Graduate Admission Evaluation Processing

Graduate Admission Evaluations will now be processed within our Slate application system. The part of Slate where the evaluations will be completed is called the **Reader**. The Slate Reader tool is designed for reviewing application materials (application, transcripts, letters of recommendation, resume, test scores, etc.). The Reader tool also keeps the application workflow organized and retains all reviewers' feedback during the review process.

Workflow

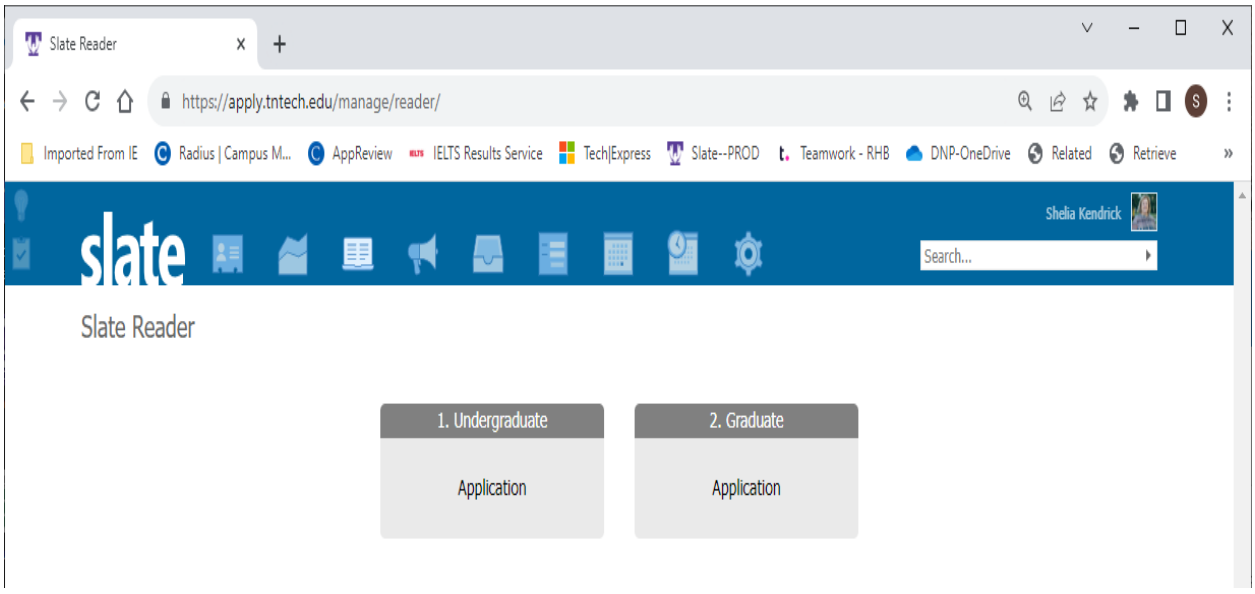
The basic workflow uses bins and queues.

- Bin—a filing cabinet that stores an application. An application can only reside in one bin at a time.
- Queue—a user's to-do list. While an application can only reside in one bin, it can be assigned to multiple queues

Access to Applications in the Reader

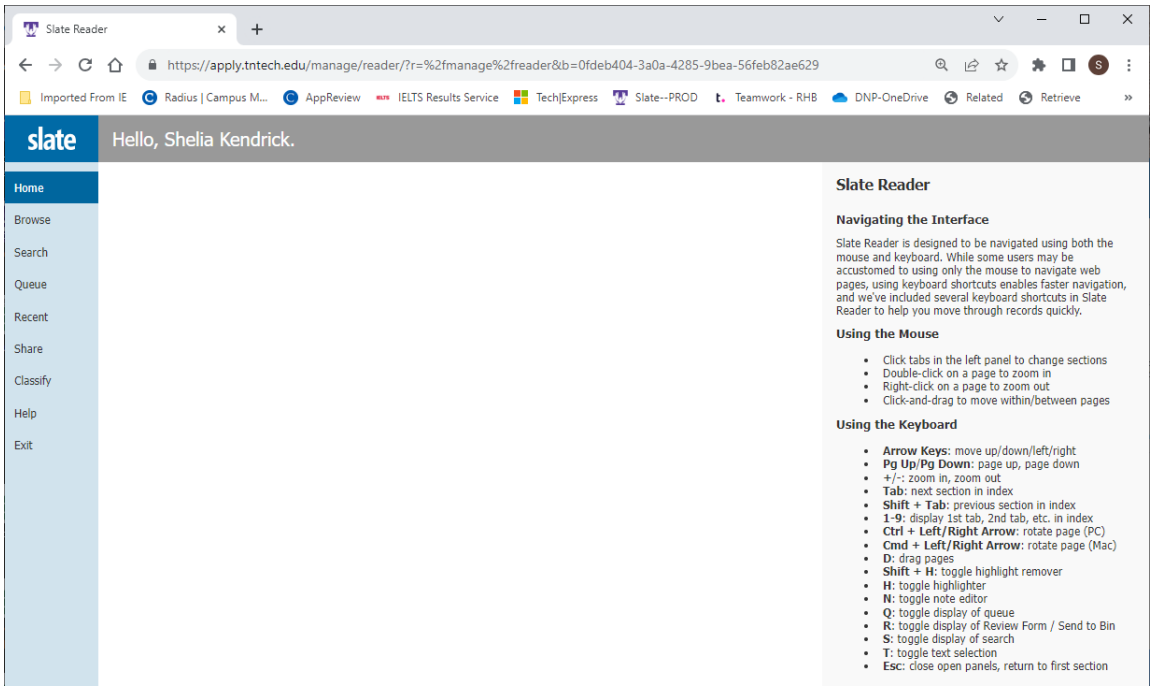
You will access Slate Reader through Tech Express by clicking the icon labeled Slate.

Click on the box labeled "2. Graduate" to access the graduate application information for your program(s).



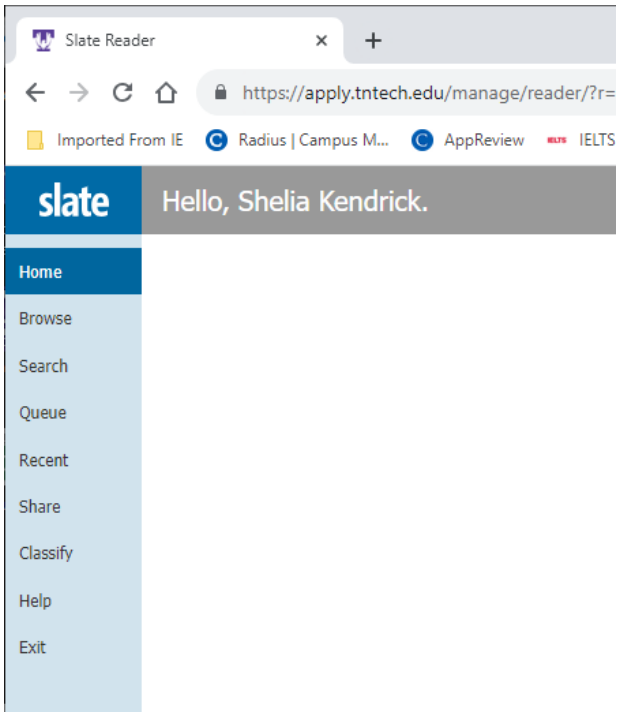
In order to view applications through the reader, you must have access to the population (based on program) of applications you want to view and to the bin the application currently resides in. You will not be able to see applications that have been added to your queue, unless you have the access mentioned.

After clicking on “2. Graduate”, you will be taken to the Home Tab. You will see helpful navigational resources along the right side of the Home Tab.

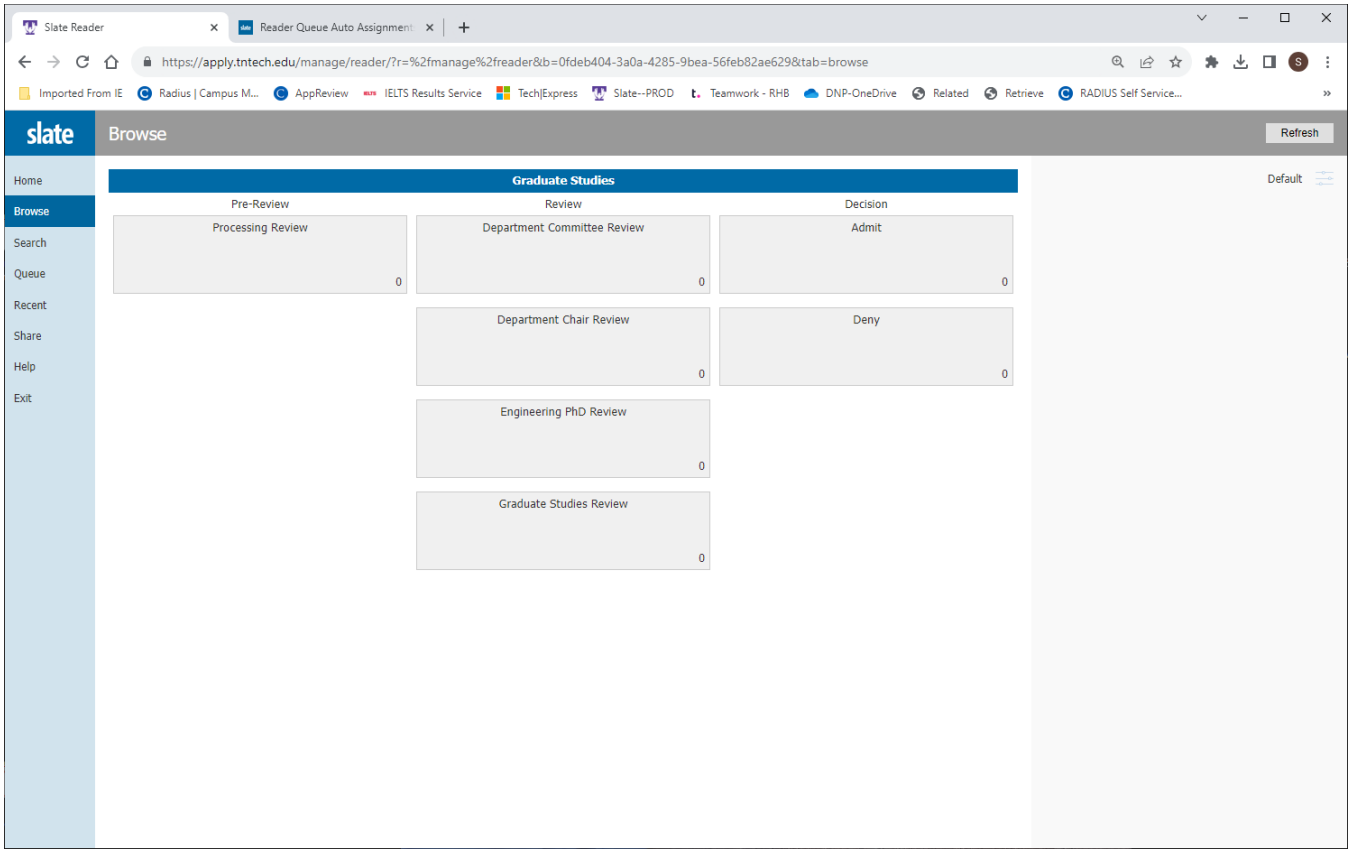


What Bins are Viewable

To view the bins that you have access to, click on the “Browse” tab in the navigation bar on the right.



You should see the bins shown below. The number in the lower right corner of each bin reflects the number of applications in your program in that particular category/bin. If you are on a review committee for more than one program, the numbers will reflect all programs.



Flow of the Application/Evaluation Process

When an applicant has submitted their application, paid the application fee, and submitted all required materials, their application file is moved into the "Processing Review" bin.

- At this point, Graduate Studies personnel will review the file to ensure that the correct materials were uploaded and input data related to the transcript GPA and test scores (if required). Once this has been finalized, the application file will be moved to the Department Committee Review bin.
- In the Department Committee Review bin, the application is completely ready to be evaluated.
    - The Review Committee members for the program will have the applicant's file added to their Queue.
    - All committee members will provide evaluation information on each applicant and then assign to the next bin.
    - Once the Departmental Chair/Head Reviewer completes their evaluation, the application is then sent to the Graduate Studies bin (with the exception of majors in the Ph.D. program in Engineering).

Please note that all committee members must submit a decision before the application can be moved to the Department Chair Review bin.

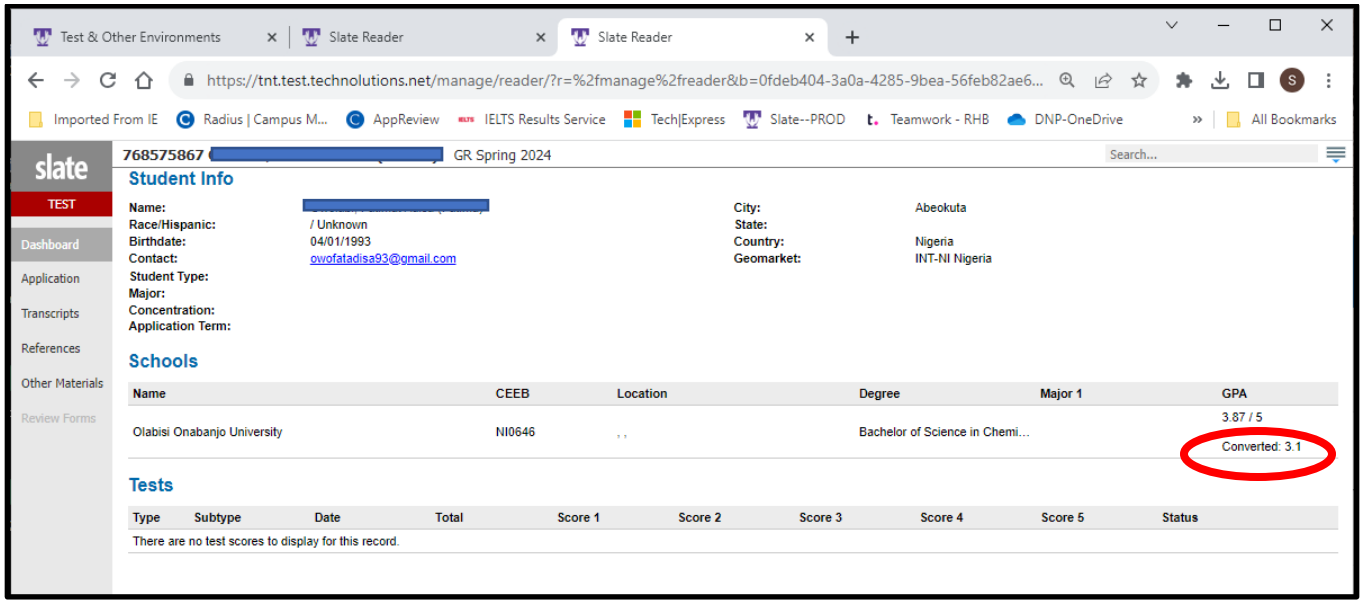
Processing a Graduate Admissions Evaluation—Department Review Committee Members

After successfully logging into the Slate Reader, select "Browse" from the Left Menu to see the bins and number of applications ready for review.

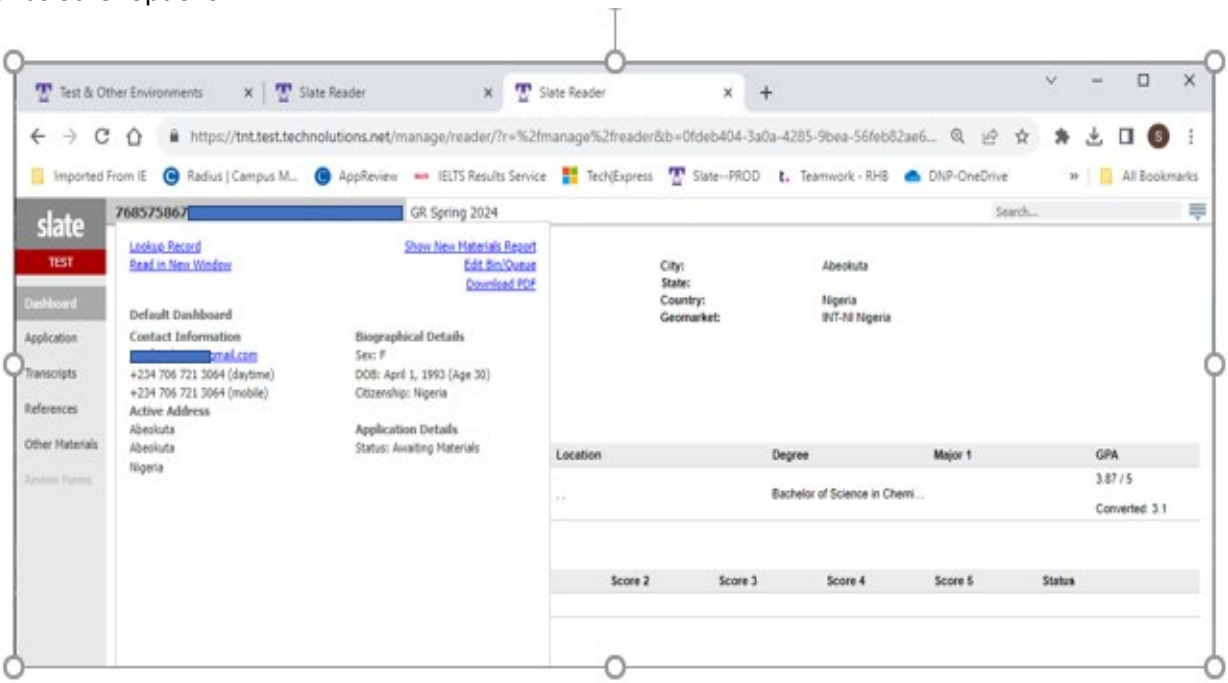
- You will only be able to process any applications listed in the Department Committee Review file.

Select "Queue" from your Left Menu to begin the review process

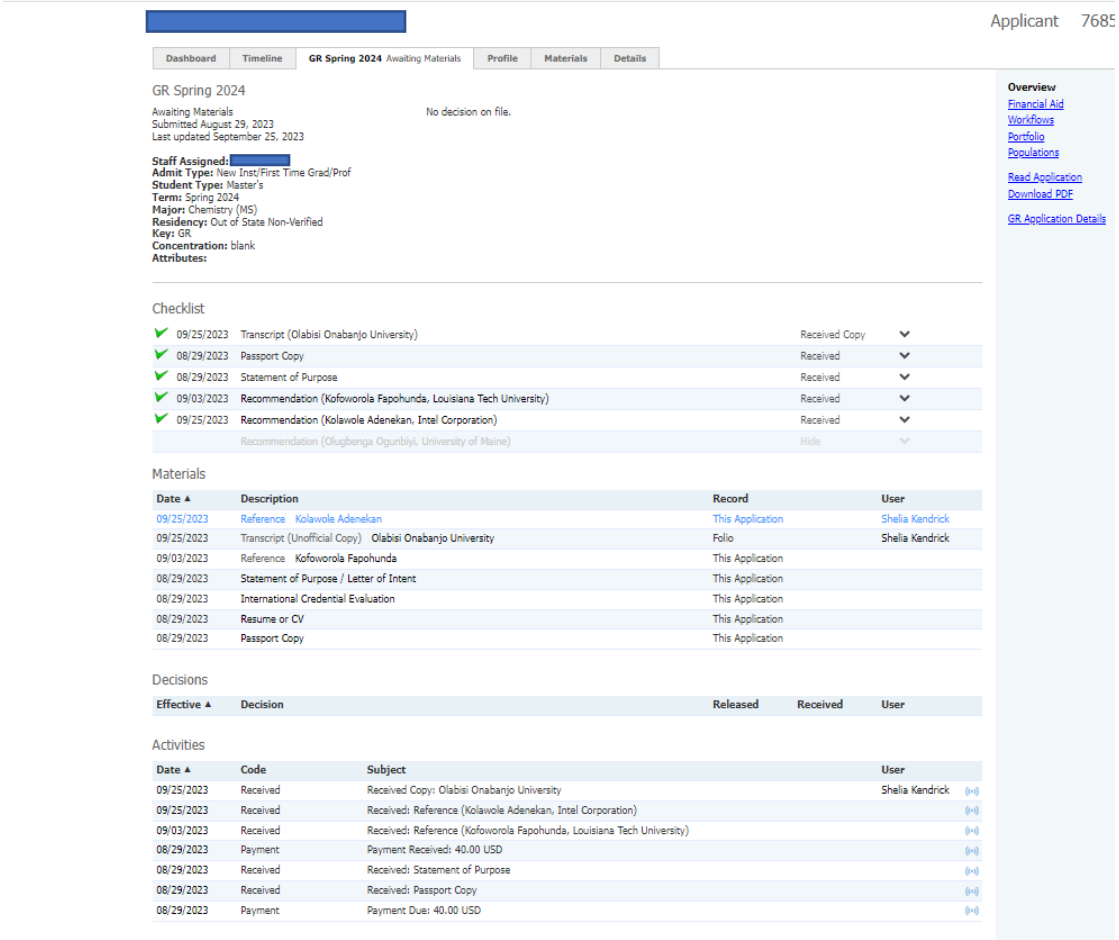
- Click the line of the applicant you wish to process. You will see the applicant's snapshot as shown below. Please note that if the GPA is not on a 4.0 scale, Slate will convert the GPA to a 4.0 scale and listed as "converted." (No more transcript evaluations needed!)



- By clicking on the applicant's name at the top of the screen, you are provided with contact information as well as other options.

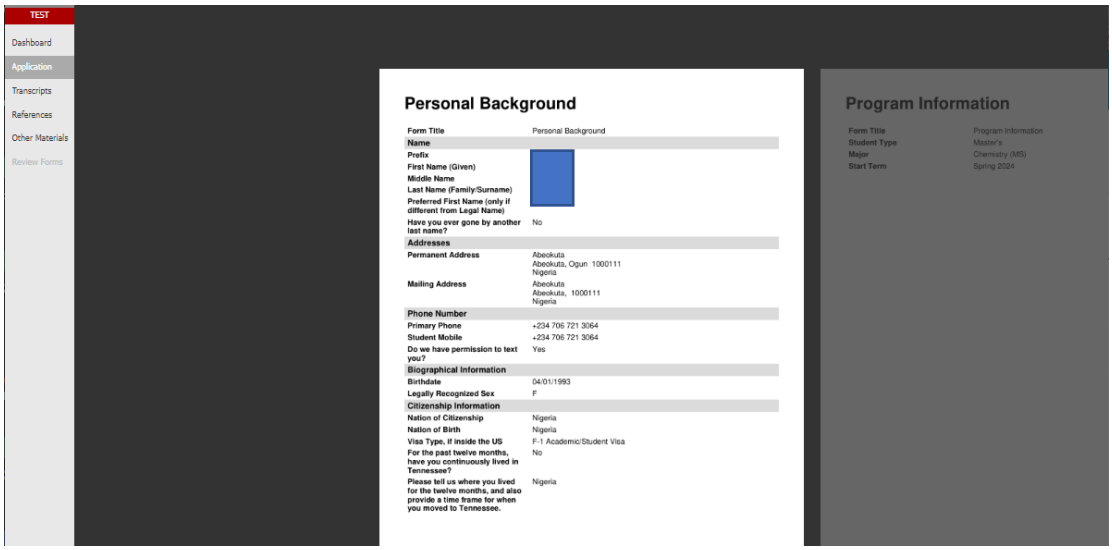


- Lookup Record—will permit you to see the applicant's checklist and **list** of materials submitted.

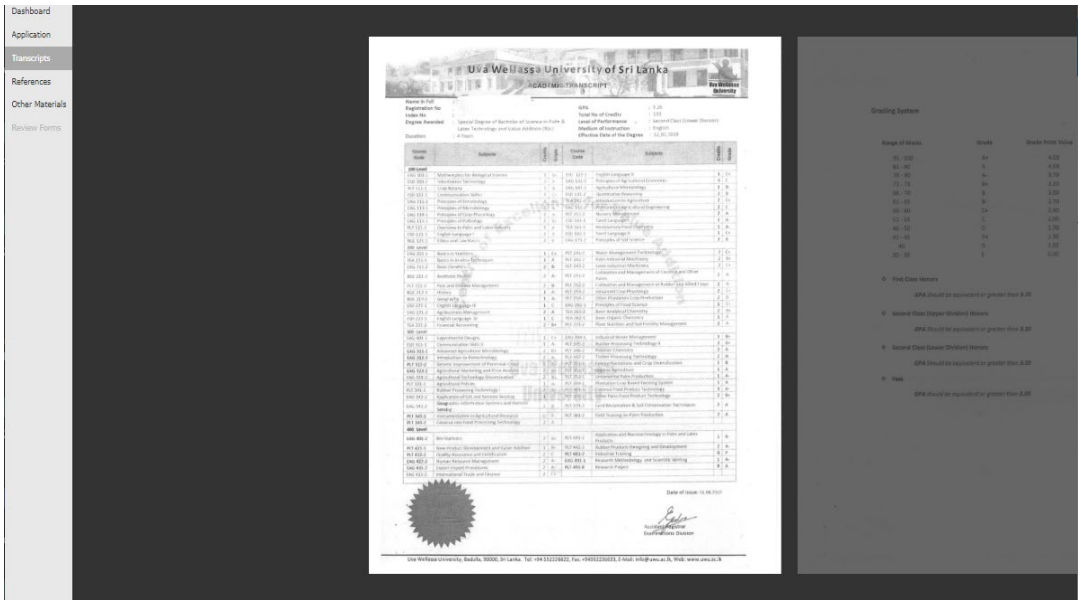


- Download PDF—enables you to download one PDF of the entire applicant file (application and supporting materials)

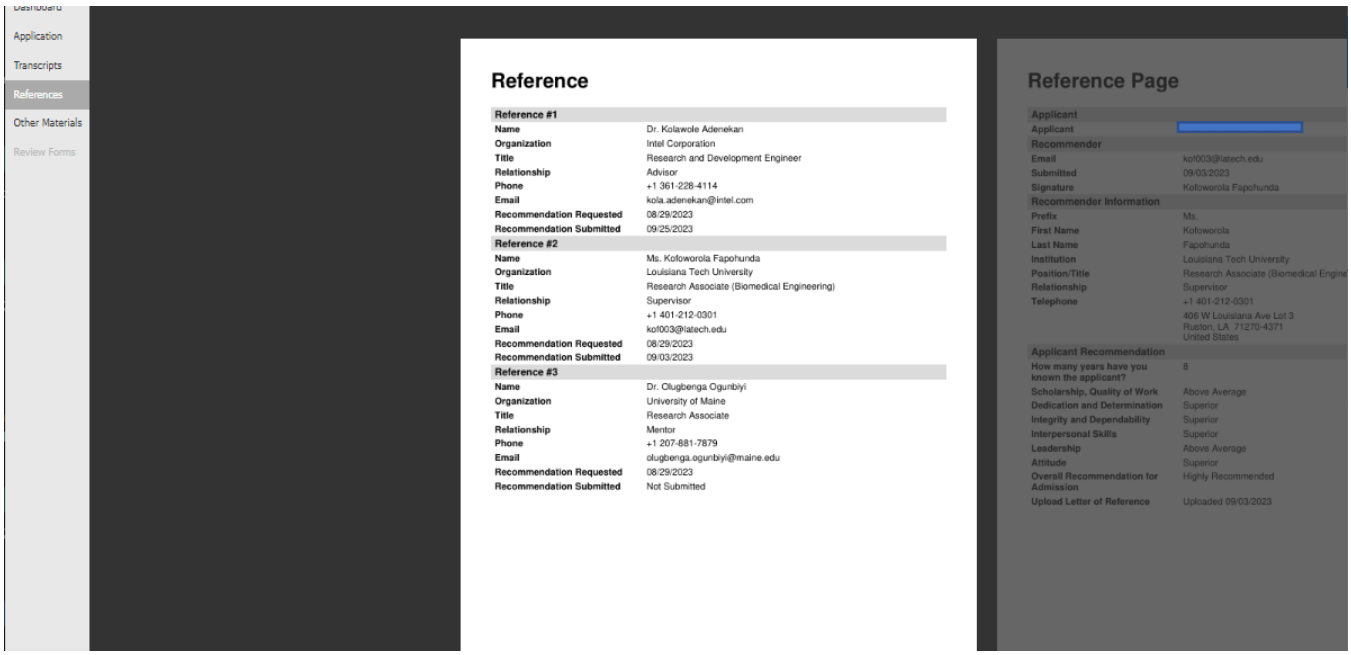
- Clicking “Application” in the left menu will allow you to see the data from the application submitted. If more than one page, simply slide the page to the left to see the additional pages.



- The “Transcripts” option on the left menu will allow you to see an image of the transcript.



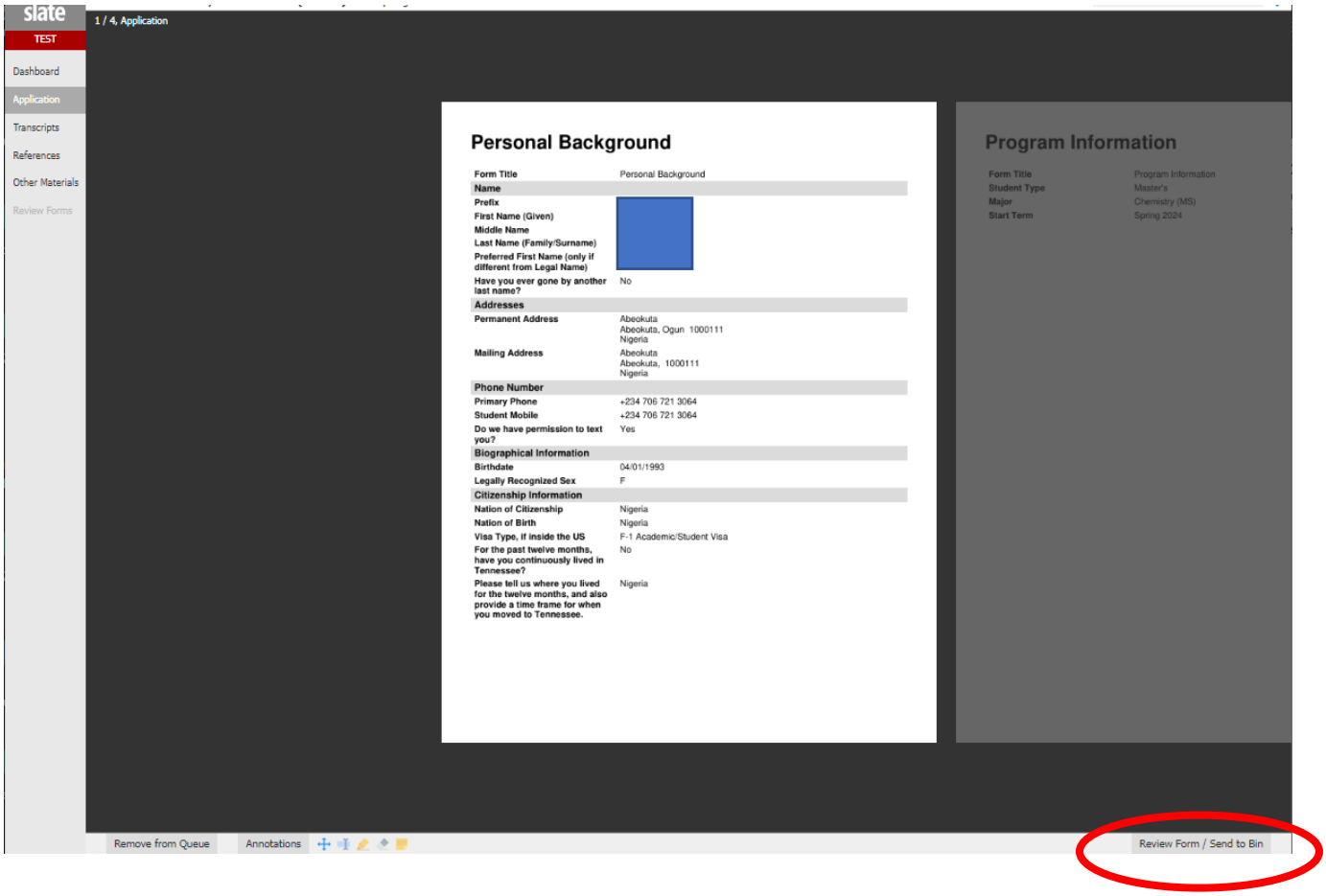
- The “References” option will provide images of the references and any attachments provided.



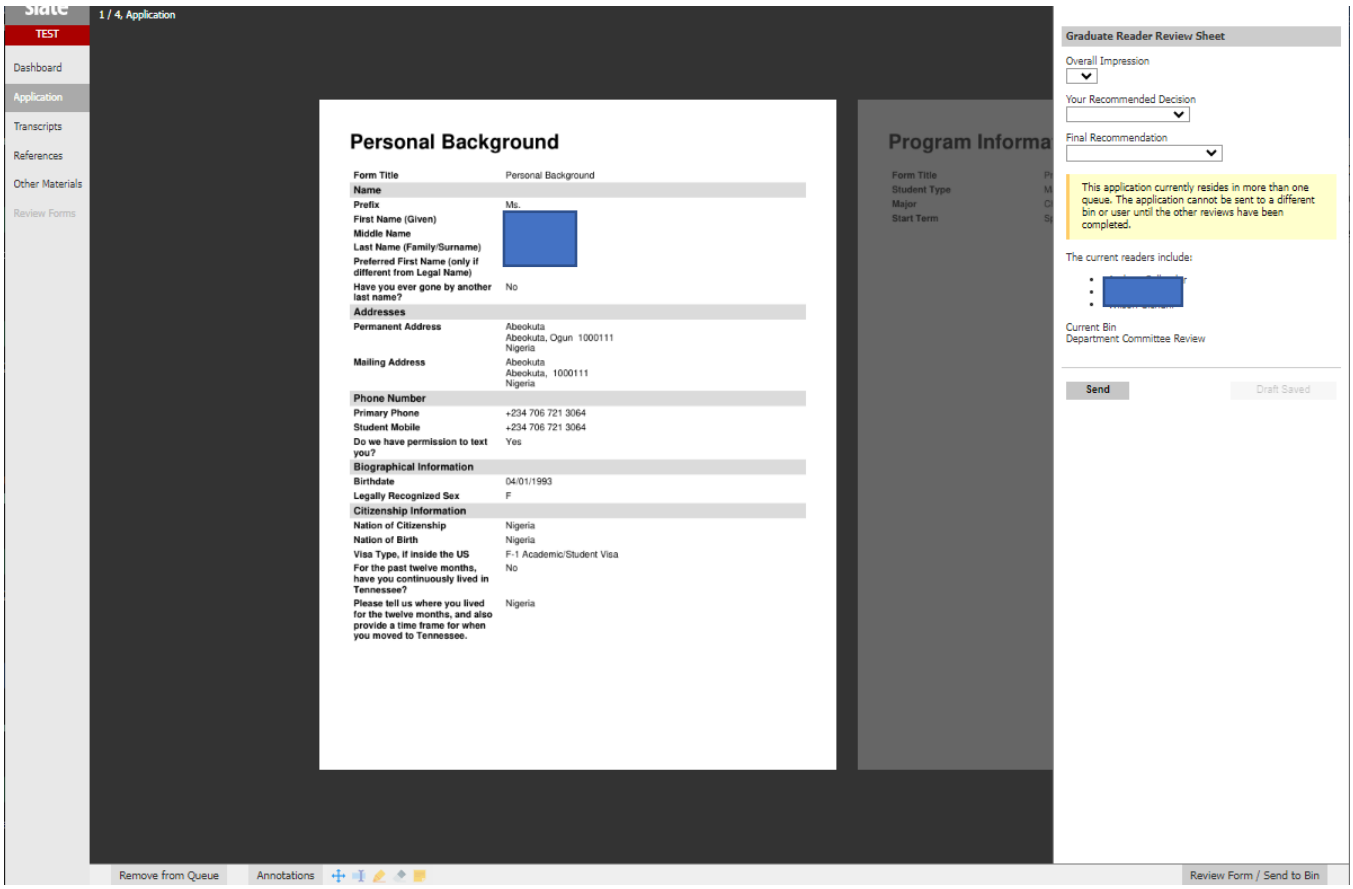
- “Other Materials” will include any documents submitted that do not fit one of the other categories

- “Review Forms” will now allow you to see the Review Forms other members of the review committee have submitted on the applicant

After reviewing the documents submitted, and you are ready to begin your formal review, simply click ‘Review Form / Send to Bin” in the lower right corner of the window.



Once you have clicked “Review Form” the Reader Sheet will appear on the right side of your screen.



From this example, you can see that this major has more than one individual on the Review Committee. **All committee members must submit their decision before the application can progress beyond the committee.**

*Please note that if Your Recommended Decision is either “Admit with Conditions” or “Deny” you must provide conditions (for reclassification to Full Standing) or explicit reason for denial. The information provided here **will appear** in the decision letter to the applicant exactly as entered in the field on the form.*

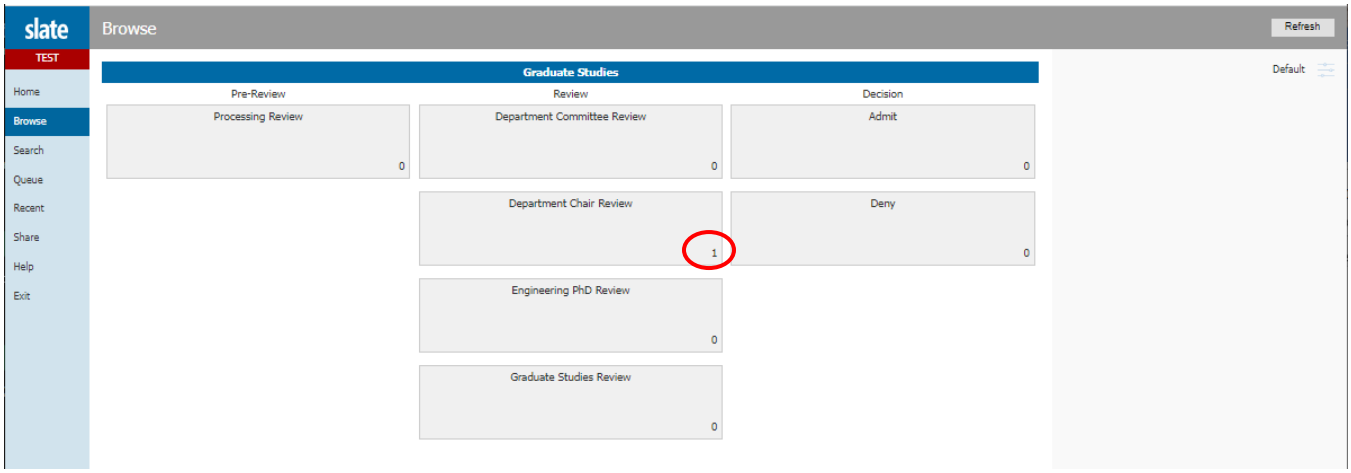
Once the final committee member has submitted their decision, there will appear an option of “Next Bin”

The “Next Bin (required)” must have the **Department Chair Review** selected. Then Save.

Processing a Graduate Admissions Evaluation—Department Chair (Head Reviewer)

After successfully logging into the Slate Reader, select “Browse” from the Left Menu to see the bins and number of applications ready for review.

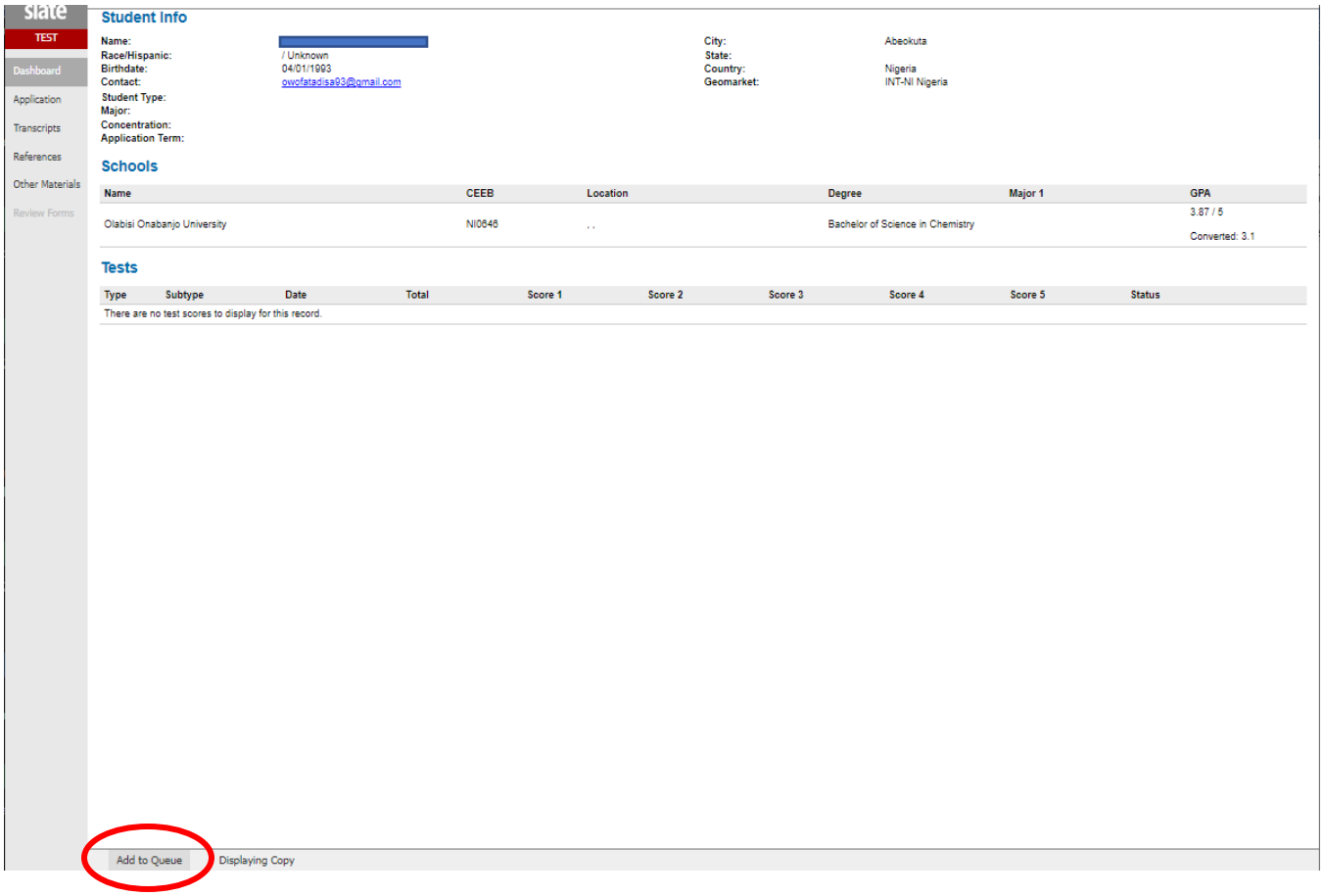
- You will only be able to process any applications listed in the Department Chair Review bin.



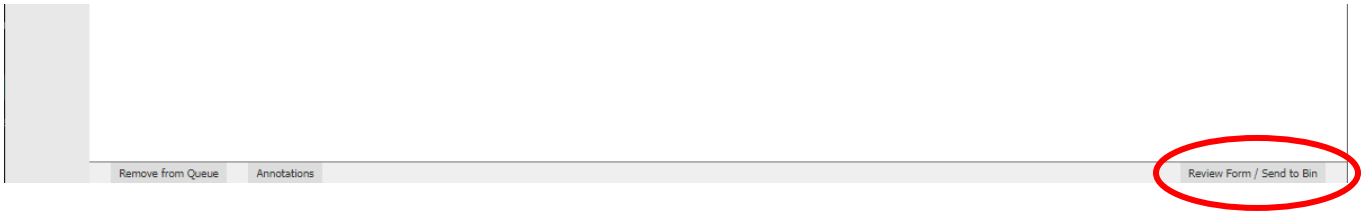
Click on the “Department Chair Review” bin to see the applicants you need to review.

At the end of the application information on the right, please click on the “paper” (Display Copy) to open the record.

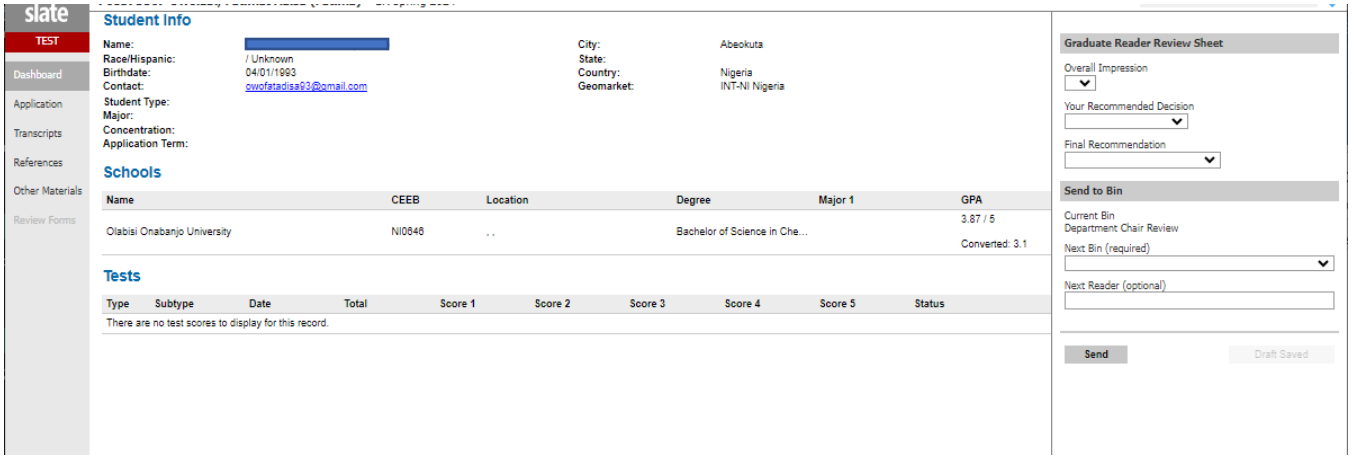
You will need to add the applicant record to your Queue. Simply click “Add to Queue” at the bottom left of the screen.



The next step, if you are ready to complete the admission review, is to click on “Review Form / Send to Bin” on the bottom right of the screen.



You will now see the Review Sheet along the right side of your screen.



Once you have completed the top portion of the Review Sheet, you are ready to complete the "Next Bin (required)" section. ***SPECIAL NOTE:***

- If the application is for a **Ph.D. in Engineering major**, the Departmental Chair/head reviewer/designee will select ***Next Bin*** *of "Engineering PhD Review*" to route for the final admission decision.
- If the application is for **any other major**, the Departmental Chair/head reviewer/designee will select the ***Next Bin*** *of 'Graduate Studies Review'*.

- For the Ph.D. in Engineering majors, once the Engineering PhD Review has entered a final admission decision, the **Next Bin** will be 'Graduate Studies Review'.