

Application for Graduation – Graduate Degree – 2+3 degrees – [M4] Directions

1. Complete the pdf form from the Graduate School Web page - <http://www.umsl.edu/gradschool/admitted/graduation.html>
 - a. Forms must be sent from your UMSL email account, to your advisor, as a measure of security.
 - b. Your advisor will sign and then forward to the Graduate Program Director.
 - c. Your Graduate Program Director will then forward to the Graduate School – GradSchoolForms@umsl.edu
 - d. Forms that are incomplete will not be processed. Paper forms will not be accepted.
2. It is the student's responsibility to complete the M4 successfully & submit to advisor by the graduation deadline.
 - a. Graduation Deadlines - <http://www.umsl.edu/gradschool/admitted/graduation.html>
 - b. If you are not enrolled in the semester in which you apply to graduate, the Graduate School will enroll you in the Graduate Exam Fee which is equal to one credit hour of graduate tuition, per UM System Requirements.
3. The academic program information in the MyView Student Services Center – is the only degree program that you have been accepted to and will be considered for. If this information is incorrect, please inform your advisor AS SOON AS POSSIBLE, as you will need to reapply and be accepted to the degree program you are requesting a degree from before we can process the paperwork.
4. You can access your academic history through MyView or request a transcript from the Office of the Registrar to assist you in completing the coursework section. List ONLY the coursework needed to satisfy the degree requirements – exactly as it appears in your course history. Additional coursework on your M4 may cause it to be rejected or denied.
 - a. List only approved degree programs and subplans - if unapproved areas are listed, the application will be changed to reflect the appropriate degree requirements.
 - b. Do not list concentration areas or outside certification requests.
 - c. Transfer courses should be exactly as they appear on the outside transcript
5. The Semester/Year column information:
 - a. This information indicates that your program meets the required timeframe of 6 years from the date of first course taken.
 - b. If your program exceeds this time limit, you will need to submit a request for a time extension - This request for an extension should be submitted with the M4. See Graduate School handbook for more information on this process.
6. Fill in the grade space only when a letter grade has been awarded [A, B, C].
 - a. If a DL grade exists in a course, the outstanding work will need to be completed by the student and the grade CHANGED to a letter grade, by the instructor of record - by the deadline to enter grades at the end of the graduating semester.
 - b. If a DL grade is not changed, you will be removed from the graduation list and you will need to re-apply for graduation in a future semester.
 - c. Do not include courses with an EX or F grade on the M4. Your application will be denied.
7. The Special column allows you to denote specific courses using the letter codes shown below.
 - a. TR - to denote transfer courses [courses not taken at UMSL]
 - b. WS - to denote workshops
 - c. * - to denote other coursework with special circumstances – please include explanation
8. Consult the Graduate Bulletin - <http://bulletin.umsl.edu/graduatestudy/>
 - a. Confer with your advisor to be sure that you have completed all departmental and Graduate School requirements for graduation.
 - b. Program and Cumulative GPA must be a minimum of 3.0 to graduate.
9. Signature Options
 - a. Sign by typing, drawing your signature or using an image - Signatures must be legible.
 - b. Forms should be sent from your UMSL email address.
10. Update your name and address in MyView. Graduate Degrees will be mailed to official addresses only.
 - a. The university is not liable for official notifications sent to incorrect or old addresses. We will contact you exclusively through your UMSL e-mail address.
11. This form should be used only to apply for graduation from 2+3 programs.
12. Keep a copy of this form for your records. You will be notified when it has been evaluated, via UMSL E-mail.
 - a. Frequently Asked Questions - <http://www.umsl.edu/gradschool/admitted/faq.html>

When you file your application for graduation, a graduation check will be performed.

Please keep copies of all submitted files.

Application for Graduation – Graduate Degree – 2+3 programs – [M4]

This form must be filed in the Graduate School by the deadlines posted here - <http://umsl.edu/go/MastersGradDeadlines>
Please see directions for detailed information about signature fields and how forms should be processed. It is the student's responsibility to complete this form and obtain signatures from their advisor and Graduate Program Director. After the Graduate Program Director signs off on the degree coursework and requirements – the form should be sent to the Graduate School, electronically – GradSchoolForms@umsl.edu – Paper [and incomplete] forms will not be accepted.

Name: _____

Student Number: _____

Expected Semester of Graduation: May December Year: _____ August [degrees conferred, no commencement ceremony]**2+3 Degree Program:** _____

Please confirm your current degree program and emphasis areas [if applicable] in MyView.

The Current Inventory of Degree Programs can be found here - <http://www.umsl.edu/ums/aa/degrees-umsldegrees>

By signing below, 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.
- 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.

Sign by typing or drawing your signature or using an image.

Signatures must be legible.

Frequently Asked Questions<http://www.umsl.edu/gradschool/admitted/faq.html>_____
Student Signature and Date**Graduate School Use ONLY****Degree Removal:**

- DL/F/EX/Y
- Student Not Enrolled
- Transcripts for Transfer Credit not rcvd
- Low G.P.A. [below 3.0]
- Courses on Program Not Taken
- Exit Requirement Not Completed

Thesis Approval:

- Approved M2
- Advisor Approval
- Title Page & Numbering
- Paper copies [if applicable]

Comments:

 Approved Removed_____
Graduate School Approvals
Dean Teresa Thiel

