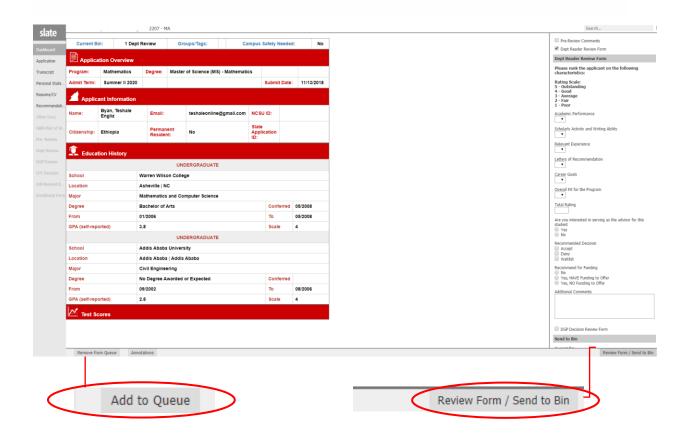**Making Applications with Missing Materials Available to Faculty Reviewers**

Applications with missing checklist items sit in the Awaiting Materials bin until all materials have been received when they will then automatically move into 1 Dept Review bin where faculty reviewers have access to them, and where the DGP Decision form can be submitted. If you want to move applications into the Dept Review bins prior to all missing materials being received, you can do so by accessing the Awaiting Materials bin, selecting opening the application you'd like to move:

Clicking on the page icon will open the application

Click the "Add to Queue" button in the bottom left corner, then the application is in your queue, you'll see the "Review Form/Send to Bin" button in the bottom right corner which you'll click on to open the review form.

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".

Pre-Review Comments

Department Comments

Any comments you'd like faculty reviewers or the DGP to see can be added here.

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)

Send   Draft Saved

Select the intended Dept Review bin from the "Next Bin" drop down and click "Send."

Once you click "Send," the application will be moved from the Awaiting Materials into the review bin you selected. Moving applications into any bin in the Program Review column will make it available to faculty reviewers and will allow the DGP Decision Form to be submitted.