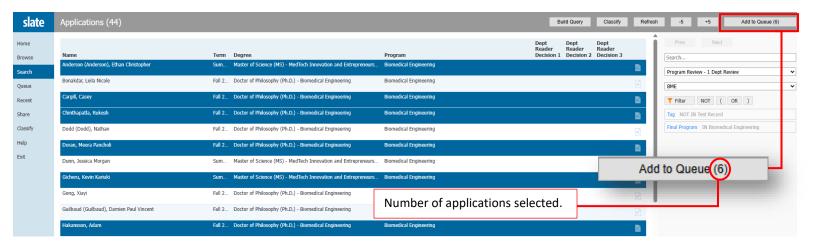
Reader Review Forms

Moving an application to another bin, leaving comments as a GSC, a facutly 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.

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

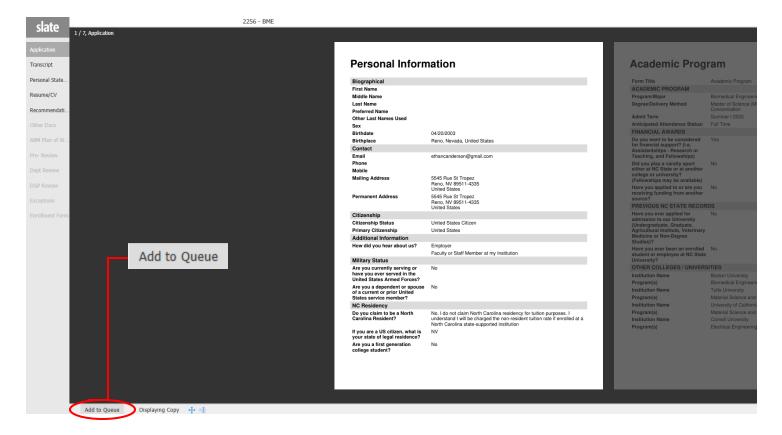
Adding an Application to your Queue

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.

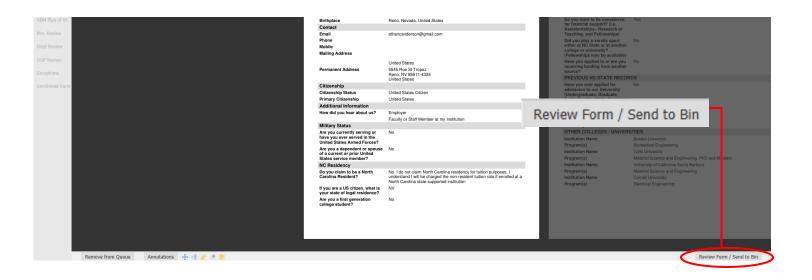


Best Practice: Only add as many applications to your queue as you will process in that sitting. Having an application in your queue, prevents others from taking any action on that application.

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

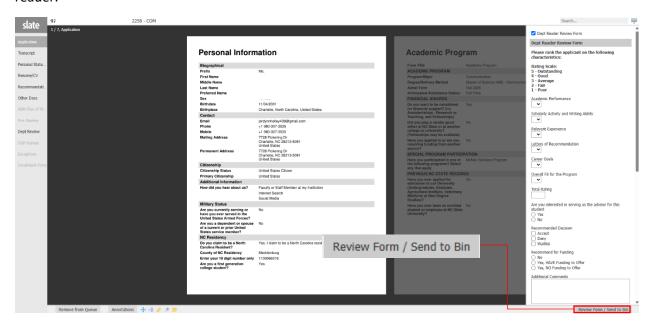


Once added to your queue, you'll see a similar button appear on the right-hand side of the bottom of the screen. Clicking "Review Form/Send to Bin" will pull up the review form.

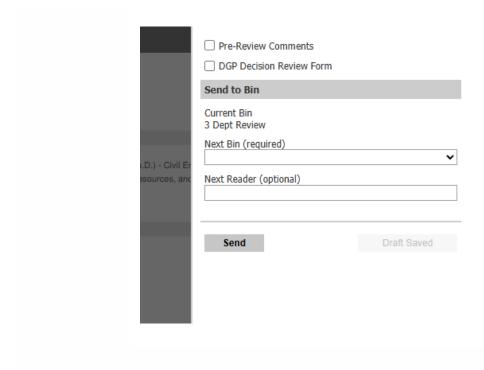


Review Form Overview

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

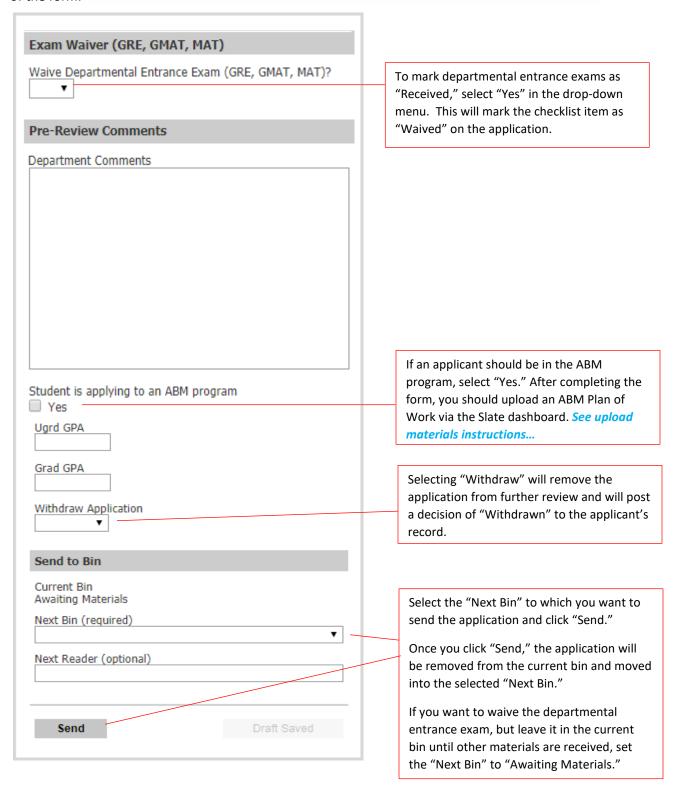


Any reader forms available to you will show at the of the form once opened. To select the form you'd like to open, just check the box next to the form title.



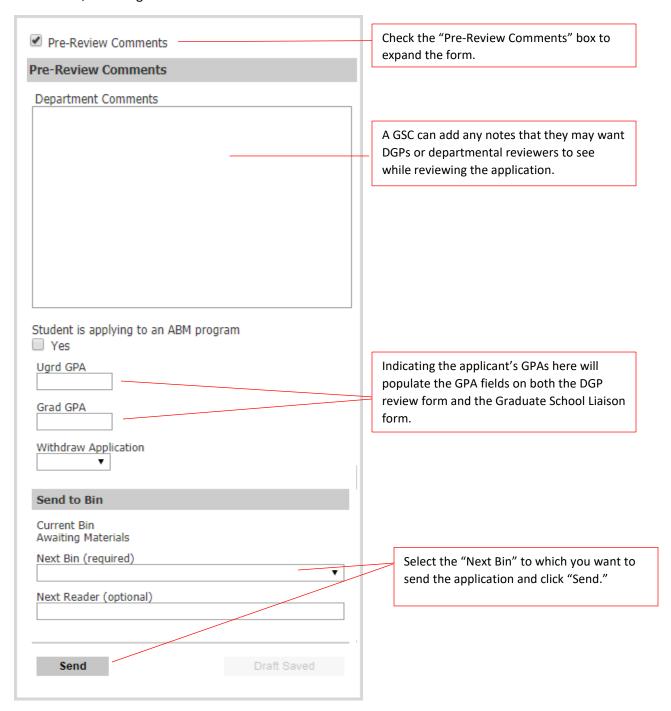
Waive Dept Exam Form

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.



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.



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	The applicant's program, delivery method, area of interest, and admit term will populate based on the information provided in the application. the information they have entered is correct, leave the fields alone. If they should change, select the correct option from the drop-down.	d . If	
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 Sla dashboard.		
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.		
Add to Waitlist Yes			
Send to Bin	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		
Current Bin 1 Dept Review Next Bin (required)	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.		
Next Reader (optional) 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	Dame If you are described the applicant you are
Deny 🗸	Deny – If you are denying the applicant, you are
Add to Waitlist	required to provide a denial reason. This reason
Yes	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	Recommend Full Admission – If you are offering
Add to Waitlist	full admission, but know the applicant does not
Yes	meet one of the grad school's minimum
Exception Justification	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 Franchise. This is for internal was only and is
	Offer Funding – This is for internal use only and is
	not an official funding offer shared with the
Offer Funding?	applicant.
☐ Yes	
□ No	
Parising.	
Decision mmend Provisional Admission	Recommend Provisional Admission – The
	provisions of the admission offer must be specifie
o Waitlist	in the text box provided. The exact wording will
25	display on the applicant's admission letter so
provisions that you list below will be shown e student on their admission letter. Please I it accordingly.	please be mindful of your phrasing.
sions	
DIVIIS	

Dept Reader Review Form

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

