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### **Reader Keyboard Shortcuts**

- Arrow Keys: move up/down/left/right
- Pg Up/Pg Down: page up, page down
- +/-: zoom in, zoom out
- Tab: next section in index
- Shift + Tab: previous section in index
- 1-9: display 1st tab, 2nd tab, etc. in index
- Ctrl + Left/Right Arrow: rotate page (PC)
- Cmd + Left/Right Arrow: rotate page (Mac)
- Shift + H: toggle highlight remover
- H: toggle highlighter
- N: toggle note editor
- Q: toggle display of queue
- R: toggle display of Review Form / Send to Bin
- S: toggle display of search
- Esc: close open panels, return to first section

### **Reader Mouse Shortcuts**

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

### The Reader

Although applicant look-up and certain materials (test scores, essays, transcripts, etc.) can be viewed through the Records icon, the application review process will occur in the Slate Reader.



The Slate Reader can be accessed by clicking on the navigation bar's third icon.

To perform an initial review of an application, click on "Departmental Reader." The "Workflow: Post Decision" link is for applications that have already been reviewed. This will be explained later in the document.



### Navigating the Reader

slate								
Sharee	Menu Option	Explanation						
Home	Home	The default Reader landing page.						
Browse	Browse	View all Reader Bins, including the total # of applications in each bin.						
Search	Search	View applications in a list view and add filters to narrow results.						
Queue	Queue	View only applications that are currently in your queue.						
Recent	Recent	View a list of only the most recently viewed applications.						
Share	Share	Allows the leader of a reading meeting to broadcast their screen to all other viewers in the meeting.						
Help	Help	Access helpful Reader resources, like documentation and webinars.						
Exit	Exit	Exit the Reader and return to the student record view.						

# \*Your most used menu tabs will be Browse, Search and Queue.

### **Overview of Bins and Bin Structure**

By clicking on Browse, you open an overview of all the bins accessible to you – it is the easiest way to visualize where your program's applications fall in the review process. The bottom-right corner of each bin displays the number of applications it currently holds.

slate	Browse		Refresh
Home	Pre-Review	Program Review	Default
Browse	Awaiting Materials	1 Dept Review	Filter NOT ( OR )
Search		0	
Queue			
Recent		2 Dept Review	
Share	Number of	0	
Help			
Exit	applications	3 Dept Review	
	Dent Review Bin	0	
	Dependenten Din.	4 Deck Devices	
		4 Dept Review	
		0	
		Waitlist	
		·· dust	
		0	

Applications in the Awaiting Materials Bin, in the Pre-Review column, are applications that have been submitted, had their application fee paid, and are waiting on required, supporting materials to be received by the Graduate School. These items are typically official test scores and recommendation letters. Once all outstanding materials are in, applications in the Awaiting Materials Bin will automatically move into the 1 Dept Review Bin.

## Best Practice: This should be kept in mind when determining how your department wants to utilize the four Department Review Bins. Once applications are in the "Program Review" column of bins, all movements are customizable and may be tailored to your department's needs.

If your program is strict about not review applications until all materials are in, you can essentially disregard the Awaiting Materials bin, as *all* submitted applications with *all* supporting documents will move automatically into the 1 Dept Review Bin. However, if you have an application in the Awaiting Materials bin that you are willing to review before all materials have been received, you can manually move it into the 1 Dept Review Bin. You can also waive an applicant's entrance exam from Awaiting Materials Bin. Instructions for this waiver can be found on page 13 of this manual.

Once your applications are in the 1 Dept Review Bin, your program or department can decide how the four review bins will be utilized for your review process. There are several different approaches you can take when setting up bin structure, and the Graduate School would be happy to talk through potential processes with your program. One thing to remember is that while all the bins in the Program Review column are yours to manage, **the names of each bin cannot be changed**, as their naming conventions are seen campus-wide.

### Filtering within the Reader

To isolate specific applications, you can apply filters to a bin, your queue, or all applications. The Graduate School's preset filters are always available via the <u>drop-down menu</u> on the right-hand side of the screen. If your program has custom filters, they will automatically show in this list. **If you'd like custom filters for your program's review needs, please reach out to the Graduate School.** 

slate	Browse		Refresh
Home	Pre-Review	Program Review	Default
Browse	Awaiting Materials	1 Dept Review	Filter NOT ( OR )
Search			
Queue	2	1	
Recent		2 Dept Review	
Share		0	
Help			
Exit		3 Dept Review	
		0	
		4 Dant Paviaw	
		4 Dept review	
		0	

The "Default" filter will be initially set for all applications and includes all applications for upcoming admit terms. Many programs use custom filters for their review process instead of sorting applications by bin. For example, you can have a filter for each concentration area, MS, MR, PhD, domestic, international, etc.

slate	Browse		Refresh
Home Browse Search	Pre-Review Awaiting Materials	Program Review 1 Dept Review 1	Default •
Queue Recent Share Help Exit	Browse is the best view for a general overview of how many applications are being isolated by the filter in each individual bin.	2 Dept Review 0 3 Dept Review 0 4 Dept Review 0	After you select preset filters or add your own, you'll see the numbers of applications in each bin change. Once you remove a filter, the number will return to the actual, total number for each bin.
		Waitlist	

slate	Applicat	ion: (3)	)						Build Query	Classify	Refresh	-5	+5	Add to Queue (0)	
Home	Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3		Prev	Next		
Browse		2198	Doctor of Phi	Computer Sci.			1 Dept Review					Search			
Search		2191	Master of Sci	Mechanical E			1 Dept Review					Program Re	view - 1 Dept	Review	۲
Queue		2191	Master of Fin	Financial Mat			1 Dept Review					Default			۲
Recent												Filter	IOT (	OR )	
Share		l	If you a	re annl	ving filte	ers in						Sex IN Fer	nale		
Classify			Search		orwith	in a hin						Citizenship S	Status IN Fo	reign National	
Help			Jearch,	l coo th		ni a bill, or of									
Exit			you wi	i see th	e numbe										
			applica	tions de	ecrease	on the									
			top of t	he scre	en.										

### **Bin Movement**

Before moving applications from bin to bin, it's best to understand the function of bin movement. As a general rule, **bin movement occurs from left to right and top to bottom, and does NOT go backwards**.

Moving applications from bin to bin can occur one by one or many at a time. Later in this document, we will explain the situations in which mass-moving applications will be useful. It can be more efficient to move multiple applications at once, but typically, you won't move an application to the next bin until you have reviewed the application and completed the review form. Sending an application to the next Department Review Bin is, in effect, handing it off to the next reader in your program's review process – this is also something to keep in mind when configuring the bins in your Program Review column.

### **Reviewing Applications/Adding to Queues**

To take an action on an application – by moving it to another bin or completing a review form – you'll first need to add the application to your queue. Applications can only be in one bin at a time, but can be in multiple reader's queues at the same time. **Best Practice: Don't add an application to your queue until you know you are ready to fill out a review form or move it to another bin.** Multiple people can view an application at the same time, but adding it to your queue will "claim" it and let others know you will be taking an action on it.

The images below demonstrate how to add applications to your queue. When you click into a bin, you'll see a list of the applications currently in that bin. In the sample below, the "Pre-Review – Awaiting Materials" bin has two applications in it:

slate	Applicat	tions (2	2)					Build Query Classify Refre				-5	+5		Add to Queue (0)	
Home Browse	Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3		Prev Search	Ne	xt		
Search	Fernandez	2198	Master of	Electrical			Awaiting					Pre-Review	- Awaiting N	1aterials		Ŧ
Queue	Test, H1B	2198	Master of	Computer			Awaiting					Default				•
Recent												Filter	) TOM	OR	)	
Share			Tip: If yo	u want	to jump	to other	bins, y	ou can d	o so by s	selecting	5					
Help			their title	e in this	drop-do	own mer	iu.									
Exit		l			•											

To select an application to add to your queue, click anywhere on the application row. Selected rows will be highlighted in dark blue. In the top right corner, the number of selected applications is indicated in parenthesis on the "Add to Queue" button. When satisfied, click "Add to Queue."

slate	Applicatio	ns (2)							Build Query	Classify	Refresh	-5	+5	Add to Queue (1)	հ
Home	Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3		Prev	Nex	t	
Browse	Fernandez, A											_			
Search	Search A You have 2198 read this file.		Master of Sci	Electrical Eng	al Eng Awaiti			waiting Mat			U	_	Add to Queue(1)		
Queue	Test, H1B	2198	Master of Sci	Computer No.			Aunitine Mat					Default		•	
Recent				Indi	cates nu	mber of	applicati	ons that	will be a	dded to q	ueue.	ilter	NOT (	OR )	

Once you click "Add to Queue," the queue tab will automatically open, showing all applications currently in your queue. You can now open any application by clicking anywhere in its row. In the open application, you will see a thin gray bar at the very bottom of the screen. On the far right side of the gray bar, click "Review Form/Send to Bin" to open the form with the option to send to the next bin.

### Moving Multiple Applications into Queues and Bins

Follow the steps outlined below to move many applications at one time into someone's queue, or into a bin. Once you are in the bin that you are moving applications from, click the "Build Query" button in the top right corner.

Application	ns (2)						$\subset$	Build Query	Classify	Refresh
Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3	
Fernandez, A A You have this file in your queue.	2198	Master of Sci	Electrical Eng			Awaiting Mat				
Test, H1B A You have this file in your queue.	2198	Master of Sci	Computer Ne			Awaiting Mat				

A query will open with pre-generated criteria. These criteria, listed under "Exports," are the same as the header fields shown in the "Search" and "Queue" screens. On this page, you only need to click the "Run Query" button at the top right.

Bin IN Pre-Review - Awaiting Materials -

Quick Query				
User Population	Departmental Reader		Run Query	(
			Preview R	esults
			Display SQ	λΓ
			Save Copy	/
Exports				
Name				Export
Term				ABC Literal
Degree Type				Existence
Program				
Area of Interest				
Certificate				
Bin				
Dept Reader Decision 1				
Dept Reader Decision 2				
Dept Reader Decision 3				
Users				
Readers		The filter will be automatically be set to produce all		
Notes		applications from the bin you were previously in (the bin from which you select "Build Query").		
Filters Check Logic	Matching Rows: 2			

To move the query results to a specific bin, **select "Bin" under the "Batch Management" heading in the "Output" drop-down menu. After you select "Bin," click "Export."** 

<u>All Queries</u> > <u>Quick Query</u>			
Quick Query			
Output	Excel Spreadsheet  Export Destinations Excel Spreadsheet Deliver Mailing Report Builder		
Rows 1–2 v of 2 Prev Name Terr	Comma-Delimited CSV File Tab-Delimited File PDF Document Export Decision Letter Export to Word	ision 1	Search Dept Reader I
Fernandez, Annabelle2198Test, H1B2198	PDF Report HTML Report Mail Merge Word Document Batch Management		
	Activity Bin Checklist Decision Field Generate PIN Interaction Priority		

After you click "Export," you will be taken to the "Bin Management" page. From the **"Bin Action" dropdown menu, select "Set Bin."** In the "Bin" drop-down menu, **select the bin to which you want to move the applications**. This same process – using a Reader query to move multiple applications into Dept Review bins –can be followed to waitlist or deny multiple applications at once.

Workflow	Default Workflow 🔻								
Bin Action	Set Bin								
Bin	Awaiting Submission								
Queue Action	waiting Submission Waiting Payment								
Add Reader	Awaiting Materials 1 Dept Review								
	2 Dept Review 3 Dept Review								
Update Selected (0)	4 Dept Review								
	Complete - Send to Grad School								
Rows 1-2 V of 2 Prev	Campus Safety Int'l Review Liaison								
Bin Management: Ap	Int'l Exceptions								
Fernandez, Annabelle	Awaiting CFR/VCF								
Test, H1B	OIS Clearance								
	Awaiting Official Transcripts Liaison Finalize Admit Exceptions Admit - Release Deny - Release								

# You'll notice that some options in the "Bin" drop-down list don't appear in your Reader view. These bins are for Graduate School use only. No bins listed between "Waitlist" and "Deny-Release" should ever be selected.

## Bin Management

Once you select a bin, you can then also use the "Queue Action" drop-down menu to add or clear readers. If you select "Add Readers," enter their names into the "Add Reader" field to add the selected applications to their queue. Their names will auto-populate once you begin typing.

Bin Management	t in the second s
Workflow	Default Workflow 🔻
Bin Action	Set Bin
Bin	1 Dept Review
Queue Action	Add Readers
Add Reader	Add Readers Clear Readers Clear Specific Readers

# Best Practice: If you don't want the applications to move bins, and only have readers assigned to them, you can set the "Bin Action" drop-down menu to "Leave Current" and just select "Add Readers" from the "Queue Action" drop-down.

If you want to remove the selected applications from readers' queues, select "Clear Readers" from the "Queue Action" drop-down menu. To remove individual – but not all – readers who have the selected applications in their queue, select "Clear Specific Readers," and then type their name(s) in the "Remove Reader" field.

Bin Management	
Workflow	Default Workflow 🔻
Bin Action	Set Bin
Bin	1 Dept Review
Queue Action	Clear Specific Readers
Remove Reader	

### Adding an Open Application to your Queue

If you already have the application open, click the "Add to Queue" button on the lower left-hand side of the screen.



Once added to your queue, you'll see a similar button appear on the right-hand side of the bottom of the screen. Clicking "Review Form/Send to Bin" will pull up the review form.

ABM Plan of W		Birthplace	Reno, Nevada, United States	Do you want to be consider	red Yes
		Contact		for financial support? (i.e.	AF
Pre- Review		Email	ethancanderson@gmail.com	Teaching, and Fellowships	
		Phone		Did you play a varsity spor	t No
Dept Review		Mobile		either at NC State or at ano	ther
		Mailing Address		(Fellowships may be availa	hle)
DGP Review			Ligited States	Have you applied to or are	vou No
		Permanent Address	EE4E Pup St Tropper	receiving funding from ano	ther
Exceptions		Permanent Address	Reno, NV 89511-4335 United States	PREVIOUS NC STATE R	ECORDS
Enrollment Form		Citizenship		Have you ever applied for	No
		Citizenship Status	United States Citizen	admission to our University (Undergraduate, Graduate	
		Primary Citizenship	United States	(Ondergraduate, Graduate,	
		Additional Information			
		How did you hear about us?	Employer	Roviow Form	/ Sond to Rin
			Faculty or Staff Member at my Institution	Review Furth	
		Military Status			
		Are you currently serving or	No	OTHER COLLEGES / UN	VERSITIES
		have you ever served in the		Institution Name	Boston Univeristy
		Onited States Armed Forces /	Ne	Program(s)	Biomedical Engineering
		of a current or prior United	140	Institution Name	Tufts University
		States service member?		Program(s)	Material Science and Enginnering, PhD and M sters
		NC Residency		Institution Name	University of California Santa Barbara
		Do you claim to be a North	No. I do not claim North Carolina residency for tuition purposes. I	Program(s)	Material Science and Engineering
		Carolina Resident?	understand I will be charged the non-resident tuition rate if enrolled at a North Carolina state supported institution	Institution Name	Cornell University
		Musu are a US sitizen what is	North Carolina state-supported institution	Program(s)	Electrical Engineering
		your state of legal residence?	147		
		Are you a first generation	No		
		college student?			
	Bamaua from Quaua				Deview Farm / Cand to Din
	Remove nom Queue Annotations 🕂 🕺 🖉 🖉				Review Form / Send to Bin

### **Review Form Overview**

Once the "Review Form/Send to Bin" button is selected, all forms will be located to the right side of the reader.

clata	97 2258 - COM						Search
slate	1 / 7, Application						A Dent Posidar Pasiau Farm
Application	_						
Abbucation							Dept Reader Review Form
Transcript		Personal Inform	nation		Academic Prog	am	Please rank the applicant on the following characteristics:
Personal State		Biographical			Form Title	Academic Program	Rating Scale:
Resume/CV		Prefix First Name	Ms.		ACADEMIC PROGRAM		5 - Outstanding 4 - Good
Recommendati		Middle Name Lost Name			Degree/Delivery Method Admit Term	Master of Science (MS) - Communica Fell 2025	3 - Average 2 - Fair 1 - Poor
Other Dece		Preferred Name			Anticipated Attendance Status:	Full Time	Andersia Badamana
Other Docs		Sex			FINANCIAL AWARDS		Academic Performance
ABM Plus of W		Birtholate	Chadalia North Caroline, United States		for financial support? (i.e.	Yes	
PEDPI PARI OF TL		Contact	chanolie, North Carolina, Onled States		Assistantships - Research or		Scholarly Activity and Writing Ability
Pre- Review		Email	iordynnhollev439@gmail.com		Teaching, and Fellowships)		~
		Phone	+1 980-307-3535		either at NC State or at another		Dala ant Constants
Dept Review		Mobile	+1 980-307-3535		college or university?		Relevant, Experience
		Mailing Address	7728 Pickering Dr		(Penowships may be available)		<u> </u>
DGP Review			United States		receiving funding from another		Letters of Recommendation
Exceptions		Permanent Address	7728 Pickering Dr Charlotte, NC 28213-5091 United States		SPECIAL PROGRAM PARTICIP	ATION	Career Goals
Enrolment Form		Citizenship			the following programs? Select		▼
		Citizenship Status	United States Citizen		any that apply		
		Primary Citizenship	United States		PREVIOUS NC STATE RECOR		Overall Fit for the Program
		Additional Information			admission to our University		<b>v</b>
		How did you hear about us?	Faculty or Staff Member at my Institution		(Undergraduate, Graduate,		Total Rating
			Internet Search		Agricultural Institute, Veterinary		
			Social Media		Studies)?		
		Military Status			Have you ever been an enrolled	No	Are you interested in serving as the advisor for this
		Are you currently serving or have you ever served in the United States Armed Forces?	No		student or employee at NC State University?		Student Yes
		Are you a dependent or spouse	No				U NO
		of a current or prior United States service member?					Recommended Decision
		NC Residency					Deny
		Do you claim to be a North	Yes. I claim to be a North Carolina resid	Doviow Forr	m / Cond to Di		U Waitlist
		Carolina Resident?	Mandalandersen	Review For	II / Send to BI		Recommend for Eurofina
		Enter your 10 digit number only	1100066018				O No
		Are you a first generation	Yes				Yes, HAVE Funding to Offer
		college student?					<ul> <li>Yes, NO Funding to Offer</li> </ul>
							Additional Comments
	Remove from Queue 🛛 Annotations 🕂 🕂 🥖 🕭 📕						Review Form / Send to Bin

Any reader forms available to you will show at the of the form once opened. To select the form you'd like to open, just check the box next to the form title.

	Pre-Review Comments	
	DGP Decision Review Form	
	Send to Bin	
	Current Bin 3 Dept Review	
	Next Bin (required)	
.D.) - Civil Er		~
esources, and	Next Reader (optional)	
	Send	Draft Saved

There are four forms available to departments, depending on user's security role and which of the Reader's bins you are currently viewing. The below table shows which forms are available in which bin. **Depending on your security role, you may have access to multiple forms.** 

	Waive Dept	Pre-Review	Dept Reader	DGP Decision
	Exam Form	<b>Comments</b>	<b>Review Form</b>	<b>Review Form</b>
Awaiting Materials	Х	Х		
1 Dept Review		Х	Х	Х
2 Dept Review		Х	Х	Х
3 Dept Review		Х	Х	Х
4 Dept Review		Х	Х	Х
Waitlist				Х

# Waive Dept Exam Form and Pre-Review Form

The Waive Dept Exam and Pre-Review Forms are both available in the "Awaiting Materials" bin.

Waive Dept Exam (GRE, GMAT, MAT) Review Form	
Waive Departmental Entrance Exam (GRE, GMAT, MAT)?	To mark departmental entrance exams as "Received," select "Yes" in the drop-down menu. This will mark the checklist item as "Waived" on the application.
Department Comments	
Student is applying to an ABM program Ves Ugrd GPA	If an applicant should be in the ABM program, select "Yes." After completing the form, you should upload an ABM Plan of Work via the Slate dashboard. <i>See upload</i> <i>materials instructions</i>
Grad GPA Withdraw Application	Selecting "Withdraw" will remove the application from further review and will post a decision of "Withdrawn" to the applicant's record.
Send to Bin	
Current Bin Awaiting Materials Next Bin (required)	Select the "Next Bin" to which you want to send the application and click "Send."
Next Reader (optional)	Once you click "Send," the application will be removed from the current bin and moved into the selected "Next Bin."
Send Draft Saved	If you want to waive the departmental entrance exam, but leave it in the current bin until other materials are received, set the "Next Bin" to "Awaiting Materials."

### **Pre-Review Form**

The Pre-Review form is available in the "Awaiting Materials" bin and all of the departmental review bins, including the "Waitlist" bin.

✓ Pre-Review Comments	Check the "Pre-Review Form" box to expand the form.
Pre-Review Comments	
Department Comments	
	A GSC can add any notes that they may want DGPs or departmental reviewers to see while reviewing the application.
Student is applying to an ABM program Yes Ugrd GPA Grad GPA	Indicating the applicant's GPAs here will populate the GPA fields on both the DGP review form and the Graduate School Liaison form.
Withdraw Application	
Send to Bin	
Current Bin Awaiting Materials	
Next Bin (required)	Select the "Next Bin" to which you want to send the application and click "Send "
Next Reader (optional)	
Send Draft Saved	

### **DGP Review Form**

The DGP review form is available in all the departmental review bins, including the "Waitlist" bin.

✓ DGP Decision Review Form	Check the "DGP Decision Review Form" box to expand the form.
DGP Decision Review Form	
Program Computer Science DGP Recommended Degree/Delivery Method Doctor of Philosophy (Ph.D.) - Computer Science	The applicant's program, delivery method, area of interest, and admit term will populate based on the information provided in the application. If the information they have entered is correct, leave the fields alone. If they should change, select the correct option from the drop-down.
Fall 2025  Student is in an ABM program Yes Ugrd GPA	If an applicant should be in the ABM program, select "Yes." After completing the form, you should upload an ABM Plan of Work via the Slate dashboard.
Grad GPA *Decision*	Please enter the GPA listed on the actual transcript, not the self-reported GPA on the application. Not required for international institutions.
Add a decision only when you are ready to send it to the Grad School; be sure to select the next bin below ('Complete - Send to Grad School'). DGP Decision	Select either Deny, Recommend Full Admission, Recommend Provisional Admission, or Withdraw from the drop-down. International applicants cannot have a Provisional Admission decision. See next page for additional information.
☐ Yes       Send to Bin       Current Bin       1 Dept Review       Next Bin (required)	If you are not ready to make a decision on the application and want to add it to your waitlist, check the "Add to Waitlist" box. NO communication or decision is sent to the applican when this box is checked. Waitlist is not a decisior so you will need to go back to the waitlist bin and enter a decision for the applicant at some point.
Send Draft Saved	Once the DGP review form is complete and ready to be sent to the Graduate School, the DGP should set the "Next Bin" to the "Complete – Send to Grad School" bin and click "Send." This will complete the decision action.

# DGP Review Form (continued - decisions)

DGP Decision		
Deny   Add to Waitlist Yes		<b>Deny</b> – If you are denying the applicant, you are required to provide a denial reason. This reason cannot be seen by the applicant but can be used for internal reporting purposes.
Denial Reason (select all that apply) GRE/GMAT Below Minimum Incomplete Information Low GPA Not Competitive Program Capacity Exceeded TOEFL/IELTS Below Minimum UGRD Degree Not Accredited Other		
DGP Decision          Recommend Full Admission         Add to Waitlist         Yes         Exception Justification         Offer Funding?         Yes		<ul> <li>Recommend Full Admission – If you are offering full admission, but know the applicant does not meet one of the grad school's minimum requirements (3.0 undergraduate GPA, minimum English proficiency test scores) you should provide the justification for this exception in the text box. Having these details when you submit your decision streamlines finalizing the applicant's decision if the exception is approved.</li> <li>Offer Funding – This is for internal use only and is not an official funding offer shared with the applicant.</li> </ul>
<ul> <li>No</li> <li>DGP Decision         <ul> <li>Recommend Provisional Admissi</li> <li>Add to Waitlist</li> <li>Yes</li> </ul> </li> <li>The provisions that you list be to the student on their admiss word it accordingly.         <ul> <li>Provisions</li> </ul> </li> </ul>	on ▼ elow will be shown sion letter. Please	<b>Recommend Provisional Admission</b> – The provisions of the admission offer must be specified in the text box provided. The exact wording will display on the applicant's admission letter so please be mindful of your phrasing.

### Dept Reader (Faculty) Review Form

The Reader review form is available in all the departmental review bins, including the "Waitlist" bin. If you'd like this form customized for your unique review process, please contact the Graduate School.

Dent Reader Review Form	Are you interested in serving as the advisor for this
Dept Reader Review Form	○ No
Dept Reader Review Form         Please rank the applicant on the following characteristics:         Rating Scale:         5 - Outstanding         4 - Good         3 - Average         2 - Fair         1 - Poor         Academic Performance         ▼         Scholarly Activity and Writing Ability         ▼         Relevant Experience         ▼         Letters of Recommendation         ▼         Overall Fit for the Program         ▼	<ul> <li>Yes</li> <li>No</li> <li>Recommended Decision</li> <li>Accept</li> <li>Deny</li> <li>Recommend for Funding</li> <li>No</li> <li>Yes, HAVE Funding to Offer</li> <li>Yes, NO Funding to Offer</li> <li>Additional Comments</li> </ul> Send to Bin   Current Bin   1 Dept Review   Next Bin (required)   1 Dept Review     Next Reader (optional)
	Send Draft Saved
The ratings from these fields are averaged to	
produce the total rating.	Once the Dent Reader Review Form is

Are you inter student Ves No	ested in serving a	s the advisor for this
Recommend Accept Deny	ed Decision	
Recommend No Yes, HAV Yes, NO	for Funding E Funding to Offer Funding to Offer	
Additional Co	mments	
Send to Bin		
Current Bin 1 Dept Revie	w	
Next Bin (rec 1 Dept Revi	luired) ew	•
Next Reader	(optional)	
Send		Draft Saved
Once the complete No chang	Dept Reader F e, the reviewer ge to "Next Bin"	Review Form is should click "Send." " is necessary.

### **Post Decision Workflow**

Once applications have been recommended for admission and sent to the Grad School for review, they'll disappear from your Program Review column of bins. If you need to go back and look at those applications again, you'll click on the Post Decision workflow under the Reader section.



Click on "Browse" as you would in the Departmental Reader for an overview of bins. There is one bin for all applications that have been recommended for admission, and one bin for all applications that have been denied for admission. They are named "Recommended for Admission" and "Denials", respectively.

slate	Browse
Home	Post Decisions
Browse	Recommended for Admission
Search	
Queue	4918
Recent	Denials
Share	
Classify	3822
Help	
Exit	

When you open an application, you'll see the full PDF and materials, all submitted review forms, as well as decision letters, international clearance documents, official transcripts, and the applicant's enrollment intention form. If available, these documents will be accessible from the left-side menu:



An optional Funding Review form is also available in the Post Decision reader. It is for internal use only and does not send any offers to students.

If you have any questions or would like to request a custom reader review form, please contact The Graduate School.