concentration(s):**

Additional Student Data Available:  
[Enrolled Student Data](#)

Tags  
 Certificate Program | **Doctoral Program** | Domestic  
**GDPR** | **International** | Masters Program  
 Non-Degree Program | Off Campus Program  
**On Campus Program** | Online Program | Opt Out  
 Petition | Professional Program  
 Self-Supporting Program | **Test Record** | URM

## SLATE RECORD OVERVIEW – THE TIMELINE TAB

- The timeline tab shows a log of all interactions for a student, such as login information, emails received/opened/links clicked, etc.

**slate** Elizabeth Spark

Spark, Elizabeth Enrolled Student 135313935

Dashboard | **Timeline** | 08/01/2022 FER Under Program Review | 03/01/2022 PER Under Program Review | 01/07/22 Petition... | Fall 2020 Civil ... | Profile | Materials | CITL-NDeg | +

01/10/2012 | 01/10/2022



**Timeline**  
[Interactions](#)  
[Audit Log](#)  
[Campaigns](#)

2022 January

01/10 10:32:06 AM Login Chrome Urbana, IL, United States  
 01/10 9:34:41 AM Email Link Clicked (+2) New PER Submitted for Departmental Review choose.illinois.edu/manage/lookup/record?id=9b56288d-241e-4b87-9... Firefox OK, United States  
 01/08 12:38:25 PM Email Opened (+3) New PER Submitted for Departmental Review Chrome IL, United States  
 01/08 12:38:22 PM Email Opened (+3) New FER Submitted for Departmental Review Chrome IL, United States  
 01/08 12:38:09 PM Email Opened (+3) Petition Needs Reviewed Chrome IL, United States  
 01/07 9:44:12 PM Email Opened (+3) Petition Needs Reviewed iPhone IL, United States  
 01/07 9:43:57 PM Email Opened (+1) New PER Submitted for Departmental Review iPhone IL, United States

## SLATE RECORD OVERVIEW – THE STUDENT TAB

- The Student tab includes all data from our interface with Banner including curriculum, registration status, time to degree, academic standing, and doctoral examination data.
- We've also included sections for Qualifying Examinations and Advising that departments can choose to use to record information. This is completely optional.

Linda Stinson

Spark, Elizabeth Enrolled Student 135313935

[Dashboard](#) [Timeline](#) [08/01/2022 FER Decided](#) [03/01/2022 PER Decided](#) [01/07/22 Petiti...](#) [Fall 2020 Civil ...](#) **Student**

UIN: 123456789  
Email: bspark@illinois.edu  
Citizenship Type: International

### Current Curriculum

Catalog Term:	Fall 2020	Admit Term:	Fall 2020
Program:	Education Policy, Organization and Leadership-PHD	Admit Type:	RA - Regular Admit
Concentration:		Admit Doctoral Stage:	
Concentration 2:			
Minor:			
Minor 2:			
Secondary Curriculum:			
Secondary Curriculum Concentration:			

### Student Status

Registration Status	Time to Degree	Academic Standing
Current Term: Fall 2021	EGD: 08/15/2025	Academic Standing: 13 Good Standing
Current Term Status: Enrolled	EGD Status: Active	Cumulative Grad GPA: 3.14
Previous Term: Spring 2021	Current Doctoral Stage:	Total Grad Hours: 24
Previous Term Registered: Yes		
Student Holds:		

### Qualifying Examinations

Qualifying Exam 1	Qualifying Exam 2	Qualifying Exam 3
Exam Date:	Exam Date:	Exam Date:
Decision:	Decision:	Decision:
Title:	Title:	Title:

### Doctoral Examinations

Prelim Exam 1	Prelim Exam 2	Final Defense Exam
Exam Date: 12/1/2020	Exam Date:	Exam Date:
Decision: Pass	Decision:	Decision:
Prelim Status: Passed		
Prelim Expiration Date: 07/13/2025		
Final Exam Status: Not Completed		

IRB Approval Received:

Final Dissertation Title:

Final Deposit Date:

### Advising Notes

Student Advisor:

Co-Advisor:

Dept Advising Notes:

[Edit](#)

# SLATE RECORD OVERVIEW – THE PETITION TAB

- You'll see some brief information about the petition.
- You can add supporting documentation needed for a petition in the Materials section.
- You can Download the Petition PDF and View the Decision here if you'd like.

slate
Linda Stinson 

Search... ▶

Spark, Elizabeth
Enrolled Student 135313935

<a href="#">Dashboard</a>	<a href="#">Timeline</a>	<a href="#">08/01/2022 FER Decided</a>	<a href="#">03/01/2022 PER Decided</a>	<b><a href="#">01/07/22 Petition...</a></b>	<a href="#">Fall 2020 Civil ...</a>	<a href="#">Student</a>
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01/07/22 Petition

Decided Submitted January 7, 2022 Last updated January 18, 2022	Graduate College Petitions Reason: Approved Status: Confirmed
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**Overview**

[Financial Aid](#)

[Workflows](#)

[Portfolio](#)

[Populations](#)

[Read Application](#)

[Download PDF](#)

[Edit Application Details](#)

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## Student Information:

**Current Degree Program:** Education Policy, Organization and Leadership-PHD

**EGD:** 08/15/2025      **Status:** Active      **Catalog Term:** Fall 2020

## Petition Information:

**Petition Type(s):** Transfer Credit

**Request:** Transfer EDU 501 from Purdue University.

**Student on Degree List:** No

---

Checklist

[Insert Requirement](#)

✓	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>			
05/17/2021	Resume	Folio	
06/14/2018	GC Use Only - Official Academic Credentials American Univ of Paris	Folio	Beth
02/02/2018	Transcript (Copy) American Univ of Paris	Folio	Gina
08/29/2017	Transcript (Copy) Parkland Coll	Folio	
08/29/2017	Transcript (Copy) American Univ of Paris	Folio	

Decisions

Effective ▲	Decision	Released	Received	User
01/11/2022	Graduate College Petitions Approved GC Petition Decision Letter effective 06/15/2017			

## SLATE RECORD OVERVIEW – THE PER TAB

- 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.

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 No decision on file.  
Submitted January 5, 2022  
Last updated January 10, 2022

**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

**Overview**  
[Financial Aid](#)  
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[Populations](#)  
[Read Application](#)  
[Download PDF](#)  
[Financial Aid Details](#)  
**Dept PER Review**

## SLATE RECORD OVERVIEW – THE FER TAB

- 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.

Spark, Elizabeth Enrolled Student 135313935

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

08/01/2022 FER  
Decided Graduate College FER Reason: Approved Status: Confirmed  
Submitted January 10, 2022  
Last updated January 18, 2022

**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  
[Insert Requirement](#)

Date	Description	Record	User
✓ 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>			

**Overview**  
[Financial Aid](#)  
[Workflows](#)  
[Portfolio](#)  
[Populations](#)  
[Read Application](#)  
[Download PDF](#)  
[Financial Aid Details](#)  
**Dept FER Review**

## PETITION WORKFLOW OVERVIEW

### Step 1: Student Submits Petition

- The petition is automatically placed in the “Program 1 Review” bin.
- An email notification is sent to the program that the petition needs to be reviewed.

### Step 2: Program Initial Review

- Graduate Program Contact reviews petition to make sure all information is correct.
- Contact can choose to edit petition or upload additional documents.
- Contact can sign off on the petition or assign petition to other administrators and/or faculty to review.
  - When assigning to another administrator, petition should remain in the “Program 1 Review” Bin.
  - When assigning to a faculty member, petition should be moved to the “Program 1 Faculty Review” Bin.

### Step 3: Program Administrator or Faculty Review

- Administrator can sign off on the petition and route to the “Program 1 Final Review” bin for additional signatures.
- Faculty can sign off and route to the “Program 1 Final Review” bin. This is their only option.

### Step 4: Program Final Review

- When a petition is placed in the “Program 1 Final Review” bin, an email notification is sent to the program that the petition needs to be reviewed again.
- If the petition needs additional signatures, the Contact can move the petition to the appropriate bin and assign the next reader.
- If the petition review is complete, the Contact can move the petition to “GC Under Review” to officially submit it to the Graduate College.
  - **IMPORTANT:** If the student is petitioning to change curriculum to a new program in a NEW department, the Contact must choose Program 2 Review to allow the second program to review.
  - **OR:** If the student is petitioning to add a minor outside of their home department, the Contact must choose Program 2 Review to allow the minor program office to review.
  - The second program will follow the same steps as above and when complete, they will move the petition to “GC Under Review” to officially submit it to the Graduate College.

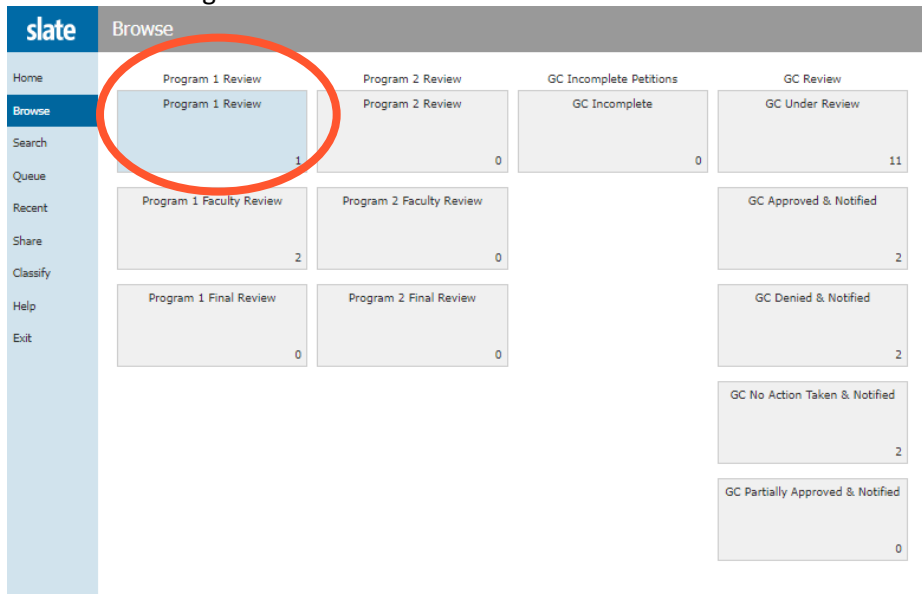
### Step 5: Graduate College Review

- The Graduate College will complete their review.
- If the petition is made incomplete, email will be sent to the student and the program.
  - The petition will move to the “GC Incomplete” bin.
  - If additional signatures are needed, the program can move the petition back to the appropriate bin and assign it.
  - If additional information or documentation is needed, the program can upload documentation or information.
  - Once the petition is ready to be re-reviewed, the program will need to move the petition to the “Resubmitted to GC for 2<sup>nd</sup> Review” bin.
- Once the GC review is complete, the petition will move to the appropriate bin (Approved, Denied, etc.) and an email notification will go to both the student and the program with the decision information.

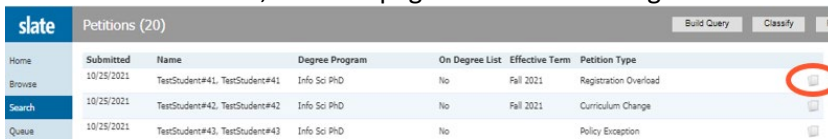
# HOW TO ACCESS A PETITION

## Option 1: Petition Notification Email for Individual Petition

- When a student submits a new petition, 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 Petition Workflow.
- Click on the “Program 1 Review” bin.



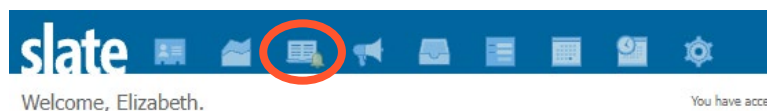
- On the student’s row, click the pages icon to the far right.



- Here you will see the petition PDF and any supporting documents the student included in their request.

## Option 2: Access Petition Workflow

- Log into Slate.
- Click the Reader Icon.



- Click on the Petitions Workflow.
- Click on the “Program 1 Review” bin.
- On the student’s row, click the pages icon to the far right.
- Here you will see the petition PDF and any supporting documents the student included in their request.



## HOW TO EDIT A PETITION

- Access the petition within the Petition Workflow.
- Click Add to Queue at the bottom left.
- Click Review Form at the bottom right.
- The first section will list all the fields the student completed.
- Edit the fields as appropriate.
- Scroll to the bottom and click “Send.”

*Note that the fields are dynamic, so if you change the petition request type, additional or different fields may appear.*

The screenshot displays the 'slate' interface for a petition. The header shows the student ID '435299578 TestStudent#41, TestStudent#41', the date '10/25/21', and the petition type 'Domestic'. The left sidebar contains navigation options: 'Petition', 'Supporting Docs', and 'Review Forms'. The main content area shows the petition form for 'Graduate College' (University of Illinois Urbana-Champaign). The form includes the following sections:

- Student Information:** UIN, Submitted: 10/25/2021, Last Name: TestStudent#41, First Name: TestStudent#41, EGD: 08/05/2026, Degree List: Information Sciences-PhD, Current Program: Information Sciences-PhD.
- Petition Information:** Petition Type(s): Registration Overload, Effective Term: Fall 2021. Detailed Explanation: There is a course offered this term that will not be offered again for two years when I will be deeper in my research. I am seeking an overload in order to take this course now.
- Add/Drop Concentration or Minor Requests:** Fields for Add Concentration, Current Concentration, Current 2nd Concentration, Add Minor, Current Minor, and Current 2nd Minor, each with a 'Drop this...' option.
- Curriculum Change:** Fields for New Degree, New Concentration, and New 2nd Concentration.
- Policy and Deadline Exceptions:** Fields for Policy Exception Category, Deadline Exception Category, and Transfer Credit Category.
- Registration Overload:** Overload Hours: 24.

At the bottom of the form, two buttons are circled in red: 'Add to Queue' on the left and 'Review Form / Send to Bin' on the right. The bottom toolbar also includes 'Remove from Queue', 'Annotations', and several icons.

## HOW TO ADD SUPPORTING MATERIALS TO A PETITION

### Option 1: From within the Petition Workflow

- Access the petition within the Petition Workflow.
- Click on the student's name in the upper left.
- Click Lookup Application
- This will take you to the petition tab on the student's record.
- In the Materials section, click on "New Material."
- Material – Petition Supporting Docs.
- Memo – Brief description of the document (optional).
- Choose your file.
- Click "Upload."

The screenshot shows the Slate interface for a petition. At the top, it displays '135313935 Spark, Elizabeth' and '01/07/22 Petition'. Below this, there are tabs for 'Petition', 'Supporting Docs', and 'Review Forms'. The 'Petition' tab is active. On the right, the 'Graduate College' logo is visible. Below the navigation, there are links for 'GDPR' and 'Intern'. The main content area is divided into two columns: 'Contact Information' and 'Biographical Details'. The 'Contact Information' column includes the email 'bspark@illinois.edu' and three phone numbers. The 'Biographical Details' column includes 'Sex: Female', 'DOB: May 1, 1980 (Age 41)', and 'Citizenship: France'. Below these columns, there are links for 'Lookup Application', 'Read Application in New Window', 'Show New Materials Report', 'Edit Bin/Queue', and 'Download PDF'. The 'Lookup Application' link is circled in red.

### Option 2: Search for the Student Record

- Find the Student.
- Click on the Petition Tab.
- In the Materials section, click on "New Material."
- Material – Petition Supporting Docs.
- Memo – Brief description of the document (optional).
- Choose your file.
- Click "Upload."

## HOW TO ASSIGN A PETITION

- Access the petition within the Petition Workflow.
- Click on the student's name in the upper left.
- Click on "Edit Bin/Queue."
- Bin –
  - If assigning to another administrator, select "Program 1 Review" or "Program 1 Final Review."
  - If assigning to a faculty member, select "Program 1 Faculty Review."
- Add Reader – enter in the administrator or faculty member's name.
  - You can assign it to multiple people here. Just select one person, then search/select another, etc.

- Click "Save."

The screenshot shows the Slate interface for a petition. At the top, it displays '135313935 Spark, Elizabeth' and '01/07/22 Petition'. Below this, there are tabs for 'Petition', 'Supporting Docs', and 'Review Forms'. The 'Petition' tab is active. On the right, the 'Graduate College' logo is visible. Below the navigation, there are links for 'GDPR' and 'Intern'. The main content area is divided into two columns: 'Contact Information' and 'Biographical Details'. The 'Contact Information' column includes the email 'bspark@illinois.edu' and three phone numbers. The 'Biographical Details' column includes 'Sex: Female', 'DOB: May 1, 1980 (Age 41)', and 'Citizenship: France'. Below these columns, there are links for 'Lookup Application', 'Read Application in New Window', 'Show New Materials Report', 'Edit Bin/Queue', and 'Download PDF'. The 'Edit Bin/Queue' link is circled in red.

## HOW TO SIGN OFF ON A PETITION

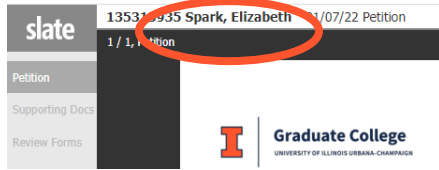
- Access the petition within the Petition Workflow.
- Click Add to Queue at the bottom left.
- Click Review Form at the bottom right.

The screenshot displays the Slate petition workflow interface. The main window shows a petition form for 'Graduate College' with fields for 'Last Name', 'First Name', 'DOB', 'Degree List', and 'Current Program'. The petition type is 'Registration Overload' and the effective term is 'Fall 2021'. A detailed explanation is provided: 'There is a course offered this term that will not be offered again for two years when I will be deeper in my research. I am seeking an overload in order to take this course now.' Below this, there are sections for 'Add Drop Concentration or Minor Requests' and 'Curriculum Change'. At the bottom left of the main window, the 'Add to Queue' button is circled in red. A smaller window in the foreground shows a 'Review Form / Send to Bin' section with a 'Review Form / Send to Bin' button circled in red.

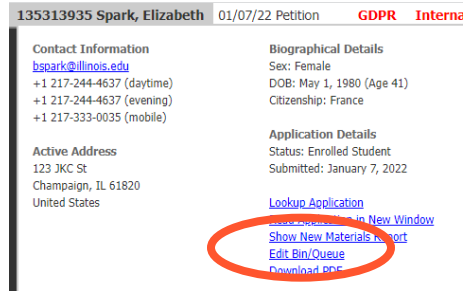
- This will open the review form on the right.
- In the first open “Program Signatory” section, you will need to complete all fields –
  - Name – Enter your name.
  - Today’s Date – Enter today’s date.
  - Department – Select your department.
  - Signatory Role – Select your role for this petition.
  - Recommendation – Select your recommendation.
  - Justification – Provide comments to support your recommendation.
- Complete Send to Bin Section –
  - Next Bin – if the petition is in your queue and someone else’s, this question will not appear.
  - Next Bin – if you need to assign this petition to another administrator, select “Program 1 Review.”
  - Next Bin – if you need to assign this petition to a faculty member, select “Program 1 Faculty Review.”
  - Next Bin – if the program review is complete for this petition, select “GC Under Review” to submit it to the Graduate College.
    - **IMPORTANT:** If the student is requesting to change curriculum to a new program in a NEW department, select “Program 2 Review” so that they may review before submitting to the Graduate College.
    - **OR:** If the student is petitioning to add a minor outside of their home department, the Contact must choose Program 2 Review to allow the minor program office to review.
  - Next Reader – if assigning this petition to another administrator or faculty member, enter and select the name of the person. Note that you can only assign one person with this method. To assign multiple people, read the instructions in the section above about assigning petitions.
- Click “Send”

## HOW TO ASSIGN A CURRICULUM CHANGE PETITION TO THE NEW DEPARTMENT

- Access the petition within the Petition Workflow.
- Click on the student's name in the upper left.



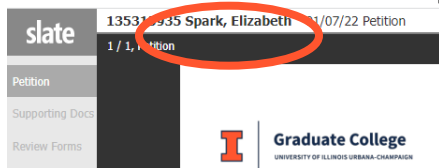
- Click on “Edit Bin/Queue”



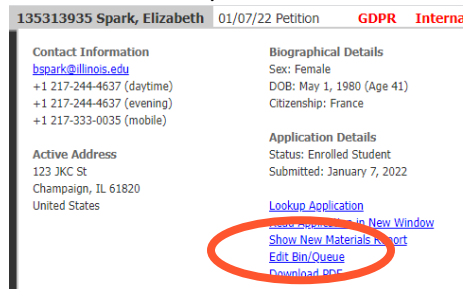
- Bin – Select “Program 2 Review.”
- Add Reader – If the petition is currently listed in someone's queue, remove the petition from their queue by clicking the “x” by the person's name.
- Click “Save.”
- *Note that you can also select “Program 2 Review” as the “Next Bin” when completing a review form.*

## HOW TO ASSIGN AN ADD MINOR PETITION TO THE MINOR PROGRAM FOR REVIEW

- If the student is requesting to add a minor that is outside the student's home department, you must route it to the minor program office to review.
- Access the petition within the Petition Workflow.
- Click on the student's name in the upper left.



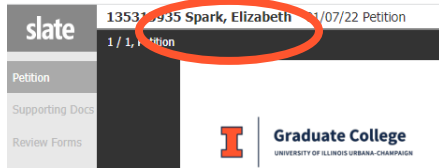
- Click on “Edit Bin/Queue”



- Bin – Select “Program 2 Review.”
- Add Reader – If the petition is currently listed in someone's queue, remove the petition from their queue by clicking the “x” by the person's name.
- Click “Save.”
- *Note that you can also select “Program 2 Review” as the “Next Bin” when completing a review form.*

## HOW TO ASSIGN AN ADD CONCENTRATION PETITION TO THE CONCENTRATION PROGRAM FOR REVIEW

- If the student is requesting to add a concentration that is outside the student’s home department, you must route it to the concentration program office to review.
- Access the petition within the Petition Workflow.
- Click on the student’s name in the upper left.



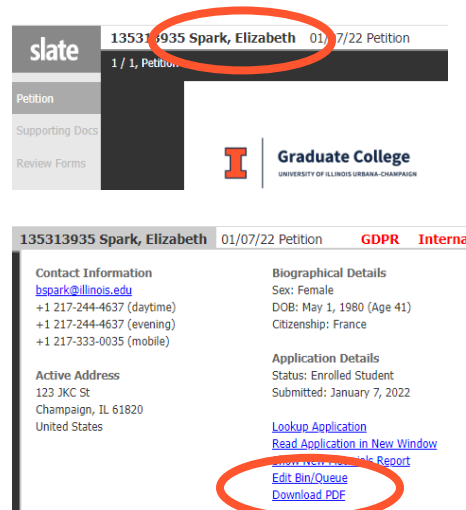
- Click on “Edit Bin/Queue”



- Bin – Select “Program 2 Review.”
- Add Reader – If the petition is currently listed in someone’s queue, remove the petition from their queue by clicking the “x” by the person’s name.
- Click “Save.”
- *Note that you can also select “Program 2 Review” as the “Next Bin” when completing a review form.*

## HOW TO SUBMIT A PETITION TO THE GRADUATE COLLEGE

- Access the petition within the Petition Workflow.
- Click on the student’s name in the upper left.
- Click on “Edit Bin/Queue”
- Bin – Select “GC Under Review.”
- Add Reader – If the petition is currently listed in someone’s queue, remove the petition from their queue by clicking the “x” by the person’s name.
- Click “Save.”



## HOW TO RETURN AN INCOMPLETE PETITION TO THE GRADUATE COLLEGE FOR REVIEW

- Access the petition within the Petition Workflow.
- Click on the student's name in the upper left.
- Click on "Edit Bin/Queue"
- Bin – Select "Resubmitted to GC for 2<sup>nd</sup> Review."
- Add Reader – If the petition is currently listed in someone's queue, remove the petition from their queue by clicking the "x" by the person's name.
- Click "Save."

The screenshot shows the Slate system interface. At the top, the student's name "935 Spark, Elizabeth" is circled in red. Below this, there are navigation tabs for "Petition", "Supporting Docs", and "Review Forms". To the right is the Graduate College logo. Below the navigation is a table of petition details for "135313935 Spark, Elizabeth" on "01/07/22". The table includes "Contact Information", "Biographical Details", "Active Address", and "Application Details". At the bottom of the table, there are several links: "Lookup Application", "Read Application in New Window", "View New Review Report", "Edit Bin/Queue", and "Download PDF". The "Edit Bin/Queue" link is circled in red.

*Note that you can also select "Resubmitted to GC for 2<sup>nd</sup> Review" as the "Next Bin" when completing a review form. You can also email us at [grad@illinois.edu](mailto:grad@illinois.edu) to let us know you are ready for us to re-review.*

- Once the Graduate College has completed the petition review, an email notification will go to the student and the department with the decision information.

## **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.

## **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.

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    Forward to GC to Request Committee Appointment  
Decision:  
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  
Populations  
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     Forward to GC to Request Committee Appointment  
Decision:             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.

The screenshot shows the Slate system interface for a Graduate College PER decision. The top navigation bar includes the 'slate' logo, a search bar, and user information 'Penny Ames'. The main content area displays the '02/02/2022 PER' details, including 'Under Program Review' and 'No decision on file.' The 'Student Information' section shows 'Current Degree Program: Information Sciences-PhD' and 'Status: Active'. The 'PER Information' section shows 'Exam Date & Time: 02/02/2022, 2:00 pm' and 'Exam Location: 123 ISchool Bldg'. A sidebar on the right contains a list of links, with 'Download PDF' circled in red. Below the main content, there is a 'Checklist' section with an 'Insert Requirement' link, a 'Materials' table with columns for Date, Description, Record, and User, and a 'Decisions' section.

- 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.”

The screenshot shows the 'Download PDF' dialog box in the Slate system. The 'Format' dropdown is set to 'Omit headers and footers'. The 'Insert Part' dropdown is set to 'Insert Part...'. The 'Parts' list shows 'Graduate College Application PDF' and 'PER PDF', with the 'X' icon next to 'Graduate College Application PDF' circled in red. The 'Download' button is highlighted.

- 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.

## **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.

slate

Sparky, Elizabeth Enrolled Student 135313935

08/01/2022 FER Decided 03/01/2022 FER Decided 01/07/22 Petition... Fall 2020 Civil ... Student

08/01/2022 FER  
Decided  
Submitted January 10, 2022  
Last updated January 18, 2022

Graduate College FER  
Reason: Approved  
Status: Confirmed

**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

Department Review

Please review the student's FER 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: 1/11/2022

**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

Dept FER 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 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!

### Department Review

Please review the student's FER 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 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 user information. Below the navigation bar, there are tabs for Dashboard, Timeline, and FER Decided. The main content area displays FER information for 08/01/2022, including the student's current degree program (Education Policy, Organization and Leadership-PhD) and exam details (Exam Date & Time: 08/01/2022, 3:00 pm; Exam Location: ABC Bldg). A sidebar on the right contains a list of links, with 'Download PDF' circled in red. Below the FER information, there is a checklist of requirements and a materials table.

- 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 in the Slate system. The dialog box has a title bar with a close button (X). It contains three 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 'X' button next to it, which is circled in red. At the bottom of the dialog box, there 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.