SLATE PETITION PROCESSING
HOW TO GUIDES

Graduate Student Petitions

- Petition Workflow Overview
- The Petition Tab Overview
- How to access a petition
- How to edit a petition
- How to add supporting materials to a petition
- How to assign a petition
- How to sign off on a petition
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- How to assign an add minor petition to the minor program for review
- How to assign an add concentration petition to the concentration program for review
- How to submit a petition to the Graduate College
- How to return a petition to the Graduate College after it's been made incomplete
- How to view a Graduate College petition decision

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

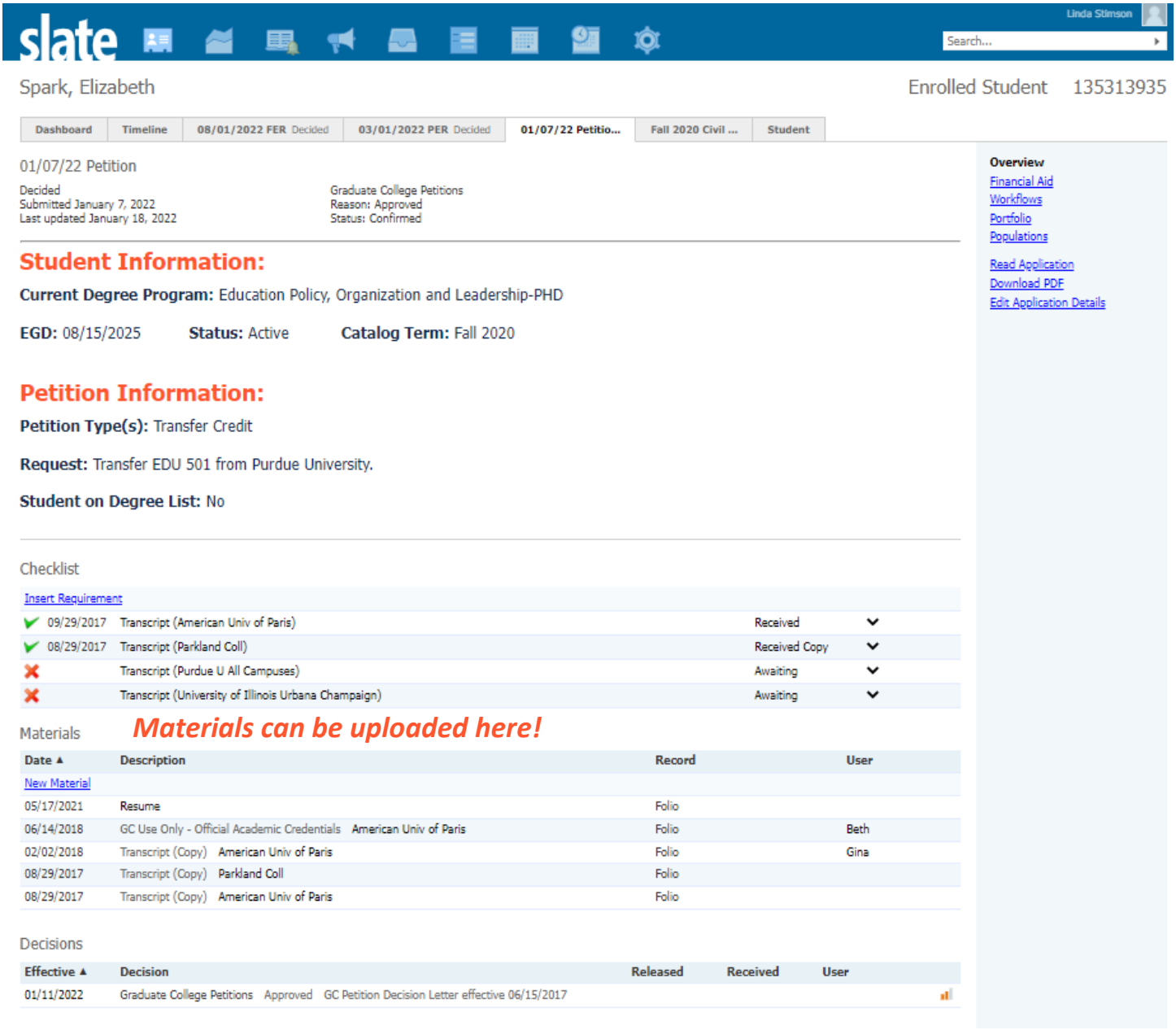
- When a petition is placed in the "Program 1 Final Review" bin, an email notification is sent to the program that the petition needs to be reviewed again.
- If the petition needs additional signatures, the Contact can move the petition to the appropriate bin and assign the next reader.
- If the petition 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 2nd 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.

THE PETITION TAB OVERVIEW

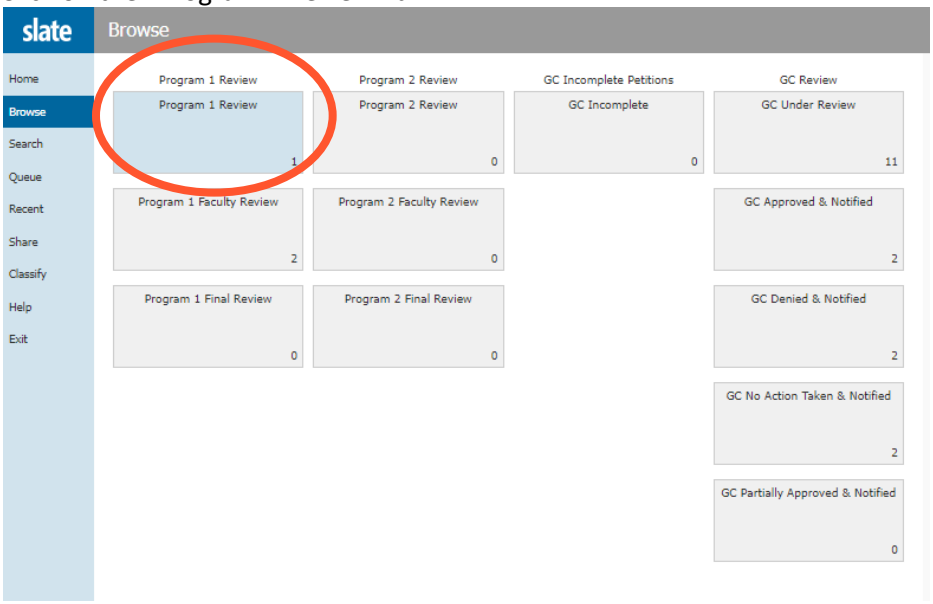
- You'll see some brief information about the petition.
- You can add supporting documentation needed for a petition in the Materials section.
- You can Download the Petition PDF and View the Decision here if you'd like.



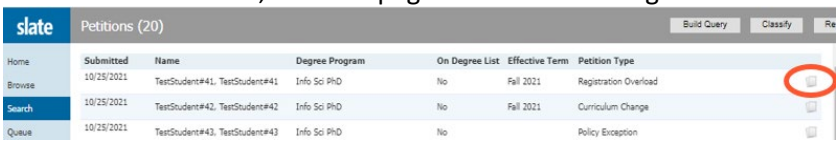
HOW TO ACCESS A PETITION

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

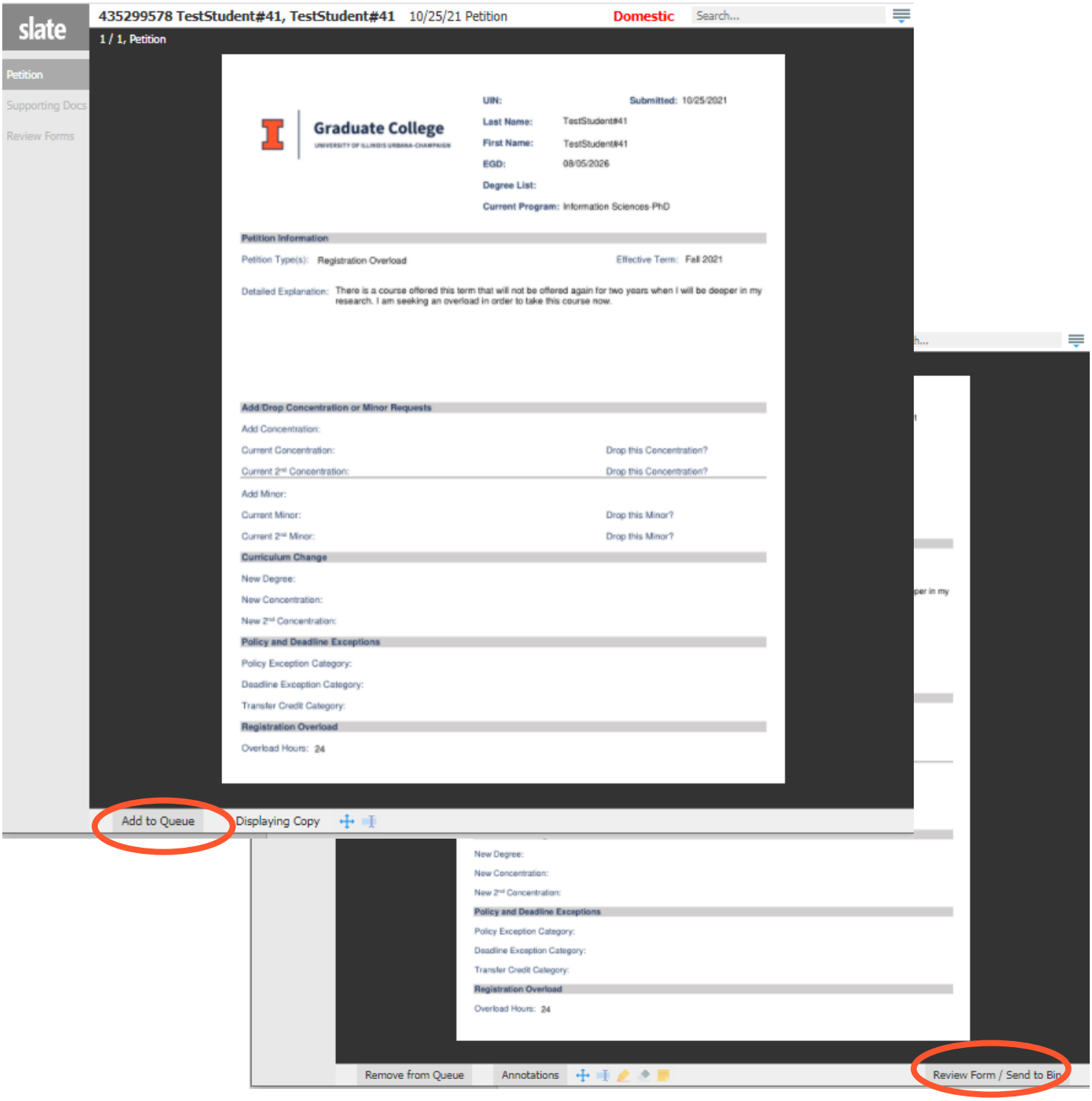
- Log into Slate.
- Click the Reader Icon.

- 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.”

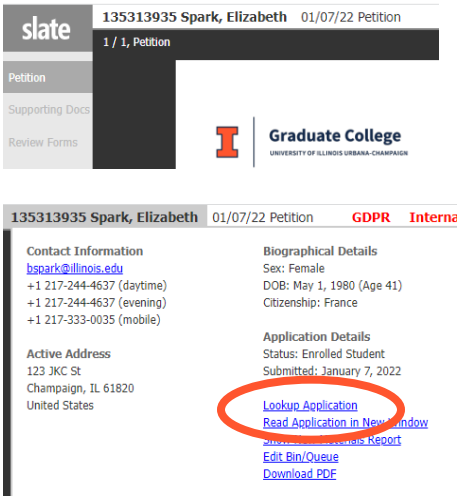
Note that the fields are dynamic, so if you change the petition request type, additional or different fields may appear.



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."

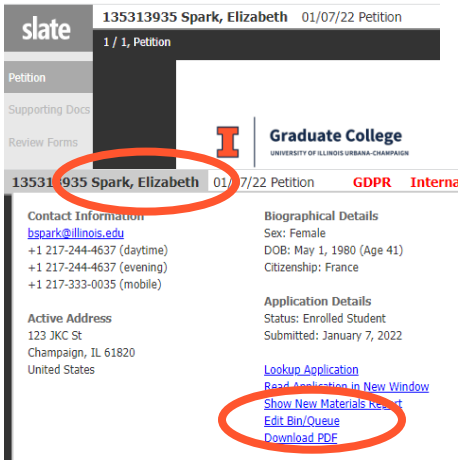


Option 2: Search for the Student Record

- 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."

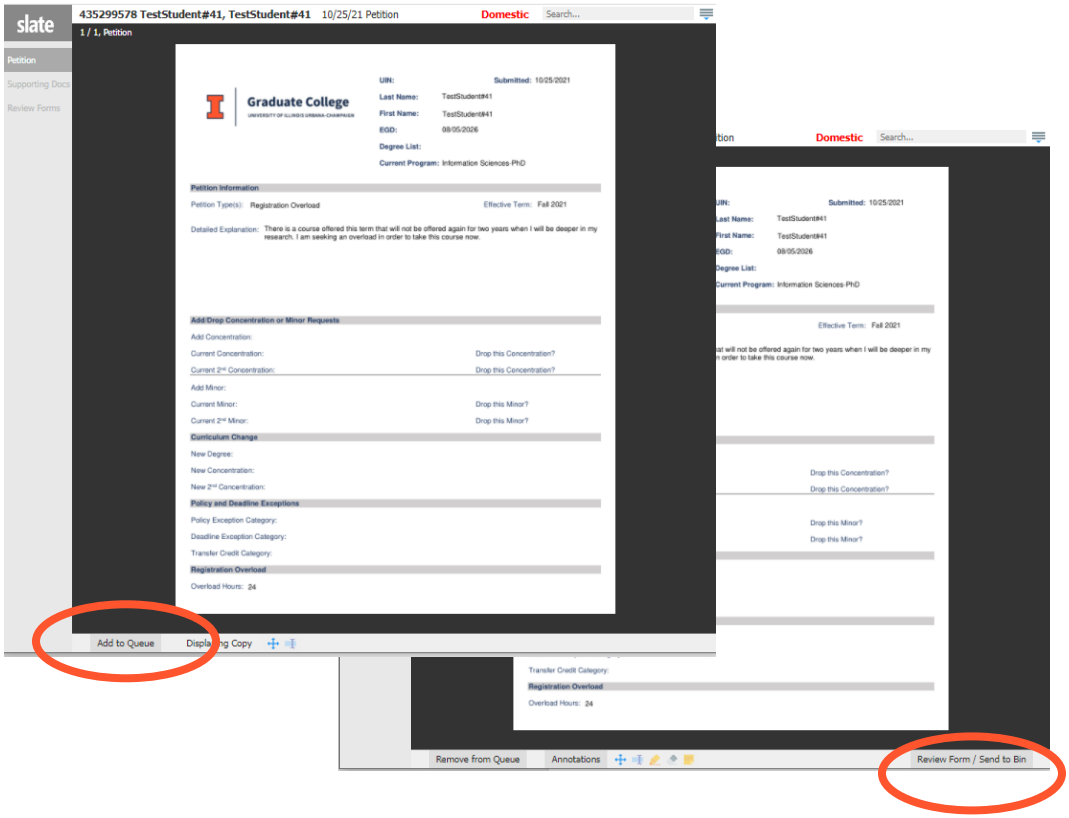
HOW TO ASSIGN A PETITION

- 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."



HOW TO SIGN OFF ON A PETITION

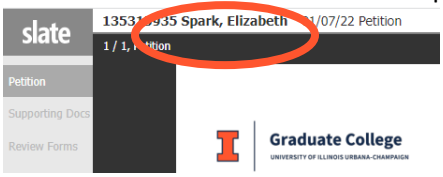
- Access the petition within the Petition Workflow.
- Click Add to Queue at the bottom left.
- Click Review Form at the bottom right.



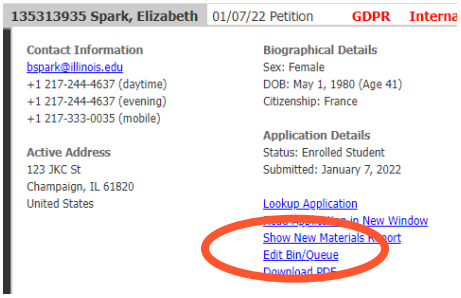
- This will open the review form on the right.
- In the first open “Program Signatory” section, you will need to complete all fields –
    - Name – Enter your name.
    - Today’s Date – Enter today’s date.
    - Department – Select your department.
    - Signatory Role – Select your role for this petition.
    - 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.



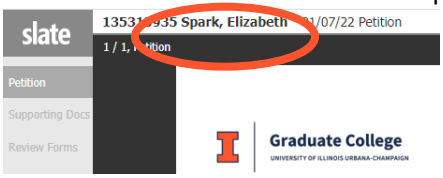
- Click on "Edit Bin/Queue"



- 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.

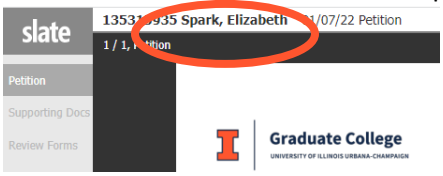


- Click on "Edit Bin/Queue"

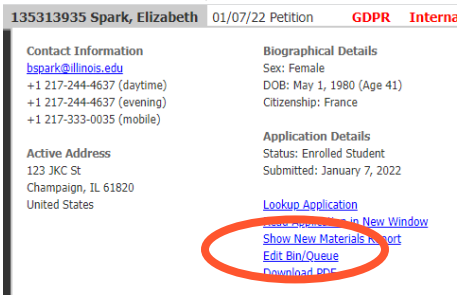
- Bin – Select "Program 2 Review."
- Add Reader – If the petition is currently listed in someone's queue, remove the petition from their queue by clicking the "x" by the person's name.
- Click "Save."
- *Note that you can also select "Program 2 Review" as the "Next Bin" when completing a review form.*

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.



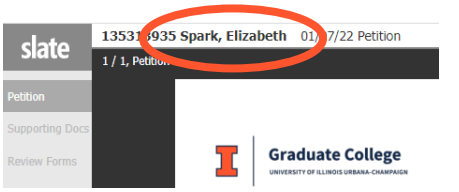
- Click on "Edit Bin/Queue"



- 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

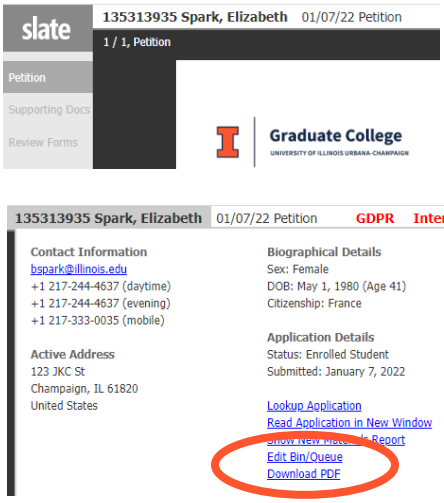
- Access the petition within the Petition Workflow.
- Click on the student's name in the upper left.
- Click on "Edit Bin/Queue"
- Bin – Select "GC Under Review."
- Add Reader – If the petition is currently listed in someone's queue, remove the petition from their queue by clicking the "x" by the person's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



Note that you can also select "GC Under Review" as the "Next Bin" when completing a review form.

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 "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."



Note that you can also select "GC Under Review" as the "Next Bin" when completing a review form. You can also email us at grad@illinois.edu to let us know you are ready for us to re-review.

HOW TO VIEW A GRADUATE COLLEGE PETITION DECISION

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