

**PROGRAM FOR MASTER'S DEGREE/GRADUATE CERTIFICATE (M-1)****DIRECTIONS**

- (1) Submit M-1 form **typewritten** or filled-in pdf form from the Graduate School's Web page (<http://www.umsl.edu/divisions/graduate/formsregs/mastforms.html>).
- (2) File the M-1 during the first two-thirds of your degree program.
- (3) Consult the *Graduate Bulletin* ([http://www.umsl.edu/bulletin/TOC/Admission\\_and\\_Application\\_Proc/admission\\_and\\_application\\_proc.htm](http://www.umsl.edu/bulletin/TOC/Admission_and_Application_Proc/admission_and_application_proc.htm)) and confer with your advisor to be sure that the planned program meets all departmental and Graduate School requirements. You can access your academic history through My Gateway or request a transcript from the Office of the Registrar.
- (4) Report changes to your name and address to the Office of the Registrar. The university is not liable for official notifications sent to incorrect or old addresses.
- (5) The Semester/Year column is optional except in the following cases:
  - a. By listing the first and anticipated last course(s), you will indicate that your program meets the required timeframe.
  - b. Some programs require students to specify their anticipated enrollment to assure that courses are offered. Other programs offer courses only during specific semesters and may use this column to communicate with students when they must take a certain course.
- (6) DO NOT fill in the grade space unless a letter grade has been awarded (A,B,C).
- (7) The Special column allows you to denote transfer courses (\*), including Continuing Education Workshops or Institutes. This column should also denote courses taken for a Graduate Certificate (GC).
- (8) After your program plan is approved, you may request approval for program changes by using the Petition for Change in Graduate Program form approved by advisor, department chairperson or division representative, and the Graduate Dean.

Sign and date the form, keep a copy, and submit it to your advisor to begin the approval process.

**\*\*KEEP YOUR RECORDS UP-TO-DATE:**

**When you file your application for graduation at the beginning of your last semester, a graduation check will be performed based on your approved program.\*\***

