

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

How to assign a curriculum change petition to the proposed new department

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.

slate
Linda Stinson

Search... ▶

Spark, Elizabeth Enrolled Student 135313935

Dashboard	Timeline	08/01/2022 FER Decided	03/01/2022 PER Decided	01/07/22 Petition...	Fall 2020 Civil ...	Student
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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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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
New Material			
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			

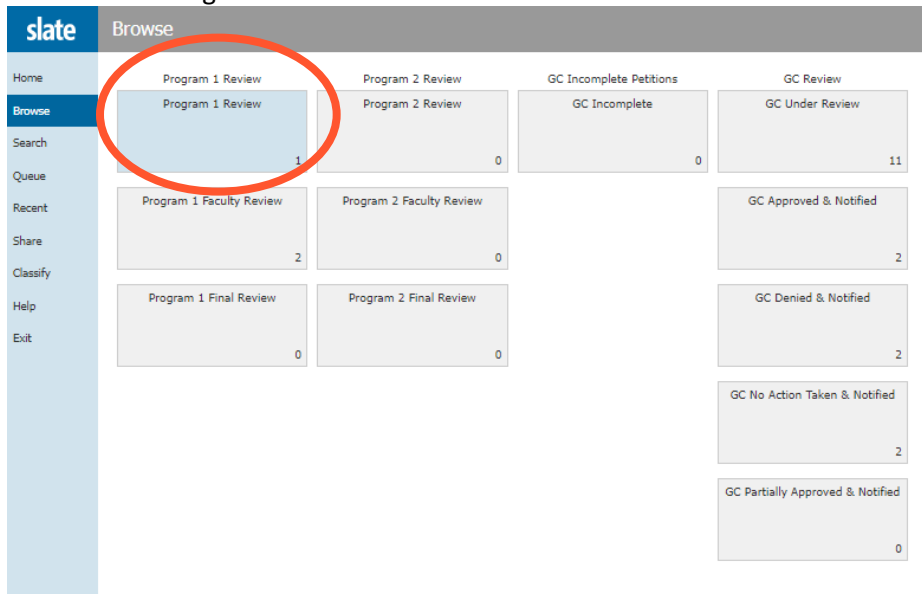
Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Edit Application Details](#)

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.

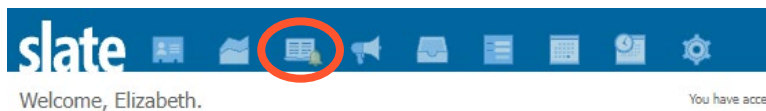
The screenshot shows the Slate Petitions table. The 'Pages' icon on the right side of the first row is circled in red. The table has columns for Submitted, Name, Degree Program, On Degree List, Effective Term, and Petition Type.

Submitted	Name	Degree Program	On Degree List	Effective Term	Petition Type
10/25/2021	TestStudent#41, TestStudent#41	Info Sci PhD	No	Fall 2021	Registration Overload
10/25/2021	TestStudent#42, TestStudent#42	Info Sci PhD	No	Fall 2021	Curriculum Change
10/25/2021	TestStudent#43, TestStudent#43	Info Sci PhD	No		Policy Exception

- 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 top navigation bar shows the user's name '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 a header with the college logo and name, followed by student information: UIN, Submitted date (10/25/2021), Last Name (TestStudent#41), First Name (TestStudent#41), EGD (08/05/2026), Degree List, and Current Program (Information Sciences-PhD). The 'Petition Information' section shows the type as 'Registration Overload' and the effective term as '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 are sections for 'Add/Drop Concentration or Minor Requests' and 'Curriculum Change'. The 'Policy and Deadline Exceptions' section includes categories for Policy Exception, Deadline Exception, and Transfer Credit. The 'Registration Overload' section shows '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 navigation bar includes 'Remove from Queue', 'Annotations', and other utility 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 sections: 'Contact Information', 'Biographical Details', 'Active Address', and 'Application Details'. The 'Lookup Application' link under 'Application Details' 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 sections: 'Contact Information', 'Biographical Details', 'Active Address', and 'Application Details'. The 'Edit Bin/Queue' link under 'Application Details' is circled in red.

HOW TO SIGN OFF ON A PETITION

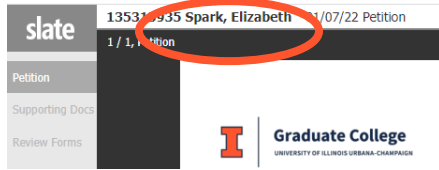
- Access the petition within the Petition Workflow.
- Click Add to Queue at the bottom left.
- Click Review Form at the bottom right.

The screenshot displays the Slate petition workflow interface. The main window shows a petition form for 'Graduate College' with fields for student information (Last Name: TestStudent041, First Name: TestStudent041, ID#: 08/05/2026) and petition details (Petition Type(s): Registration Overload, Effective Term: Fall 2021). A red circle highlights the 'Add to Queue' button at the bottom left. A second, smaller window is overlaid on the right, showing a 'Review Form / Send to Bin' section with a red circle around the button at the bottom right.

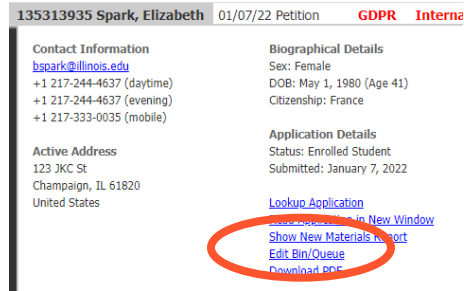
- This will open the review form on the right.
- In the first open “Program Signatory” section, you will need to complete all fields –
 - Name – Enter your name.
 - Today’s Date – Enter today’s date.
 - Department – Select your department.
 - Signatory Role – Select your role for this petition.
 - Recommendation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



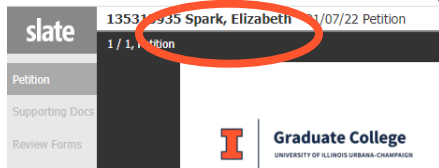
- Click on “Edit Bin/Queue”



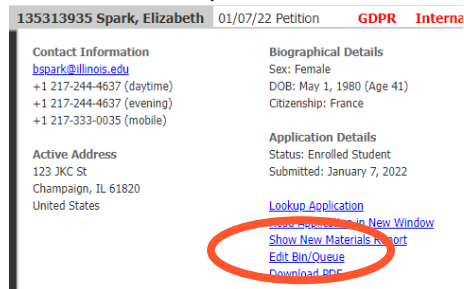
- Bin – Select “Program 2 Review.”
- Add Reader – If the petition is currently listed in someone's queue, remove the petition from their queue by clicking the “x” by the person's name.
- Click “Save.”
- *Note that you can also select “Program 2 Review” as the “Next Bin” when completing a review form.*

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.



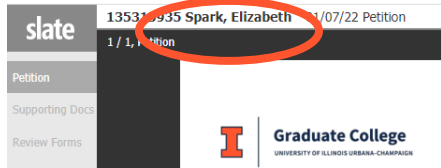
- Click on “Edit Bin/Queue”



- 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.



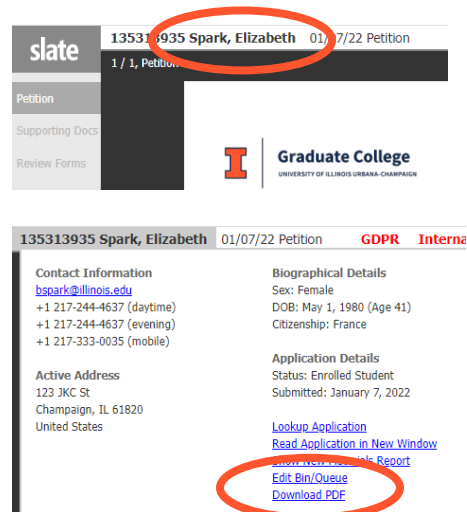
- Click on “Edit Bin/Queue”



- 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."

The screenshot displays the Slate system interface for a petition. At the top, the student's name '135313935 Spark, Elizabeth' and the date '01/07/22 Petition' are visible. The sidebar on the left contains 'Petition', 'Supporting Docs', and 'Review Forms'. The main content area shows the student's name and date, followed by contact information (email: bspark@illinois.edu, phone numbers) and biographical details (Sex: Female, DOB: May 1, 1980, Citizenship: France). Application details include 'Status: Enrolled Student' and 'Submitted: January 7, 2022'. A red circle highlights the 'Edit Bin/Queue' link in the bottom right corner.

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.