

Reader Review Forms

Moving an application to another bin, leaving comments as a GSC, a faculty reviewer, or entering a decision as a DGP all must be done through the review forms within the reader. Below is chart of which forms are available in which bin. Click on the form name in the column headers to jump to an example of each form.

Bin	Waive Dept Exam Form	Pre-Review Comments	Dept Reader Review Form	DGP Decision Review Form
Awaiting Materials	X	X		
1 Dept Review		X	X	X
2 Dept Review		X	X	X
3 Dept Review		X	X	X
4 Dept Review		X	X	X
Waitlist				X

Adding an Application to your Queue

To open a review form, you must first have the application in your queue. If you are looking at applications from a list view within a bin, you can add multiple applications to your queue. Click anywhere on the application row (selected rows will be highlighted in dark blue) then click “Add to Queue” in the top right corner of the page. The number of applications selected will display in parenthesis on the “Add to Queue” button.

The screenshot shows the Slate application interface. At the top, there's a header bar with 'slate' on the left and 'Applications (44)' in the center. On the right of the header, there are buttons for 'Build Query', 'Classify', 'Refresh', and a range selector '-5' to '+5'. A red box highlights the 'Add to Queue (6)' button in the top right corner. On the left side, there's a sidebar with navigation links: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main area displays a list of applications with columns for Name, Term, Degree, Program, and three Dept Reader Decision columns. Several rows are highlighted in dark blue. A red box highlights the 'Add to Queue (6)' button, and a red line connects it to a callout box that says 'Number of applications selected.'.

Best Practice: Only add as many applications to your queue as you will process in that sitting. Having an application in your queue, prevents others from taking any action on that application.

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

slate 2256 - BME 1 / 7, Application

Application

Transcript

Personal State...

Resume/CV

Recommendati...

Other Docs

ABM Plan of W...

Pre- Review

Dept Review

DGP Review

Exceptions

Enrollment Form

Personal Information

Biographical

First Name

Middle Name

Last Name

Preferred Name

Other Last Names Used

Sex

Birthdate 04/20/2003

Birthplace Reno, Nevada, United States

Contact

Email ethanderson@gmail.com

Phone

Mobile

Mailing Address 5545 Rue St Tropez
Reno, NV 89511-4335
United States

Permanent Address 5545 Rue St Tropez
Reno, NV 89511-4335
United States

Citizenship

Citizenship Status United States Citizen

Primary Citizenship United States

Additional Information

How did you hear about us? Employer
Faculty or Staff Member at my Institution

Military Status

Are you currently serving or have you ever served in the United States Armed Forces? No

Are you a dependent or spouse of a current or prior United States service member? No

NC Residency

Do you claim to be a North Carolina Resident? No. I do not claim North Carolina residency for tuition purposes. I understand I will be charged the non-resident tuition rate if enrolled at a North Carolina state-supported institution

If you are a US citizen, what is your state of legal residence? NV

Are you a first generation college student? No

Academic Program

Form Title Academic Program

ACADEMIC PROGRAM

Program/Major Biomedical Engineer

Degree/Delivery Method Master of Science (M Concentration Summer I 2025 Full Time

Admit Term

Anticipated Attendance Status:

FINANCIAL AWARDS

Do you want to be considered for financial support? (i.e. Assistantships - Research or Teaching, and Fellowships) Yes

Did you play a varsity sport either at NC State or at another college or university? (Fellowships may be available) No

Have you applied to or are you receiving funding from another source? No

PREVIOUS NC STATE RECORDS

Have you ever applied for admission to our University (Undergraduate, Graduate, Agricultural Institute, Veterinary Medicine or Non-Degree Studies)? No

Have you ever been an enrolled student or employee at NC State University? No

OTHER COLLEGES / UNIVERSITIES

Institution Name Boston University

Program(s) Biomedical Engineering

Institution Name Tufts University

Program(s) Material Science and

Institution Name University of California

Program(s) Material Science and

Institution Name Cornell University

Program(s) Electrical Engineering

Add to Queue

Add to Queue

Displaying Copy

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...

Pre- Review

Dept Review

DGP Review

Exceptions

Enrollment Form

Birthplace Reno, Nevada, United States

Contact

Email ethanderson@gmail.com

Phone

Mobile

Mailing Address

Permanent Address United States
5545 Rue St Tropez
Reno, NV 89511-4335
United States

Citizenship

Citizenship Status United States Citizen

Primary Citizenship United States

Additional Information

How did you hear about us? Employer
Faculty or Staff Member at my Institution

Military Status

Are you currently serving or have you ever served in the United States Armed Forces? No

Are you a dependent or spouse of a current or prior United States service member? No

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If you are a US citizen, what is your state of legal residence? NV

Are you a first generation college student? No

Review Form / Send to Bin

Do you want to be considered for financial support? (i.e. Assistantships - Research or Teaching, and Fellowships) Yes

Did you play a varsity sport either at NC State or at another college or university? (Fellowships may be available) No

Have you applied to or are you receiving funding from another source? No

PREVIOUS NC STATE RECORDS

Have you ever applied for admission to our University (Undergraduate, Graduate, Agricultural Institute, Veterinary Medicine or Non-Degree Studies)? No

OTHER COLLEGES / UNIVERSITIES

Institution Name Boston University

Program(s) Biomedical Engineering

Institution Name Tufts University

Program(s) Material Science and Engineering, PhD and Masters

Institution Name University of California Santa Barbara

Program(s) Material Science and Engineering

Institution Name Cornell University

Program(s) Electrical Engineering

Remove from 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.

The screenshot shows the Slate application interface. On the left is a sidebar with navigation links: Application, Transcript, Personal State..., Resume/CV, Recommendation..., Other Docs, ABN Plan of W..., Pre-Review, Dept Review, DGP Review, Exceptions, and Enrollment Form. The main content area is divided into two sections: 'Personal Information' and 'Academic Program'. The 'Personal Information' section includes fields for Biographical data (Prefix, First Name, Middle Name, Last Name, Preferred Name, Sex, Birthdate, Birthplace, Contact, Email, Phone, Mobile, Mailing Address, Permanent Address), Citizenship (Status, Primary), Additional Information (How did you hear about us?, Faculty or Staff Member at my Institution, Internet Search, Social Media), and Military Status. The 'Academic Program' section includes Form Title, Program Major, Degree/Delivery Method, Admit Term, Anticipated Attendance Status, Financial Awards, Special Program Participation, and Previous NC State Records. A red box highlights the 'Review Form / Send to Bin' button located at the bottom right of the 'Personal Information' section. Below the button, there is a 'Review Form / Send to Bin' button and a 'Review Form / Send to Bin' button.

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.

The screenshot shows the 'Send to Bin' form in the Slate application. The form has a title 'Send to Bin' and a subtitle 'Current Bin 3 Dept Review'. Below the subtitle is a dropdown menu labeled 'Next Bin (required)' with a downward arrow. Below the dropdown is a text input field labeled 'Next Reader (optional)'. At the bottom of the form are two buttons: 'Send' and 'Draft Saved'.

Waive Dept Exam Form

The Waive Dept Exam Form and the Pre-Review Comments Form are both available in the “Awaiting Materials” bin. The only difference is the Exam Waiver heading and question at the top of the form.

Exam Waiver (GRE, GMAT, MAT)

Waive Departmental Entrance Exam (GRE, GMAT, MAT)?

Pre-Review Comments

Department Comments

Student is applying to an ABM program
☐ Yes

Ugrd GPA

Grad GPA

Withdraw Application

Send to Bin

Current Bin
 Awaiting Materials

Next Bin (required)

Next Reader (optional)

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.

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. [See upload materials instructions...](#)

Selecting “Withdraw” will remove the application from further review and will post a decision of “Withdrawn” to the applicant’s record.

Select the “Next Bin” to which you want to send the application and click “Send.”

Once you click “Send,” the application will be removed from the current bin and moved into the selected “Next Bin.”

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 Comments Form

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

The form is titled "Pre-Review Comments" and includes a checkbox labeled "Pre-Review Comments" which is checked. Below this is a section titled "Pre-Review Comments" containing a large text area labeled "Department Comments".

Below the text area is a section titled "Student is applying to an ABM program" with a "Yes" checkbox. Underneath are two input fields for "Ugrd GPA" and "Grad GPA", and a dropdown menu for "Withdraw Application".

Below these fields is a section titled "Send to Bin" with a "Current Bin" dropdown set to "Awaiting Materials". There is a "Next Bin (required)" dropdown menu and a "Next Reader (optional)" text field.

At the bottom are two buttons: "Send" and "Draft Saved".

Callout boxes provide the following instructions:

- Check the “Pre-Review Comments” box to expand the form.
- A GSC can add any notes that they may want DGPs or departmental reviewers to see while reviewing the application.
- Indicating the applicant’s GPAs here will populate the GPA fields on both the DGP review form and the Graduate School Liaison form.
- Select the “Next Bin” to which you want to send the application and click “Send.”

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

DGP Recommended Admit Term

Fall 2025

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.

Student is in an ABM program

☐ Yes

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.

Ugrd GPA

Grad GPA

Please enter the GPA listed on the actual transcript, not the self-reported GPA on the application. Not required for international institutions.

Decision

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.**

Add to Waitlist

☐ Yes

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 applicant when this box is checked. Waitlist is not a decision so you will need to go back to the waitlist bin and enter a decision for the applicant at some point.

Send to Bin

Current Bin

1 Dept Review

Next Bin (required)

Next Reader (optional)

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.**

Send

Draft Saved

DGP Review Form (continued - decisions)**DGP Decision**

Deny ▼

Add to Waitlist

☐ Yes

▼

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

Deny – 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.

DGP Decision

Recommend Full Admission ▼

Add to Waitlist

☐ Yes

Exception Justification

Offer Funding?

☐ Yes☐ No

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.

Offer Funding – This is for internal use only and is not an official funding offer shared with the applicant.

DGP Decision

Recommend Provisional Admission ▼

Add to Waitlist

☐ Yes

The provisions that you list below will be shown to the student on their admission letter. Please word it accordingly.

Provisions

Recommend Provisional Admission – 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 Review Form

The Reader review form is available in all the departmental review bins, including the “Waitlist” bin.

☒ Dept Reader Review Form

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

Career Goals

Overall Fit for the Program

Total Rating

The ratings from these fields are averaged to produce the total rating.

Are you interested in serving as the advisor for this student
☐ Yes
☐ No

Recommended Decision
☐ Accept
☐ Deny

Recommend for Funding
☐ No
☐ Yes, HAVE Funding to Offer
☐ Yes, NO Funding to Offer

Additional Comments

Send to Bin

Current Bin
 1 Dept Review

Next Bin (required)

Next Reader (optional)

Send Draft Saved

Once the Dept Reader Review Form is complete, the reviewer should click “Send”, this will save your review form. No change to “Next Bin” is necessary.