

Graduate Admissions Guide

Admission Application

- [Admissions classifications](#)
- [Admission application requirements](#)
- [Student admissions application submission](#)
- [Covering admissions application fees](#)
- [Re-admission after an extended time away](#)

Provisional Admission to the Graduate School

- [When to recommend provisional admission](#)
- [Undergraduate degree not completed](#)
- [Test Scores, Rec Letters, Unofficial Transcripts](#)
- [Indicator holds & tracking](#)

Restricted Admission to the Graduate School

- [When to recommend restricted admission](#)
- [Does not meet minimum GPA requirements](#)
- [Indicator holds & tracking](#)

Additional Admission Status

- [Re-admission with old coursework](#)
- [Student changing from one program to another](#)
- [Student enrolling before term of admission](#)
- [Declining Admission / Deferring Admission](#)
- [Application Withdrawal](#)
- [Denied student seeking reconsideration](#)
- [Admissions application tracking](#)

Slate and MyView

- [Accessing Slate](#)
- [Entering Admissions Decisions in Slate](#)
- [Downloading Application Materials in Slate](#)
- [Test Scores](#)
- [MyView access](#)
- [Service Indicator extending or removing in MyView](#)

Waiving Requirements

- [English proficiency requirement](#)
- [GRE requirement](#)

Graduate Admissions Guide

Admissions application

Admissions classifications

Graduate Status-Regular

Regular admission status may be granted to an applicant who has achieved a grade point average (GPA) of 3.00 or greater (on a 4.00 scale) and has submitted all required documents by the admission deadline. Students must submit official transcript(s) from an accredited US institution or its equivalent from a foreign institution. Students must also submit an official GRE test score or an official GMAT score as required. Individual graduate programs may specify additional application requirements.

Graduate Status-Provisional

A student who meets the minimum university application requirements for regular admission but has not submitted all required, official documents prior to the admission deadline may be admitted provisionally upon recommendation of the program director and the Graduate School. Students who are admitted provisionally are allowed to enroll for their first semester. They must have all admission provisions cleared by the end of the first semester in order to continue in the program. If students fail to clear their provisional status by the end of their first semester, enrollment in future semesters will not be permitted.

International students may be admitted conditionally to a degree program if their English language skills do not meet admission standards. They may not take classes in their major but will take ESL (English as a Second Language) classes until they meet admission standards.

Graduate Status-Restricted

A student who does not fulfill the minimum university application requirements for regular admission may be admitted restricted upon recommendation of the program director to which admission is sought and the Graduate School. A graduate program may attach restrictions to the admission of an applicant, such as maintaining a 3.0 GPA in the first semester of a graduate program or completing certain prerequisite courses.

The minimum for restricted admission is 2.75, Justification is needed when a student who does not meet the minimum requirements is being recommended for admission.

NOTE: Restricted admission is not used to admit students who are missing a required GRE or GMAT test or if an international student is missing a TOEFL or IELTS test. - Graduate Status Provisional should be used.

Graduate Status - Non Degree Graduate

Are students interested in taking nine credit hours or less of graduate coursework and not earning a degree from UM - St. Louis. Applicants will need to complete and submit the Graduate Application and have official transcripts on file. Applicants must have a G.P.A. of 2.5 or greater. Applicants are encouraged to type in the names of courses and/or academic area of interest in the Statement of Purpose section so that the application can be sent to the correct department for review. The dean of the Graduate School admits students only upon recommendation of the department/unit.

NOTE: Non degree- seeking students are **not eligible** for financial aid, assistantships, fellowships or tuition support.

Admission application requirements

The Graduate School's minimum gpa requirement for regular admission is 3.00. The minimum for restricted admission is 2.75, and the minimum for nondegree admission is 2.50.

Graduate Admissions Guide

A unit's admissions requirements should be listed and consistent across their program webpages, the Graduate School's [Requirements & Details](#) sheets and within the campus bulletin. If at any time an admission requirement, admission contact or other change is made or needed, the unit should ensure that the change is made in all areas.

Student application submission

Once a student submits their admissions application in Slate, their application info moves into MyView the following business day and they are classified as an applicant and assigned a student number. Most admissions processing takes place after a student has submitted their application. Also, in order for a student to be returned on the UMSL_RP_SA_Application_Tracking cognos report, they must have submitted their admissions application.

One way to tell if a student has submitted their application is by checking the Application Inquiry page in MyView (main menu > um processes and reports > um admit and recruit > application inquiry). If you do a name search on this page and the student application info pops up, then the student has submitted their application. If you do a name search, and get a 'No matching values were found' message, then the student has not submitted.

Covering admissions application fees

A unit may indicate within Slate that they are covering the application fee for a particular student or students. The unit would enter a MoCode that would be charged the student(s) application fee. *note: please enter your MoCode only into the MoCode field; no comments or other text should be entered into the MoCode field.*

Within Slate, the students' application fee would be reflected as 'waived' and the unit's MoCode would be charged for the fee. Units who would like to request access to cover graduate admissions application fees through Slate may contact the campus Slate team at Slateadmin@umsl.edu. Instructions are [here](#).

Re-admission after an extended time away

When a student has had no enrollment activity for one full year, the Registrar's Office will no longer 'activate' them for enrollment in future terms.

Ex: A student's last semester of enrollment is fall of last year. This student's last semester of term activation would be one full year later (fall of this year). This means that the student would not be permitted to enroll in any term beyond fall of this year.

In these cases, if enrollment is desired after one full year of no enrollment, then the student would need to submit a new admissions application reapplying for admission. The student would **not need to pay** the application fee again. Applicants are only required to pay the graduate application fee once. The graduate admissions application can be accessed here: <http://www.umsl.edu/gradschool/prospective/how-to-apply.html>.

Provisional Admission

When to recommend provisional admission

A student who meets the minimum application requirements for regular admission but has not yet submitted all required official documents (final official transcripts, official test scores, recommendation letters or other documents) may be recommended for provisional admission.

We suggest that departments check for official documents/missing items, and recommend provisional admission when needed so that the department's admissions recommendations are accurate when sent to the Graduate School.

Graduate Admissions Guide

All students admitted as Provisional will have the **G08 - Graduate Provisional Admit indicator** in MYView. This indicator will be placed by the Graduate Admissions Office onto the student record and as well as the indicator reason - test scores, transcripts etc...

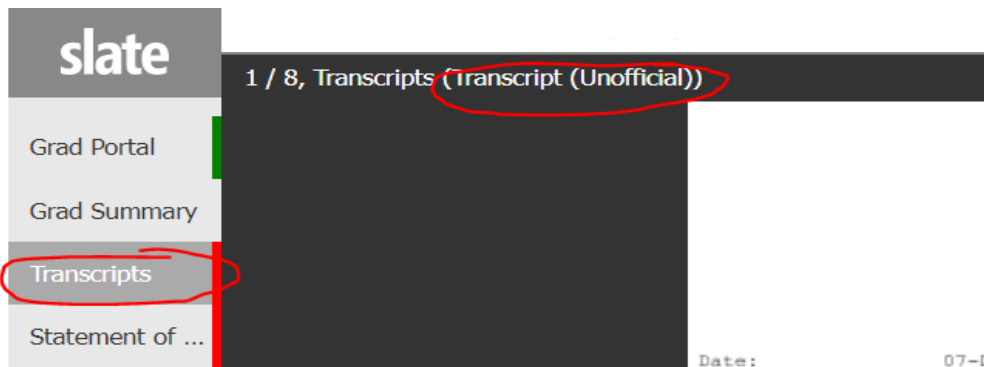
● Provisional Admission - Undergraduate degree not completed

Students who have not yet earned their undergraduate degree may be admitted into a graduate program on a provisional basis. A student who has not yet earned their undergraduate degree should be recommended with the “Action Reason” of **Provisional Graduate Student**.

By the fourth week into the term of admission, graduate admissions must have received either an official transcript showing the undergraduate degree received, or a graduate school degree verification form (which is sent to the student) confirming that all undergraduate degree requirements have been completed. If neither is received, then the students’ graduate admission will be immediately canceled. If the student will not have earned their undergraduate degree or have completed all of their undergraduate degree requirements by the fourth week of the term in which they seek graduate admission, then they should apply for graduate admission in a later term.

● Provisional Admission - Test Scores, Rec Ltrs, Unofficial Transcripts

Students are encouraged to upload unofficial transcripts onto their admissions application; however, official transcripts are required before the end of the students first semester. When reviewing a student's admission file in Slate, an unofficial transcript will show as unofficial in the top left corner of the Transcripts tab (as shown below). If an official transcript has not been received, the student should be recommended for provisional admission pending receipt of the official transcript. Students admitted provisionally have until the end of their first semester to have their provisions cleared.



Students who need to submit documents such as letters of recommendation or take tests that require departmental review should be recommended for provisional admission pending receipt of the documents.

Students who have submitted unofficial test scores should also be recommended for provisional admission pending receipt of the official scores.

NOTE: If a student has been recommended for regular admission but should be admitted provisional (for not yet earning their undergraduate degree or needing to submit official transcripts/tests etc.), the graduate school will change the admission from regular to provisional and admit the student provisionally.

Graduate Admissions Guide

G08 - Graduate Provisional Admit Indicator Holds & Tracking

All Graduate Program Directors have access to extend or remove the G08 - Graduate Provisional Admit indicator/ Indicator Reasons below.

Indicator	Indicator Reasons
G08 – Graduate Provisional Admit	GMAT Official GMAT needed
	GRE Official GRE needed
	NCLEX NCLEX test needed (nursing only)
	RECLT Recommendation Letter needed
	RESUM Resume needed
	WRTNG Writing Sample needed

- The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term.
- The program director may extend the indicator start term to allow the student more time to satisfy the provision.
- When a student having this indicator has satisfied the provision, the indicator should be removed by the program director. Instructions on extending or releasing an indicator hold can be found in the [Service Indicator removal](#) section

Provisional admits can be tracked by using the cognos Admissions Application Tracking report:

[UMSL RP SA Application Tracking](#). Provisional students will show in the Admit Reason column as Provisional Graduate Student.

Restricted admission

When to recommend restricted admission

A student who does not meet the [minimum requirements](#) for regular admission *may* be admitted under one of the two restrictions below:

Restricted GPA – must earn 3.0 gpa in first semester

Restricted Other – must earn B grade or better in course ###

Students admitted on a restricted basis should be evaluated at the end of their first semester.

Restricted admission - Does not meet minimum GPA requirements

The minimum gpa requirement for regular admission is 3.00. The minimum for restricted admission is 2.75, and the minimum for nondegree admission is 2.50. Justification is needed when a student who does not meet the minimum requirements is being recommended for admission. The justification should explain why the student is being recommended (background, work history, recommendations, particular coursework taken etc.). The justification should

Graduate Admissions Guide

be annotated on the students admissions summary form when the department annotates their admissions recommendation with specific comments regarding the conditions like (should be restricted – must earn 3.0 gpa in first 9cr/hrs or be dismissed).

Students without justification will be routed back to the department queue for additional justification comments to be added..

G05 and G06 - Graduate Restricted admission - Indicator holds & tracking

There are two types of restricted admits, Restricted-GPA and Restricted-Other.

G05 admitted under Restricted-GPA

- Are Students that must earn a 3.0 gpa in their first semester.
- The G05-GPA indicator is placed onto students MYView record when the restricted admissions decision indicates that they 'must earn 3.0 gpa in first semester',
- This indicator is automatically released when the student reaches a 3.0 gpa or greater.

G06 admitted under Restricted-Other

- Restricted-Other is for any specific restriction - that was noted by the program director when the admissions recommendation was made to the Graduate School.
- A G06-Other indicator hold is placed onto students' MYView record when needing a specific restriction.
- The specific restriction (that was noted on summary form by prog dir) will be listed in the comment section of the indicator.
- The effective term of the indicator will be the term following the students admit term. This indicator **will prevent enrollment** as of the effective term.
- These G06-Restricted -Other indicator holds are program specific so these should be monitored by the program director and then released when completed
- Instructions on extending or releasing a G06-Restricted Other hold can be found in the [Service Indicator removal](#) section.

Restricted admits can be tracked by using the cognos Admissions Application Tracking report:

[UMSL RP SA Application Tracking](#). Restricted students will show in the Admit Reason column as Restricted Graduate Student. The cognos Graduate Probation report [UMSL RP SA Graduate Probation](#) could also be used to track any students having a gpa under 3.0

Re-admission with Old Coursework

In cases where the student is applying for re-admission and looking to count courses taken past the time limit, we will treat the admissions decision separately from the time extension. A student who applies with a high gpa from old coursework would clearly be admissible. Their previous coursework demonstrates that they are capable of doing graduate level work. That does not necessarily mean that they should be able to include the old courses in their new degree plan.

Graduate Admissions Guide

When a student applies, we will evaluate admission without considering whether the old courses will or will not be allowed in the new degree plan. Obviously, the student will want to know how many courses they may have to take. So we would strongly encourage the student to apply for a time extension around the same time that they apply for admission. Please contact the Graduate School graduate@umsl.edu for more information.

Student changing from one program to another

A student who is looking to change from one program or plan to another should submit an admissions application for the new program or plan. The Graduate School requires a separate application for each program and plan changes in order to accurately report application statistics, and because admission requirements and/or program directors are often different. A separate admissions application is not needed for sub-plan changes. Advisors or program directors may submit [Requests for Student Sub-Plan changes](#).

Student enrolling before term of admission

A student may apply and be admitted for the Fall semester, then later decide that they would like to enroll in a summer course. In order to allow for summer enrollment, the students admit term will need to be updated (from Fall to Summer) on both their admissions and registrar's records. Also, if the student was admitted on a provisional or restricted basis for the Fall semester, the provisional or restricted hold may need to be moved from Fall to Summer. The student advisor or Graduate Program Director should contact Graduate Admissions or International Graduate Admissions.

Declining Admission / Deferring Admission

Please notify [Graduate Admissions](#) or [UMSL Global](#) when an applicant or admitted student has declined admission. These students who will not be attending UMSL will be coded as Canceled – Applicant Withdrawal in the student system. This helps to keep our admissions reports accurate.

No notification is needed for domestic students who are just delaying their admission to the following semester. International students who are delaying their admission should contact the Global - International Student Services office. Any graduate students who are delaying their admission for longer than one full year will need to reapply for admission upon their return. The Registrar's Office will no longer 'activate' a student for enrollment once they have reached one full year of no enrollment activity.

Admissions application withdrawal

Graduate Admissions processes all admissions applications as either an admit, deny or a withdraw. An application would typically be withdrawn if it is incomplete and the student has not responded to requests for documents, if it is not

Graduate Admissions Guide

needed due to the student already being active in the program, or if the student has decided to attend another institution. These reasons or any others annotated on an applicant's admissions summary form are always helpful.

Unlike applicants who are admitted or denied, withdrawn applicants do not receive any correspondence from Graduate Admissions. We will change their program status from applicant to withdrawn in the student system, but will not send any correspondence.

Denied student seeking reconsideration

Once an admissions decision has been processed, a denied student seeking reconsideration would need to reapply for admission (submit a new application). All of the documents that were submitted as part of the student's original application would still be on file. The student would only need to attach documents that would support their appeal for admission reconsideration. The student should also enter a statement, into the application's Statement of Purpose section, explaining why they are reapplying. The student would not need to pay the application fee again.

When the Graduate Program Director receives/reviews the student's new application, comments should be entered explaining the new decision. Comments are always helpful when students are denied and when previously denied students are admitted.

Admissions application tracking

Cognos report [UMSL RP SA Application Tracking](#) has been set up to help track program admissions. Select a term, career and program, and the report will return:

- All applicants - name, emplid, email addresses
- Action dates - date applied, date admitted, date matric, date denied, date app withdr, etc.
- Admit type - grad, international grad, internal grad, re-enroll grad, etc.
- Admit reason - regular, provisional, restricted etc.
- Study agrmnt - displays myview study agreement indicator for students being identified with one
- Hours enrolled - number of credit hours enrolled in term (useful for identifying those admitted but not enrolled)

Admitted Students

There are several places where you can check to see if a student has been admitted:

Graduate Admissions Guide

- MyView - Application Inquiry page (main menu > um processes and reports > um admit and recruit > application inquiry)
Use the search screen to pull up the student, then click on the Application Data tab. An admitted student will have an Active program status
- MyView - Student Services Ctr Student page (main menu > campus community > student services ctr student)
Use the search screen to pull up the student, then click on the Admissions tab. An admitted student will have an Active program status (top right of screen)
- Cognos report [UMSL RP SA Application Tracking \(above\)](#)
Select a term and an academic plan, then click the Finish button. An admitted student will have a date in the Admitted column
- Perceptive Content document search (log into Perceptive, click on the 'Documents' view. Under 'S ADM All Documents' enter the student ID number into the search box)
All documents saved into Perceptive for the student will be listed. An admitted student will have a 'Decision Letter S ADM' document

Slate and MYView

The Slate workflow routing process is set up to move the students file from the department review bin over to the gradschool review bin once a decision has been imputed by the designated program director. The gradschool will then review the student's application, and either route it forward for a graduate admissions advisor to process the admit/deny/withdraw, or route it back to the program director for any additional information needed.

Helpful Guidelines

Admit decisions - Please add a comment when recommending admission for any changes that were not originally chosen by the applicant. You will also need to enter a comment regarding the admissions decision in Slate when:

- official documents/tests are needed, or are being waived
- a student is being admitted provisional or restricted
- a student with mediocre credentials is being admitted
- a justification when a student who does not meet the minimum requirements is being recommended for admission.
- admitting into a different semester
- changing from a degree granting program to non-degree
- changing from a nondegree to a degree granting program

Graduate Admissions Guide

Deny decision - Please include a reason for denial (incomplete application, undergraduate record etc.). Also, please add a comment when a student with good credentials is being denied admission.

The denial letter that a student receives from the Graduate School is generic with no detailed explanation. Students who are denied admission may contact the Graduate School, so any information provided on the summary form regarding the denial would be helpful.

Waiving requirements - If a program requires test scores, but wishes to waive them for a particular applicant, please add a comment explaining why the requirement is being waived. If a program wishes to waive the English proficiency requirement for a particular applicant, please add a comment explaining why it is being waived. See the [waiving requirements](#) section for more information.

Accessing Slate

Slate can be accessed from either Chrome or Safari here: <https://apply.umsl.edu/manage/>.

IT recommends using Chrome or Safari browsers when using Slate

- Log in to Slate using your SSO and password <https://apply.umsl.edu/manage/>
- Once logged into to slate, click the reader icon on the blue tool bar (it is the 3rd icon to the right of the slate logo). The reader area of Slate is where a units applications and admission decision review bin(s) are located.



- The Slate Reader Interface module will open. The left-hand side of the screen contains several bin links and the right hand side of the screen contains instructions on navigating the Slate Reader with your mouse and keyboard. Take a moment to read through these instructions in your instance of Slate.

Graduate Admissions Guide

slate Hello, Slate User!

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

The Slate Reader

Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move through applications quickly.

Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- Arrow Keys:** move up/down/left/right
- Pg Up/Pg Down:** page up, page down
- +/-:** zoom in, zoom out
- Tab:** next section in index
- Shift + Tab:** previous section in index
- 1-9:** display 1st tab, 2nd tab, etc. in index
- Ctrl + Left/Right Arrow:** rotate page (PC)
- Cmd + Left/Right Arrow:** rotate page (Mac)
- Shift + H:** toggle highlight remover
- H:** toggle highlighter
- N:** toggle note editor
- Q:** toggle display of queue
- R:** toggle display of Review Form / Send to Bin
- S:** toggle display of search
- Esc:** close open panels, return to first section

- Click Browse on the left-hand side.

slate Browse

Home

Browse

Search

Queue

Recent

Share

Help

Exit

Graduate

Application Status	Count
Application Initiated	17
awaiting submission	17
Checklist Completed	0
Department Review	0
Final Decision	0
Final Decision - admit	0
awaiting materials	5
Final Decision - deny	0
Dept Awaiting Materials - Hold	0

- Click on Department Review to begin processing an application.
- Also check your **“Queue”** by clicking on the Queue link on the left-hand side menu, for any applications that may have directly been sent to your queue.

It is important to check your queue often in addition to checking your Department Review Bin

slate Applications (0)

Build Query Classify Refresh -5 +5 Add to Queue (0)

Home

Browse

Search

Queue

Recent

Share

Help

Exit

Name	Admit Term	Days in Bin	Admit Type	Transcript	Area of Study
There are no files that meet these criteria.					

Prev Next

Search...

Checklist Completed - Department Review

Default

Filter NOT (OR)

Graduate Admissions Guide

- You can click on the headers to sort your bin and queue

Name	Admit Term	Days in Bin	# Materials past week	Admit Type	Bin	Area of Study
------	------------	-------------	-----------------------	------------	-----	---------------

- Click on the paper icon (circled in red) next to the applicant and or the students name to begin.

Name	Admit Term	Days in Bin	Admit Type	Transcript	Area of Study
McLath, Sarah Marie	SP2023	99	GRD		SOC_WK_MSW
Pyrcala, Eleanor Elizabeth (She)	F52023	80	GRD		SOC_WK_MSW
Ortiz (Schoefer), Sara Lynn	F52023	20	GRD		SOC_WK_MSW
Van Orden, Sierra Chae'	F52023	7	GRD		SOC_WK_MSW
Sherr, Cheyenne Alise	F52023	6	GRD		SOC_WK_MSW
Hambler (Hambler), Mary	F52023	3	GRD		SOC_WK_MSW
Pemberton, Cassidy Fay (Oasi)	F52023	2	GRD		SOC_WK_MSW
Hickox, Madison Nicole	F52023	5	GRD		SOC_WK_MSW

- Then Click "Add to Queue" in the lower left corner



- Open the Reader Form

Graduate Admissions Guide



- Review all material provided to determine if the applicant meets university/department guidelines to see the documents on file you will need to use the menu on the left of the students page.
 - ❖ The Application Summary is a snapshot of the students academic history and gpa.
- If more information is needed from the applicant, You will send the record to **your** Dept Awaiting Materials - Hold bin
 - Go to the Bottom right to Open Reader Form then go down to "Send to Bin" at the bottom select Next Bin and then select Dept Awaiting Materials - Hold

Graduate Admissions Guide

Academic Department Reader Review

Program Action

Comments

Send to Bin

Current Bin
Department Bin Review

Next Bin (required)
Dept Awaiting Materials - Hold

Next Reader (optional)

Send

Saving in 8s...

Home	Graduate			Default
Home	Application Initiated	Checked/Completed	Final Decision	Filter
Browse	Awaiting Submission	Department Review	Final Decision - admit	NOV OK
Search				
Queue	Awaiting Materials - G		Final Decision - deny	
Recent				
Share				
Help				
Exit	Dept Awaiting Materials - Hold			

Entering Admissions Decisions in Slate

If the applicant has submitted all the requirements and/or you are ready to make an admission decision, On the open Review Form/Academic Department Reader Review

- 1) Select a Program Action (Admit/Deny/Withdraw)
- 2) Select Action Reason.
- 3) Add any necessary comments

Graduate Admissions Guide

- 4) Select the appropriate bin (Dean - Recommend Admit, Dean - Recommend Deny, Dean - Recommend Withdraw).
- 5) Click send

The screenshot shows a web form titled "Academic Department Reader Review". It contains several sections:

- Program Action:** A dropdown menu with "Admit" selected.
- Action Reason (Admit):** A dropdown menu with "Provisional and Restricted" selected.
- Comments:** A text input field.
- Provisional Comments:** A text input field.
- Restricted Comments:** A text input field.
- Send to Bin:** A section containing:
 - Current Bin: Department Review
 - Next Bin (required): A dropdown menu.
 - Next Reader (optional): A text input field.
- Buttons:** A "Send" button and a "Saving in 9s..." button.

Red circles highlight the "Comments", "Provisional Comments", "Restricted Comments", and "Send" fields.

Downloading Application Materials in Slate

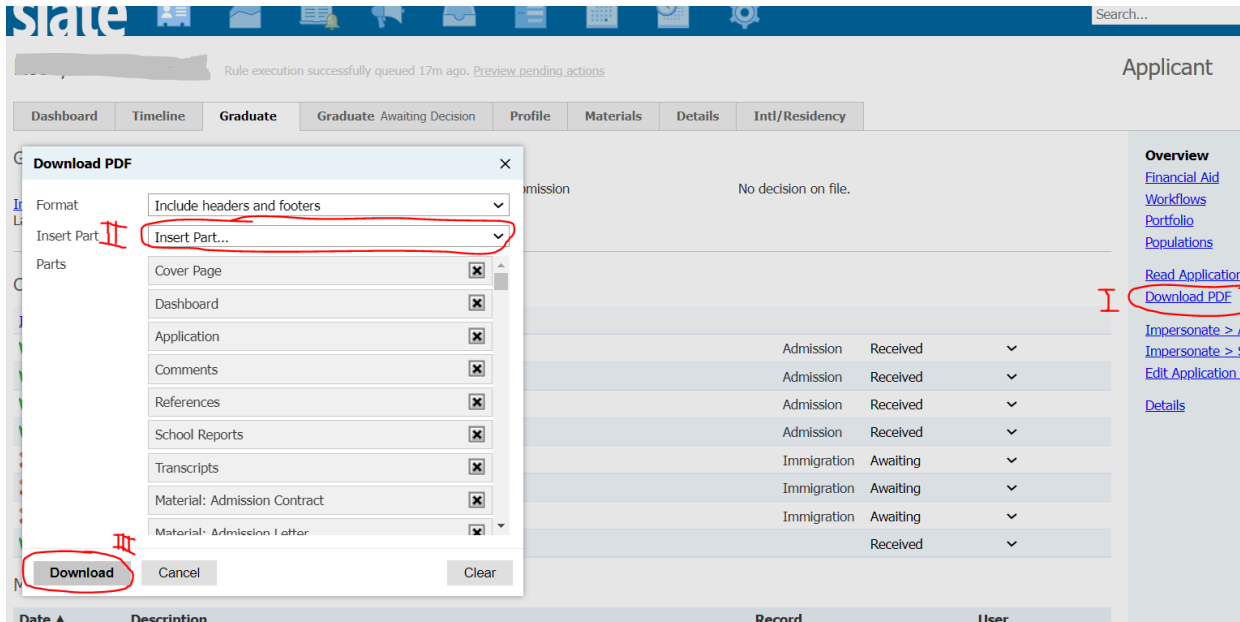
Student application materials can be downloaded from either the general area of Slate (after logging in and looking up a student) or from the Reader area of Slate (where departmental decision bins are located).

Download the application materials for a student from the general area of Slate:

1. Look up student by name or student number in the Slate search box (top right corner of screen)
2. Click the Graduate tab, then click 'Download PDF' on the right had menu (see screenshot below)

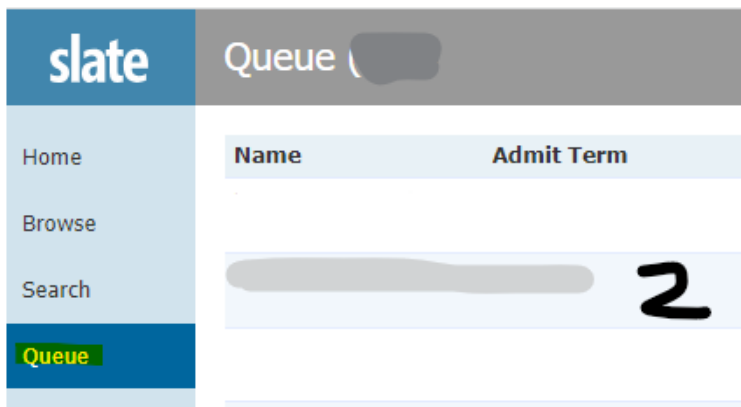
Graduate Admissions Guide

3. Select 'Insert all' from the second dropdown to include all of the students documents
4. Click the Download button



Download the application materials for a student who is in your decision bin:

1. Click the Queue button on the left hand menu
2. Click on the students name



3. Click on the students name (at the very top this time)
4. Click Download PDF

Graduate Admissions Guide



Download the application materials for a student who is no longer in your decision bin

1. Search for student either from the Main Slate page

or

2. Search in your Department Reader Bin Menu

Graduate Admissions Guide

Test Scores

When unofficial test scores are received by departments, it is helpful when those scores are added to the comment section when the admissions recommendation is made. Students applying to programs where scores are required should be recommended for provisional admission if official scores have not been received. Test scores may be forwarded to Graduate Admissions for those who would like the documents added to student admission files.

GRE test scores (and many other test scores) are sent directly to UMSL from the testing agency using our school code (6889). The registrar's office receives and loads the scores into MyView. Official scores will have a data source of 'ETS' Unofficial scores will have a data source in MyView of 'WWW.' GRE scores are valid for five years. After five years, a student will no longer be able to access the scores from their GRE account, and will be unable to send them to schools.

The Graduate School does not have a minimum gre score requirement. What counts as good depends on the program and the field, so we leave it up to the programs. The Verbal and Quantitative portions of the GRE are scored between 130–170, and the average score falls somewhere around 150-152. The Analytical Writing section of the GRE is scored between 0 and 6 in half-point increments, and the average hits somewhere around 3.5.

It is recommended that International applicants score a 79 TOEFL, 6.5 IELTS, 53 PTE-A or 105-110 Duolingo on English proficiency tests. These recommendations are not actual cut offs. Departments that are not writing intensive are welcome to admit students with slightly lower scores; although, we would discourage recommending admission for students with scores closer to the undergraduate level (ex: below 74 TOEFL, 6.0 IELTS, 95 Duolingo).

You can view test scores on the following pages in MyView:

Main Menu > UM Processes and Reports > UM Admit and Recruit > Application Inquiry>Test Summary Tab
or

Main Menu > Campus Community > Student Services Ctr Student - Admissions Tab (scroll to the bottom of the screen).

Graduate Admissions Guide

MyView Access

All program directors are granted access to the graduate program director user role in [MyView](#). This role grants you access to the admissions pages (below) in MyView that will be helpful for viewing admissions applications and student info.

Page	Navigation	Use
Application Inquiry pages	UM Processes and Reports > UM Admit and Recruit > Application Inquiry	View application info, admissions status
Student Services Ctr pages	Main Menu > Campus Community > Student Services Ctr (Student) (Student Center tab, General Info tab, Transfer Credit tab, Admissions tab)	View transcript and test score status, doctoral form status, service indicators, transfer credit info, addresses, phones, emails
Residency Data page	Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data	View residency info
UM Student Message Center page	UM Processes and Reports > UM Campus Community > Message Center > UM Student Message Center	View communications sent by the gradschool to students (some, but not all communications)
Student Advisor page	Main Menu > Records and Enrollment > Student Background Information > Student Advisor	Assign students to advisors

Graduate Admissions Guide

Service Indicator extending or removing in MyView

In order to best keep track of the access, only the Graduate School or Graduate Program Directors (no others) have access to extend, override or remove indicators.

All Graduate Program Directors have access to extend or remove the Graduate School service indicators below.

Note: The Graduate School does not designate indicator access to the Registrar's R04-Advising hold. Requests for placement/release access to the R04 should be sent to the Registrar's Office.

Indicator	Indicator Impact	Indicator Reasons		Indicator Extend/Release
G07 – Graduate Probation	No Enrollment	PROB	Probation	GPD
G06 – Graduate Restricted Other Admit	No Enrollment	OTHER	Must satisfy specific restriction	GPD
G08 – Graduate Provisional Admit	No Enrollment	GMAT	Official GMAT needed	GPD
		GRE	Official GRE needed	
		NCLEX	NCLEX test needed (nursing only)	
		RECLT	Recommendation Letter needed	
		RESUM	Resume needed	
		WRTNG	Writing Sample needed	



Only the Graduate School has access to extend, override or remove these indicators.

Indicator	Indicator Impact	Indicator Reasons		Indicator Extend/Release
G05 – Graduate Restricted GPA Admit	No Impact	GPA	Must earn 3.0 gpa in first term	Grad & Global Admissions
G08 – Graduate		OFFTR	Official Transcript needed	Grad & Global Admissions
		NOBA	Bachelor's Degree needed	Grad & Global Admissions

Graduate Admissions Guide

Provisional Admit	No Enrollment		
-----------------------------------	---------------	--	--

To remove or extend one of these service indicators:

- click on the students negative service indicator icon , which can be found at the top of most pages in [MyView](#),
- next click the G## service indicator code (you may need to click 'view all' on the dark grey bar if the student has several holds)
- to extend the hold to a later term, click the Start Term Lookup icon , select a later term, and click OK
- to release the hold, click the Release button in the top right corner, and click OK

G05 – Graduate Restricted GPA Admit

A Restricted GPA indicator is placed by Graduate Admissions onto students needing a 'must earn 3.0 gpa in first semester' restriction. When a student having this indicator reaches a 3.0 gpa or greater, the indicator will be automatically released. Because registration opens for upcoming terms well in advance of grades and GPA's being entered and calculated, this indicator does not stop enrollment.

G06 – Graduate Restricted Other Admit

A Restricted Other indicator is placed by Graduate Admissions onto students needing a non-gpa restriction. This would apply to 'must earn B or better in course ###' and other non-gpa restrictions. The specific restriction (that was noted on the Slate Review form by prog dir) will be entered into the comment section of the indicator. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the restriction. When a student having this indicator has satisfied the restriction, the indicator should be released by the program director.

Restricted admits can be tracked by using the cognos Admissions Application Tracking report:

[UMSL RP SA Application Tracking](#). Restricted students will show in the Admit Reason column as Restricted Graduate Student.

G08 – Graduate Provisional Admit

This indicator will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students admit term. **This indicator will prevent enrollment as of the start term.** The program director may extend the indicator start term to allow the student more time to satisfy the provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director.

Indicator	Indicator Reasons
G08 – Graduate Provisional Admit	GMAT Official GMAT needed
	GRE Official GRE needed
	NCLEX NCLEX test needed (nursing only)
	RECLT Recommendation Letter needed

Graduate Admissions Guide

WRTNG Writing Sample needed

Provisional admits can be tracked by using the cognos Admissions Application Tracking report:

[UMSL RP SA Application Tracking](#). Provisional students will show in the Admit Reason column as Provisional Graduate Student.

G07 – Graduate Probation

The primary objective of the probation hold is to make sure that the student has a conversation with their advisor before enrolling in any further classes. Once the advisor and the student have agreed on classes, the hold may be removed by the Graduate Program director.

Cognos report [UMSL RP SA Graduate Probation](#) can be used to track any students having a gpa under 3.0. When running the report, only graduate programs within the scope of your home DEPTID should be displayed. Each student will show one row for every semester that they have been active as a graduate student. This will allow you to see how long a student's gpa has been less than 3.0, and if their gpa has been trending up or down. The report will also indicate whether or not the student currently has a G07-Graduate Probation hold.

Waiving Requirements

Waiver - English proficiency requirement

TOEFL scores are valid for only two years. The college or department that a student is applying to will need to make a yes/no decision (on the admissions summary form) in cases where a student has submitted a TOEFL waiver request. The Graduate School will also review the student's waiver request, but will follow the college/department's recommendation in most cases. Students not having a yes/no decision on their waiver request will be routed back to the department queue.

Information regarding English language requirements can be found on this UMSL Global office webpage:

<https://www.umsl.edu/global/admissions/englishrequirements.html>. A student could qualify for a waiver by having a US green card, a US work visa or having completed at least 30cr hrs at a US or other English speaking country (from the webpage list). If the student has none of the qualifiers, but can prove English proficiency through an interview, then a waiver would be fine. If a program wishes to waive the English proficiency requirement for a particular applicant, please add a comment as to why the requirement is being waived when recommending admission.

Waiver - GRE requirement

The Graduate School no longer requires the GRE; although, it is still required by many programs. If a programs [Requirements & Details](#) page lists the GRE as a requirement, then the GRE requirement will be enforced by the Graduate School. GRE scores are valid for five years. After five years, a student will no longer be able to access the scores from their GRE account, and will be unable to send them to schools. A student's scores can be found on the Application Inquiry page in MyView (main menu > um processes and reports > um admit and recruit > application inquiry). If a program requires the GRE, but wishes to waive it for a particular applicant, please add a comment as to why the requirement is being waived when recommending admission.