

## 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

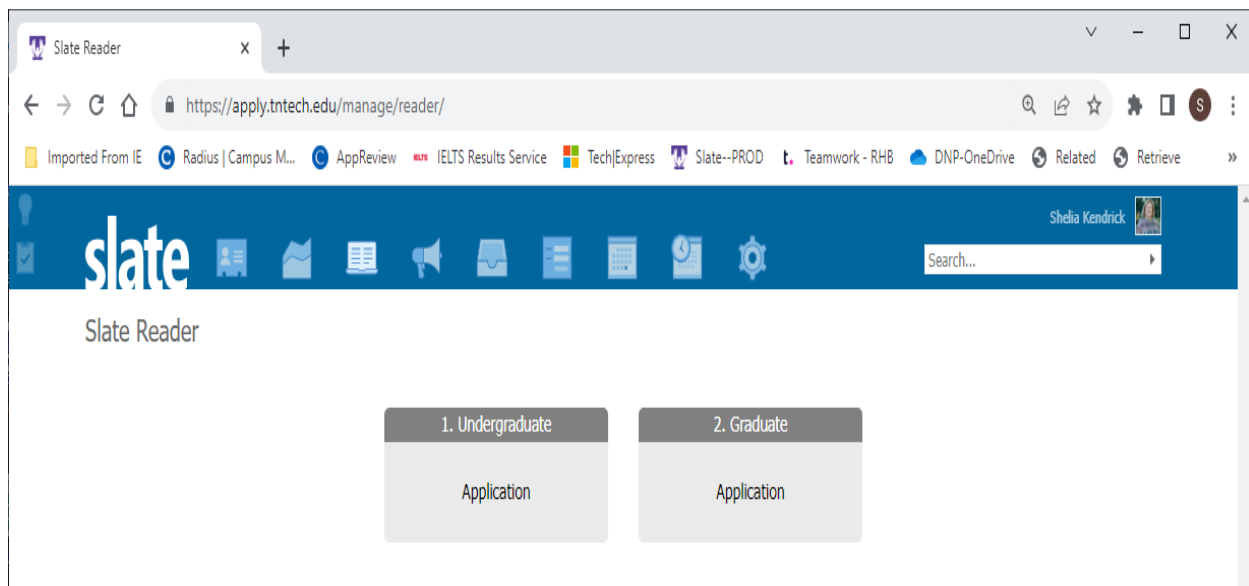
The basic workflow uses bins and queues.

- 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

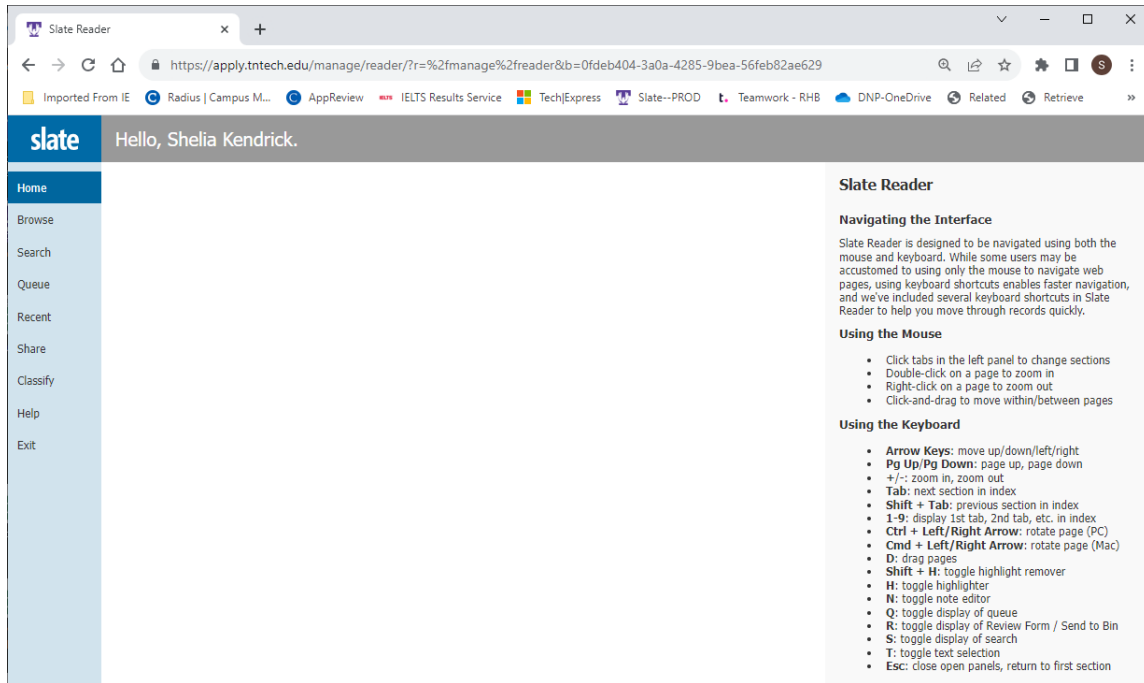
You will access Slate Reader through Tech Express by clicking the icon labeled Slate.

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



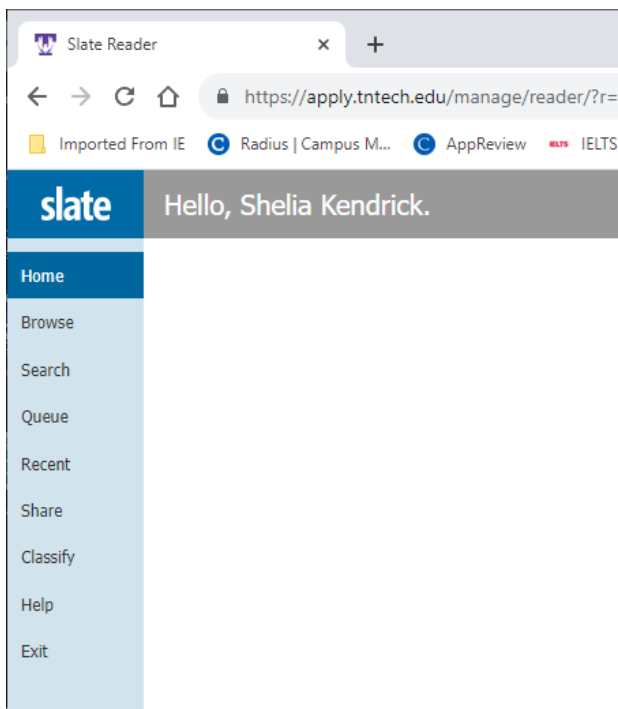
In order to view applications through the reader, you must have access to the population (based on program) of applications you want to view and to the bin the application currently resides in. You will not be able to see applications that have been added to your queue, unless you have the access mentioned.

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.

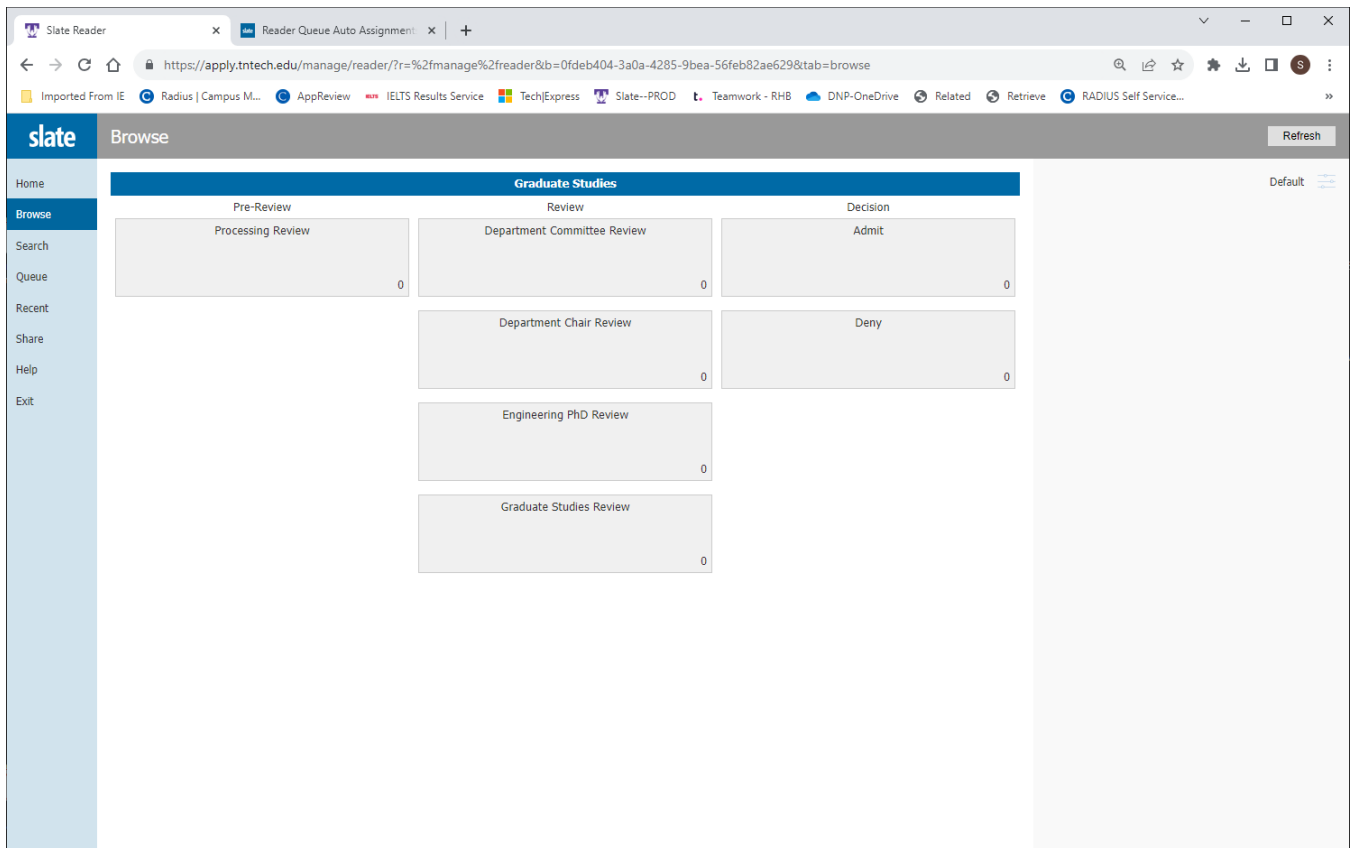


## What Bins are Viewable

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.***

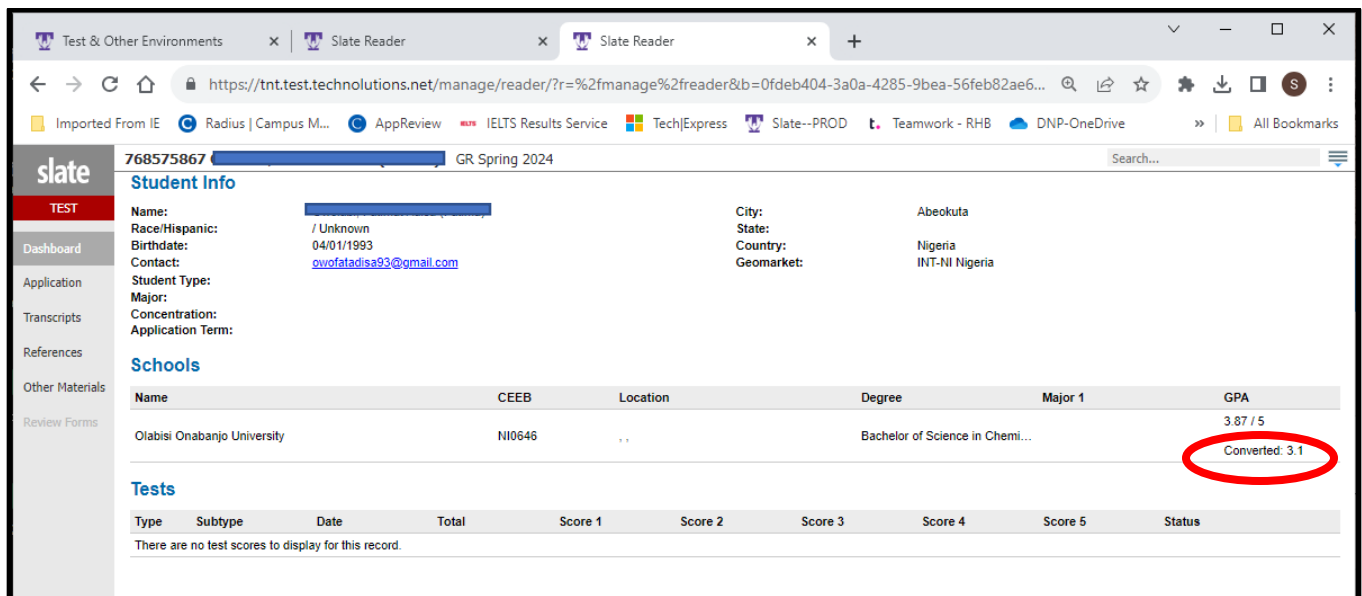
## Processing a Graduate Admissions Evaluation—Department Review Committee Members

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!)



The screenshot shows the Slate Reader interface for a student with ID 768575867. The page is titled "Student Info" and displays personal details such as Name, Race/Hispanic, Birthdate, Contact, Student Type, Major, Concentration, and Application Term. It also lists City, State, Country, and Geomarket. Below this, there is a "Schools" section with a table showing the student's educational background. The table has columns for Name, CEEB, Location, Degree, Major 1, and GPA. One entry is for Olabisi Onabanjo University with a GPA of 3.87 / 5. A red circle highlights the text "Converted: 3.1" below the GPA, indicating that the system has converted the original GPA to a 4.0 scale.

Name	CEEB	Location	Degree	Major 1	GPA
Olabisi Onabanjo University	NI0646	, ,	Bachelor of Science in Chemi...		3.87 / 5 Converted: 3.1

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

The screenshot shows a web browser window with the URL <https://tnt.test.technolutions.net/manage/reader/?r=%2fmanage%2freader&b=0fdeb404-3a0a-4285-9bea-56feb82ae6...>. The page displays the profile for applicant **768575867** under the **GR Spring 2024** session. The sidebar on the left includes links for **Dashboard**, **Application**, **Transcripts**, **References**, **Other Materials**, and **Random Parents**. The main content area is divided into several sections:

- Default Dashboard**: Includes [View Record](#), [Read in New Window](#), [Show New Materials Report](#), [Edit Bio/Outst](#), and [Download PDF](#).
- Contact Information**: Lists an email address, two phone numbers (+234 706 721 3064), and an active address in Abeokuta, Nigeria.
- Biographical Details**: Shows Sex: F, DOB: April 1, 1993 (Age 30), and Citizenship: Nigeria.
- Application Details**: Shows Status: Awaiting Materials.
- Location**: City: Abeokuta, State: Nigeria, Geomarket: WIT-18 Nigeria.
- Academic Records Table**:

Location	Degree	Major 1	GPA
..	Bachelor of Science in Chemi...		3.87 / 5 Converted: 3.1
- Score Table**:

Score 2	Score 3	Score 4	Score 5	Status

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

Applicant 7685

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GR Spring 2024

Awaiting Materials

Submitted August 29, 2023

Last updated September 25, 2023

Staff Assigned: [redacted]

Admit Type: New Inst/First Time Grad/Prof

Student Type: Master's

Term: Spring 2024

Major: Chemistry (MS)

Residency: Out of State Non-Verified

Key: GR

Concentration: blank

Attributes:

No decision on file.

**Checklist**

✓ 09/25/2023	Transcript (Olabisi Onabanjo University)	Received Copy	▼
✓ 08/29/2023	Passport Copy	Received	▼
✓ 08/29/2023	Statement of Purpose	Received	▼
✓ 09/03/2023	Recommendation (Kofoworola Fapohunda, Louisiana Tech University)	Received	▼
✓ 09/25/2023	Recommendation (Kolawole Adenekan, Intel Corporation)	Received	▼
	Recommendation (Olugbenga Ogunbiyi, University of Maine)	Hide	▼

**Materials**

Date ▲	Description	Record	User
09/25/2023	Reference Kolawole Adenekan	This Application	Shelia Kendrick
09/25/2023	Transcript (Unofficial Copy) Olabisi Onabanjo University	Folio	Shelia Kendrick
09/03/2023	Reference Kofoworola Fapohunda	This Application	
08/29/2023	Statement of Purpose / Letter of Intent	This Application	
08/29/2023	International Credential Evaluation	This Application	
08/29/2023	Resume or CV	This Application	
08/29/2023	Passport Copy	This Application	

**Decisions**

Effective ▲	Decision	Released	Received	User
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**Activities**

Date ▲	Code	Subject	User
09/25/2023	Received	Received Copy: Olabisi Onabanjo University	Shelia Kendrick (i-i)
09/25/2023	Received	Received: Reference (Kolawole Adenekan, Intel Corporation)	(i-i)
09/03/2023	Received	Received: Reference (Kofoworola Fapohunda, Louisiana Tech University)	(i-i)
08/29/2023	Payment	Payment Received: 40.00 USD	(i-i)
08/29/2023	Received	Received: Statement of Purpose	(i-i)
08/29/2023	Received	Received: Passport Copy	(i-i)
08/29/2023	Payment	Payment Due: 40.00 USD	(i-i)

**Overview**

[Financial Aid](#)

[Workflows](#)

[Portfolio](#)

[Populations](#)

[Read Application](#)

[Download PDF](#)

[GR Application Details](#)

- 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.

**TEST**

- Dashboard
- Application
- Transcripts
- References
- Other Materials
- Review Forms

### Personal Background

Form Title: Personal Background

Name: [Redacted]

Prefix: [Redacted]

First Name (Given): [Redacted]

Middle Name: [Redacted]

Last Name (Family/Surname): [Redacted]

Preferred First Name (only if different from Legal Name): [Redacted]

Have you ever gone by another last name? No

Addresses

Permanent Address: Abokuta, Abokuta, Ogun 100011, Nigeria

Mailing Address: Abokuta, Abokuta, 100011, Nigeria

Phone Number

Primary Phone: +234 706 721 3064

Student Mobile: +234 706 721 3064

Do we have permission to text you? Yes

Biographical Information

Birthdate: 04/01/1993

Legally Recognized Sex: F

Citizenship Information

Nation of Citizenship: Nigeria

Nation of Birth: Nigeria

Visa Type, if inside the US For the past twelve months, have you continuously lived in Tennessee? F-1 Academic Student Visa

Please tell us where you lived for the twelve months, and also provide a time frame for when you moved to Tennessee: Nigeria

### Program Information

Form Title: [Redacted]

Student Type: [Redacted]

Major: Chemistry (MS)

Start Term: Spring 2024

Program Information: [Redacted]

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

Dashboard

Application

Transcripts

References

Other Materials

Review Forms

### UNIVERSITY OF WELLSLA

ACADEMIC TRANSCRIPT

Student Name: [Redacted]

Program: [Redacted]

Course No.	Section	Grade	Prerequisites	Credits
101 101	General Chemistry I	C		3
101 102	General Chemistry II	C	101 101	3
101 103	Organic Chemistry	C	101 102	3
101 104	Physical Chemistry	C	101 102	3
101 105	Advanced Chemistry	C	101 103, 101 104	3
101 106	Chemistry Laboratory	C	101 101, 101 102	1
101 107	Chemistry Laboratory	C	101 103, 101 104	1
101 108	Chemistry Laboratory	C	101 105	1
101 109	Chemistry Laboratory	C	101 106, 101 107, 101 108	1
101 110	Chemistry Laboratory	C	101 109	1
101 111	Chemistry Laboratory	C	101 110	1
101 112	Chemistry Laboratory	C	101 111	1
101 113	Chemistry Laboratory	C	101 112	1
101 114	Chemistry Laboratory	C	101 113	1
101 115	Chemistry Laboratory	C	101 114	1
101 116	Chemistry Laboratory	C	101 115	1
101 117	Chemistry Laboratory	C	101 116	1
101 118	Chemistry Laboratory	C	101 117	1
101 119	Chemistry Laboratory	C	101 118	1
101 120	Chemistry Laboratory	C	101 119	1
101 121	Chemistry Laboratory	C	101 120	1
101 122	Chemistry Laboratory	C	101 121	1
101 123	Chemistry Laboratory	C	101 122	1
101 124	Chemistry Laboratory	C	101 123	1
101 125	Chemistry Laboratory	C	101 124	1
101 126	Chemistry Laboratory	C	101 125	1
101 127	Chemistry Laboratory	C	101 126	1
101 128	Chemistry Laboratory	C	101 127	1
101 129	Chemistry Laboratory	C	101 128	1
101 130	Chemistry Laboratory	C	101 129	1
101 131	Chemistry Laboratory	C	101 130	1
101 132	Chemistry Laboratory	C	101 131	1
101 133	Chemistry Laboratory	C	101 132	1
101 134	Chemistry Laboratory	C	101 133	1
101 135	Chemistry Laboratory	C	101 134	1
101 136	Chemistry Laboratory	C	101 135	1
101 137	Chemistry Laboratory	C	101 136	1
101 138	Chemistry Laboratory	C	101 137	1
101 139	Chemistry Laboratory	C	101 138	1
101 140	Chemistry Laboratory	C	101 139	1
101 141	Chemistry Laboratory	C	101 140	1
101 142	Chemistry Laboratory	C	101 141	1
101 143	Chemistry Laboratory	C	101 142	1
101 144	Chemistry Laboratory	C	101 143	1
101 145	Chemistry Laboratory	C	101 144	1
101 146	Chemistry Laboratory	C	101 145	1
101 147	Chemistry Laboratory	C	101 146	1
101 148	Chemistry Laboratory	C	101 147	1
101 149	Chemistry Laboratory	C	101 148	1
101 150	Chemistry Laboratory	C	101 149	1
101 151	Chemistry Laboratory	C	101 150	1
101 152	Chemistry Laboratory	C	101 151	1
101 153	Chemistry Laboratory	C	101 152	1
101 154	Chemistry Laboratory	C	101 153	1
101 155	Chemistry Laboratory	C	101 154	1
101 156	Chemistry Laboratory	C	101 155	1
101 157	Chemistry Laboratory	C	101 156	1
101 158	Chemistry Laboratory	C	101 157	1
101 159	Chemistry Laboratory	C	101 158	1
101 160	Chemistry Laboratory	C	101 159	1
101 161	Chemistry Laboratory	C	101 160	1
101 162	Chemistry Laboratory	C	101 161	1
101 163	Chemistry Laboratory	C	101 162	1
101 164	Chemistry Laboratory	C	101 163	1
101 165	Chemistry Laboratory	C	101 164	1
101 166	Chemistry Laboratory	C	101 165	1
101 167	Chemistry Laboratory	C	101 166	1
101 168	Chemistry Laboratory	C	101 167	1
101 169	Chemistry Laboratory	C	101 168	1
101 170	Chemistry Laboratory	C	101 169	1
101 171	Chemistry Laboratory	C	101 170	1
101 172	Chemistry Laboratory	C	101 171	1
101 173	Chemistry Laboratory	C	101 172	1
101 174	Chemistry Laboratory	C	101 173	1
101 175	Chemistry Laboratory	C	101 174	1
101 176	Chemistry Laboratory	C	101 175	1
101 177	Chemistry Laboratory	C	101 176	1
101 178	Chemistry Laboratory	C	101 177	1
101 179	Chemistry Laboratory	C	101 178	1
101 180	Chemistry Laboratory	C	101 179	1
101 181	Chemistry Laboratory	C	101 180	1
101 182	Chemistry Laboratory	C	101 181	1
101 183	Chemistry Laboratory	C	101 182	1
101 184	Chemistry Laboratory	C	101 183	1
101 185	Chemistry Laboratory	C	101 184	1
101 186	Chemistry Laboratory	C	101 185	1
101 187	Chemistry Laboratory	C	101 186	1
101 188	Chemistry Laboratory	C	101 187	1
101 189	Chemistry Laboratory	C	101 188	1
101 190	Chemistry Laboratory	C	101 189	1
101 191	Chemistry Laboratory	C	101 190	1
101 192	Chemistry Laboratory	C	101 191	1
101 193	Chemistry Laboratory	C	101 192	1
101 194	Chemistry Laboratory	C	101 193	1
101 195	Chemistry Laboratory	C	101 194	1
101 196	Chemistry Laboratory	C	101 195	1
101 197	Chemistry Laboratory	C	101 196	1
101 198	Chemistry Laboratory	C	101 197	1
101 199	Chemistry Laboratory	C	101 198	1
101 200	Chemistry Laboratory	C	101 199	1

Grading System

Range of Marks	Grade	Grade Point Value
90 - 100	A+	4.00
80 - 89	A	3.75
70 - 79	B+	3.50
60 - 69	B	3.25
50 - 59	C+	3.00
40 - 49	C	2.75
30 - 39	D+	2.50
20 - 29	D	2.25
10 - 19	F	1.00
0 - 9	F	0.00

First Class Honors

Second Class Upper Division Honors

Second Class Lower Division Honors

Third Class Honors

Pass

Date of Issue: 15.04.2024

Signature: [Redacted]

University of Wellsala

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

**Reference**

Reference #1	
Name	Dr. Kolawole Adenekan
Organization	Intel Corporation
Title	Research and Development Engineer
Relationship	Advisor
Phone	+1 361-228-4114
Email	kola.adenekan@intel.com
Recommendation Requested	08/29/2023
Recommendation Submitted	09/25/2023
Reference #2	
Name	Ms. Kofoworola Fapohunda
Organization	Louisiana Tech University
Title	Research Associate (Biomedical Engineering)
Relationship	Supervisor
Phone	+1 401-212-0301
Email	ko003@latech.edu
Recommendation Requested	08/29/2023
Recommendation Submitted	09/03/2023
Reference #3	
Name	Dr. Olugbenga Ogurbiyi
Organization	University of Maine
Title	Research Associate
Relationship	Mentor
Phone	+1 207-881-7879
Email	olugbenga.ogurbiyi@maine.edu
Recommendation Requested	08/29/2023
Recommendation Submitted	Not Submitted

**Reference Page**

<b>Applicant</b>	
Applicant	
<b>Recommender</b>	
Email	ko003@latech.edu
Submitted	09/03/2023
Signature	Kofoworola Fapohunda
<b>Recommender Information</b>	
Prefix	Ms.
First Name	Kofoworola
Last Name	Fapohunda
Institution	Louisiana Tech University
Position/Title	Research Associate (Biomedical Engineering)
Relationship	Supervisor
Telephone	+1 401-212-0301
	406 W Louisiana Ave Lot 3
	Ruston, LA 71270-4371
	United States
<b>Applicant Recommendation</b>	
How many years have you known the applicant?	8
Scholarship, Quality of Work	Above Average
Dedication and Determination	Superior
Integrity and Dependability	Superior
Interpersonal Skills	Superior
Leadership	Above Average
Attitude	Superior
Overall Recommendation for Admission	Highly Recommended
Upload Letter of Reference	Uploaded 09/03/2023

- “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.

The screenshot displays the Slate application interface. On the left is a sidebar with navigation options: TEST (highlighted), Dashboard, Application, Transcripts, References, Other Materials, and Review Forms. The main content area is split into two panels. The left panel, titled 'Personal Background', contains a form with the following fields and values:

Form Title		Personal Background
<b>Name</b>		
Prefix		
First Name (Given)		
Middle Name		
Last Name (Family/Surname)		
Preferred First Name (only if different from Legal Name)		
Have you ever gone by another last name?	No	
<b>Addresses</b>		
Permanent Address	Abeokuta	Abeokuta, Ogun 1000111 Nigeria
Mailing Address	Abeokuta	Abeokuta, 1000111 Nigeria
<b>Phone Number</b>		
Primary Phone	+234 706 721 3064	
Student Mobile	+234 706 721 3064	
Do we have permission to text you?	Yes	
<b>Biographical Information</b>		
Birthdate	04/01/1993	
Legally Recognized Sex	F	
<b>Citizenship Information</b>		
Nation of Citizenship	Nigeria	
Nation of Birth	Nigeria	
Visa Type, If inside the US	F-1 Academic/Student Visa	
For the past twelve months, have you continuously lived in Tennessee?	No	
Please tell us where you lived for the twelve months, and also provide a time frame for when you moved to Tennessee.	Nigeria	

The right panel, titled 'Program Information', contains the following fields and values:

Form Title		Program Information
Student Type	Master's	
Major	Chemistry (MS)	
Start Term	Spring 2024	

At the bottom of the interface, there is a toolbar with buttons for 'Remove from Queue', 'Annotations', and a set of icons. The button 'Review Form / Send to Bin' is circled in red.

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

The screenshot displays a web interface for reviewing an application. On the left is a navigation menu with options like 'Dashboard', 'Application', 'Transcripts', 'References', 'Other Materials', and 'Review Forms'. The main area shows a 'Personal Background' form with the following data:

Personal Background	
Form Title	Personal Background
<b>Name</b>	
Prefix	Ms.
First Name (Given)	[Redacted]
Middle Name	[Redacted]
Last Name (Family/Surname)	[Redacted]
Preferred First Name (only if different from Legal Name)	[Redacted]
Have you ever gone by another last name?	No
<b>Addresses</b>	
Permanent Address	Abeokuta, Abeokuta, Ogun 1000111, Nigeria
Mailing Address	Abeokuta, Abeokuta, 1000111, Nigeria
<b>Phone Number</b>	
Primary Phone	+234 706 721 3064
Student Mobile	+234 706 721 3064
Do we have permission to text you?	Yes
<b>Biographical Information</b>	
Birthdate	04/01/1993
Legally Recognized Sex	F
<b>Citizenship Information</b>	
Nation of Citizenship	Nigeria
Nation of Birth	Nigeria
Visa Type, if inside the US	F-1 Academic/Student Visa
For the past twelve months, have you continuously lived in Tennessee?	No
Please tell us where you lived for the twelve months, and also provide a time frame for when you moved to Tennessee.	Nigeria

On the right, the 'Graduate Reader Review Sheet' includes dropdowns for 'Overall Impression', 'Your Recommended Decision', and 'Final Recommendation'. A yellow warning box states: 'This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.' Below this, it lists 'The current readers include:' with a list of names and a 'Send' button.

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”

**Student Info**

**TEST**

Name: [Redacted] City: Abeokuta  
Race/Hispanic: / Unknown State: Nigeria  
Birthdate: 04/01/1993 Country: Nigeria  
Contact: [owofatadisa93@gmail.com](mailto:owofatadisa93@gmail.com) Geomarket: INT-NI Nigeria

**Schools**

Name	CEEB	Location	Degree	Major 1	GPA
Olabisi Onabanjo University	NI0946	..	Bachelor of Science in Che...		3.87 / 5 Converted: 3.1

**Tests**

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Score 4	Score 5	Status
There are no test scores to display for this record.									

**Graduate Reader Review Sheet**

Overall Impression: [Dropdown]

Your Recommended Decision: [Dropdown]

Final Recommendation: [Dropdown]

**Send to Bin**

Current Bin: Department: Committee Review

Next Bin (required): [Dropdown]

Next Reader (optional): [Text Field]

Send Draft Saved

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.

**slate** Browse Refresh

**TEST**

Home Browse Search Queue Recent Share Help Exit

**Graduate Studies**

Pre-Review	Review	Decision
Processing Review 0	Department Committee Review 0	Admit 0
	Department Chair Review 1	Deny 0
	Engineering PhD Review 0	
	Graduate Studies Review 0	

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.

**Slate** Student Info

**TEST**

**Dashboard**

Application

Transcripts

References

Other Materials

Review Forms

Name: [Redacted]  
Race/Hispanic: / Unknown  
Birthdate: 04/01/1993  
Contact: owofatadis93@gmail.com

City: Abeokuta  
State: [Redacted]  
Country: Nigeria  
Geomarket: INT-NI Nigeria

Student Type:  
Major:  
Concentration:  
Application Term:

**Schools**

Name	CEEB	Location	Degree	Major 1	GPA
Olabisi Onabanjo University	N10848	..	Bachelor of Science in Chemistry		3.87 / 5 Converted: 3.1

**Tests**

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Score 4	Score 5	Status
There are no test scores to display for this record.									

[Add to Queue](#) [Displaying Copy](#)

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.

[Remove from Queue](#) [Annotations](#) [Review Form / Send to Bin](#)

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

The screenshot shows the Slate application interface. On the left is a navigation sidebar with options like TEST, Dashboard, Application, Transcripts, References, Other Materials, and Review Forms. The main content area is split into three sections:

- Student Info:** Displays personal details such as Name, Race/Hispanic, Birthdate, Contact, Student Type, Major, Concentration, and Application Term. It also shows location information (City, State, Country, Geomarket).
- Schools:** A table listing the student's educational institutions.
- Tests:** A table for recording test scores, currently showing no data.

The **Graduate Reader Review Sheet** on the right includes dropdown menus for Overall Impression, Your Recommended Decision, and Final Recommendation. It also features a 'Send to Bin' section with fields for Current Bin, Department Chair Review, Next Bin (required), and Next Reader (optional). At the bottom of this section are 'Send' and 'Draft Saved' buttons.

Name	CEEB	Location	Degree	Major 1	GPA
Olabisi Onabanjo University	NI0940	..	Bachelor of Science in Che...		3.87 / 5 Converted: 3.1

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Score 4	Score 5	Status
There are no test scores to display for this record.									

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’.