SLATE PER/FER PROCESSING
HOW TO GUIDES

Graduate Student PER Requests
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- How to add supporting materials to a PER
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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.
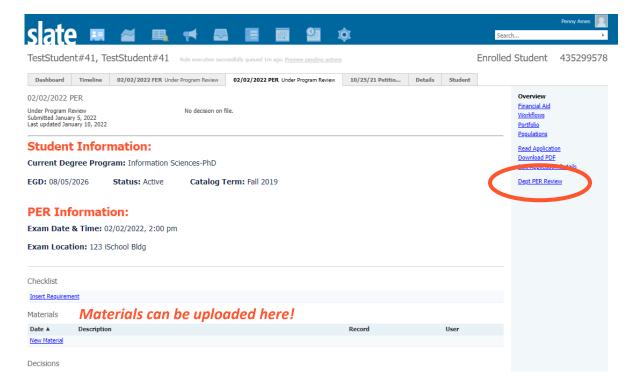
Step 3: Graduate College Review
- Most PERs are automatically approved if they meet all the standard requirements.
- Some PERs need manual review (example: if the student has an external member).
- GC assigns approval and committee start and end dates.

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.
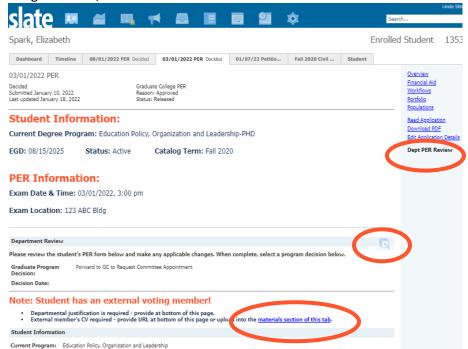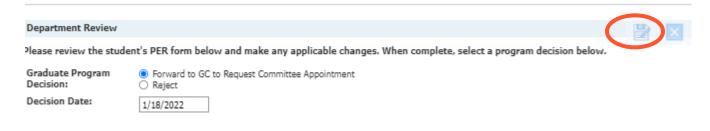
HOW TO ACCESS A PER

- 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.
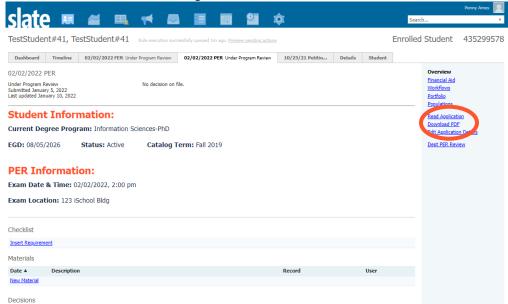- To get started, click the edit button.

- 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!
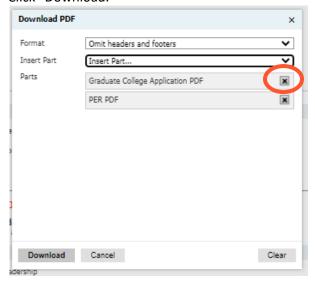
HOW TO VIEW THE GRADUATE COLLEGE PER DECISION AND EXAM DOCUMENTS

- 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.

- 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 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.
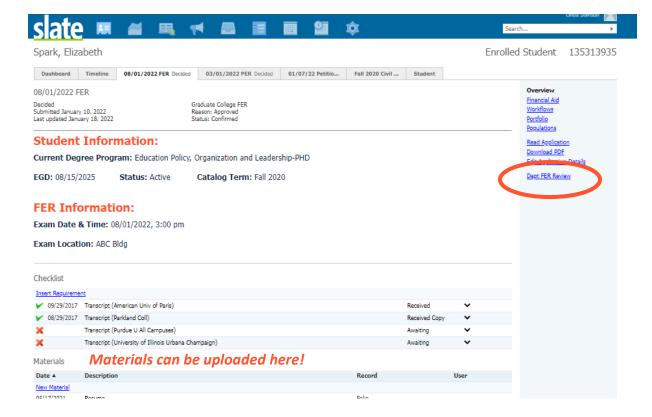
Step 3: Graduate College Review
- Most FERs are automatically approved if they meet all the standard requirements.
- Some FERs need manual review (example: if the student has an external member).
- GC assigns approval and committee start and end dates.

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.
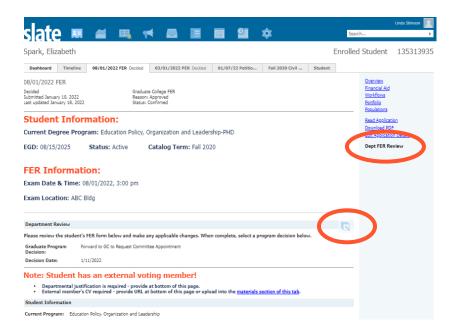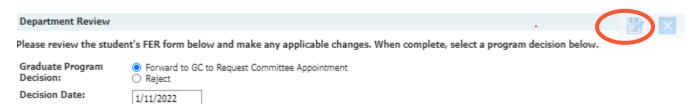
HOW TO ACCESS A FER

- 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.
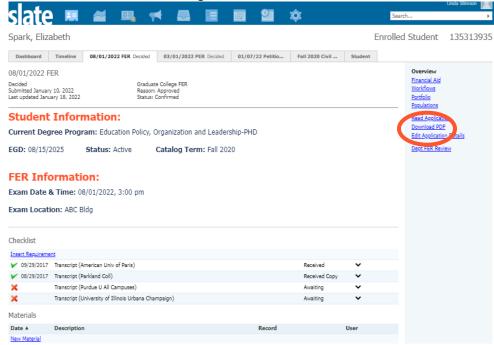- To get started, click the edit button.

- 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.
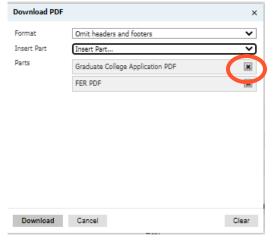- When you are done, make sure to click the Save button to submit!

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.

- 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 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.