

Submitting an Admissions Petition or Admissions Request

Admissions Petitions/Admissions Requests will only appear if the applicant qualifies for that petition based on several factors in the applicant record including the current status of the application. Below the navigation instructions is a summary of petition/request types and when they will appear in an application record.

General petition/request process:

Search for the applicant using the Records icon at the top of your Slate window:



Search for the applicant name/ID in the search bar. Click on the name to open the application record:

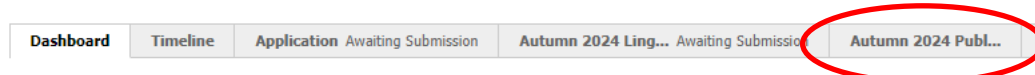
Application by Population

Partial Match

Name	ID	Email
Getin, Will I (Test Record)	255369598	jztrev+work@gmail.com

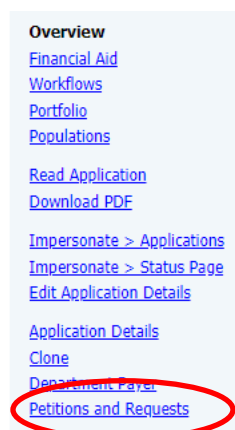
An applicant can have more than one application. **Select** the appropriate application by clicking on the tab at the top of the applicant record that represents the program you are submitting the petition for (e.g.):

Getin, Will I (Test Record)



Submitting a petition/request:

On the Application record, click on **Petitions and Requests** in the right navigation bar:



Select the petition from the available Admissions Petitions and Admissions Requests (example below-for your record, only the petition types available for the applicant for that program will appear):

Admissions Petitions

Petitions available for this applicant:

[Waive Minimum Admission Requirements for Low GPA or No Degree](#)

[Status Change Petition - OFFER DECLINED to OFFERED](#)

Deferral / Early entry / Deny to Received / change pathway : NOT AFTER TERM STARTS

[Admissions Petition - Other](#)

[Doctoral Student Accompanying Faculty Hire Petition](#)

If the petition you require is not listed above, [the deadline has passed](#); or this application does not meet the review criteria.

Admissions Requests

Requests available for this applicant:

[Request to compute GPA, Evaluate Degree, and/or ELP](#)

Viewing and replying to a returned petition:

Petitions submitted to GEMS can be returned by the GEMS staff reviewing the petition for more information from the submitter of the petition. If a petition is being returned to you, you will receive a notification email from Slate (gradslate@uw.edu).

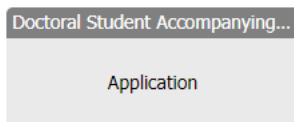
Viewing a returned petition:

The petition will now appear in your Reader Bin/Department for the petition type.

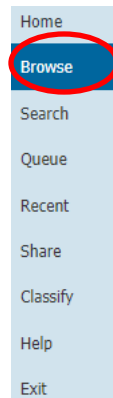
Click on the “Slate Reader” icon:



Click on the bin associated with the petition you submitted (e.g.):



Select “Browse” from the right navigation bar:



Click in the "Department" bin:

Doctoral Student accompanying Faculty Hire Petition

Petition Review

Department	1
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There are 2 ways to move the record into your queue and take action:

- 1) Click on the "Display Copy" icon to the right of the record to select the record:

Doctoral Student Accompanying Faculty Hire Petition (1) Build Query Classify Refresh

Name	Campus	Quarter Year	Program	App Type	Bin	
Getin, Will I (Test Record)	Seattle	Autumn 2024	Public Policy & Governance - D...	Graduate	Department	

At this point, you can view the record which includes information on your original request and what additional information GEMS is requesting:

255369598 Getin, Will I (Test Record) Autumn 2024 Public Policy & Govern...

Student Info

Name: Getin, Will I (Test Record)
Student ID: 255369598
Citizenship: United States
Dual Citizenship:
Application ID: 859255442
Quarter Year: Autumn 2024

Application Status: Decided
Application Fee:
Date Received:
SDB Status: Application Received
[Application History](#)
[Petition Bin History](#)

Petition Information

Justification: Please waive graduation requirements for this student for (sample) reason.
[Submitter Information](#)

Initial Review Info

Notes: Please provide more detailed information on which requirements you want waived.
[More Initial Review Information](#)

To work on the record and reply to GEMS, **add it to your Queue** by **clicking the Add to Queue** button in the lower left of the record:

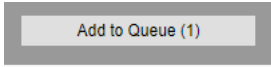
Add to Queue	Displaying Copy
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OR

2) Highlight the record:

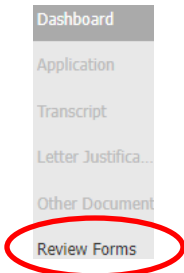
Name	Campus	Quarter Year	Program	App Type	Bin
Getin, Will I (Test Record) Erin Crom	Seattle	Autumn 2024	Public Policy & Governance - D...	Graduate	Department

Click on **Add to Queue** in the upper right-hand corner:



Click on the **record** again to open the petition record. This will give you the same view as above, but the record will already be in your queue.

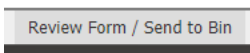
Note: when a petition is in your queue, you can view what has been transacted in a petition process by clicking on the **Review Forms button on the left navigation bar:**



Open and Complete the Review Form:

The next step is to open the Review Form and provide the additional information requested.

Click **Review Form** in the lower left-hand corner of the screen:



Below is a sample of a Review Form (petitions vary in what the review form looks like):

Department Review Form - Doctoral Student
Accompanying Faculty Hire Petition

Notes

Send to Bin

Current Bin
Department

Next Bin (required)
Initial/GEMS Director Review

Next Reader (optional)

Send Draft Saved

Either add additional materials or provide additional information in the "Justification/Notes" textbox (as requested).

Select the Next Bin (Note: there will only be one option in your Next Bin drop-down and that will be the name of the Initial bin the record was submitted to for GEMS review). **DO NOT** fill in the Next Reader field.

Click Send:

Admissions petitions/requests and criteria for that request to show up in the application records:

Admission Petition Types	Criteria for submitting
Waive Minimum Admission Requirements Low GPA or No Degree	Any status on/after "Application Received"
Change DENY Status to RECEIVED Status (Department wants to Offer)	Application in "Not Offered Admissions" status
Change OFFER DECLINED to OFFERED Status (Applicant wants to accept)	Application in "Applicant Declined" status
Defer or Early Entry: Defer	Any status on/after "Offered Admissions "
Defer or Early Entry: Early Entry	Any status on/after "Application Received"
Refund Application Fee	Application fee paid by applicant
Change OFFER ACCEPTED to DECLINED CONFIRMED Status	Applicant in "Offer Accepted" status
Change Degree Pathway/Code within same department only	Applicant in "Offered Admissions" status
Doctoral Student Accompanying Faculty Hire	Any status
Other	Any status
Admissions Requests	Criteria for submitting
Request to compute GPA, Evaluate Degree, and/or ELP	Any status on/after "Application Received"