

# M4/G10 App - Graduation Application

## Instructions for Students

This graduation application should be completed by students seeking a Master's degree, Educational Specialist degree, or a Graduate Certificate. Doctoral students applying for graduation with their doctoral degree should follow the guidelines [here](#). If you are a 2+3 student, earning both your undergraduate and graduate degrees in the same semester - **please contact the Graduate School via email, prior to completing your graduation application - [gradschool@umsl.edu](mailto:gradschool@umsl.edu)** - don't forget to include your student number!

As you work through the application, each step auto-saves and a timestamp is placed each time an application is approved, sent back or received. ***Expected graduation term should be the semester in which you will complete coursework and degree requirements.***

A few exceptions:

- If you are a doctoral or EdS student [currently active in a doctoral or EdS program] who is earning your Master's along the way, [please complete this form](#) first, so that we can enable the application to accept the application for your master's degree.
  - If you are unsure if this applies to you, **contact your Graduate Program Director.**
  - You'll need to login with your UMSL credentials, so please log out of your personal Gmail, etc prior to clicking on the above link. This is required since we are requesting student specific information.
  - ITS info about using Google Forms, GSuite, etc. - <http://www.umsl.edu/technology/google-apps/>
- MSW students with Advanced Standing coursework will upload their AS coursework, within the app. This form should come from your advisor.

Applying to Graduate is a two step process - **if both steps are not fully submitted [approved by advisor, GPD and awaiting Grad School review] by the posted deadlines, you will be removed from the grad list.**

1. First, you must complete Registration's Apply to Graduate - through [MyView](#).
2. Complete the Graduate School's M4/G10 Graduation Application

### STEP ONE - Registration's Apply to Graduate Process

Students must complete Registration's Apply to Graduate Application PRIOR to completing the M4 and/or G10.

1. Log into [MyView](#) - Navigate to - Self Service -> Degree Progress -> Graduation
2. Make sure that your degree & emphasis area are correct in MyView before starting the grad app processes. If one or the other is incorrect, **STOP** and take one of the steps outlined below. **DO NOT SUBMIT AN INCORRECT GRADUATION APPLICATION.** After the requested change has been processed, you'll be notified and can continue with your grad app. Be aware that students with these change requests will be held to the same deadlines as graduating students in their chosen grad semester.
  - a. You can only apply for a degree in a program in which you are active. If your *degree program* in MyView is incorrect, you will need to [apply to the correct degree program through the Graduate School](#) and be accepted before you can file for graduation. You should notify your advisor and Graduate Program Director so that they can process your graduate school degree application as soon as it is available.
  - b. If the degree is correct, *but the emphasis area [subplan] is incorrect*, ask your advisor or Graduate Program Director to complete the form here, to initiate a subplan change - <http://umsl.edu/go/SubPlanChange>
    - i. Requests submitted by students will not be processed.

## STEP TWO - Graduate School Graduation Application Process

Log into the M4/G10 Application - M4/G10 - <http://umsl.edu/go/M4G10>

1. The first screen will list the degree programs in which you are active in and the grad app status.
  - a. Not Submitted = has not been started
  - b. In Progress = has been started, but not submitted
2. Choose the degree program from which you wish to graduate. If you are requesting more than one degree or graduate certificate, you will need to complete a separate application for each one.

Since you are active in more than one degree program, you will need to complete a separate graduation app for each program — even if they are to be awarded at the same time. Choose one program to get started.

<b>Graduate Certificate - Marketing Management Gr Ct</b> Not Submitted
<b>Master Business Administration - Business Administration MBA</b> Not Submitted
<b>Master of Science - Information Systems-MS</b> In Progress

- a. If any part of your degree program is incorrect, please refer to #2 under Step One, for requesting changes.
3. After you have selected the degree program,
    - a. Choose your advisor from the list - if your advisor does not appear in the list, contact your GPD.
    - b. Choose your Graduate Program Director [GPD]
    - c. Degree Program, Emphasis Area and Expected Graduation Term are pulled from MyView.
      - i. If your degree program/emphasis is incorrect, refer to #2 under Step One, for requesting changes.

### Program Information

Expected graduation term should be the semester in which you will complete coursework and degree requirements. Registration for or participation in commencement is in no way tied to the graduation application.

Academic Unit	College of Education
Degree Program	Master of Education - Counseling MED
Emphasis Area	Secondary
Expected Graduation Term	2018 Fall Semester
Advisor	<input type="text" value=""/>
Program Director	<input type="text" value=""/>

## Choosing Coursework

- Continue to scroll down to see the coursework that you have enrolled in throughout your UMSL graduate career.
- If you are an MSW student who has Advanced Standing courses, upload that document before choosing coursework - this option available ONLY TO MSW students.

Advance Standing

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Advanced Standing     No file chosen    [View Document](#) ✕

- Click on the courses that comprise your degree program - selected courses are highlighted blue. A second click will deselect the course. The selected courses should meet the requirements for your degree. Selections auto-save as you go.

Course List

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**INFSYS 5800 - Mgmt Information Systems**

Term: SS2016    Grade: A-    Credit Hours: 3

**ACCTNG 4401 - Fin Acctg & Reprting III**

Term: FS2016    Grade: B    Credit Hours: 3

- Students who do not click the courses, or enough hours, will receive an error message that indicates that the grad app does not meet the requirements for the program.

Looking for coursework from another University? In order for this coursework to appear, you must have filed a [Transfer Credit \[G3\]](#) form. After this form is processed, the transfer coursework will appear for selection. The application auto saves after each step. If necessary, you can log out and return to your application after your G3 is processed. **Do not submit an incomplete application.** Those taking InterUniversity courses in their graduating semester should select the placeholder courses when applying to graduate. The Grad School will update the grad app after final transcripts have been received.

1. At the bottom of the screen-
  - a. Selected coursework hours are added up [Plan Hours],
  - b. Cumulative [all graduate coursework at UMSL] GPA is calculated,
  - c. Program [selected courses] GPA is calculated, and
  - d. Total of Plan Hours [includes IP hours] MUST equal at least the minimum # of hours required for the degree or graduate certificate.
    - i. You must select a minimum of 18 cr hrs for the Graduate Certificate app to advance
    - ii. You must select a minimum of 30 cr hrs for the Master's or Ed. Specialist app to advance.
    - iii. Be sure to select enough hours to meet the minimum **for your degree/graduate certificate** - each program is different.
  - e. Both Cumulative GPA and Program GPA [selected coursework] must be 3.0 or above, after all grades are entered, in order for the degree or graduate certificate to be awarded.

Cumulative GPA: 3.571    Plan Hours [includes IP hours]: 30    Plan GPA: 3.6    Plan In Progress Hours: 9

## Choosing Coursework - continued

- f. The last section indicates Exit Requirements - not all programs have an exit requirement. Be sure to check with your advisor about the requirements for your degree – checking an Exit Requirement, indicates that an M2 must be on file by the time of your degree conferral. **If an Exit Requirement is chosen and an approved [both Part A & B] M2 is not on file by the end of the semester you are applying to graduate, you will be removed from the graduation list and will need to reapply for graduation in a future semester.**

### Exit Requirements

Be sure to check with your advisor about the requirements for your degree – checking an Exit Requirement, indicates that an M2 should be on file, or will be, by the time of your degree conferral. If an Exit Requirement is chosen and an approved [both Part A & B] M2 is not on file by the end of the semester you are applying to graduate, you will be removed from the graduation list and will need to reapply for graduation in a future semester.

- All Counseling M.Ed. students should select Comprehensive Exam
- Programs requiring a thesis, should select Thesis
- Programs requiring a scholarly paper, should select Scholarly Paper

If there is no Exit Requirement [most programs] – then select No Exit Requirement for this degree program.

Comprehensive Exam

Thesis

Scholarly Paper

Exit Course

Exit Project

No Exit Requirement for this degree program

- g. Click Next to advance your application.



- h. After selecting Next, you'll see your degree program, along with the courses you've selected - which are highlighted green with checkmarks, Please review to ensure that all relevant courses have been selected.

### Course List

CNS ED 6000 - Pers & Prof Dev In Couns ✓
Term: FS2016 Grade: A Credit Hours: 3
CNS ED 6010 - Theories Of Counseling ✓
Term: FS2016 Grade: A Credit Hours: 3
CNS ED 6020 - Ethcl & Prof Issue Cnslg ✓
Term: SP2017 Grade: B Credit Hours: 3
CNS ED 6030 - Found For Multicult Coun ✓
Term: SP2017 Grade: A Credit Hours: 3

**At this point your draft application is saved but not submitted.** Both you and your advisor can log back in and edit the application, e.g. Change the course selection. If you discover an error, click BACK to make the changes, then NEXT.

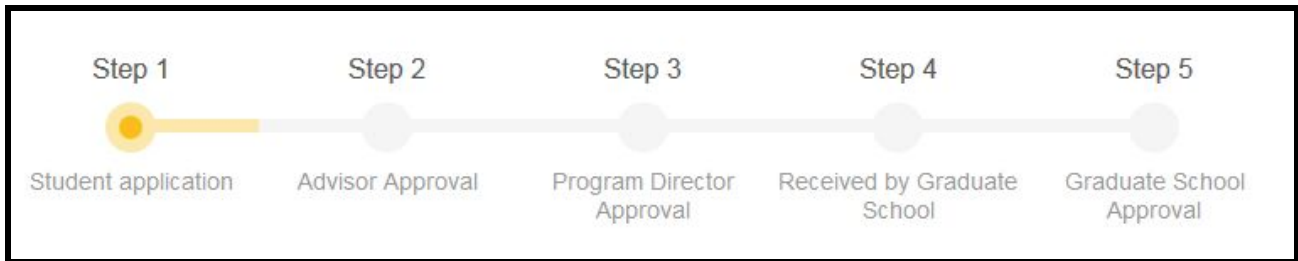
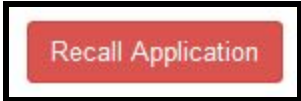
## Submitting Application

- At the bottom of the application, you must read the blue text box, check the box and then click Submit Application. This box contains very important information in regards to enrollment in the semester in which you are applying to graduate - **if you are not enrolled in the semester in which you have applied to graduate - the Graduate School will enroll you in the Grad Exam** after the initial review.

By Clicking Submit Application, I understand that
 

- If I am not currently enrolled in a course in the semester in which I am applying to graduate, the Graduate School will enroll me in the Graduate Exam, as is required by UM System. The charge is equal to one credit hour of graduate tuition. List of graduate fees is available here <http://umsl.edu/go/cashiersfees>
- I am applying for the degree that correlates to the active degree program in MyView, as it is the only degree that I am eligible to apply for.

- After submission, your application moves forward to the Advisor's queue. You can track the progress by following the status bar, available within the app. You can [log in at any time](#) to check its status, comments and progress. The form follows the approval path: student submits, advisor reviews/approves, graduate program director reviews/approves, then the form moves to the Graduate School office. The form is reviewed at each step and, if any errors are found, will be returned to the student to make corrections and resubmit. Advisors and Graduate Program Directors cannot edit a submitted application, but if an application is returned to the student, it is open to editing by both the student and the advisor, until it is re-submitted. **It is your responsibility, as a student, to make the corrections and resubmit by the required deadlines.**
- If you discover an error, you can use the Recall Application button to recall your application, make corrections and resubmit to your advisor. This option is not available after you advisor has approved.



- The Student's Application [Step One] in the status bar will be highlighted yellow, if-
  - The student drops a class after submitting the application
  - GPA [Cumulative or Program] drops below 3.0
- If your application is denied, it will be returned to you, and you will be notified via UMSL e-mail. Your application will include specific notes about what needs to be remedied before you resubmit it.
- You can log in at any time to see where your application stands. Advisors and Graduate Program Directors will be notified weekly of applications awaiting their review and approval. Students will be notified if the application is denied or needs review. A comment section within the app will denote the requested changes from the Advisor, Graduate Program Director or Graduate School.
- After your Graduate Program Director approves the application, it moves forward to the Rcvd by Grad School orb [Step Four], and you will be placed on the graduation list.
- The graduation applications will be reviewed by the Grad School twice, once at initial submission and again after final grades are entered. Final grades are not due until after the semester is over - typically the third week in May, August and December. After final grades are entered, the graduation applications will be reviewed. If everything is OK, Graduate School Approval [Step Five] will turn yellow. Our office will contact you via UMSL e-mail, if there are any issues [GPA, cumulative and program, below 3.0 - DL grades, etc.].

If you have any questions, please contact our office via email at [GradSchool@umsl.edu](mailto:GradSchool@umsl.edu) or by phone at 314-516-5900. Be sure to have your UMSL student ID # on hand so that we can more effectively assist you.